



A NOTICE OF A BUSINESS MEETING OF **THE HORNBY ISLAND LOCAL TRUST COMMITTEE**
to be held at 11:30 pm on Friday, April 26, 2013
Room to Grow, 2100 Sollans Road, Hornby Island, BC

AGENDA

		Page No.	*Approx. Time*
1.	CALL TO ORDER		11:30 am
2.	APPROVAL OF AGENDA		
3.	MINUTES		
3.1	Local Trust Committee Adopted Meeting Minutes of March 15, 2013 – <i>attached for information</i>	1-10	
3.2	Section 26 Resolutions Without Meeting - <i>none</i>		
3.3	Hornby Island Advisory Planning Commission Minutes - <i>none</i>		
4.	BUSINESS ARISING FROM MINUTES		
4.1	Follow-up Action List dated April 17, 2013 - <i>attached</i>	11-12	
5.	CORRESPONDENCE <i>Correspondence specific to an active development application and/or project will be received by the Hornby Island Local Trust Committee when that application and/or project is on the agenda for consideration.</i>		
6.	TRUSTEES' REPORT		
7.	CHAIR'S REPORT		
8.	DELEGATIONS		
9.	TOWN HALL SESSION		11:50 am
10.	APPLICATIONS AND PERMITS		12:10 pm
10.1	HO-DVP-2012.4 (Calvin & Angela Read – 2915 Harwood Road) Staff Report dated April 8, 2013 - <i>attached</i>	13-25	
11.	LOCAL TRUST COMMITTEE PROJECTS		12:45 pm
11.1	HO-OCP-2009.1 (Official Community Plan/Land Use Bylaw Review)		
	11.1.1 Staff Report dated April, 2013 – <i>to be distributed</i>		
	11.1.2 Draft Land Use Bylaw - <i>to be distributed</i>		
	11.1.3 Draft Official Community Plan - <i>to be distributed</i>		
	11.1.4 Compilation of Public Correspondence (February 1 to March 6, 2013) - <i>attached</i>	26-40	
	11.1.5 Compilation of Public Correspondence (March 7 to April 16, 2013) - <i>attached</i>	41-49	

	BREAK	2:00 pm
11.2	HO-RZ-2012.1 (Vacation Home Rental Regulation)	2:15 pm
	11.2.1 Communications video – <i>verbal update</i>	
	11.2.2 Notification to Property Owners – <i>for discussion</i>	
	11.2.3 Email dated February 28, 2013 from Frances Millan of Wind and Waves Vacation Homes - <i>attached</i>	50
	11.2.4 Email dated February 28, 2013 from Larry Pierce to Executive Committee – <i>attached</i>	51-52
	11.2.5 Email from Tony Law to Frances Millan - <i>attached</i>	
12.	REPORTS	2:45 pm
12.1	Work Program	
	12.1.1 Top Priorities Report and Projects Report dated April 17, 2013 - <i>attached</i>	
12.2	Applications Log	
	12.2.1 Report dated April 17, 2013 - <i>attached</i>	
12.3	Trustee and Local Expenses	
	12.3.1 Expenses posted to March 31, 2013- <i>attached</i>	
13.	NEW BUSINESS	
13.1	Hornby Island Local Trust Committee - 2012/13 Annual Report Submission Memorandum dated April 2, 2013 - <i>attached</i>	
13.2	Renewable Energy Technologies in the Trust Area – Ocean Based Geo-Exchange Systems Memorandum dated February 25, 2013 - <i>attached</i>	
14.	BYLAWS	
15.	CLOSED MEETING: 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 <i>Community Charter</i> and that Staff be invited to attend this meeting	3:30 pm
16.	RECALL TO ORDER Rise and Report from Closed Meeting	
17.	ISLANDS TRUST WEBSITE	
17.1	Hornby Page - <i>attached</i>	
18.	NEXT MEETING DATE Friday, June 7, 2013 at 11:30 pm at Room to Grow, 2100 Sollans Road, Hornby Island, BC.	
19.	ADJOURNMENT	4:00 pm

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

**MINUTES OF THE HORNBY ISLAND LOCAL TRUST COMMITTEE
BUSINESS MEETING
HELD AT 11:30 AM, MARCH 15, 2013
AT ROOM TO GROW, 2100 SOLLANS ROAD, HORNBY ISLAND, BC**

<u>Members Present:</u>	David Graham	Chair
	Alex Allen	Local Trustee
	Tony Law	Local Trustee

<u>Staff Present:</u>	Vicky Bockman	Recorder
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<u>Regrets:</u>	Sonja Zupanec	Island Planner
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Media and Others Present:

Approximately 6 members of the public in attendance – am
Approximately 3 members of the public in attendance - pm

1. CALL TO ORDER

Chair Graham called the meeting to order at 11:35 am. He welcomed the public and introduced himself, Local Trustees and Recorder. He acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

The agenda was adopted by consensus with the following amendments:

- Add item 11.1.5: Correspondence from Tony Quin dated March 15, 2013 regarding the Official Community Plan and Land Use Bylaw Review
- Add item 13.2: Climate Change Policy Implementation Discussion

3. MINUTES

3.1 *Local Trust Committee Meeting Minutes dated February 1, 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 March 6, 2013*

The Follow-up Action List was reviewed.

5. **CORRESPONDENCE** – None.

6. **TRUSTEES' REPORT**

Trustee Allen reported that the Islands Trust budget was adopted at the Trust Council meeting on Thetis Island last week and advised that the budget results in a 1.3% increase in Islands Trust property taxes for 2013/2014. He commented that the Trust Council offered an opportunity to discuss issues experienced in common with other Islands Trust area islands, including concerns regarding BC Ferries, economies, and affordable housing. He announced that it is time to be thinking of nominations for the Community Stewardship Awards; the deadline for nominations is April 26, 2013.

Trustee Law reported on matters relating to his involvement with the Ferry Advisory Committee Chairs. He advised that the BC Ferries Coastal Ferries Consultation and Engagement Summary Report is now available to be viewed on the internet. He commented briefly on the results and anticipated future work in developing criteria for assessing major capital expenditure requirements. He noted that the Islands Trust Strategic Plan includes ongoing advocacy on ferry issues.

He commented on his work with the Islands Trust Fund, noting that the recently adopted budget includes provision for continuing mapping of eelgrass and forage fish habitat which will result in valuable information for use in planning decisions. He advised that the constructive work of this group continues and it is hoped that the 23rd Nature Reserve will be adopted at their next meeting.

7. **CHAIR'S REPORT**

Chair Graham reported that the Trust Council meeting on Thetis Island was productive. He commented that the 1.3% increase in the Islands Trust budget adopted for 2013/2014 represents an increase matching the Victoria consumer price index.

8. **DELEGATIONS** – None.

9. **TOWN HALL SESSION**

Sheila Farrington requested a second Town Hall Session be provided at the end of the meeting today if time permits, and be included on agendas on an ongoing basis in the future.

Tony Quin commented on his correspondence dated March 15, 2013 regarding the Official Community Plan and Land Use Bylaw Review. He expressed concern that there has been ongoing communication between staff and commercial property owners that might result in delaying the present review. He objected to possible consideration of commercial operators' proposals in the Official Community Plan and Land Use Bylaw review without a proper application and public hearing.

Trustee Law explained that staff is contacting operators in order to gather information necessary for the review and confirmed the intent to complete the Official Community Plan and Land Use Bylaw review in a timely manner. The projected timeline in the Project Charter was referenced and it was confirmed that items out of scope will not be a part of the review.

Dianne Chuoke commented on her correspondence dated February 6, 2013 regarding legal surveys and assessments, requesting an update on the current status of the issue. She also noted that she has several bylaw review questions relating to Syzygy.

Trustees explained the need to defer these questions to a future meeting when the Planner will be available to provide in-depth responses.

Carol Quin stated that reading the correspondence between staff and commercial operators seemed to suggest that requested changes might be addressed through the Official Community Plan and Land Use Bylaw review. She expressed concern that such consideration would not be an appropriate application process.

Sheila Farrington asked if a protocol for staff communications could be provided to help the public understand what types of things are being discussed.

Trustees responded that the correspondence referenced is for gathering information only and affirmed that any changes requested by commercial operators would have to go through a public process.

JoAnn Harrison referenced her correspondence dated March 7, 2013 expressing concerns regarding the permitted uses; permitted buildings, structures and density; and siting and size for the Elder Housing Society in the draft zoning regulations. She outlined various options for additional use that the society is considering in order to raise funds.

Trustee Law responded that the correspondence had been received and the presentation today expanded understanding of the issues. He explained that the request may involve redefining of a zone and the advice of the Planner would be important and will be requested.

Gary Manzer observed that there is agricultural land on Hornby that is not being used for agriculture and at the same time there are those who wish to farm but are discouraged by the high cost of land. He requested that the Local Trust Committee consider a Farmland Trust that could encourage gifts of land for farming and lease the land to farmers at a low cost, perhaps even allowing small parcels to be combined into larger farms. He noted that there is a viable model in the Salt Spring Island Farmland Trust Society.

