



Hornby Island Local Trust Committee

Regular Meeting Agenda

Date: September 8, 2017
Time: 11:30 am
Location: Room to Grow
2100 Sollans Road, Hornby Island, BC

	Pages
1. CALL TO ORDER	11:30 AM - 11:35 AM
<i>"Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change."</i>	
2. APPROVAL OF AGENDA	
3. TOWN HALL AND QUESTIONS	11:35 AM - 11:45 AM
4. COMMUNITY INFORMATION MEETING - None	
5. PUBLIC HEARING - None	
6. MINUTES	11:45 AM - 11:55 AM
6.1 Local Trust Committee Minutes dated July 7, 2017 for Adoption	3 - 10
6.2 Section 26 Resolutions-without-meeting Report dated August 30, 2017	11 - 11
6.3 Advisory Planning Commission Minutes - None	
7. BUSINESS ARISING FROM MINUTES	11:55 AM - 12:15 PM
7.1 Follow-up Action List dated August 30, 2017	12 - 13
7.2 "Hornby Island Land Use Bylaw, 2014, Amendment No. 1, 2017" Bylaw No. 155 - Staff Report	14 - 22
8. DELEGATIONS - None	
9. CORRESPONDENCE - None	
<i>Correspondence received concerning current applications or projects is posted to the LTC webpage</i>	

- | | | | |
|--------|--|--------------------|---------|
| 10. | APPLICATIONS AND REFERRALS | 12:15 PM - 1:00 PM | |
| 10.1 | HO-DP-2017.1 & HO-DVP-2017.2 (Hornby Island Co-op Association) - Staff Report | | 23 - 43 |
| | <i>---BREAK--- 1:00 - 1:15</i> | | |
| 11. | LOCAL TRUST COMMITTEE PROJECTS | 1:15 PM - 1:30 PM | |
| 11.1 | Vacation Home Rental Review Project - Verbal Update | | |
| 12. | REPORTS | 1:30 PM - 2:00 PM | |
| 12.1 | Work Program - For Discussion (Review of Work Program in relation to what is taking place in the community relevant to the Islands Trust Mandate and the time remaining in the term) | | |
| 12.1.1 | <u>Top Priorities Report dated August 30, 2017</u> | | 44 - 44 |
| 12.1.2 | <u>Projects List Report dated August 30, 2017</u> | | 45 - 46 |
| 12.1.3 | <u>Hornby LTC 2014-2018 Term Goal Setting Session</u> | | |
| 12.1.4 | <u>Work Program - For Discussion</u> | | |
| 12.2 | Applications Report dated August 30, 2017 | | 47 - 49 |
| 12.3 | Trustee and Local Expense Report dated June, 2017 | | 50 - 50 |
| 12.4 | Adopted Policies and Standing Resolutions | | 51 - 51 |
| 12.5 | Local Trust Committee Webpage | | |
| 12.6 | Chair's Report | | |
| 12.7 | Trustee Reports | | |
| 12.8 | Electoral Area Director's Report - None | | |
| 12.9 | Trust Fund Board Report - None | | |
| 13. | NEW BUSINESS - None | | |
| 14. | UPCOMING MEETINGS | | |
| 14.1 | Next Regular Meeting Scheduled for November 3, 2017 at 11:30 am at Room to Grow, The Hornby Island Resource Centre, 2100 Sollans Road, Hornby Island, BC | | |
| 15. | TOWNHALL | 2:00 PM - 2:10 PM | |
| 16. | CLOSED MEETING - None | | |
| 17. | ADJOURNMENT | 2:10 PM - 2:10 PM | |



Hornby Island Local Trust Committee Minutes of Regular Meeting

Date: July 7, 2017
Location: Room to Grow
 2100 Sollans Road, Hornby Island, BC

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

Staff Present Marnie Eggen, Island Planner
 Vicky Bockman, Recorder

Public Present There were no members of the public in attendance

1. CALL TO ORDER

Chair Busheikin called the meeting to order at 11:30 am. She acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

The following additions and changes to the agenda were presented for consideration:

- Move item 16 to after item 2
- Add 13.1 Wells and Our Groundwater Conservation Workshop - Discussion
- Add 13.2 First Nations Business - Discussion

By general consent the agenda was adopted as amended.

16. CLOSED MEETING

16.1 Motion to Close the Meeting

HO-2017-038

It was MOVED and SECONDED,

that the meeting be closed to the public in accordance with the *Community Charter*, Part 4, Division 3, s.90(1) (d) and (f) for the purpose of considering: Adoption of *In-Camera* meeting minutes dated May 5, 2017 and Bylaw Enforcement and that the recorder and staff attend the meeting.

CARRIED

The meeting closed to the public at 11:35 am.

16.2 Recall to Order

By general consent the meeting was recalled to order at 12:18 pm.

16.3 Rise and Report

Chair Busheikin reported that in the Closed Meeting the Local Trust Committee (LTC) adopted minutes from the *In Camera* meeting of May 5, 2017 and discussed a bylaw enforcement issue related to water.

3. TOWN HALL AND QUESTIONS - none

4. COMMUNITY INFORMATION MEETING - none

5. PUBLIC HEARING - none

6. MINUTES

6.1 Local Trust Committee Minutes dated May 5, 2017 for Adoption

By general consent the Local Trust committee meeting minutes of May 5, 2017 were adopted.

6.2 Section 26 Resolutions-without-meeting - none

6.3 Advisory Planning Commission Minutes - none

7. BUSINESS ARISING FROM MINUTES

7.1 Follow-up Action List dated June 30, 2017

Planner Eggen presented the Follow-up Action List, provided updates and responded to questions that arose.

7.2 Ministry of Transportation and Infrastructure Road Closure Referral Processing Fees - Memorandum

Received.

8. DELEGATIONS - none

9. CORRESPONDENCE - none

10. APPLICATIONS AND REFERRALS

10.1 HO-SUB-2016.2 (Grond, 1660 Lea Smith Road) - Staff Report

Planner Eggen outlined the Staff Report relating to a two-lot subdivision request applied for through the Ministry of Transportation and Infrastructure that addresses a 10% road frontage waiver and restrictive covenant on proposed Lot 1 for LTC consideration.

Planner Zupanec joined the meeting via telephone at 12:35 pm.

Trustees discussed the proposed referral and the following was noted:

- The general rationale for the suggested waiver of the 10% road frontage requirement was clarified it was confirmed that there is sufficient buildable area on the lot and that road safety issues will not be created;
- The restrictive covenant is required to limit the subdivision potential to a maximum of three lots; and
- The unusual lot configuration is a function of topography and consideration of minimum lot size while allowing for the larger lot to encompass the most productive soil capacity.

Planner Zupanec left the meeting via telephone at 12:43 pm.

HO-2017-039

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee waive the 10% road frontage requirement for Lot B, Section 12, Hornby Island, Nanaimo District VIP58906, except part in Plan VIP88619 Lot 1, Section 12, Hornby Island, Nanaimo District, Plan VIP88619 for Proposed Lot 2 as shown on the plan of subdivision for application HO-SUB-2016.2

CARRIED

HO-2017-040

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee accept a covenant under section 219 of the Land Title Act from the registered owner of Lot B, Section 12, Hornby Island, Nanaimo District, Plan VIP58906 except part in Plan VIP88619 and Lot 1, Section 12, Hornby Island, Nanaimo District Plan VIP88619 and designate the Chair and Trustee Tony Law of the Local Trust Committee to sign the covenant (HO-SUB-2016.2, 1660 Lea Smith Road).

CARRIED

By general consent the meeting was recessed at 12:46 pm and reconvened at 1:05 pm.

10.2 Denman Island Local Trust Committee Referral regarding Bylaw No. 225

Chair Busheikin explained the intent and purpose of Denman Island LTC's proposed Bylaw No. 225.

HO-2017-041

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee respond to the referral of Denman Island proposed Bylaw No. 225 by stating that interests are unaffected by the bylaw.

CARRIED

11. LOCAL TRUST COMMITTEE PROJECTS

11.1 Vacation Home Rentals Policy Review - Staff Report

Planner Eggen presented the Staff Report and summarized the revisions to the Vacation Home Rentals Policy Review Project Charter and additional project budget allocation request for LTC consideration. She advised that the project charter proposes significant consultation with community, Advisory Planning Commission (APC), and community stakeholders in a staff-led project.

Trustees discussed the proposed community survey and the following points were noted:

- A wide distribution effort will be conducted that may include mail drop, providing each mailbox with a survey;
- Hard copies of the survey can be placed in strategic locations;
- Posters, social media, radio announcements and the webpage can assist in promoting survey responses;
- Providing educational information including policy and regulatory framework with the survey was recommended;
- The survey will be reviewed by Trustees prior to implementation; and
- Survey responses will be provided to the LTC to determine next steps.

Discussion continued on the project with the following key points noted:

- Staff assessment of best practices Trust-wide and possible tools for administrative requirements such as septic review were suggested to be provided to the APC to assist in their analysis;
- Staff will consult with Bylaw Enforcement for input on the review;
- Concerns have been heard regarding overloading the allowable occupancy of Vacation Home Rentals; and
- A review of water and septic requirements is needed and may include consideration of changes for small lots in addition to those already addressed in the regulations.

HO-2017-042

It was MOVED and SECONDED,

that the Vacation Home Rentals Policy Review Project Charter v.2.0 be amended by adding an additional Deliverable/Milestone: Provide a staff assessment of administrative/permitting/enforcement issues, best practices and potential additional tools, Date: Fall/Winter 2017.

CARRIED

HO-2017-043

It was MOVED and SECONDED,

that the Vacation Home Rentals Policy Review Project Charter v.2.0 be amended by changing the Purpose to read: This project will review, with the community, the recent policies and regulations implemented to permit Vacation Home Rentals on Hornby Island, to identify improved approaches possible through education, regulation and enforcement.

CARRIED

HO-2017-044

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee endorse the revised Project Charter for the Vacation Home Rentals Policy Review Project as amended.

CARRIED

HO-2017-045

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee approve a budget allocation of \$500.00 from the Hornby Island Local Trust Committee Special Projects Budget to meet the needs of the Vacation Home Rentals Policy Review Project.

CARRIED

12. REPORTS

12.1 Work Program

12.1.1 Top Priorities Report dated June 30, 2016

Trustees reviewed the Top Priorities Report and recognized the need to update the Vacation Rentals Review Activity. A Trustee provided an update on the status of the Islanders' Secure Land Association project.

HO-2017-046

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee request staff to convey to Planner Milne the Local Trust Committee's appreciation for continuing to work on the Islanders' Secure Land Association application.

CARRIED

HO-2017-047

It was MOVED and SECONDED,

that Top Priority No. 3 be amended by changing the Activity to read: Implement the Project Charter for reviewing Vacation House Rentals.

CARRIED

12.1.2 Projects List Report dated June 30, 2017

Trustees considered the value of reviewing their Work Program in relation to what is taking place in the community relevant to the Islands Trust mandate and the time remaining in the term. They requested that staff schedule this topic for discussion at the next LTC meeting in September, 2017.

12.1.3 Hornby LTC 2014-2018 Term Goal Setting Session

Received.

12.1.4 Work Program - Suggestions for Discussion

Received.

12.2 **Applications Report dated June 30, 2017**

Received.

12.3 **Trustee and Local Expense Report dated May, 2017**

Trustees requested that the Expense Report Projects be modified by replacing "Hornby Ford Family Orchard Heritage Protection" with "Housing Amendments".

12.4 **Adopted Policies and Standing Resolutions**

Received.

12.5 **Local Trust Committee Webpage**

Trustees requested that information regarding the Vacation Home Rentals Policy Review Project be placed on the webpage when available.