Trustees responded that advice from staff would be useful to assist in consideration of this request, propose possible next steps, and to explore the mechanisms needed to ensure that such a project does what is intended.

Carol Quin commented that other local governments may have identified ways to prevent misuse in their experience with this type of proposal.

10. APPLICATIONS AND PERMITS – None.

11. LOCAL TRUST COMMITTEE PROJECTS

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

11.1.1 Staff Report dated March 5, 2013

The staff report was reviewed.

11.1.2 Draft Land Use Bylaw

There was discussion on draft Land Use Bylaw revision topics with the following key points considered.

**HORNBY ISLAND LAND USE BYLAW
Draft for Comment Version 4, March 2013**

TABLE OF REVISIONS SUPPORTED

No.	Section or Regulation	Identified Revisions Supported
1.	1.1 (1) community facility	Change “use” to “used”
2.	1.1(1) food processing...	Remove “means” after “catering”
3.	1.1(1) home occupation	Change “artist or artisan studio” to “art or craft studio”
4.	1.1(1) structure	New definition: “means anything that is constructed or erected that is fixed to, supported by or sunk into land or water, but excludes septic fields, septic tanks, absorption fields and related appurtenances”
5.	3.2 Information Note	Change formatting to italics
6.	3.3(3)	After “Subsection” change “3.3(3)” to “3.3(2)”
7.	3.3(4)	After “Subsection change” “3.3(3)” to “3.3(2)”
8.	3.3	Add information that development permit variance applications can be made for setback requirements
9.	3.6(3)(a)	Change “Artist and Artisan studies” to “Art and craft studios”
10.	3.6(1)(e)	Add: “other than for use in small quantities in carrying out a home occupation”
11.	3.6(9)(c)	Change “Artist and artisan studios” to “Art and Craft Studios”
12.	3.6 Bed and Breakfast	Add (40): regulation similar to 3.7(f)
13.	3.14(2)	After “Subsection” change “3.12(1)” to “3.14(1)”
14.	5.2(1)(e)	Correct spelling of “silviculture”

15.	5.5(1)	Add vacation home rental
16.	5.5(2)	Add Information Note that it is necessary to comply with Agricultural Land Commission regulations as it relates to a second dwelling
17.	5.12(1)(c), 5.13(1)(f), 5.14(1)(b), 5.15(1)(c)	Use consistent language for these regulations
18.	5.16(2)(a)	Correct "Buildings" to "buildings"
19.	5.21(1)	Add "radio station"
20.	5.21(1)	Add "community housing"
21.	5.23	Provide definitions for mooring buoys, chains and anchors
22.	5.25(1)(d)	Expand to include mobile foods
23.	5.25(2)(b)	Insert "and" after Buildings
24.	6.1(1)	In second line change "table" to "Table"
25.	6.3(1)(f)	Correct squared symbol at end of first line
26.	7.2(3)	Insert "other than on a residential lot" in first line after "provided"
27.	Parts 6, 7, 8	Place before zone regulations vs. at end
28.	9.1(2)	Delete "to ensure public health is maintained"
29.	9.2(3), 9.4(1), 9.4(3)	Remove square footage references
30.	10.3(10)	Remove capitalization at beginnings of (a-e)

**TABLE OF ISSUES REQUIRING FURTHER DISCUSSION
AND/OR CLARIFICATION FROM STAFF**

No.	Section or Regulation	Identified Issues and Revisions for Discussion And/or Clarification from Staff
1.	Schedule "D"	Staff to clarify need for discussion on "Wetlands"
2.	1.1(1) floor area	Discuss using interior measurements vs. exterior throughout the document
3.	1.1	Is there a standard set of Land Use Bylaw definitions in use throughout the Islands Trust area
4.	2.8	Does every temporary use permit require a siting and use permit
5.	3.2(f)	Clarify comment (U31): has a check been completed
6.	3.2(t)	Change the term "modified" for clarity
7.	3.3(7)	Discuss/clarify set back requirement from lot line, the term "field" and the reason for change in comment (s41)
8.	3.3(8)	Discuss/clarify set back requirement from lot line
9.	3.6(7)	Leave in for discussion
10.	3.7(1)(a)	Discuss "May-September" vs. "May, June, July, August and September"
11.	3.7(1)(c)	Discuss the reference to "beds" vs. "number of people"; discuss definition of "bed"
12.	5.1(8)R1(b)	Information requested for discussion: what is the size of the lot and number of existing dwellings

13.	5.3	Discuss redefining zone to permit community housing and potential increased density
14.	5.5	Clarify whether agritourism accommodation is allowed
15.	5.6.8	Discuss replacing with a regulation similar to 5.4(6);
16.	5.7	Staff to comment on Syzygy correspondence
17.	5.12(2)(d)	Discuss comparison of camp sites with 5.16(2)(b); should they be the same
18.	5.12(5)	Clarify the rationale for change and discuss
19.	5.13	Staff to provide update on consultation with property owners, current and potential usage of property and how to reconcile
20.	5.21(2)(b)	Clarify reason for “maximum of two accessory residential dwelling units permitted on a lot on which there is a police station”
21.	5.21(5)	Discuss floor area size – seems large
22.	5.26(1)(g)	Clarify meaning of “temporary”; discuss removal
23.	7.4(1) Parking Spaces for Disabled	Discuss change: “1 per 50 parking spaces” to “1 plus 1 per 50 parking spaces”
24.	7.4(1) Bicycle Parking spaces	Discuss change: “1 bicycle rack per 50 parking spaces” to “1 bicycle rack plus 1 bicycle rack per 50 parking spaces”
25.	9.1(8)	Staff to suggest a stronger word than “encourage”
26.	9.5(5)	More discussion, information and clarity required
27.	10.3(4)	Discuss and advise possible alternate method of framing the guideline
28.	Schedule “B”	Trustee Law will contact Planner regarding identified mapping errors
29.	Schedule “B”	Discuss possibility of alphabetizing the map key

Note: Any staff annotations not specifically addressed with comments were supported.

By general consent the meeting was recessed at 1:06 pm and reconvened at 1:15 pm.

11.1.3 Draft Official Community Plan

There was discussion on draft Official Community Plan revision topics with the following key points considered.

HORNBY ISLAND OFFICIAL COMMUNITY PLAN Draft for Comment December 2012 v.6

TABLE OF REVISIONS SUPPORTED

No.	Section or Policies	Identified Revisions Supported
1.	6.3 Comment (SZ3)	Revise to reference plan area generally
2.	New Schedule	Create a separate Groundwater Aquifers map
3.	6.3.5.5	Delete “only” insert after “should”: “be encouraged to”

4.	6.3.5.9	Change "A campsite operated by a non-profit society" to "a non-commercial campsite"
5.	6.3.5.17	Delete "according to the carrying capacity of the property"
6.	6.9.1	Areas: Commercial Centres, fourth line: change "Ara" to "Area"
7.	6.9.2.3 Comment (SZ34)	Leave name unchanged
8.	6.9.2.4 Comment (SZ35)	No addition is necessary

HORNBY ISLAND OFFICIAL COMMUNITY PLAN
Draft for Comment December 2012 v.6

**TABLE OF ISSUES REQUIRING FURTHER DISCUSSION
AND/OR CLARIFICATION FROM STAFF**

No.	Section or Policies	<i>Identified Issues and Revisions for Discussion And/or Clarification from Staff</i>
1.	6.3 Comment (SZ2)	For discussion as an addition: "This Plan provides for up to x non-market ownership and rental housing units in the central area of the island and up to x secondary suites which can be used as rental units in rural areas of the island in order to address housing requirements identified in the Housing Needs Assessment."
2.	6.3.4 Comment (SZ7)	Do not include in Schedule B; provide a draft with inclusion in Schedule F for consideration
3.	6.5.2.5	Discuss placing the text starting with "One existing property" in an information note or a different location such as the Background
4.	6.5.5.1 Comment (SZ25)	Discuss expansion of definitions in Land Use Bylaw
5.	6.5.5.10 Comment (SZ26)	Discuss and clarify the issue
6.	6.9.1 Comment (SZ33)	Staff to draft a policy that reflects the intent of the paragraph beginning "To encourage continuation" for placement in the Commercial section
7.	7.3	Trustees requested information regarding Development Approval Information Bylaw process
8.	Heritage Roads	Discuss expansion and placement of definition and ensure the roads appear on Schedule C
9.	Schedule D2	Discussion needed on inclusion of the map, the source of the information and how current it is, more description of what circles mean

Note: Any staff annotations not specifically addressed with comments were supported.

Chair Graham invited comments from the public.

Sheila Farrington spoke on behalf of the Advisory Planning Commission, noting that the Commission will be reviewing the draft

document for inclusion of their vacation home rental recommendations. She also encouraged the definition and references to Heritage Roads be captured and placed within the document so that awareness of them is not lost.

Carol Quin noted discrepancies between maps and was assured that the maps are in draft form and the process will include opportunities for corrections. She asked about the process involved in the Park designation of Norris Rocks. She spoke regarding definitions and noted that if there is a standard regulation definition, that term is usually repeated for clarity. She described the history that led to the Bed and Breakfast bedroom regulations and recommended that the regulations be kept simple and enforceable.