12.6 **Chair's Report**

Chair Busheikin reported on the following:

- She appreciated the work being conducted at the recent Trust Council meeting and shared some of the topics that were discussed;
- She congratulated the Hornby and Denman Community Health Care Society as a recipient of a Community Stewardship Award and suggested that this might be acknowledged at a future LTC meeting;
- Islands Trust Chief Administrative Officer and Trust Council Chair have been meeting with all MLAs for the Islands Trust Area;
- Staff have been involved in work on the derelict vessel initiatives;
- Executive Committee held the annual meeting with Bowen Island Municipal Council;
- She attended a Ferry Advisory Committee (FAC) meeting where plans for terminal upgrades were reviewed;

- The Wells and our Groundwater workshop held on Denman Island was well received; and
- The Shoreline Protection Plan being developed on Lasqueti Island is far reaching and could be a model for other islands.

12.7 Trustee Reports

Trustee Allen reported on the following:

- He attended Trust Council on Lasqueti Island and found the Species at Risk session to be informative;
- He recognized the Hornby and Denman Community Health Care Society as a recipient of a Community Stewardship Award, noting their 38 years of service; and
- He commended the Aging at Home Implementation Project being conducted on Lasqueti Island.

Trustee Law commented on the following:

- His work with BC Ferries has included attending a FAC meeting and working on a draft revised schedule that will be presented to BC Ferries;
- He attended a meeting of the Hornby Island Community Economic Enhancement Corporation Water Stewardship project, working to improve the quantity and quality of water on the island;
- He has been working with Conservancy Hornby Island on a marine project, and suggested that the Water Stewardship and marine projects might be discussed at a future LTC meeting;
- He has been working as an ad hoc member of Hornby Island Residents' and Ratepayers' Association's standing Housing Committee and reported on the ongoing housing difficulties, observing that planning and practical solutions are not in sync; and
- He has initiated a meeting with the Sea Breeze Lodge, neighbours and a Regional District Compliance Officer with a goal of producing ideas and possible solutions to ongoing concerns.

12.8 Electoral Area Director's Report - none

12.9 Trust Fund Board Report - none

13. NEW BUSINESS

13.1 Wells and Our Groundwater Conservation Workshop - Discussion

Trustees discussed the Wells and Our Groundwater Conservation Workshop and the following points were noted:

- A scheduling conflict with the K'omoks First Nation visit might be addressed by one Trustee attending each of the events; and
- Advertising for the workshop was recommended.

HO-2017-048

It was MOVED and SECONDED,

that an advertisement be placed in the Hornby Island Tribune regarding the Wells and Our Groundwater Workshop on July 14, 2017 on Hornby Island and that this be paid for through the Local Trust Committee budget if funding is not available through Trust Area Services.

CARRIED

13.2 First Nations Business - Discussion

Trustees discussed logistics relating to the K'omoks First Nation visit to Hornby and Denman Islands scheduled for July 14, 2017, and determined that Senior Intergovernmental Policy Advisor MacRaid's attendance would not be necessary. They recognized this as a first step and opportunity to develop a relationship that can facilitate more formal work in the future.

14. UPCOMING MEETINGS

14.1 Next Regular Meeting Scheduled for September 8, 2017 at 11:30 am at Room to Grow, The Hornby Island Resource Centre, 2100 Sollans Road, Hornby Island, BC

Trustees confirmed the next regular meeting date, time and location.

15. TOWNHALL - none

17. ADJOURNMENT

By general consent the meeting was adjourned at 2:33 pm.

Laura Busheikin, Chair

Certified Correct:

Vicky Bockman, Recorder

Resolutions Without Meeting

Hornby Island

Resolution #	Action	Resolution Description	Resolution Date
2017-06	In Favour	"That Hornby Island Local Trust Committee Bylaw No. 155, cited as "Hornby Island Land Use Bylaw, 2014, Amendment No. 1, 2017", be read a first time."	23-Aug-2017

Follow Up Action Report

Hornby Island

14-Oct-2016

Activity	Responsibility	Target Date	Status
Staff to work with APC on the preparation of a terms of reference for the vacation home rental review and prepare a draft project charter for the review of the LTC. Update: July 7 - revised Project Charter to reflect staff lead project, (no need for APC TOR).	Marnie Eggen Penny Hawley Wil Cottingham		Done

02-Dec-2016

Activity	Responsibility	Target Date	Status
Komoks Relationship Building: Staff be requested to develop an Event Plan with respect to Hornby and Denman LTCs working together for an initial Komoks community and First Nation long-term, sustainable relationship building event. Staff to also discuss environmental mapping (ecosystems, eel grass, forage fish) KFN staff as a step in relationship-building.	Marnie Eggen		On Going

07-Jul-2017

Activity	Responsibility	Target Date	Status
Staff to place advertisement in Tribune for water workshop on July 14th using TAS services project budget or LTC budget. Trustee Law to provide draft text.	Marnie Eggen Shelley Miller	10-Jul-2017	Done
LTC waived 10% road frontage requirement for Lot B, Section 12, Hornby Island, Nanaimo District VIP58906, except part in Plan VIP88619 Lot 1, Section 12, Hornby Island, Nanaimo District, Plan VIP88619 for Proposed Lot 2 as shown on the plan of subdivision for application HO-SUB-2016.2.	Sonja Zupanec		On Going

Follow Up Action Report

LTC accepted a covenant from the registered owner of Lot B, Section 12, Hornby Island, Nanaimo District, Plan VIP58906 Except Part in Plan VIP88619 and Lot 1, Section 12, Hornby Island, Nanaimo District Plan VIP88619 an designated the Chair and Trustee Law to sign the covenant (HOSUB-2016.2, 1660 Lea Smith Road).	Sonja Zupanec		On Going
Staff to add item to next agenda: Review of Work Program in relation to what is taking place in the community relevant to the Islands Trust mandate and the time remaining in the term.	Becky McErlean Marnie Eggen	10-Jul-2017	Done
Staff to allocate \$500 from the Hornby LTC Special Projects budget to the Vacation Home Rentals Project.	Marnie Eggen Ann Kjerulf		Done

STAFF REPORT

File No.: 6500 – 20 (Vacation Home
Rentals LUB Minor
Amendment, Bylaw No. 155)

DATE OF MEETING: September 8, 2017
TO: Hornby Island Local Trust Committee
FROM: Marnie Eggen, Island Planner
Northern Team
COPY: Ann Kjerulf, Regional Planning Manager
SUBJECT: Vacation Home Rentals LUB Minor Amendment, Bylaw No. 155

RECOMMENDATION

1. That the Hornby Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that Bylaw No. 15, cited as “Hornby Island Land Use Bylaw, 2014, Amendment No. 1, 2017”, is not contrary to or at variance with the Islands Trust Policy Statement.
2. That the Hornby Island Local Trust Committee Bylaw No. 155, cited as “Hornby Island Land Use Bylaw, 2014, Amendment No. 1, 2017”, be read a second time.
3. That the Hornby Island Local Trust Committee waive the holding of the public hearing for Bylaw No. 155, cited as “Hornby Island Land Use Bylaw, 2014, Amendment No. 1, 2017” because Bylaw No. 155 is consistent with the Hornby Island Official Community Plan Bylaw No. 149, and request staff to undertake the required public notification process pursuant to Sections 464(2) and 467 of the *Local Government Act* to waive the public hearing.

REPORT SUMMARY

The purpose of the staff report is to present proposed Bylaw No. 155 to the Hornby Local Trust Committee (LTC) for consideration of the following:

1. That the proposed bylaw is not contrary to or at variance with the Islands Trust Policy Statement;
2. That the proposed bylaw be read a second time;
3. That the public hearing be waived because the proposed bylaw is consistent with the Hornby Island Official Community Plan Bylaw No. 149 (OCP).

BACKGROUND

Proposed Bylaw No. 155 includes two items that are considered by staff to be minor amendments.

The first item is related to the vacation home rental regulations. Staff recently became aware that Bylaw Amendment No. 145 (Vacation Home Rentals, 2012) was inadvertently omitted during the drafting of the new Hornby LUB No. 150. Bylaw amendment No. 145 aimed to allow year round vacation home rentals on larger lots

where zoning regulations allow a second dwelling. An owner or tenant can live in one legal dwelling while the second legal dwelling may be used for a vacation home rental at any time of the year.

Excerpt from Bylaw Amendment No. 145:

1. Hornby Island Land Use Bylaw No. 86, 1993 is amended by:
 - a. Amending Part **3.0 GENERAL REGULATIONS – VACATION HOME RENTAL USES** as follows:
 - i. Adding a new regulation directly after 3.23.1:

“3.23.2 Despite 3.23.1, on any lot permitted two dwelling units, one dwelling unit may be occupied by paying guests at any time, provided that an owner or tenant is resident in a second lawful dwelling unit on the lot during the vacation home rental occupancy.”
 - ii. Renumbering subsequent regulations 3.23.2 to 3.23.6 accordingly.

After Bylaw Amendment No. 145 was adopted by the LTC in the summer of 2012, the existing Hornby LUB No. 86 was consolidated to include this new provision, and subsequently a *Guide to Vacation Home Rentals* was developed and posted on the Islands Trust Website and currently remains in the “Resources” section: <http://www.islandstrust.bc.ca/islands/local-trust-areas/hornby/resources/>

No further changes were anticipated or made to the vacation home rental provisions during the drafting of Bylaw No. 150. The LTC is currently reviewing the regulations as per OCP policy 6.5.3.9 “The Local Trust Committee consider reviewing with the community the regulations for vacation home rentals in 2017.” As the LTC moves forward with the 2017 Vacation Home Rental Review project, it is necessary to correct this error, which requires a bylaw amendment.

The second item is a minor correction to a reference to a Section of Bylaw No. 150. It will correct a reference in Section 8.24 Mariculture (M3) Zone, Subsection Conditions of Use (3) by deleting the number “8.29 (2)” and replacing it with the number “8.26 (2)”. “8.29(2)” doesn’t exist in Bylaw No. 150; it was a remnant from old Bylaw No. 86 and “8.26(2)” should be reference instead.

On August 23, 2017, the following Resolution without Meeting (RWM) passed in favour:

“That Hornby Island Local Trust Committee Bylaw No. 155, cited as “Hornby Island Land Use Bylaw, 2014, Amendment No. 1, 2017”, be read a first time.”

ANALYSIS

Policy/Regulatory

Islands Trust Policy Statement:

It is staff’s opinion that the Islands Trust Policy Statement (ITPS) supports this proposal in the same way as previously adopted Bylaw No. 145 (2012) (see Attachments for the ITPS).

Official Community Plan:

It is staff’s opinion that the proposed bylaw amendment is consistent with the OCP, specifically policies contained in Section 6.5.3 (see <http://www.islandstrust.bc.ca/media/344119/hobl-149-ocp-consolidated-august-2016-final.pdf>).

Land Use Bylaw:

Proposed Bylaw No. 155 will amend the Hornby LUB No. 150 by doing the following (see Attachments for proposed Bylaw No. 155):

1. Adding a provision that was inadvertently omitted during the drafting of the new Hornby LUB No. 150 allowing year round vacation home rentals on larger lots where zoning regulations allow a second dwelling. An owner or tenant can live in one legal dwelling while the second legal dwelling may be used for a vacation home rental at any time of the year.
2. Making a minor correction to a reference in Section 8.24 Mariculture (M3) Zone, Subsection Conditions of Use (3) by deleting the number “8.29 (2)” and replacing it with the number “8.26 (2)”.