Betty Kennedy suggested that the Comox Valley Regional District has large maps that might be useful to reference.

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

Trustees reviewed the correspondence. They requested that staff present the correspondence again in the next meeting agenda and to provide updates on any discussions that have been held.

Trustee Law indicated that Trustees are receiving questions regarding vacation home rental septic and sewage requirements and process and noted that there is a need to provide this information. He requested that staff discuss the issues with Trustees, perhaps by email at an opportunity between meetings, to provide clarity to enable them to respond to questions that are arising.

11.1.5 Correspondence from Tony Quin dated March 15, 2013 regarding Official Community Plan and Land Use Bylaw Review

The correspondence was received and discussed earlier in the agenda.

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

11.2.1 Communications Video

This item was postponed to the next meeting agenda.

11.2.2 Notification to Property Owners

This item was postponed to the next meeting agenda.

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

Trustees requested the item be rescheduled for the next meeting agenda when information can be provided by the Planner and a response considered at that time.

12. REPORTS

12.1.1 Work Program

Top Priorities Report and Projects List Report dated March 6, 2013

The Top Priorities and Projects List report was reviewed.

HO-007-2013

It was **MOVED** and **SECONDED** that the Development Approval Information Bylaw be added to the Project List.

CARRIED

HO-008-2013

It was **MOVED** and **SECONDED** that the list of comments provided by the Hornby Island Local Trust Committee on the Draft Hornby Island Land Use Bylaw and Draft Official Community Plan be referred to staff for follow-up action.

CARRIED

Trustees requested clarification from staff on comments made in the March 5, 2013 Staff Report regarding timing of first reading of the bylaws.

12.2 Applications Log

12.2.1 Report dated March 6, 2013

The report dated March 6, 2013 was received.

12.3 Trustee and Local Expenses

12.3.1 Expenses posted to February 28, 2013

The Local Trust Committee Expense Summary Report for invoices posted to February 28, 2013 was received.

Trustee Allen reported on the timing of the filming of the communications video. It was suggested that he contact Planner Zupanec to provide an update on the timing and to discuss the possibility of carrying over the item into the new budget year.

13. NEW BUSINESS

13.1 Changing the Bylaw Complaint Procedure

This item was postponed to next meeting agenda.

13.2 Climate Change Policy Implementation

Trustee Law indicated a desire to move forward on item number 3 in the Projects list: GHG Emissions Reduction - to facilitate community

communications regarding greenhouse gas emissions in collaboration with community organizations.

HO-009-2013

It was **MOVED** and **SECONDED** that Hornby Island Local Trust Committee delegate Trustee Law to communicate with local community organizations about a possible collective approach to looking at implementing Official Community Plan policies that address community actions to reduce greenhouse gas emissions.

CARRIED

14. BYLAWS – None.

15. ISLANDS TRUST WEBSITE

15.1 Hornby Page

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

- Update the Latest News section;
- Remove the December 2012 heading in the Latest News section, leaving the Guide to Vacation Home Rentals -2011 and December 2012 v. 6 draft of the Official Community Plan in the Latest News section.

16. NEXT MEETING DATE

The next meeting of the Hornby Island Local Trust Committee will take place on Friday, April 26, 2013 at 11:30 am at Room to Grow (subject to staff confirmation), 2100 Sollans Road, Hornby Island, BC.

Trustees requested staff to explore the availability of Room to Grow for future meetings.

HO-010-2013

It was **MOVED** and **SECONDED** that staff be requested to communicate to Advisory Planning Commission members to anticipate a referral of the Draft Land Use Bylaw in the coming weeks and to encourage them to become familiar with the current draft that will be subject to further revisions by the Local Trust Committee before referral.

CARRIED

17. ADJOURNMENT

Chair Graham adjourned the meeting at 3:23 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

Feb-01-2013

No.	Activity	Responsibility	Target Date	Status
1	<i>Resolution: authorize up to \$500 for video production on Vacation Home Rental regulations directed towards residents for professional services from a local contractor from the special projects account.</i> <i>Staff to review draft script prepared by Trustee Allen for technical accuracy and return to Trustee and LTC for final endorsement. Trustee Allen to provide staff with contact information of qualified professionals for consideration of direct award contract for professional services to produce the video.</i>	Alex Allen Sonja Zupanec	Feb-22-2013	Done

Mar-15-2013

No.	Activity	Responsibility	Target Date	Status
1	HOLTC meeting minutes of February 1 adopted.	Theresa Warren	Apr-12-2013	On Going

1	Correspondence of March 15 LTC meeting regarding the OCP/LUB review to be added to April 26th agenda. Also add 'Vacation Home Rental Regulations' a) Communications Video, b) Notification to Property Owners and c) email from Frances Millan dated Feb 28th to agenda.	Becky McErlean	Apr-12-2013	On Going
1	HO-OCP-2009.1 (OCP and LUB review project) Staff to update and revise the draft OCP and LUB based on LTC direction of March 15 and return drafts to next meeting for further consideration of next steps.	Sonja Zupanec	Apr-12-2013	On Going
1	Update Hornby website as per LTC instructions.	Sonja Zupanec	Apr-12-2013	On Going
1	Trustees requesting staff look into the availability of the 'Room to Grow' meeting space for future LTC meetings starting at 11:30 am.	Theresa Warren	Apr-12-2013	On Going
1	Planning staff to advise the APC of a possible upcoming referral from the LTC on the draft Land Use Bylaw.	Sonja Zupanec	Apr-12-2013	On Going
1	Trustee Law to communicate with local community organizations about a possible collective approach to looking at implementing OCP policies to reduce greenhouse gas emissions.	Tony Law	Apr-30-2013	On Going



STAFF REPORT

Date: April 3, 2013

Application HO-DVP-2012.4
No.: (Read)

To: Hornby Island Local Trust Committee
 For April 26, 2013 Regular Business Meeting

From: Linda Prowse, Planner

Copy: Sonja Zupanec, Island Planner
 Courtney Simpson, Regional Planning Manager

Re: Development Variance Permit for HO-DVP-2012.4 (Read)

Owner: Calvin and Angela Read

Applicant: Owners

Location: 2915 Harwood Road, Hornby Island, Lot 1, Section 16, Hornby Island, Nanaimo District, Plan 19701

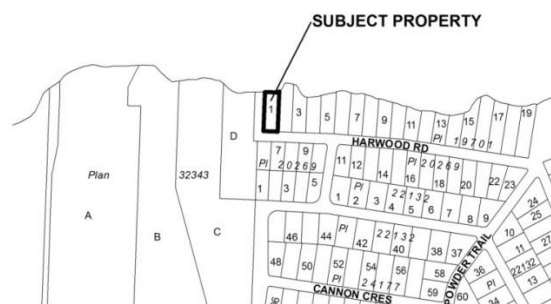
THE PROPOSAL:

The applicants' property is the subject of a bylaw investigation as it was alleged that the dwelling's deck was within the setback from the sea, and that an accessory building was within the setback of the exterior side lot line. The applicant has applied for a Development Variance Permit to allow the existing accessory building and the dwelling's deck and stairs to be within setbacks. If the DVP is granted, 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 0.21 hectares (0.52 acres) in size. There is currently one dwelling and two accessory buildings on the partially treed lot. The lot is at the end of Harwood Road and an undeveloped road right of way (Adam Road).

Figure 1. Subject Property Map.



The following features boarder the subject property:

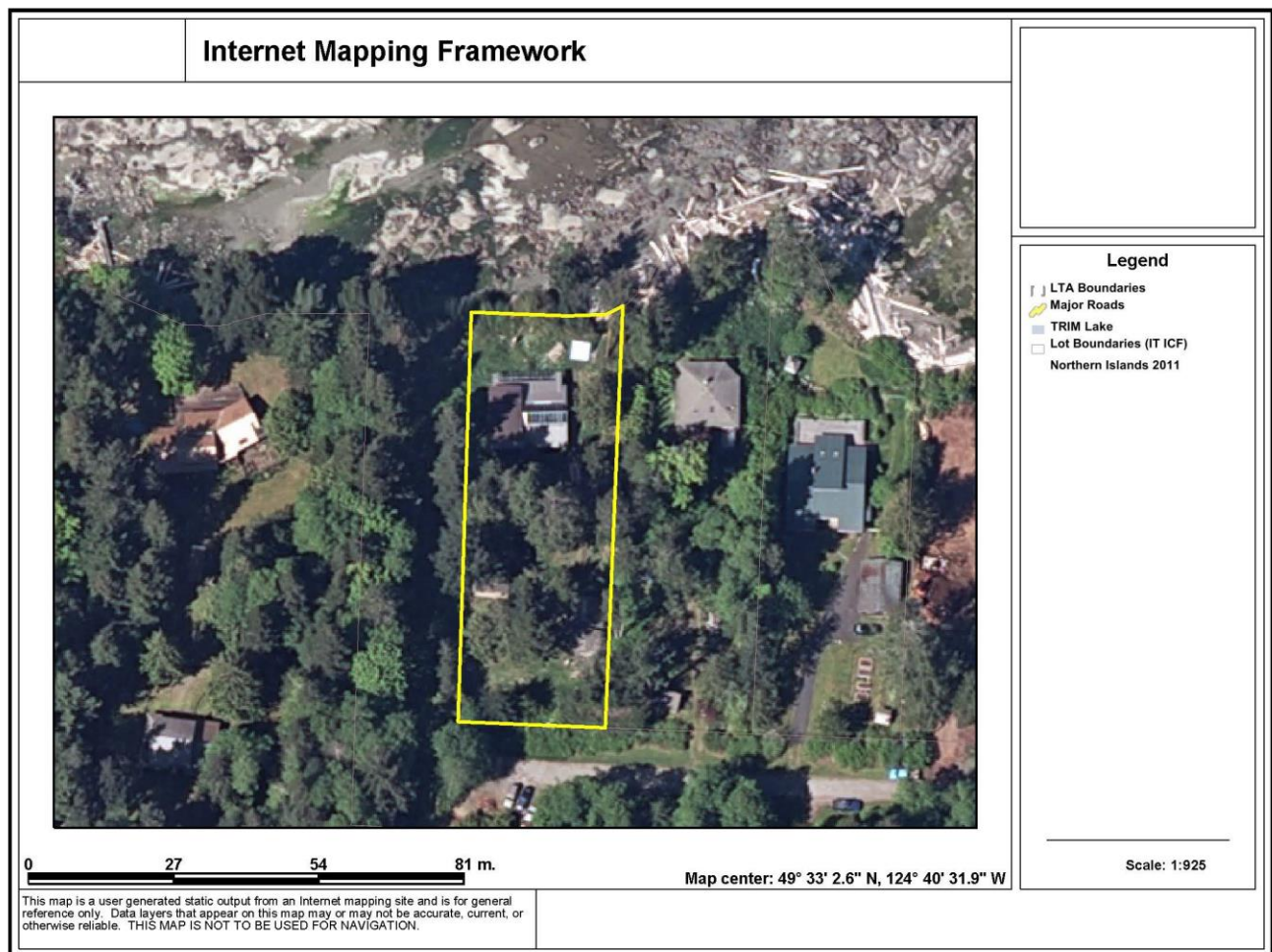
North: Property owner's lawn and slope leading down to the beach and ocean

South: An evergreen hedge and Hardwood Road

East: A fence and a neighbour

West: An undeveloped (sparse trees and brush) Ministry of Transportation and Infrastructure road right of way

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.

Hornby Island 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 proposal is consistent with the Official Community Plan.

Hornby Island 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 9.7.5.1 (Setback from the Sea) and Section 9.7.5.5 (Setback from Exterior Side Lot Line) which are the subject of the variance request.

Section 9.7.5.1 of the Hornby Island Land Use Bylaw requires that buildings and structures must be setback at least 15 metres (49.2 ft.) from the natural boundary of the sea. 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 covenant J037472 dated March 30, 1980 registered on title which deals with setbacks for sewage disposal. The provisions of this covenant are not applicable to the application.

Bylaw Enforcement:

There is an outstanding bylaw enforcement file regarding the accessory building and dwelling's deck not being in compliance with setbacks, and this is why the applicant has applied for the development variance permit.

Climate Change Mitigation and Adaptation

This proposal is unlikely to have an impact on greenhouse gas emissions.

The setback from the sea helps to mitigate damage to buildings from the impacts of sea level rise and increased frequency and severity of storm events. Allowing the structure within the setback from the sea may increase its vulnerability to the effects of climate change.

Shoreline Type

There is a slope down to the shore from the property, and the shoreline at the bottom of the slope is low rock and boulder.

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 sited within 4.5 metres of a road right of way.

COMMUNITY INFORMATION MEETING(S):

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

RESULTS OF CIRCULATION:

A copy of the attached permit and a notice was sent to adjacent property owners within the legislated requirements and timelines. 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 March 5, 2013. Below are pictures taken during the site visit with comments relevant to the application.

Figure 3. View east showing slope to beach and deck and stairs that are encroaching into the setback from the natural boundary of the sea

It is the writer's opinion that the deck stairs and portion of the deck within the setback are not resulting in damage to the natural aesthetics nor are degrading the environment.



Figure 4. View west to Ministry of Transportation and Infrastructure undeveloped Road Right of way

In regards to the accessory building and accessory building deck encroaching into the west exterior side lot line setback, it is noted that the property is owned by the Ministry of Transportation and Infrastructure as an undeveloped road right of way.



Figure 5. View north showing accessory building encroaching into setback from west exterior side lot line (undeveloped road right of way). **The property line is approximately where the most forward fir tree is located.**

Although the applicant is requesting a setback from the exterior side lot line so that the accessory building deck can be legally sited right on the west lot line, the siting of the building/deck is not deemed to adversely affect any neighbouring lot nor the undeveloped road. It is questionable as to when, if ever, the adjacent road right of way will be developed.



Figure 6. View east to neighbour's fence

The final picture shows the east lot line of which there are no setback encroachments, and shows a fence between the applicant's property and his neighbor. The applicant has stated that he chose to build as far away from this neighbour as possible so to not adversely affect his neighbour's views or enjoyment of his property.



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

RECOMMENDATIONS:

THAT the Hornby Island Local Trust Committee approve development variance permit HO-DVP-2012.4 (Read).

Prepared and Submitted by:



Linda Prowse
Planner 2

April 8, 2013

Date

Concurred in by:

Courtney Simpson

Courtney Simpson, MCIP, RPP
Regional Planning Manager

April 11, 2013

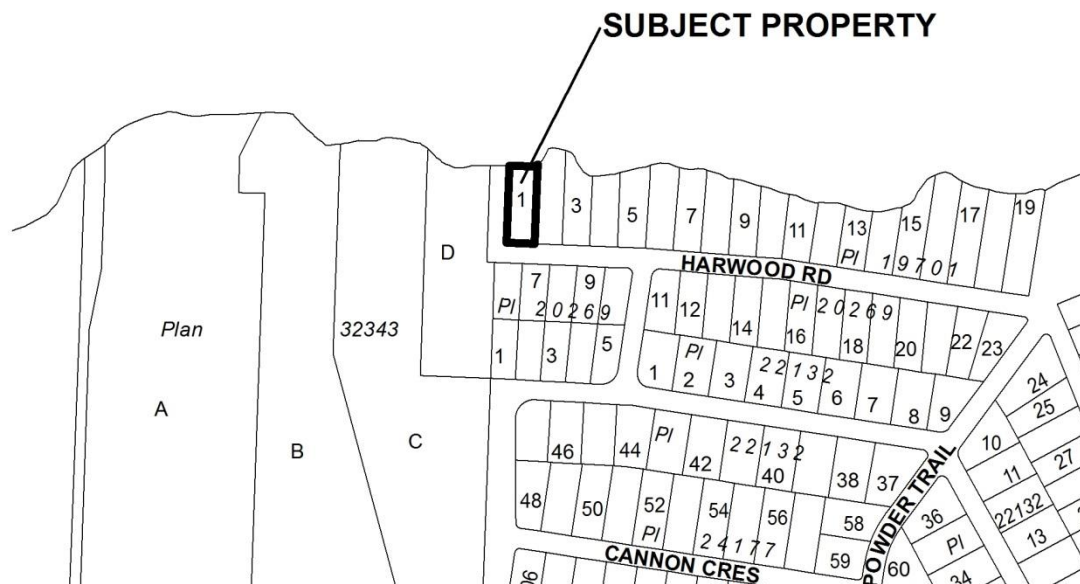
Date

Attachments: Permit Notice for HO-DVP-2012.4
Proposed Development Variance Permit HO-DVP-2012.4



**NOTICE
HO-DVP-2012.4
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 (Setback from Sea and Exterior Side Lot Line), Hornby Island Land Use Bylaw No.86, 1993, as amended, for Lot 1, Section 16, Hornby Island, Nanaimo District, Plan 19701 (2915 Harwood Road, Hornby Island, BC) as shown on the sketch below:



The purpose of this permit is as follows:

- Section 9.7.5.1 (Setback from the Sea) which states that buildings and structures must be setback at least 15 metres (49.2 ft.) from the natural boundary of the sea **would be varied to allow the deck of an existing dwelling to be located 11.3 metres from the natural boundary of the sea;** and
- 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 one acre **would be varied to allow the deck of an existing accessory building to be located 0 metres from the exterior side lot line and the existing accessory building to be located 2.62 metres 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 Friday, April 12, 2013 and continuing up to and including Thursday, April 25, 2013. Also, attached for your convenience is a copy of the proposed Permit.

If you have any questions or comments regarding the proposed Permit, please submit them before 4:00 pm, Thursday, April 25, 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 April 26, 2013, at New Horizons located at 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



Islands Trust

**HORNBY ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT VARIANCE PERMIT
HO-DVP-2012.4**

To: Calvin and Angela Read

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

PID: 003-629-694

Lot 1, Section 16, Hornby Island, Nanaimo District, Plan 19701

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

- Section 9.7.5.1 (Setback from the Sea) which states that buildings and structures must be setback at least 15 metres (49.2 ft.) from the natural boundary of the sea is varied to allow the deck of an existing dwelling to be located 11.3 metres from the natural boundary of the sea; and
- 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 one acre is varied to allow the deck of an existing accessory building to be located 0 metres from the exterior side lot line and the existing accessory building to be located 2.62 metres 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.