Consultation

Statutory Requirements

It is staff’s opinion that the proposed changes fall within the scope of Section 464(2) of the *Local Government Act* (LGA), which allows for a public hearing to be waived where the proposed amendments are consistent with the OCP. In such cases there remains a requirement to provide notification as identified in Section 467, “Notice if public hearing is waived”. Those requirements include posting notice in much the same manner with the same information as would be the case with a public hearing.

Agencies and First Nations

It is staff’s opinion that referrals to agencies and first nations are not needed as previous amendments regarding vacation home rentals were commented on during referrals of Bylaws No. 142 and 143 (amendments that allowed vacation home rentals on Hornby Island, and adopted in 2012).

Rationale for Recommendation

As the proposed amendment (Bylaw No. 155) corrects two errors that were intended to be included in the Hornby LUB No. 150, staff recommends advancing proposed Bylaw No. 155 by considering the Islands Trust Policy Statement, giving second reading, and waiving the public hearing.

ALTERNATIVES

The LTC may consider the following alternatives to the staff recommendation:

1. Request Agency Referrals

The LTC may request to refer this bylaw to agencies and first nations. Staff advise that this will likely delay the adoption of this amending bylaw which may impact the progress of the Hornby Vacation Home Rental Review project. If selecting this alternative, the LTC should list the specific agencies and first nations to whom it would like to refer to. Recommended wording for the resolution is as follows:

That the Hornby Island Local Trust Committee requests staff to refer Bylaw No. 155, cited as “Hornby Island Land Use Bylaw, 2014, Amendment No. 1, 2017” to the following agencies and first nations for comment: [insert agencies and first nations].

2. Hold a Public Hearing

The LTC may hold a public hearing. Staff advise that this will likely delay the adoption of this amending bylaw which may impact the progress of the Hornby Vacation Home Rental Review project. Recommended wording for the resolution is as follows:

That the Hornby Island Local Trust Committee request staff to schedule a community information meeting and public hearing for Bylaw No. 155, cited as "Hornby Island Land Use Bylaw, 2014, Amendment No. 1, 2017".

NEXT STEPS

Provided the LTC concurs with the recommendation, staff will undertake the required public notification process pursuant to Sections 464(2) and 467 of the *Local Government Act* to waive the public hearing.

Submitted By:	Marnie Eggen, MCIP RPP Island Planner	August 25, 2017
Concurrence:	Ann Kjerulf, MCIP RPP Northern Regional Planning Manager	August 25, 2017

ATTACHMENTS

1. Islands Trust Policy Statement Directives Only Checklist
2. Bylaw No. 155, cited as "Hornby Island Land Use Bylaw, 2014, Amendment No. 1, 2017"



ISLANDS TRUST POLICY STATEMENT DIRECTIVES ONLY CHECKLIST

File No.: HO 6500 – 20

File Name: Vacation Home Rentals LUB Minor
Amendment, Bylaw No. 155

PURPOSE

To provide staff with the Directives Only Checklist to highlight issues addressed in staff reports and as a means to ensure Local Trust Committees address certain matters in their official community plans and regulatory bylaws, Island Municipalities address certain matters in their official community plans, and to reference any relevant sections of the Policy Statement.

POLICY STATEMENT

The Policy Statement is comprised of several parts. Parts I and II outline the purpose, the Islands Trust object, and Council's guiding principles. Parts III, IV and V contain the goals and policies relevant to ecosystem preservation and protection, stewardship of resources and sustainable communities.

There are three different kinds of policies within the Policy Statement as follows:

- Commitments of Trust Council which are statements about Council's position or philosophy on various matters;
- Recommendations of Council to other government agencies, non-government organizations, property owners, residents and visitors; and
- Directive Policies which direct Local Trust Committees and Island Municipalities to address certain matters.

DIRECTIVES ONLY CHECKLIST

The Policy Statement Directives Only Checklist is based on the directive policies from the Policy Statement (Consolidated April 2003) which require Local Trust Committees to address certain matters in their official community plans and regulatory bylaws and Island Municipalities to address certain matters in their official community plans in a way that implements the policy of Trust Council.

Staff will use the Policy Statement Checklist (Directives Only) to review Local Trust Committee and Island Municipality bylaw amendment applications and proposals to ensure consistency with the Policy Statement. Staff will add the appropriate symbol to the table as follows:

- ✓ if the bylaw is consistent with the policy from the Policy Statement, or
- ✗ if the bylaw is inconsistent (contrary or at variance) with a policy from the Policy Statement, or
- N/A if the policy is not applicable.

PART III: POLICIES FOR ECOSYSTEM PRESERVATION AND PROTECTION

CONSISTENT	No.	DIRECTIVE POLICY
	3.1	Ecosystems
N/A	3.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and protection of the environmentally sensitive areas and significant natural sites, features and landforms in their planning area.
N/A	3.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning, establishment, and maintenance of a network of protected areas that preserve the representative ecosystems of their planning area and maintain their ecological integrity.
✓	3.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the regulation of land use and development to restrict emissions to land, air and water to levels not harmful to humans or other species.
	3.2	Forest Ecosystems
N/A	3.2.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of unfragmented forest ecosystems within their local planning areas from potentially adverse impacts of growth, development, and land-use.
	3.3	Freshwater and Wetland Ecosystems and Riparian Zones
N/A	3.3.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means to prevent further loss or degradation of freshwater bodies or watercourses, wetlands and riparian zones and to protect aquatic wildlife.
	3.4	Coastal and Marine Ecosystems
N/A	3.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of sensitive coastal areas.
N/A	3.4.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for and regulation of development in coastal regions to protect natural coastal processes.

PART IV: POLICIES FOR THE STEWARDSHIP OF RESOURCES

CONSISTENT	No.	DIRECTIVE POLICY
	4.1	Agricultural Land
N/A	4.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and preservation of agricultural land for current and future use.
N/A	4.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation, protection, and encouragement of farming, the sustainability of farming, and the relationship of farming to other land uses.
N/A	4.1.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of adjacent properties to minimize any adverse affects on agricultural land.
	4.2	Forests
N/A	4.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the need to protect the ecological integrity on a scale of forest stands and landscapes.
N/A	4.2.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the retention of large land holdings and parcel sizes for sustainable forestry use, and the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.
N/A	4.2.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.

CONSISTENT	No.	DIRECTIVE POLICY
	4.3	Wildlife and Vegetation
	4.4	Freshwater Resources
✓	4.4.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.
N/A	4.4.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses
	4.5	Coastal Areas and Marine Shorelands
N/A	4.5.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the needs and locations for marine dependent land uses.
N/A	4.5.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning areas.
N/A	4.5.10	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.
N/A	4.5.11	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways.
	4.6	Soils and Other Resources
N/A	4.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of productive soils.

PART V: POLICIES FOR SUSTAINABLE COMMUNITIES

CONSISTENT	No.	DIRECTIVE POLICY
	5.1	Aesthetic Qualities
N/A	5.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
	5.2	Growth and Development
✓	5.2.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.
✓	5.2.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.
✓	5.2.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
N/A	5.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of areas hazardous to development, including areas subject to flooding, erosion or slope instability, and strategies to direct development away from such hazards.
	5.3	Transportation and Utilities
N/A	5.3.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of a classification system of rural roadways, including scenic or heritage road designations, in recognition of the object of the Islands Trust.
N/A	5.3.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the impacts of road location, design, construction and systems.
N/A	5.3.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of areas for the landing of emergency helicopters.
N/A	5.3.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use.
	5.4	Disposal of Waste
N/A	5.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of acceptable locations for the disposal of solid waste.

CONSISTENT	No.	DIRECTIVE POLICY
	5.5	Recreation
N/A	5.5.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the prohibition of destination gaming facilities such as casinos and commercial bingo halls.
N/A	5.5.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location and type of recreational facilities so as not to degrade environmentally sensitive areas, and the designation of locations for marinas, boat launches, docks and anchorages so as not to degrade sensitive marine or coastal areas.
N/A	5.5.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of sites providing safe public access to beaches, the identification and designation of areas of recreational significance, and the designation of locations for community and public boat launches, docks and anchorages.
N/A	5.5.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.
N/A	5.5.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.
	5.6	Cultural and Natural Heritage
N/A	5.6.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.
N/A	5.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	Economic Opportunities
✓	5.7.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.
	5.8	Health and Well-being
✓	5.8.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.

	POLICY STATEMENT COMPLIANCE
✓	<i>In compliance with Trust Policy</i>
	<i>Not in compliance with Trust Policy for the following reasons:</i>

DRAFT

HORNBY ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 155

A BYLAW TO AMEND THE HORNBY ISLAND LAND USE BYLAW, 2014

The Hornby Island Local Trust Committee, being the Trust Committee having jurisdiction in respect of the Hornby Island Local Trust Area under *the Islands Trust Act*, enacts as follows:

1. Citation

This bylaw may be cited as “Hornby Island Land Use Bylaw, 2014, Amendment No. 1, 2017”.

2. Hornby Island Local Trust Committee Bylaw No. 150, cited as “Hornby Island Land Use Bylaw No. 150, 2014” is amended as follows:

2.1 PART 3 GENERAL REGULATIONS, Section 3.7 Vacation Home Rental Uses, Subsection 3.7(1) is amended by

(a) Adding a new regulation directly after article 3.7(1)(a):

“3.7(1)(b) Despite article 3.7(1)(a), on any lot permitted two dwelling units, one dwelling unit may be occupied by paying guests at any time, provided that an owner or tenant is resident in a second lawful dwelling unit on the lot during the vacation home rental occupancy.”

(b) Renumbering the subsequent article to 3.7(1)(c):

“3.7(1)(c) During any period of seven consecutive days a dwelling unit may be occupied by only one guest or guest party.”

2.2 PART 8 ZONE REGULATIONS, Section 8.24 Mariculture (M3) Zone, Subsection Conditions of Use (3) is amended by deleting the number “8.29 (2)” and replacing it with the number “8.26 (2)”.

READ A FIRST TIME THIS	23 RD	DAY OF	August	, 2017
READ A SECOND TIME THIS	TH	DAY OF		, 201X
PUBLIC HEARING WAIVED THIS	TH	DAY OF		, 201X
READ A THIRD TIME THIS	TH	DAY OF		, 201X
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST				
THIS	TH	DAY OF		, 201X
ADOPTED THIS	TH	DAY OF		, 201X

SECRETARY

CHAIRPERSON



File No.: HO-DP-2017.1 and HO-DVP-2017.2 (Hornby Island Co-op)

DATE OF MEETING: September 8, 2017

TO: Hornby Island Local Trust Committee

FROM: Teresa Ritemann, Planner 2
Northern Team

SUBJECT: RE: Hornby Island Co-Op DVP and Commercial DP Applications

Applicant: Bob Casault, Team Manager, Hornby Island Co-Op

Location: 5875 Central Road, Hornby Island (PID 026-371-791)
Lot 1, Sections 6 and 10, Hornby Island, Nanaimo District, Plan VIP79310

RECOMMENDATION

1. That the Hornby Island Local Trust Committee approve issuance of Development Variance Permit HO-DVP-2017.2 with the following variances to Hornby Island Land Use Bylaw No. 150, 2014:
 - (a) To reduce the front lot line setback from 6.0 metres to 0.0 metres for all buildings and structures as shown in the proposed site plan; and
 - (b) To reduce the exterior side lot line setback from 6.0 metres to 0.0 metres for all buildings and structures as shown in the proposed site plan;

Subject to the condition that, prior to the issuance, the property owner shall be required to obtain any necessary setback and encroachment permits from the Ministry of Transportation and Infrastructure pursuant to Sections 62 and 90 of the *Transportation Act*.
2. That the Hornby Island Local Trust Committee approve issuance of Development Permit HO-DP-2017.1, following issuance of HO-DVP-2017.2, subject to the following conditions:
 - a) No neon or internally lit signs are permitted.
 - b) Off-street automobile parking shall be provided as required by Hornby Island Land Use Bylaw No. 150, 2014 and shall be adequately screened and unobtrusive, and where possible, located to the rear of the parcel and away from public open spaces and eating places.
 - c) Natural vegetation and trees shall be maintained for screening of parking and storage areas and to maintain the privacy and rural flavour of public open spaces.
 - d) Lighting shall be softer and lower than supplied by mercury vapour lighting towers.
 - e) Lighting shall not illuminate adjacent private properties.
 - f) The character of the development shall keep with the rural environment and blend in with the aesthetic qualities of the natural surroundings.
 - g) The form of the development shall incorporate low, small-scale building design with such amenities as public walkways and outdoor open spaces for use by the public, and include sufficient services.
 - h) All buildings shall be finished in wood or brick.
 - i) Businesses shall be clustered in order to share in the provision of parking, services, and public facilities and open space.