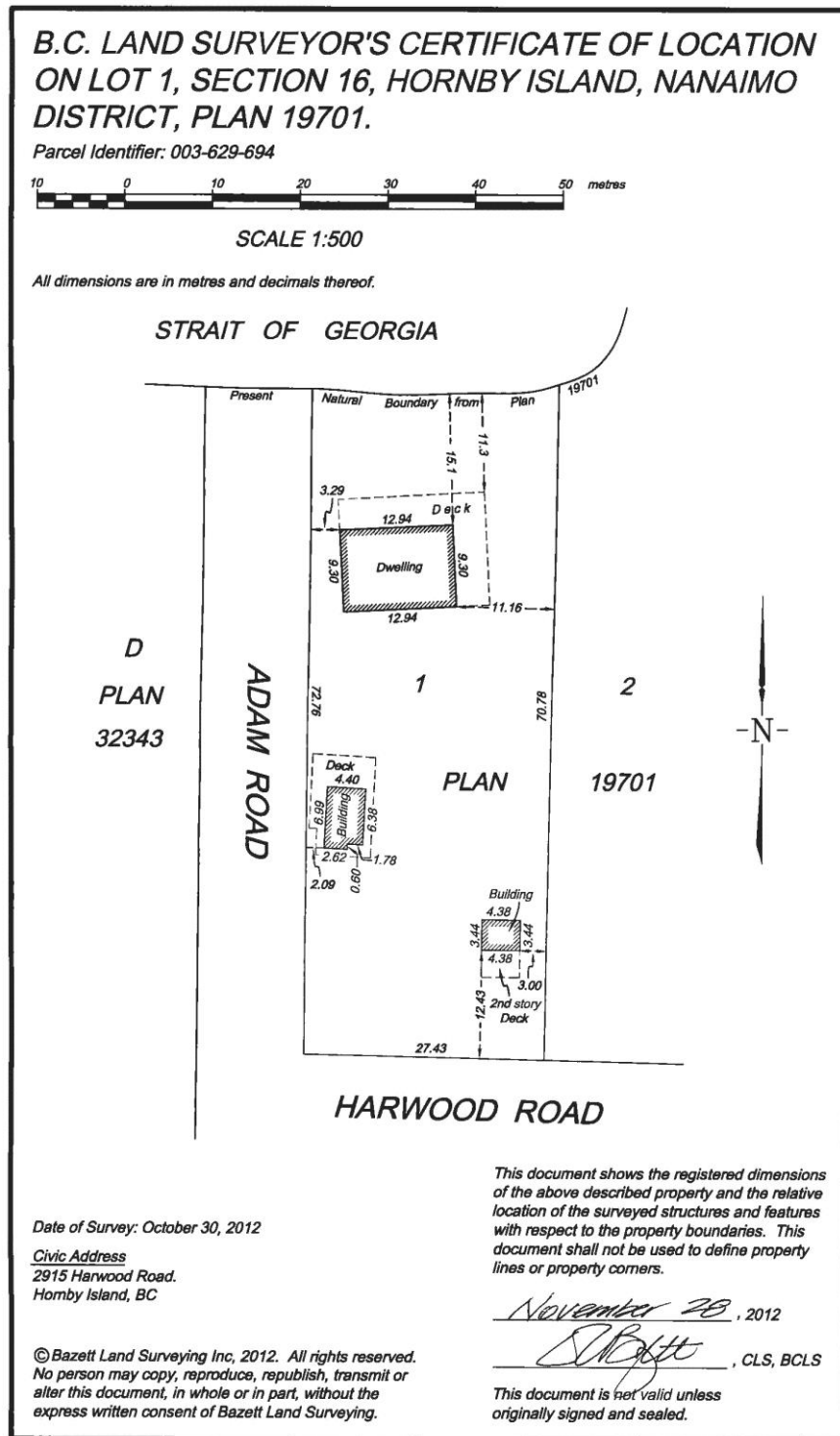
**AUTHORIZING RESOLUTION PASSED BY THE HORNBY ISLAND LOCAL TRUST COMMITTEE
THIS ____ DAY OF _____, 2013**

Secretary, Islands Trust

Date of Issuance

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

**HORNBY ISLAND LOCAL TRUST COMMITTEE
HO-DVP-2012.4
SCHEDULE "A"**



C1195Cert.dwg
November 28, 2012

BAZETT LAND SURVEYING INC.
2080 CLAYTON AVENUE
COURTENAY B.C. V9N 2L3
PH (250) 334-3248
WWW.BAZETT.COM

C1195

From: [Ford's Cove](#)
To: [Sonja Zupanec](#)
Subject: Re: draft zoning regulations for Ford Cove
Date: February-01-13 3:40:29 AM

Dear Sonja:

Good Governance above all is to set regulations that are fair and do not penalize one set of constituents over another. Above all there should be a level playing field between participants. When my family purchased this property (Ford's Cove Marina) in 1971 we paid approximately 20 times normal land prices since the property was commercial land. Now that the Islands Trust government is considering allowing partial commercial use of residential land it is only fair that the commercial land owners not be penalized through higher taxes or accommodation unit floor space restrictions. As a commercial land owner we would be willing to consider THE SAME floor space restrictions that the residential land commercial operators would have. It is unfair to have an accommodation unit floor space restriction for commercial land but not for residential land accommodation units. Why are commercial operators paying extremely high taxes (we pay \$17,000 in land tax per year) but being told that our competitors can operate businesses without size restriction on cheaper residential land? Further if a commercial usage is allowed on residential land then commercial land taxes should apply for the number of months that the commercial usage is allowed. This should reflect good governance and the role of government to set a fair playing field.

Best regards, Matthew Fredbeck (owner Ford's Cove Marina Ltd., Hornby Island BC)

----- Original Message -----

From: [Sonja Zupanec](#)
To: info@fordscove.com
Sent: Wednesday, January 09, 2013 2:58 PM
Subject: draft zoning regulations for Ford Cove

Hi Matthew,

Thanks for speaking with me earlier today. As discussed, I am sending you two documents for review. One is an excerpt of the current (1993) zoning of your property. The third attachment is the DRAFT zoning changes discussed in 2010.

I will be revising and updating the DRAFT 2010 Land Use Bylaw so that the Hornby Trustees can review it for the first time at their next meeting on February 1. At this point in time I'd like to have some indication from you what information you would like the LTC to consider in terms of their review of your commercially zoned property. Please feel free to annotate the attached draft zone excerpt.

I would like to arrange a teleconference call at your convenience to discuss any proposed changes. Please note that although the LTC is looking at the draft LUB for the first time on February 1st, we are still in the early stages of consultation and there is ample time for input into the proposed draft regulations.

Thanks for your participation in this land use bylaw review project. If you have any questions please do not hesitate to contact me directly.

Sonja Zupanec, RPP
Island Planner (Gambier and Hornby Island Local Trust Committees)
Islands Trust
700 North Road, Gabriola Island, B.C. V0R 1X3
Ph: [250.247.2211](tel:250.247.2211) or toll free [1.800.663.7867](tel:1.800.663.7867)
Fx: [250.247.7514](tel:250.247.7514)
www.islandstrust.bc.ca

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From: [Phoebe Long](#)
To: [Sonja Zupanec](#)
Subject: footprint-new store
Date: February-05-13 2:12:51 PM

Hello Sonja:

I was hoping to send you a very preliminary footprint of the future store, as our electronic site plan initially approved by Islands Trust (when we built the gas bar), did contain it....but our architect hasn't found his copy yet. We estimate needing about \$15000 square feet. What do I need to provide for you at this point?

regards,

Phoebe

From: [dianne chuoke](#)
To: [Tony Law](#); [Sonja Zupanec](#); [Alex Allen](#); [dianne](#)
Subject: legal surveys and assessments
Date: February-06-13 10:54:03 AM

February 6, 2006

Islands Trust

I attended the meeting of February 2, 2013 where a discussion around “legal surveys” and “legal assessments” would / should be added to site permits and zoning changes. I did not speak up then, not wanting to break protocol, but I have had some experiences in these areas.

In today's world, many people have GPS abilities – I surveyed our land with a “hand held” Garmin – which is very accurate. Han submitted our new water line coordinates to Health Canada by walking the line with a “smart” cell phone and using a \$2.00 mapping app. During our 135 bylaw application, I submitted a map of all the structures that was extremely accurate (although I did not include all the coordinates, I could have). I understand your reluctance to allow a non-professional to make a survey. Even on Syzygy we hired a “professional” to help us find the lines of two of our borders – not completely trusting my Garmin toy. As it turned out, he walked it with his hand held for \$50.00 an hour and confirmed my findings. The same “legal” survey for those two lines would have been \$3,000.00 – and, thank heaven, you did not required a “legal” map of all our buildings!