- j) Adequate convenient toilet and washroom facilities shall be provided for the number of customers anticipated.
- k) Universal access design principles shall be incorporated into the built environment to support the provision of equitable access for all abilities.

Subject to the condition that, prior to the issuance, the property owner shall be required to obtain any necessary setback and encroachment permits from the Ministry of Transportation and Infrastructure pursuant to Sections 62 and 90 of the *Transportation Act*.

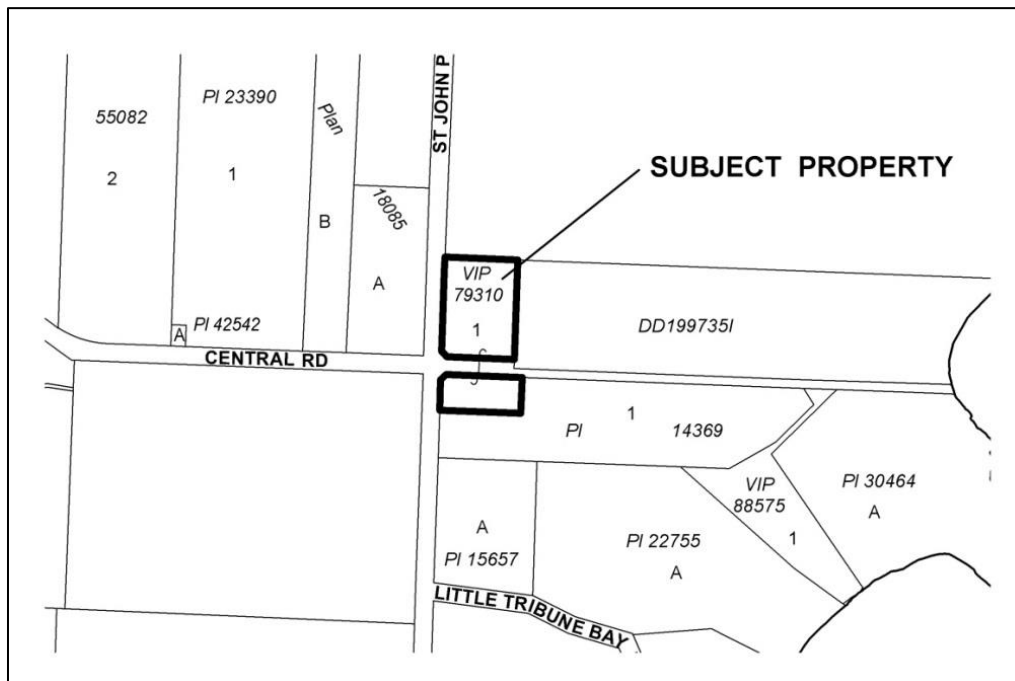
REPORT SUMMARY

The purpose of this report is to provide information regarding the proposed development of the Hornby Island Co-Op property at 5875 Central Road, with the addition of a building, in the “Ringside Market” (HO-DP-2017.1), as well as variance requests for the same property (HO-DVP-2017.2). The main discussion points in support of the recommendations above are:

1. The applicant can work with the Ministry of Transportation and Infrastructure (MOTI) on a plan for which buildings/structures can be located in the setback. Once the applicant has obtained written permission from MOTI, HO-DVP-2017.2 can be issued; and
2. Upon issuance of HO-DVP-2017.2, HO-DP-2017.1 can be issued with the above conditions included as part of the permit, which are reflective of the Development Permit Area Guidelines (Attachment 2).

BACKGROUND

The subject property is located at the intersection of Central Road and Shields Road on Hornby Island, and is a “hooked” lot across Shields Road, as shown in the location map below.



HO-DVP-2017.2: This Development Variance Permit (DVP) application is proceeding as a result of bylaw enforcement file HO-BE-2014.2, whereby the applicant was notified that it had come to the attention of MOTI that a number of buildings/structures currently exist in required setbacks, including encroachments into the road right-of-way and required 4.5 m MOTI setback. MOTI has requested the applicant's co-operation in moving/relocating the encroaching buildings/structures, and Staff's discussion with MOTI identified that MOTI would be open to working with the applicant on a plan to move forward to address the encroachments.

HO-DP-2017.1: This Development Permit (DP) application is proceeding because the subject property is within the Commercial Centre Development Permit Area (DPA). A small portion of the subject property is also within DPA6 (Riparian Areas), though it is exempt from requiring a DP for the proposed development, under regulation 9.6.2(s) of the Hornby Island Land Use Bylaw (see Attachment 1 – Site Context for more detail).

The DP Guidelines for the Commercial Centre DPA can be found in Attachment 2, and the Public Notice for the DVP, and the draft DVP and DP permits can be found in Attachments 3 – 5 of this report.

ANALYSIS

Policy/Regulatory

Attachment 1 addresses the site context in greater detail, including reference to Islands Trust policies; however, the following is a summary:

- The subject property is designated CS (Retail and Personal Services) under the Official Community Plan (OCP), and the proposed development is compatible with the objectives of this OCP designation.
- The subject property is within the Commercial Centre DPA, and the DP Guidelines (Attachment 2) for this DPA have been incorporated as conditions of the draft permit (Attachment 5).
- A small portion of the subject property is also designated as DPA 6 – Riparian Areas; however the proposed development is exempt from requiring a Development Permit under DPA6, under regulation 9.6.2(s) of the Hornby Island Land Use Bylaw (LUB).
- The subject property is zoned Commercial 1 under the LUB, where retail, restaurants, service stations, personal services, and offices are permitted uses.
- The applicant is requesting a relaxation to LUB regulations **8.9(4)(a)** (front lot line setback) and **8.9(4)(d)** (exterior side lot line setback) to 0.0 metres for all buildings and structures as shown in the site plans (Attachment 4).

Issues and Opportunities

MOTI Encroachments - One issue that arises, from this DVP application in particular, is the need for the applicant to address building and structural encroachments into MOTI setbacks from the road right-of-way. Islands Trust only has the authority to reduce setbacks to property lines to within 4.5 m of a public roadway, and not within the public roadway; for buildings and structures to be located within 4.5 m of a public roadway, a Ministry of Transportation Setback Permit is required. For buildings and structures to be located within a public roadway, a Ministry of Transportation Encroachment Permit is required. Islands Trust should not vary setbacks beyond 4.5 m of a public roadway unless conditional upon MOTI approval. Therefore, Staff are recommending that prior to issuance of the DVP, the applicant obtain written permission from MOTI that their buildings and structures can be located as close as 0.0 metres from the property line.

There is a risk that MOTI will not approve of certain buildings or structures within 4.5 m of a public roadway. If this occurs, the applicant will have to revise their variance application such that the appropriate DVP may be considered for issuance by the LTC.

Landscape Plan – Although one of the DP Guidelines (attachment 2) is that “A landscape plan incorporating natural landscaping should be required”, Staff believe that, because this is an existing site with existing landscaping, a landscape plan need not be required. If this site was to be newly developed or comprehensively redeveloped, a landscape plan would be effective; however in this case only one new building is proposed to be added on an existing development site.

Consultation

No consultation is required or recommended for these two development applications.

Rationale for Recommendation

HO-DVP-2017.2: Since MOTI has noted to Islands Trust Planning Staff that they would be open to working with the applicant on a plan to move forward to address the encroachments, Staff are recommending a reduction to the front and exterior side lot lines for the buildings and structures shown on the site plans, subject to the applicant first obtaining MOTI’s written permission to do so.

HO-DP-2017.1: Staff are recommending that this DP only be issued following the issuance of HO-DVP-2017.2, which ultimately first requires MOTI’s written permission of the encroachments.

The formal recommendations can be found on pages 1-2 of this report.

ALTERNATIVES

1. Request Confirmation of MOTI Approval

The LTC may request confirmation of MOTI approval prior to consideration of the Development Variance Permit and Development Permit. The following resolution is recommended in this case:

That the Hornby Island Local Trust Committee request that, prior to consideration of HO-DVP-2017.2 and HO-DP-2017.1, the applicant submit the written approval of the Ministry of Transportation for any necessary roadway setbacks and encroachments pursuant to Sections 62 and 90 of the Transportation Act.

2. Defer Consideration of HO-DP-2017.1

The LTC may wish to defer consideration of DP application HO-DP-2017.1 and request that the applicant provide a landscape plan, as set out in DPA Guideline 9.1(8) of the Hornby Island Land Use Bylaw. The LTC could then consider the DP at a future meeting and also decide whether or not to require the applicant provide security at that time as well. Recommended wording for the resolution is as follows:

That the Hornby Island Local Trust Committee defer consideration of application HO-DP-2017.1 until such time as the applicant has provided a landscape plan as described in DPA Guideline 9.1(8) of the Hornby Island Land Use Bylaw.

3. Deny the application(s)

The LTC may deny the application(s). If this alternative is selected, the LTC should state the reasons for denial. Note: if the decision is to deny a development permit application, the decision MUST be accompanied by reasons. Recommended wording for the resolution is as follows:

That the Hornby Island Local Trust Committee deny application (HO-DP-2017.1 or HO-DVP-2017.2) for the following reasons [insert reasons].

NEXT STEPS

Assuming MOTI grants written permission for the building/structural roadway setbacks and encroachments and both the DVP and the DP are subsequently issued, the next step would be for the applicant to apply for and obtain a Siting and Use Permit (SUP) from the Islands Trust for their proposed development (adding a new building in the Ringside Market).