In another situation, I believe that a “legal” survey is eventually required by a Strata Title application (a zone change?); but you may apply with an accurate map and go through most of the process (Islands Trust, Agriculture, Highways, etc). The right to start work is withheld until the “legal” survey verifies the map; but, this would allow someone to see if the application would go through before incurring a large expense. Maybe our rezoning applications could somehow include this eventuality? Also, have you considered how people wanted to form a new land coop by combining lots would be financially effected – couldn't the coordinates published at the land office be sufficient in some cases without a legal survey? – even for zoning?

On that same train of thought of modern

technology, there are many free / inexpensive CAD programs that can produce professional looking building plans. Before requiring an assessment by a professional only, please consider allowing these types of amateur plans. I understand the Planner's (and eventually the applicant's) frustration of getting plans submitted on a paper napkin. But telling an applicant that the process would go faster (less returns from the Planner) depending on how those plans are received (hand drawn, computer generated, or professional blueprints); puts the delay in processing time on the applicant. All paper napkins should be returned immediately, and maybe all hand drawn not on graph paper using an appropriate scale.

Of course, verification of any submitted plans, coordinates, or building to code still needs to be address – a separate issue. However I believe an individual has the ability to submit accurate information without expensive professional help, and should be allowed to do so. The Trust should have (keep?) the flexibility to recommend or require professional input on a case by case application.

Just my 2 cents worth,

Dianne Chuoke
dianne1717@hotmail.com
(250) 335-0909

From: [Phoebe Long](#)
To: [Sonja Zupanec](#)
Subject: Emailing: Co-op Site Plan feb14.pdf
Date: February-14-13 1:56:05 PM
Attachments: [Co-op Site Plan feb14.pdf](#)

Hello Sonja:

Attached preliminary site plan for future store. It will need a bit of tweaking to get the placement safely "right", but this is the general idea at this time. I hope it is of some use in your planning process.

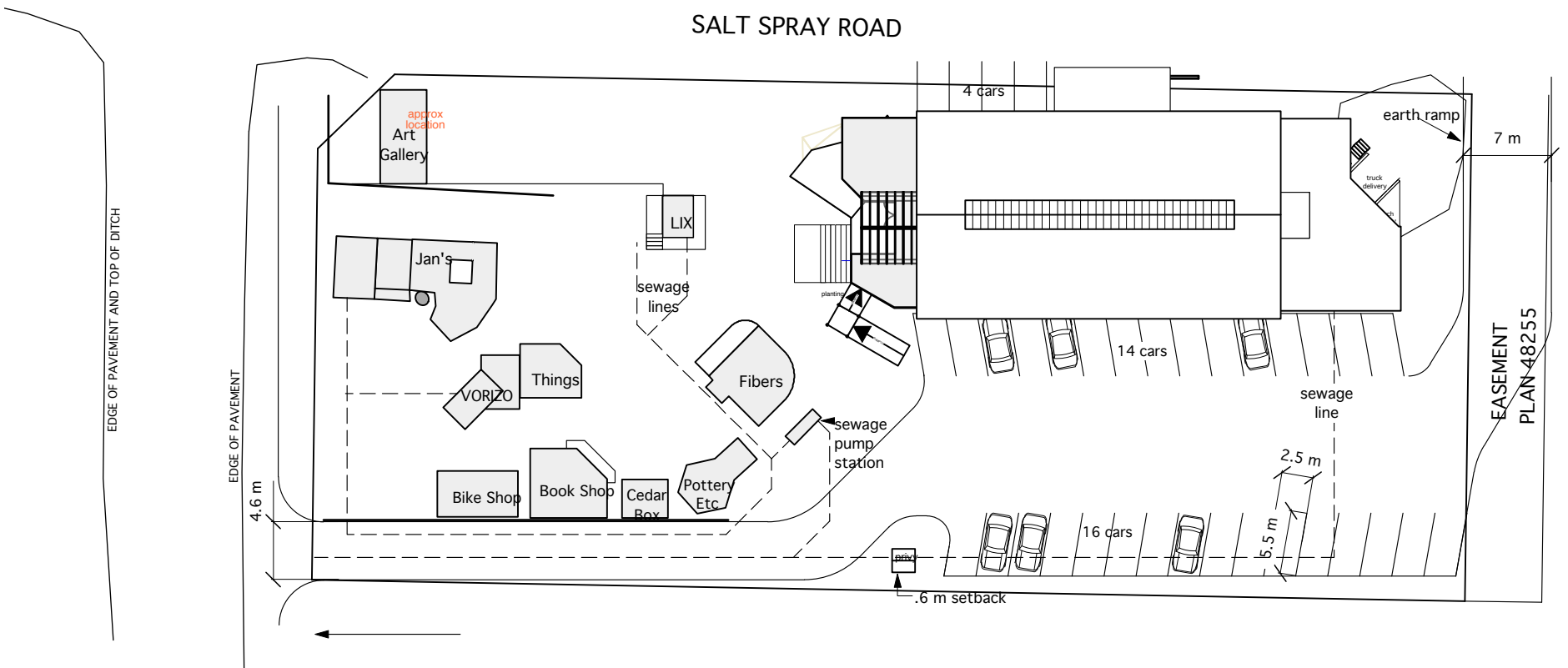
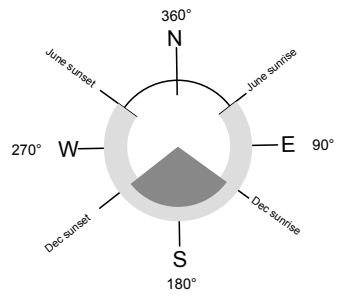
regards,

Phoebe

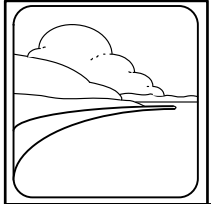
The message is ready to be sent with the following file or link attachments:

Co-op Site Plan feb14.pdf

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.



Blue Sky Design



Hornby Island

Site Plan scale 1 : 500

Hornby Island Co-op

Date: Feb 14, 2013
File name: Co-op Site Plan.vwx

From: [Hornby Island Diving](#)
To: [Sonja Zupanec](#)
Subject: Re: draft zoning regulations for Ford Cove area
Date: February-22-13 10:49:25 AM
Attachments: [DRAFT Zoning - Hornby Island Diving Lodge.docx](#)
Importance: High

Hi Sonja,

We tried to reach you by phone a couple of times, so we will try email instead. Attached is our revised draft of zoning wording for the Hornby Island Dive Lodge property.

We do not wish to change the zoning on our residential property. The only circumstances under which we would consider this is if all our neighbours agreed to a similar change.

It would be helpful to discuss our request with you in person, and to get an update on the progress of the process. When can we reach you by phone?

Cheers,

Rob Zielinski

Hornby Island Diving
Rob & Amanda Zielinski, Owners / Operators
10795 Central Road
Hornby Island BC Canada V0R 1Z0
tel (250) 335-2807
email info@hornbyislanddiving.com
www.hornbyislanddiving.com

On 2013-01-09, at 3:33 PM, Sonja Zupanec wrote:

Hi Rob,

Thank you for speaking with me earlier today. As discussed, I am sending you three documents for review. One attachment is an excerpt of the current (1993) zoning of your properties. The second attachment is the DRAFT zoning changes brought forward in 2010 relevant to the dive lodge. This would be a custom zone to reflect the actual use of the property. The third document is DRAFT residential zoning that could be applied to your residential property if that is the intent.

I will be revising and updating the DRAFT 2010 Land Use Bylaw so that the Hornby

Trustees can review it for the first time at their next meeting on February 1. At this point in time I'd like to have some indication from you what information you would like the LTC to consider in terms of their review of your commercially zoned properties.

Please feel free to annotate the attached draft zone excerpt and email it back to me.

I would be pleased to arrange a teleconference call at your convenience to discuss any proposed changes. Please note that although the LTC is looking at the draft LUB for the first time on February 1st, we are still in the early stages of consultation and there is ample time for input into the proposed draft regulations.

Thanks for your participation in this land use bylaw review project. If you have any questions please do not hesitate to contact me directly.

Sonja Zupanec, RPP
Island Planner (Gambier and Hornby Island Local Trust Committees)
Islands Trust
700 North Road, Gabriola Island, B.C. V0R 1X3
Ph: [250.247.2211](tel:250.247.2211) or toll free [1.800.663.7867](tel:1.800.663.7867)
Fx: [250.247.7514](tel:250.247.7514)
www.islandstrust.bc.ca

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<DRAFT 2010 zoning - Dive Lodge.docx> <DRAFT R3 Residential zone.docx> <Excerpt 1993 C5 zoning - Ford Cove area.docx>

5.15 Commercial 7 – Resort (C7) Zone (Lodge)

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) visitor accommodation
 - b) Restaurant
 - c) Marina
 - d) Retail store
 - e) Liquid fuel sales for boats
 - f) Residential
 - g) Home occupation
 - h) Accessory uses

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 visitor accommodation lodge per lot not exceeding 12 visitor accommodation units.
- (3) Lot coverage must not exceed 40 %

9.18.2 One residential dwelling unit is permitted per lot.

9.18.6 The floor area of retail stores must not exceed 47 m² (505.9 ft²) per lot.

9.18.7 The floor area of a restaurant must not exceed 25 m² (269 ft²) per lot.

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.
- (5) Visitor accommodation lodge must not exceed 325 m²
- (6) The total floor area for accessory buildings must not exceed 100 m² per lot.