Submitted By:	Teresa Ritemann, MCIP, RPP Planner 2	August 8, 2017
Concurrence:	Ann Kjerulf, MCIP, RPP Regional Planning Manager	August 28, 2017

ATTACHMENTS

1. Site Context
2. Development Permit Guidelines
3. Public Notice - DVP
4. Draft DVP Permit
5. Draft DP Permit

ATTACHMENT 1 – SITE CONTEXT

LOCATION

Legal Description	Lot 1, Sections 6 and 10, Hornby Island, Nanaimo District, Plan VIP79310
PID	026-371-791
Civic Address	5875 Central Road, Hornby Island

LAND USE

Current Land Use	Commercial
Surrounding Land Use	North: Park; East: Agriculture and Campground; South: Campground; West: Agriculture and Residential

HISTORICAL ACTIVITY

File #	Purpose	Notes
UN-DP-1982.9 aka DP-09-82	To permit the “Co-Op Store” building for retail sales purposes. Condition: permit holder shall secure MOTI permit for any necessary waivers for setback encroachments to the R-O-W; parking provided in compliance with the ZBL; permit holder to secure all necessary sewage disposal permits from Health Authority	To be replaced by HO-DP-2017.1
UN-DP-1983.2 aka DP-02-83	To permit an 18 ft x 16 ft building for café purposes	To be replaced by HO-DP-2017.1
UN-DP-1987.8 aka DP-08-87	To site parking stalls, road access/egress, sewage, landscaping and screening, ringside market buildings, proposed Co-Op Store building expansion, new gas bar, public washrooms, and propane tank structure; and provide 37 parking stalls and additional public washrooms by Apr. 30, 1988. Amendment #1 to DP-09-82 and DP-02-83; The Hornby Island Co-op also signed a Letter of Undertaking.	To be replaced by HO-DP-2017.1
UN-DP-1988.16 aka DP-16-88	To permit additions to the Co-Op store building; an extension to the loading dock and a porch adjacent to the loading ramp; an extension to the ice house; and expanding 3 booths: “The Hot Dog Hut”, “Precious Things”, and “Fibers”; Amendment #2 to DP-09-82 and DP-02-83; Note a condition of the DP: If insufficient water to operate the public toilets, then prepared food must be discontinued until toilets operational again	To be replaced by HO-DP-2017.1
UN-DVP-1990.2 aka DVP-02-90	To supplement the previous DPs to permit a vault privy to be placed in the parking lot (within 3 feet from the property line), and pumped out as required, and screened with a cedar lattice-work covered with a rosebush; add a 240 sq. ft. storage shed to the north wall of the Co-Op Store building.	To be replaced by HO-DVP-2017.2

UN-DVP-1990.16 aka DVP-16-90	To supplement the previous DPs and one previous DVP to add extension to the mezzanine floor of the existing Co-Op building for commercial and restaurant uses; amending UN-DP-1987.8	To be replaced by HO-DVP-2017.2
UN-DVP-1991.5 aka DVP-05-91	To supplement the previous DPs and two previous DVPs by adding an extension to the main Co-Op Store building; and amending UN-DP-1987.8	To be replaced by HO-DVP-2017.2
HO-DP-1997.3	Add area to existing building for freight delivery.	To be replaced by HO-DP-2017.1
HO-ALR-2002.2	Apply for ALR exclusion The 1.0 ha northern portion of the lot (north of Shields Rd) was excluded from the ALR.	
HO-RZ-2003.6	Rezone under BLs 116 & 117; Amended the old OCP/LUB. Extinct now. BL116 re-designated the 1.0 ha northern portion of the lot (north of Shields Rd) where the Gas Station is from A to CS; BL117 rezoned same portion to CS-2	
HO-SUB-2003.2	Create one parcel by consolidating the north and south portions of the lot under one title; The 1.0 ha northern portion of the lot (north of Shields Rd) was consolidated (hooked) with the portion south of Shields Rd.	
HO-DP-2004.2	Add gas bar and additional parking lot; Proposed gas bar and parking would be added to the northern portion of the lot. Approved January 19, 2005.	To be replaced by HO-DP-2017.1
HO-SUP-2004.23	Gas Bar (includes convenience store and canopy extension); Gas pumps; Propane Dispenser; Fuel Tanks; Horizontal water tanks; Propane tank; and Sewage disposal field. Approved January 25, 2005.	
HO-DP-2006.1	Amendment to development permit: Purpose - gas bar with above ground tank, propane dispensing kiosk/convenience store to a maximum 1200 sq. ft., storage area; Gas bar on northern portion of the lot received a Commercial Area Development Permit on May 25, 2007	To be replaced by HO-DP-2017.1
HO-SUP-2006.15	Gas bar, kiosk/convenience store, parking area, propane dispensing, storage Approved October 11, 2007	

POLICY/REGULATORY

Hornby Island Official Community Plan No. 149	Land Use Designation: CS (Retail and Personal Service) Property is within two Development Permit Areas: • Commercial (fully within); DP required • DPA6 – Riparian Areas (partially within); Exempt from requiring a DP – Exempt under LUB Regulation 9.6.2(s): “9.6.2 Exemptions - The following activities are exempt from any requirement for a development permit: s) Any development more than 8.0 metres from a stream that is a roadside ditch which does not contain instream habitat for fish according to the Stream identification Reports prepared for Hornby Island by Madrone Environmental Services (January 2014) and Mimulus Biological Consultants (March 2012)”
Hornby Island Land Use Bylaw No. 150	Zoning = Commercial 1 Retail Zone (Co-Op and Service Station) Permitted Uses (1) The following uses are permitted, subject to the regulations set out in this Section and Part 3, and all other uses are prohibited: (a) retail; (b) restaurant; (c) service station; (d) personal service; and (e) office Permitted Buildings, Structures and Density (2) The following buildings and structures are permitted, subject to the regulations set out in this Section and Part 3, and all other buildings and structures are prohibited: (a) accessory buildings and structures; and (b) a maximum of one service station per lot. (3) Lot coverage must not exceed 40%. Siting and Size (4) The minimum setback for any building or structure, except for a fence or pump/utility house shall be: (a) 6.0 metres from a front lot line; (b) 6.0 metres from a rear lot line; (c) 3.0 metres from an interior side lot line; and (d) 6.0 metres from an exterior side lot line. Subdivision Lot Area Requirements (5) No lot may be created by subdivision that has a lot area of less than 1.0 hectares. Part 9: Development Permit Guidelines 9.1 Development Permit Guidelines for the Commercial Centres (Retail and Visitor Accommodations) (See Attachment 2)

Other Regulations	None identified.
Covenants	Restrictive Covenant – 142137G: 1949. No longer applicable. Restrictive Covenant – EC26582: 1989. Easement between the Hornby Island Co-Op and Tribune Bay Campsite Ltd.
Bylaw Enforcement	HO-BE-2014.2 - Art store building possibly too close to the road? This concern will be addressed by the DVP (HO-DVP-2017.2)

SITE INFLUENCES

Islands Trust Fund	This proposal does not directly affect an Islands Trust Fund Board (TFB) owned property or conservation covenant, nor directly affects a property adjacent to a TFB owned property or conservation covenant. It also does not pertain to Crown Land. Therefore referral to TFB for comment is not required.
Regional Conservation Plan	Map 7 of the Regional Conservation Plan estimated importance of habitat composition as low to medium.
Species at Risk	None mapped.
Sensitive Ecosystems	None mapped.
Hazard Areas	None mapped.
Archaeological Sites	No archaeological sites mapped on or within 100 metres of the property. Notwithstanding the foregoing, and by copy of this report, the owners and applicant should be aware that there is still a chance that the lot may contain previously unrecorded archaeological material that is protected under the <i>Heritage Conservation Act</i> . If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a <i>Heritage Conservation Act</i> permit may be needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work.
Climate Change Adaptation and Mitigation	n/a
Shoreline Classification	n/a
Shoreline Data in TAPIS	n/a
Groundwater Vulnerability	Not mapped.

ATTACHMENT 2 – COMMERCIAL CENTRE DEVELOPMENT PERMIT (DP) GUIDELINES

Prior to undertaking any development, subdivision or land alteration, an owner of property within the Commercial Centres (Retail and Visitor Accommodations) Development Permit area shall apply to the Hornby Island Local Trust Committee for a development permit. Development Permits issued in this area should be in accordance with the following guidelines:

	Guideline	Included as Condition # ____ of the Permit
1)	The character of each development (including campgrounds) should be in keeping with the rural environment and blend in with the aesthetic qualities of the natural surroundings.	Condition 3.4.i.
2)	The form of the development should incorporate low, small-scale building designs with such amenities as public walkways and outdoor open spaces for use by the public, and include sufficient services.	Condition 3.4.ii.
3)	Natural vegetation and trees should be maintained for screening of parking and storage areas and to enhance the privacy and rural flavour of public open spaces.	Condition 3.2.ii.
4)	In order to minimize light pollution to neighbouring properties, lighting should be softer and lower than supplied by mercury vapour lighting towers, and alternatives that do not light up adjacent private properties shall be required.	Condition 3.3 (i. and ii.)
5)	Off-street automobile parking should be provided as required by bylaw and the Permit should ensure that it is adequately screened and unobtrusive and, if possible, is located to the rear of the parcel and away from public open spaces and eating places.	Condition 3.2.i.
6)	Adequate convenient toilet and washroom facilities should be provided for the number of customers anticipated.	Condition 3.4.v.
7)	Clustering of businesses in order to share in the provision of parking, services, and public facilities and open space should be encouraged.	Condition 3.4.iv.
8)	A landscape plan incorporating natural landscaping should be required.	TBD by LTC
9)	Neon or internally lit signs should not be permitted.	Condition 3.1
10)	All buildings should be finished in natural products such as wood or brick.	Condition 3.4.iii.
11)	On any lot where residential use is permitted the sequence of construction should be that buildings to be used only for commercial purposes should be constructed prior to any construction of any building that may accommodate residential use, with the exception that one building to be used for commercial purposes that includes one dwelling unit may be constructed, if authorized by zoning regulation, in any sequence of construction on the lot.	n/a
12)	Universal access design principles should be incorporated into the built environment to support the provision of equitable access for all abilities.	Condition 3.4.vi.

ATTACHMENT 3 – PUBLIC NOTICE



NOTICE

HO-DVP-2017.2 (HORNBY CO-OP) 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 498 of the *Local Government Act*, varying subsections of the Hornby Island Land Use Bylaw No. 150, 2014, as follows:

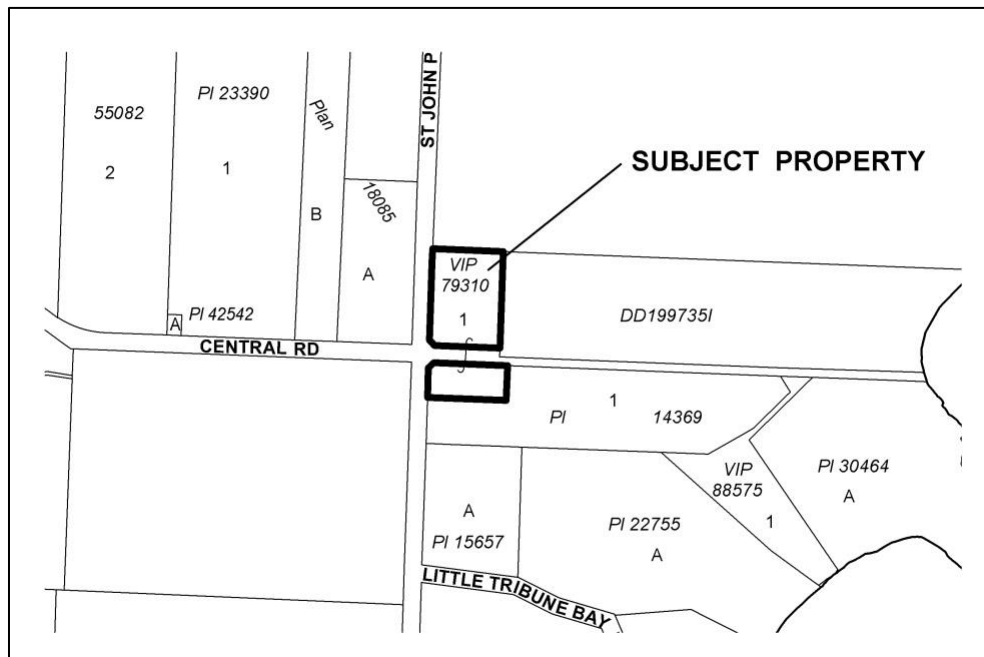
- a) **PART 8 ZONE REGULATIONS, Section 8.9 Commercial 1 – Retail (C1) Zone (Co-op and Service Station), Subsection Siting and Size, Article 8.9(4)(a):** “The minimum setback for any building or structure, except for a fence or pump/utility house shall be: 6.0 metres from a front lot line”;
 - Is varied in order to reduce the front lot line setback from 6.0 m to 0.0 metres for all buildings and structures as shown in the proposed site plan.
- b) **PART 8 ZONE REGULATIONS, Section 8.9 Commercial 1 – Retail (C1) Zone (Co-op and Service Station), Subsection Siting and Size, Article 8.9(4)(d):** “The minimum setback for any building or structure, except for a fence or pump/utility house shall be: 6.0 metres from an exterior side lot line”;
 - Is varied in order to reduce the exterior side lot line setback from 6.0 m to 0.0 metres for all buildings and structures as shown in the proposed site plan.