Subdivision Lot Area Requirements

- (7) The minimum lot area is 1.0 hectare.

From: [Alex Allen](#)
To: [Sonja Zupanec](#)
Subject: FW: New septic regulations for short term rentals
Date: February-27-13 8:54:12 AM

Alex Allen
Hornby Island Trustee

From: Jeanne Wunderlick [jeanwun@gmail.com]
Sent: February 27, 2013 8:04 AM
To: Alex Allen
Cc: Tony Law; dgraham@islandstrust.ca.bc; Frances Millan
Subject: New septic regulations for short term rentals

Sent from my iPad

>

> Gentlemen,

> As a property owners, we have no argument with septic field inspections as we must ALL take responsibility to ensure that no harm is done to our sensitive environment. We note the new regulations take great care in outlining the occupancy limitations for each household which we also agree with. Our concern, however, is why these septic inspections are not required for all residences in the Anderson Drive and Whaling Station Bay Area. Why focus on the vacation rentals where occupancy is likely LESS than the regular full time resident. If the objective is truly to protect the aquifer and the environment we feel it is totally irresponsible and DISCRIMINATORY to focus ONLY on short term rental properties. Would you not agree.

>

> I look forward to your response.

>

> Jeanne Wunderlick

>

>

> Sent from my iPad

From: [dianne chuoke](#)
To: aallen@islandstrust.bc.ca; [Sonja Zupanec](#); [Tony Law](#); [David Graham](#)
Cc: [richard & Serena - new](#)
Subject: Syzygy zoning
Date: March-03-13 6:23:36 PM

March 3 2013
Sonja Zupanec:
szupanec@islandstrust.bc.ca
Tony Law: tlaw@islandstrust.bc.ca
Alex Allen: aallen@islandstust.bc.ca
David Graham: dgraham@islandstrust.bc.ca

Members of the Islands Trust Board:

Firstly, I would like to thank you for the help I have received concerning the inclusion of the Syzygy Co-operative Community (a land co-operative) in the new OCP and the new Bylaws. I have found a few incidents where I felt assigning rights to each lot might discriminated against land coops, and notified the Planner (like home occupations allowances of two per lot, three bedrooms for bed and breakfast per lot, maybe signage allowance issues) and she has addressed my concerns. However, these problems are only ones that I have found so far; and I am still worried about repercussions of bylaws I haven't noticed yet. I was happy to see at the last meeting that you associated secondary suites to legal dwellings – not to the lot; but what about detached units? Again, I am asking for your help in finding problems around our one lot designation.

I have also ask the planner to remove 5.8(2)(c) where “a maximum of one accessory building per dwelling unit.” This clause was not part of Bylaw 135 and I feel is unnecessarily restrictive. The next clause of maximum lot coverage of 10% should be sufficient for the Trust's purposes. We are a cooperative and would like to have the privilege of building shared spaces without using an individual's dwelling allowances. Or being redistricted to one large accessory building to fill our needs instead of incorporating several smaller buildings around our 2 hectare density allowance.

Which leads me to the last item I would like to discuss in this letter – Syzygy zoning minimum lot requirement. In section 5.8 (7), the Subdivision Lot Area Requirements states a minimum area of 30.0 hectares is needed to subdivide. I believe the Trust has been reviewing and revising some of these minimums for subdividing, and I request you include Syzygy zoning in this review. I am requesting the minimum be reduced to 2 hectares to reflect our current approved density allowance given to

us in Bylaw 135.

When I discussed our subdivision minimum with the Planner, she stated it was included to prevent us from subdividing (into private or strata lots) without going through a (costly) zone change to reduce this minimum lot size requirement – a change that would not effect our density allowance. It is my understanding that Islands Trusts mandate does not include how we should hold our title, but to control the density on our land /island. It seems that the sole purpose of this large minimum is to prevent us from receiving the Trust's approval for a title change in a normal business meeting. I do not feel it is appropriate for the Trust to control, through regulations in the new Bylaws, our freedom to hold our title in any of the legal forms. Especially given the fact that we already went through a long process – with Island input – to get our current Bylaw 135 rights. Please correct this clause from discriminating against us to hold our title in any legal form.

See you at the March 15 meeting,

Dianne Chuoke
Syzygy Cooperative
(250) 335-0969
dianne1717@hotmail.com

5.12 Commercial 4 – Resort (C4) Zone (Sea Breeze)

Comment [IU1]: Existing zoning C4
In consultation with property owners.

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) visitor accommodation;
 - (b) restaurant; and
 - (c) residential use accessory to visitor accommodation.

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;
 - (b) a maximum of five visitor accommodation units are permitted for each 1.0 hectare of lot area, to a maximum of twenty visitor accommodation units per lot;
 - (c) a maximum of one residential dwelling unit is permitted per lot; and
 - (d) a maximum of ten camp sites.
- (3) Lot coverage must not exceed 20 % of any lot having an area of 1.0 hectare or more nor 15% of any lot having an area less than 1.0 hectare.

Comment [s2]: ADDED NEW

Siting and Size

- (4) The minimum setback for any building or structure, except for a fence or pump/utility house shall be:
- (a) 8.0 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) 8.0 metres from an exterior side lot line.
- (5) The floor area of a visitor accommodation unit must not exceed 80 m². 150m²
- (6) The floor area of a restaurant must not exceed X m² 350m²
- (7) The total floor area for accessory buildings must not exceed 100 m² per lot. 350m²

Comment [s3]: CHANGE – increase
in size from 65 to 80 m²

Comment [U4]: Determine size

Comment [IU5]: NEW

Subdivision Lot Area Requirements

(8) The minimum lot area is 4.0 hectares.

We would like Island Trust to consider the following changes to our zoning to reflect the business dynamics and competition on Hornby, with regard to house rentals as well as other commercial zoning (Thatch, Ford Cove, Coop)

Permitted uses add lounge, retail sales, camping, personal service, spa and lodges

Density we want increased to 10 units per ha up to 40 units.

Floor area per unit 150m²

Attached accommodation units

Lot coverage 20%

Floor area accessory building 350m²

Minimum lot size of .5 ha

We feel the changes that are being proposed above, are essential for the future growth of our business and our potential to be a key employer on Hornby Island. The above changes would give us the ability to expand our income base therefore giving us the capacity to grow the business for years to come. At this time the only way to expand our income base is to raise our rates every year and this is not a viable option. As we all know conducting business on Hornby has many challenges even for well established businesses. We thank you in advance for your considerations.

From: JoAnn Harrison <joharrison@telus.net>
Date: 11 March, 2013 12:45:50 PM PDT
To: Sonja Zupanec <szupanec@islandstrust.bc.ca>
Subject: Hornby Elder Housing

Hi Sonja - I've attached notes regarding HI Elder Housing proposed zoning. If you have any time when you're here on Friday, I would really appreciate a chance to meet with you face to face to explore this further.

Thanks,
JoAnn
250-335-1378

Mar 7.13 Review of draft OCP/LUB
Tony Q. Michael McN. JoAnn H

We have concerns relating to all three sections of the draft zoning - Permitted Uses;
Permitted Buildings, Structures and Density; Siting and Size

Background info:

1. The Elder Housing Village property at 5775 Central Road is 2.023 hectares, or 5 acres.
2. We have undeveloped land at the rear of the 160' x 1361' lot. 810 feet of the lot's depth is currently utilized; i.e. 551 feet are vacant – comprising a little over 2 acres.
3. We have currently eleven elder housing units constructed: four duplexes and three single-unit cottages. i.e. one more than the current draft permits
4. The housing units are fully serviced with community water supply, sewage treatment/ collection, propane and hydro.
5. The Village is an independent community project developed and owned by the Hornby Island Elder Housing Society.
6. The property is managed by the Society's Board of Directors who volunteer their time in operating and maintaining the residential units, infrastructure and grounds. Contract services are provided from time to time to assist in repairing and upgrading resident building and infrastructure.
- 7.

For discussion:

8. As we have a borderline-manageable debt load, we would like to have the flexibility to raise \$\$ through one or more of the following, for example:
 1. Subdivide and sell the undeveloped 2/5 of the property, or
 2. Lease the undeveloped land to another community organization such as HD Community Health or ISLA for such use as community housing, or
 3. Create additional housing ourselves (potentially for example for island caregivers who may or may not be 55 years or older.)
 4. Other??

Consider:

9. Revision to Permitted Uses to allow the above described flexibility
10. Revision to Permitted Density (at a minimum to permit 6 units per hectare)
11. Relaxation of the density rule should we be allowed subdivision or creation of additional housing on the vacant part the property.
12. Revision to Siting and Size section 5.4.5 increase residential unit size to 200 m²; in section 5.4.6 reduce floor area for dwelling unit to 100 m²

From: [Ron McMurtrie](#)

Sent: Monday, January 28, 2013 9:49 AM

To: [Tony Law](#)

Subject: OCP sewage etc

Hi Tony,

Just took a quick look at the sewage section in the OCP. Reference to regulation is not correct. Recommendations/suggestions to ministry of health and VIHA are outdated and kind of meaningless in today's regulatory environment - all of things advocated are all possible and more within the present situation.