The property is legally described as:

PID 026-371-791

Lot 1, Sections 6 and 10, Hornby Island, Nanaimo District, Plan VIP79310

The general location of the subject area is shown in the following sketch:



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 and 4:00 pm, Monday to Friday inclusive, excluding Statutory Holidays, commencing August 25, 2017 and continuing up to and including September 7, 2017. Also, attached for your convenience, is a copy of the proposed Permit.

If you have any questions or comments regarding the proposed Permit, please contact Teresa Rittmann, Planner 2, 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.

Written submissions should be sent to:

Mail: Islands Trust
700 North Road
Gabriola Island, BC
V0R 1X3
Fax: 250-247-7514
Email: trittermann@islandstrust.bc.ca

Following the end of the notice period, the Hornby Island Local Trust Committee may consider issuance of the proposed Permit at its Regular Business Meeting to be held at 11:30 am, Friday, September 8, 2017, at Room to Grow, 2100 Sollans Road, Hornby Island, BC.

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

Becky McErlean
Deputy Secretary

PROPOSED

 Islands Trust	HORNBY ISLAND LOCAL TRUST COMMITTEE DEVELOPMENT VARIANCE PERMIT - HO-DVP-2017.2 HORNBY ISLAND CO-OPERATIVE ASSOCIATION
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TO: Hornby Island Co-Operative Association, Inc. No. 710

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

PID 026-371-791

Lot 1, Sections 6 and 10, Hornby Island, Nanaimo District, Plan VIP79310
(5875 Central Road, Hornby Island)

2. Pursuant to Section 498 of the *Local Government Act*, the *Hornby Island Land Use Bylaw No. 150, 2014* is varied as follows:

- a) **PART 8 ZONE REGULATIONS, Section 8.9 Commercial 1 – Retail (C1) Zone (Co-op and Service Station), Subsection Siting and Size, Article 8.9(4)(a):** “The minimum setback for any building or structure, except for a fence or pump/utility house shall be: 6.0 metres from a front lot line”;
 - Is varied in order to reduce the front lot line setback from 6.0 m to 0.0 metres for all buildings and structures as shown in the proposed site plan (Schedule “B”).
- b) **PART 8 ZONE REGULATIONS, Section 8.9 Commercial 1 – Retail (C1) Zone (Co-op and Service Station), Subsection Siting and Size, Article 8.9(4)(d):** “The minimum setback for any building or structure, except for a fence or pump/utility house shall be: 6.0 metres from an exterior side lot line”;
 - Is varied in order to reduce the exterior side lot line setback from 6.0 m to 0.0 metres for all buildings and structures as shown in the proposed site plan (Schedule “B”).

This Permit **replaces all previous Development Variance Permits for this property, namely: DVP-02-90, DVP-16-90, and DVP-05-91.**

3. All buildings and structures shall be consistent with Schedules “A” and “B” which are attached to and form part of this permit. This permit is not a Building Permit or a Siting and Use Permit, and does not remove any obligation on the part of the permittee to comply with all other requirements of the Hornby Island Land Use Bylaw No. 150, 2014 including use and density, and to obtain other appropriate approvals necessary for completion of the proposed development.

AUTHORIZING RESOLUTION PASSED BY THE HORNBY ISLAND LOCAL TRUST COMMITTEE
THIS ____ DAY OF _____, 2017.

Deputy Secretary, Islands Trust

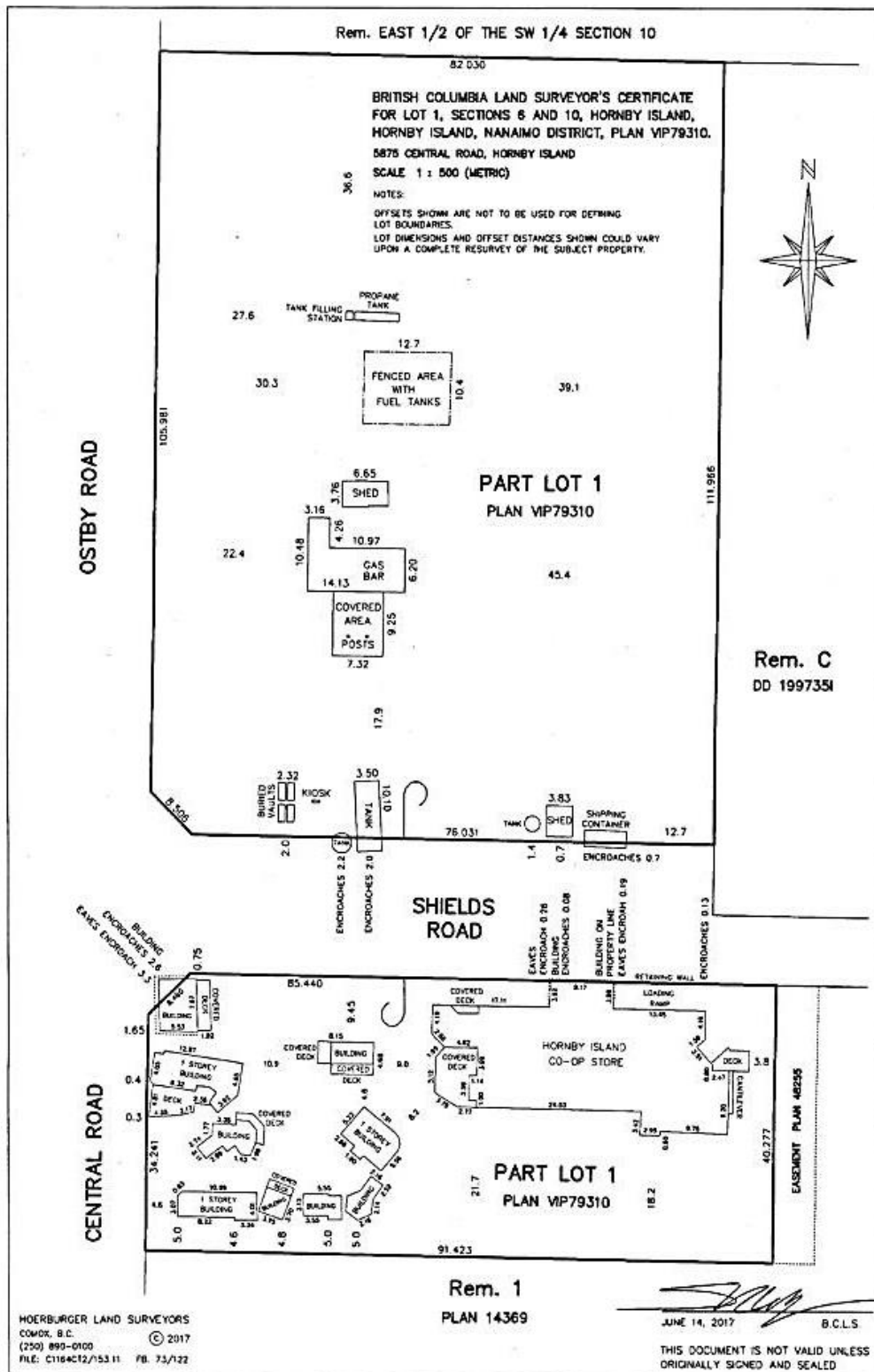
Date of Issuance

IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY
THE ____ DAY OF _____, 2019, THIS PERMIT AUTOMATICALLY LAPSES.

HORNBY ISLAND LOCAL TRUST COMMITTEE
HO-DVP-2017.2 – HORNBY ISLAND CO-OP ASSOCIATION

Schedule "A"

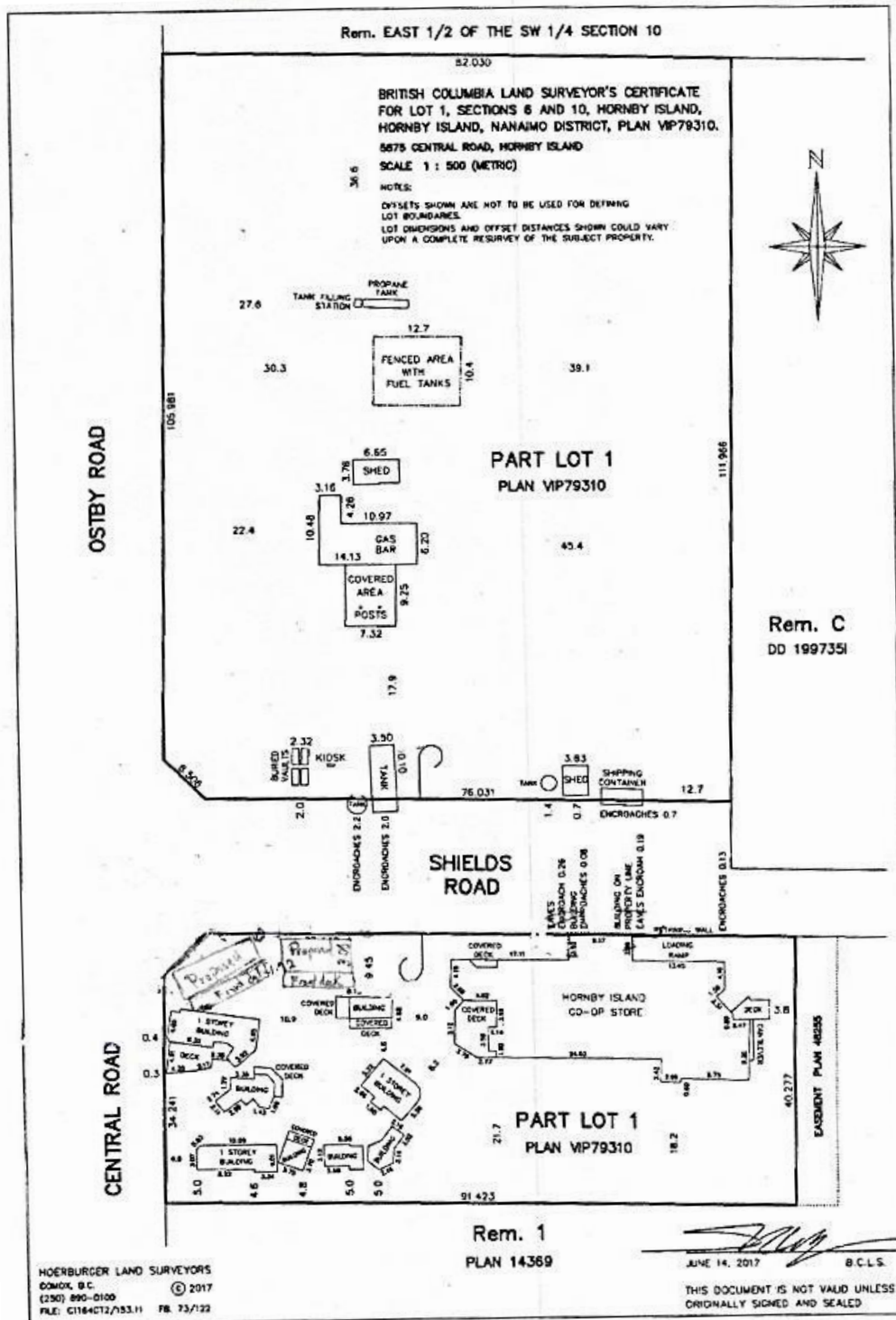
Existing Site Plan (Surveyed June 14, 2017)



HORNBY ISLAND LOCAL TRUST COMMITTEE
HO-DVP-2017.2 – HORNBY ISLAND CO-OP ASSOCIATION

Schedule "B"

Proposed Site Plan





HORNBY ISLAND LOCAL TRUST COMMITTEE

DEVELOPMENT PERMIT HO-DP-2017.1

TO: Hornby Island Co-Operative Association, Inc. No. 710

1. This Development Permit (the "Permit") applies to the land described below, and all buildings, structures, and other developments therein:

PID 026-371-791

Lot 1, Sections 6 and 10, Hornby Island, Nanaimo District, Plan VIP79310

2. This Permit **replaces all previous Development Permits for this property, namely: DP-09-82, DP-02-83, DP-08-87, DP-16-88, HO-DP-1997.3, HO-DP-2004.2, and HO-DP-2006.1**, and is authorized in accordance with the following schedules attached to and forming part of this Permit as signed and dated by the Deputy Secretary of Islands Trust:

Schedule "A" - Existing Site Plan (as surveyed June 14, 2017)

Schedule "B" - Proposed Site Plan

Schedule "C" - Elevation Drawing

Schedule "D" - Front and Side Elevations, and Top View

3. The Permit is subject to the following conditions:

3.1 Signage

Neon or internally lit signs shall not be permitted.

3.2 Off-Street Parking & Storage

- i. Off-street automobile parking shall be provided as required by bylaw and shall be adequately screened and unobtrusive, and where possible, located to the rear of the parcel and away from public open spaces and eating places.
- ii. Natural vegetation and trees shall be maintained for screening of parking and storage areas and to enhance the privacy and rural flavour of public open spaces.

3.3 Minimizing Light Pollution to Neighbouring Properties

- i. Lighting shall be softer and lower than supplied by mercury vapour lighting towers.
- ii. Lighting alternatives shall not light up adjacent private properties.

3.4 Design Elements

- i. The character of the development shall keep with the rural environment and blend in with the aesthetic qualities of the natural surroundings.
- ii. The form of the development shall incorporate low, small-scale building design with such amenities as public walkways and outdoor open spaces for use by the public, and include sufficient services.
- iii. All buildings shall be finished in natural products such as wood or brick.
- iv. Businesses shall be clustered in order to share in the provision of parking, services, and public facilities and open space.

DRAFT

- v. Adequate convenient toilet and washroom facilities shall be provided for the number of customers anticipated.
 - vi. Universal access design principles shall be incorporated into the built environment to support the provision of equitable access for all abilities.
4. Any alterations requiring a Development Permit and not specifically authorized in this Permit may require a new Development Permit or a Development Permit Amendment.
5. This Permit is not a Building Permit or a Siting and Use Permit, and does not remove any obligation on the part of the permittee to comply with all other requirements of the Hornby Island Land Use Bylaw No. 150, 2014 including use and density, and to obtain other appropriate approvals necessary for the lawful completion of the proposed development.
6. The land described herein shall be developed in accordance with the terms, conditions, and provisions of this Permit, and any schedules, plans, and specifications attached to this Permit, which shall form a part thereof.

AUTHORIZING RESOLUTION PASSED BY THE HORNBY ISLAND LOCAL TRUST COMMITTEE

THIS _____ DAY OF _____, 2017.

Deputy Secretary, Islands Trust

Date Issued

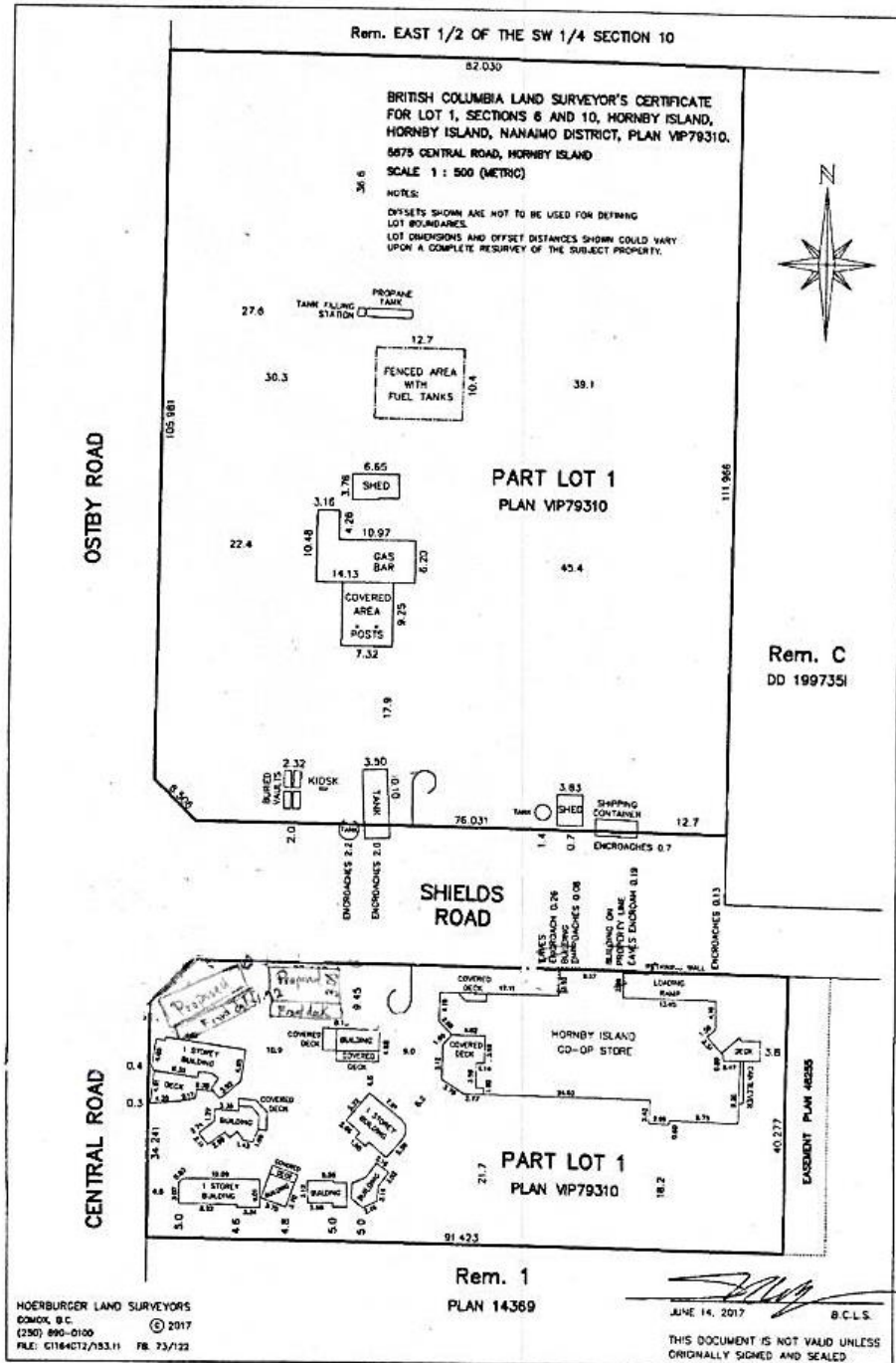
IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT SUBSTANTIALLY COMMENCED BY

THE _____ DAY OF _____, 2019, THIS PERMIT AUTOMATICALLY LAPSES.

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**HORNBY ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT PERMIT HO-DP-2017.1**

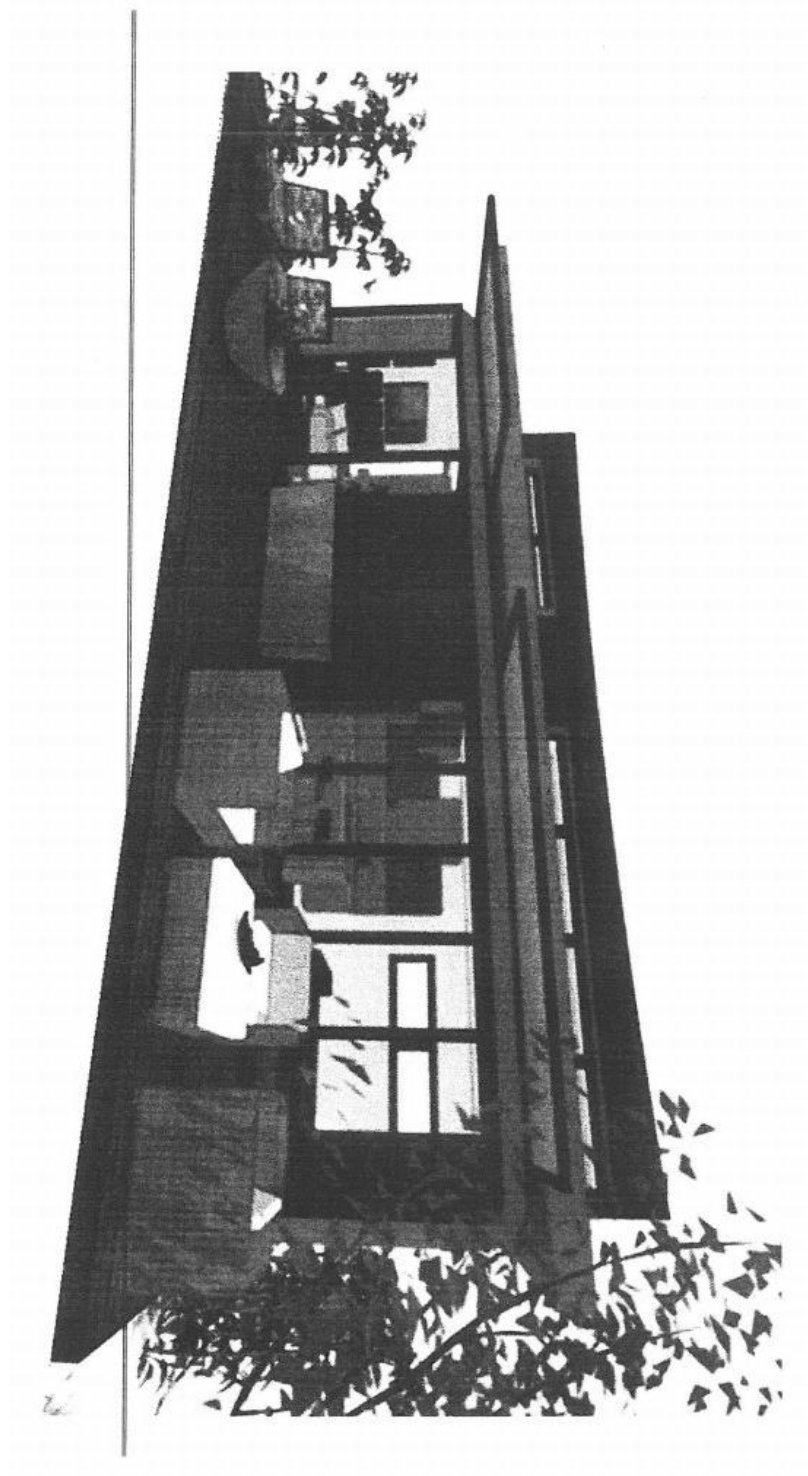
**Schedule "B"
Proposed Site Plan**



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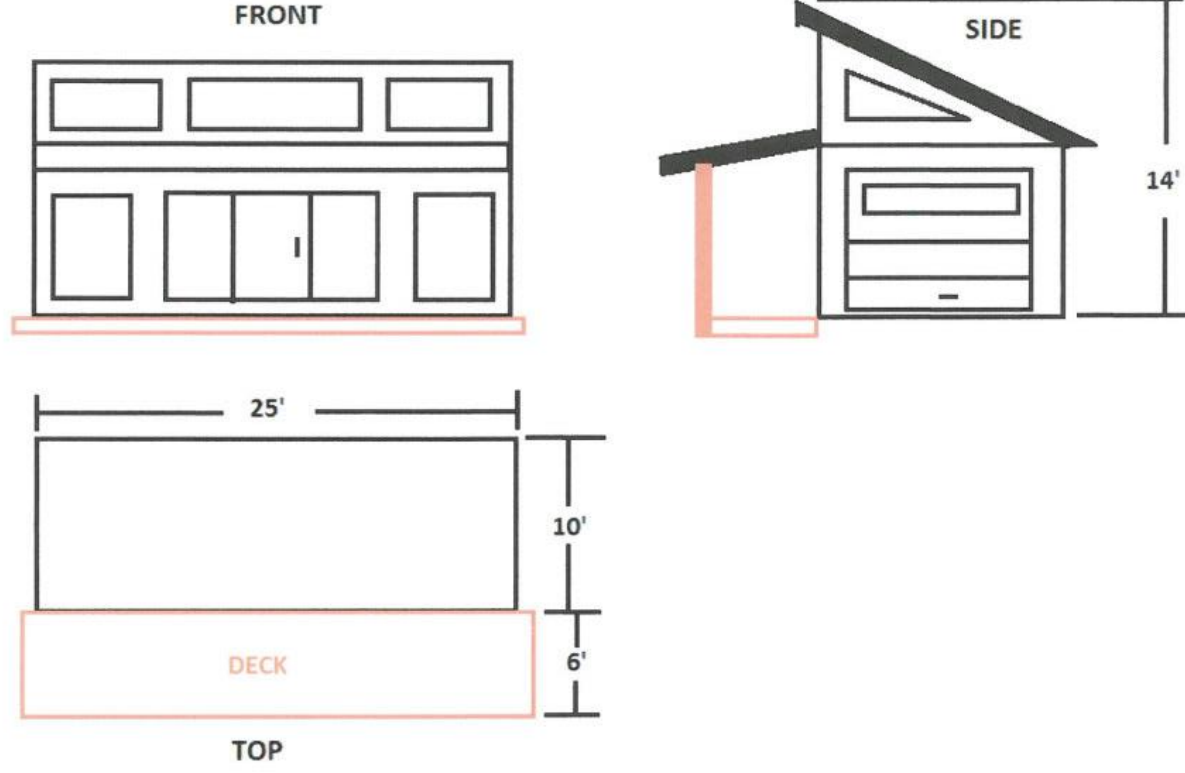
HORNBY ISLAND LOCAL TRUST COMMITTEE DEVELOPMENT PERMIT HO-DP-2017.1

Schedule “C” – Elevation Drawing



**HORNBY ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT PERMIT HO-DP-2017.1**

Schedule “D” – Front and Side Elevations, and Top View





Top Priorities

Hornby Island

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	Relationship building with Komoks First Nation	Participate in proposed upcoming C2C meeting.	12-Feb-2016	Marnie Eggen Laura Busheikin Tony Law Alex Allen	
2	Housing amendments	Review of community housing definition and setback requirements for the 8.3A, Community Housing zone of Bylaw No. 150 Prepare draft amending bylaw and develop a housing agreement.	10-Jun-2016	Rob Milne	
3	Vacation Home Rental Policy Review	Implement the Project Charter for reviewing vacation home rentals	10-Jun-2016	Marnie Eggen Teresa Rittemann	

**Projects****Hornby Island**

Description	Activity	R/Initiated
Environmentally sensitive areas	Review of environmentally sensitive areas OCP map schedule (D2) as a stand alone mapping project or addition to the community profile; and Review community profile by adding further information on environmentally sensitive areas and important habitat and including information in Schedule D2 of OCP.	26-Apr-2013
Residential density review	Establish a community process to review residential density to address community housing needs following the completion of the official community plan and land use bylaw reviews.	07-Jun-2013
Beach access inventory	Conduct an inventory and assessment of beach access and other unopened road allowances	12-Jul-2013
Marine / shoreline protection information and education	Provide information and education to the public with respect to the marine environment and shoreline protection	07-Feb-2014
Groundwater protection and water conservation tools	Review approaches to ground water protection and water conservation on Hornby Island including consideration of the Gulf Islands Ground Water Protection Regulatory Tool Kit and the possible use of Development Permit areas for water conservation.	
Farm policy and regulatory review	Develop and implement a project to support accessible opportunities for small-scale farming and address farming activities on non-ALR land involving consultation with relevant agencies and review of applicable policies and regulations.	
Ford Cove Consultation	Conduct a consultative process for the Ford Cove area	
Public Use area planning	Support collaborative planning process for Public Use areas	27-Mar-2015
Coastal Douglas Fir and associated ecosystem conservation		12-Feb-2016

Projects

Hornby Island

Description	Activity	R/Initiated
Communication with residents/owners	Identifying opportunities to provide information to new residents and property owners with respect to Islands Trust, Official Community Plan and Land Use Regulations	14-Oct-2016
Development Procedures Bylaw	Consider options prepared by staff for amending the development procedures bylaw to include requirements for posting of signs on property with respect to significant applications.	03-Feb-2012
GHG Emissions Reduction	Facilitate community communications regarding greenhouse gas emissions in collaboration with community organizations.	03-Feb-2012



Development Permit

File Number	Applicant Name	Date Received	Purpose
HO-DP-2017.1	HORNBY ISLAND COOPERATIVE ASSOCIATION Planner: Teresa Ritemann	04-Apr-2017	PID: 026-371-791. Buildings do not meet current property bylaws. Civic address: 5875 Central Road, Hornby Island.
Planning Status			
Status Date: 21-Aug-2017 Application to appear on HO LTC meeting agenda for consideration at Sept 8 2017.			
Status Date: 02-May-2017 Planner Reviewing			

File Number	Applicant Name	Date Received	Purpose
HO-DP-2017.2	Matthew, Jim	17-Aug-2017	Crown leased property; Building new Arts Centre on Sollans Road, Hornby Island.
Planner: Madeleine Koch			
Planning Status			
Status Date:			

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
HO-DVP-2017.2	HORNBY ISLAND COOPERATIVE ASSOCIATION Planner: Teresa Ritemann	04-Apr-2017	PID: 026-371-791 Buildings do not meet current property bylaws. Civic address: 5875 Central Road, Hornby Island.
Planning Status			
Status Date: 21-Aug-2017 Application to appear on HO LTC meeting agenda for consideration at Sept 8 2017.			

**Applications****Status Date:** 02-May-2017

Planner reviewing

File Number	Applicant Name	Date Received	Purpose
HO-DVP-2017.3	Hoerburger Land Surveying	09-Jun-2017	PID: 027-126-323, 009-651-268, 009-651-110 Civic address: 4555 and 4755 Fowler Road, Hornby Island Consolidation of 3 lots into 2 larger lots to support agricultural operation.

Planner: Madeleine Koch**Planning Status****Status Date:****Siting and use Permit**

File Number	Applicant Name	Date Received	Purpose
HO-SUP-2017.8	JOHN A BECKETT SHELLEY M CREELMAN	18-Aug-2017	PID:028-545-931 Building addition 4600 Chandler Road, Hornby Island.

Planner: Teresa Rittemann**Planning Status****Status Date:****Subdivision**

File Number	Applicant Name	Date Received	Purpose
HO-SUB-2016.2	GROND, HELEN	09-Mar-2016	PID: 028-464-095 Lot 1, Section 12, Hornby Island PID: 018-755-801 Lot B, Section 12, Hornby Island Subdividing two lots into three

Planner: Sonja Zupanec**Planning Status****Status Date:** 21-Jun-2017

Updated referral response completed and sent to MOTI; applicant requires a 10% frontage waiver by LTC and registration of restrictive covenant limiting subdivision of Lot 1. All other requirements of LUB met.

Applications

Status Date: 31-Mar-2016

Referral response completed and sent to MOTI, applicant and HOLTC. Proposed subdivision does not comply with HO LUB regulations.

File Number	Applicant Name	Date Received	Purpose
HO-SUB-2017.1	Hoerbuerger Land Surveying	16-Nov-2016	PIDs: 027-126-323; 009-651-110; 009-651-268. Road closure application. Subdivision to adjust lot lines to follow, via MoTI referral. Civic: 4555 and 4755 Fowler Road, Hornby Island, BC.

Planner: Linda Prowse

Planning Status

Status Date: 25-May-2017

Monitor to see if the applicant will submit a DVP application. Will bring forward to June 22, 2017 and contact MOTI if we have not received anything by then.

Status Date: 11-May-2017

HO LTC resolved to not support closure of Fowler Road as the proposal is inconsistent with the Hornby OCP and public input does not support the proposal

Status Date: 11-May-2017

The lot line adjustment part of this subdivision application cannot proceed without an approved DVP to vary the section of the LUB that disallows split lot subdivisions

File Number	Applicant Name	Date Received	Purpose
HO-SUB-2017.2	BENJAMIN T LONES	28-Apr-2017	PID: 002-747-774 2 lot subdivision. Civic address: 4685 Central Road, Hornby Island.

Planner: Madeleine Koch

Planning Status

Status Date:

Islands Trust
 LTC EXP SUMMARY REPORT F2018
 Invoices posted to Month ending June 2017

635 Hornby	Invoices posted to Month ending June 2017	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-635	LTC "Trustee Expenses"	750.00	94.21	655.79
LTC Local				
65200-635	LTC - Local Exp - LTC Meeting Expenses	2,750.00	670.65	2,079.35
65210-635	LTC - Local Exp - APC Meeting Expenses	500.00	0.00	500.00
65220-635	LTC - Local Exp - Communications	1,000.00	184.30	815.70
65230-635	LTC - Local Exp - Special Projects	500.00	10.70	489.30
TOTAL LTC Local Expense		<u>4,750.00</u>	<u>865.65</u>	<u>3,884.35</u>
Projects				
73001-635-4067	Hornby First Nations Relations	500.00	590.57	-90.57
73001-635-4083	Hornby Short Term Vacation Rental (STRV) Review	500.00	0.00	500.00
73001-635-4084	Hornby Ford Family Orchard Heritage Protection	1,000.00	0.00	1,000.00
TOTAL Project Expenses		<u>2,000.00</u>	<u>590.57</u>	<u>1,409.43</u>

Hornby Island Local Trust Committee

POLICIES AND STANDING RESOLUTIONS

No	Meeting Date	Resolution No.	Issue	Policy
1.	Feb 28, 2017	HO-O43-2013	Enforcement Actions related to rentals of Accessory buildings by non-residents	1. THAT whereas the Hornby Island Local Trust Committee intends to facilitate a community process to review residential density to address community housing needs, which may result in amendments to the Official Community Plan and Land Use Bylaw, it is resolved that related enforcement actions against properties identified as: a) Lot B, Section 15, Hornby Island, Plan 24652 (1655 Central Road); b) Lot B, Section 6, Hornby Island, Plan 30442 (7205 Central Road); and c) Lot 6, Section 10, Hornby Island, Plan 26332 (2475 St. Johns Point Road) shall be held in abeyance; 2. That nothing in this enforcement policy should be interpreted as giving permission to any party to violate Hornby Island Land Use Bylaw No. 150 and the Hornby Island Local Trust Committee may change this policy at any time and may give direction to commence enforcement activities with respect to the identified properties at any time without notice; and 3. That unless the Hornby Island Local Trust Committee extends the effective period, this enforcement policy expires on October 31, 2018 or when the residential density review project is complete, whichever is the sooner.