Would be happy to make some suggestions/corrections.

Big issue in my mind is continued installation of illegal and/or makeshift systems and "repair" of existing failing systems by homeowners.

Suggestion for Islands Trust: Don't issue a Siting and Use permit unless a sewerage system filing has been accepted by VIHA for the project proposed. This is a requirement of Regional Districts prior to issuance of Building Permit.

Busy right now but March 15 deadline seems fine.

Also, wondering if the Land-use Bylaws are going to be revised anytime soon? As before, my strong recommendation is to remove any prescriptive requirements for septic systems from the bylaws. It's like the Islands Trust saying: "all ridge beams for timber-frame homes shall be a minimum of 6"x12" Douglas Fir #1 Grade".

Regards, Ron



From: Ron McMurtrie [jasbreez@island.net]

Sent: Monday, March 11, 2013 2:42 PM

To: Alex Allen; Tony Law

Subject: DRAFT FOR COMMENT VERSION 3 - FEB 2013

Alex, Tony

further to recent discussions with Tony regarding the Land Use Bylaw as it relates to wastewater systems, I had offered to provide input, and have discussions with the Planner etc regarding what we in the wastewater profession consider to be important issues that need to be changed, removed or amended in the LUB. I saw the notice in the 1st Edition and went on line to find the DRAFT Version 3.

Here are my concerns/suggestions:

1. underground tanks - SHOULD NOT be considered structures and subject to setback requirements for buildings - thus requiring a DVP to get approval from Islands Trust. I know of no other local government that considers a tank a structure or building. It is more closely related to a pipe than a building.

2. Any reference to setbacks to wells, marine, freshwater, property line or buildings or anything else for dispersal fields or tanks should be completely removed from the bylaw. These are all addressed via the BC Sewerage System Regulation (SSR) and the Standard Practice Manual. The requirement of a DVP to vary these setbacks prescribed in the LUB is expensive, onerous, time consuming and ultimately of little value in protecting public health or the environment. The SSR and SPM were developed by the Ministry of Health and industry professionals and professional associations (APEGBC and ASTTBC) and industry associations (BCOSSA and WCOWMA and BCWWA). With all due respect to those involved and their concerns, Islands Trust does not have the expertise or knowledge in this field to affect things in a positive way. The present bylaw provisions re: septic are arbitrary at best and in some cases actually restrict and limit the application of a beneficial solution to some properties.

The last time we spoke Tony, you forwarded my email to the Sonja Z. I have pasted it below for your ease of reference:

Thanks for your consideration,

Ron

From: Barbara and Joe Rietkerk [mailto:joe_rietkerk@telus.net]
Sent: March-12-13 12:09 PM
To: Sonja Zupanec
Subject: Re: draft land use bylaw

Hi Sonja,
After reviewing the zoning regulations for Shingle Spit, We would like the following changes made to the draft.

1. The floor area of each residential dwelling unit not to exceed 200m squared.
2. We would like each dwelling to have a maximum of two accessory buildings not to exceed in total 450 sq. ft. (sorry I don't know the meter equivalent)
3. For our common area we would like the provision for a accessory building not to exceed 450 sq. ft. This is from the existing 86 sq. ft. (pump house)

If these can be included it would be much appreciated.

Thank you
Joe Rietkerk
Shingle Spit Resort Ltd.

From: [Frances Millan](#)
To: [Tony Law](#); [Alex Allen](#)
Cc: [Courtney Simpson](#); [Peter Phillips](#); [Sonia Zupanec](#)
Subject: Islands Trust Guidelines re Vacation Home Rentals on Hornby Island
Date: February-28-13 2:15:46 PM

Tony, Alex and Islands Trust staff for Hornby Island:

Re: Islands Trust Guidelines for Vacation Home Rentals on Hornby Island.

I apologize for the length of this email, but I want the local trust to know how I; as a manager of many Vacation Homes on Hornby Island; am doing my due diligence. I have informed the owners of the properties that are considered vacation home rentals which I manage, of the new Islands Trust Guidelines for Vacation Home Rentals.

- *On February 4, 2013, I emailed all the owners of vacation home rentals on Hornby Island homes I manage, the link to the new Guidelines for Vacation Home Rentals on Hornby Island.*
- *Then February 25th, 2013, I emailed the following to Tony law and some local community members who were raising concerns over the guidelines.*

"I know personally, the years this has taken and the work involved to come up with reasonable and workable guidelines. I have read and re-read the new regulations and I have to say I am generally satisfied with the results save a few issues.

Options

- *Wording of item 1 should read "May thru September".*

Summer Vacation Homes

Occupancy levels

This is unclear. "Only 2 beds can be provided in each bedroom."

I read this as a bedroom may have 2 beds; therefore a bedroom could have 2 queen beds, 2 bunk beds, or 2 single beds. Is the intention to allow 4 persons in a 2 bedroom house or 8?

It further mentions 98% of households in Canada being 5. Therefore allowing only 4 persons in a 2 bedroom home will mean families with 3 children will not be able to rent a 2 bedroom home. Therefore, what would have been an affordable holiday on Hornby Island may no longer be obtained, as a 3 bedroom home is substantially more expensive. This is closing the door to lower to mid income working class families and allowing only the upper classes to enjoy what Hornby has to offer. I say shame on you for creating an economic prejudice.

The homes I manage have a maximum occupancy level based on sleeping accommodation, usually to a maximum of 6. There are the exceptional homes which can accommodate more persons. These larger homes must have a septic system and water supply adequate for the occupancy level.

There are many homes on less than 2.47 acres with have a septic system in place designed and registered with the Health Dept. to accommodate more than 3 bedrooms. Therefore, these homes have the facilities in place to accommodate 8 to 10 persons and should therefore be an allowable exception.

Sewage disposal

Does the Islands Trust want all vacation homes on the Cape Gurney Peninsula have a

registered onsite wastewater practitioner; ie Garth Millan; review the system and give the Trust a statement the sewerage disposal system provides adequate sewerage treatment; or is a copy of the owners' septic system filing adequate?

I truly appreciate the work involved in these guidelines.

Frances Millan, manager/owner
Wind & Waves Vacation Homes''

-
- Re: Section 1
 - Item: Sewage Disposal:

Improper sewerage disposal is concern! We, JAB Site & Wastewater Solutions Ltd. (our company) were just at the WCOWMA (Western Canada Onsite Wastewater Management Association) conference. One of the issues that kept arising, was owners do not have maintenance done on their septic systems. Once installed, they forget about it and wonder why they have problems. This is a concern all property owners on Hornby Island, and all the Gulf Islands, should have. Are they and their neighbours ensuring their sewerage disposal system is working properly?

1) This guideline is discriminatory.

It targets vacation home rentals only! Should not all properties in this sensitive area be made to have the sewerage system evaluated and have regular maintenance?

These are probably the majority. I manage only 10 vacation home rentals on whole the Cape Gurney Peninsula. I ensure the renters comply with occupancy levels. Who will ensure all homeowners in this sensitive area have their sewerage systems evaluated? Often the biggest offenders of too many people using a home are the owners and their families. If they do not care comply with occupancy levels their sewerage system was built for, it stands to reason they also do not maintain their systems. JAB Site & Wastewater Solutions Ltd. has only 2 clients in that area for regular septic system maintenance. He has repaired a few systems, but they aren't following up with regular maintenance. So what is to be done about these "badens"?

2) Should not these guidelines also apply to B&Bs on all Islands?

B&Bs have higher turnovers and consequently more water usage for cleaning and laundry, and therefore higher sewage output.

3) How is the Islands Trust going to know which homeowners of homes that are deemed vacation home rentals are not getting their septic systems evaluated?

Few, if any of the homes on websites have addresses? Will it be through the websites and the contact listed? Wind & Waves Vacation Homes is the contact for the vacation home rentals I manage. I have done my due diligence by contacting the owners, twice. Once to give them a link to the Guidelines for Vacation Home Rentals, and secondly, sent the following email to owners on the Anderson Drive and Whaling Station Bay areas. Who is to be held accountable if they do not comply?

Frances Millan, manager/owner
Wind & Waves Vacation Homes

- Tuesday, February 26th, 2013 I emailed the following to specifically to the owners of vacation rental homes I manage on the Cape Gurney Peninsula regarding the item Sewage Disposal requirements as it impacts them directly.

"Dear owners:

The new Islands Trust guidelines have one item that applies directly to owners on Cape Gurney Peninsula regarding sewage disposal.

One of the issues that home owners often forget about is regular septic system maintenance. Consequently, septic systems start to develop problems, some very serious and expensive if not caught in time. This happened last year to an owner on Anderson Drive. It cost them over \$20,000 to repair the situation.

The other problem of course is sewage not being treated properly and then getting into the well water aquifers.

This is the Islands Trust concern. Therefore they are requesting all owners of Vacation homes to have their system checked by an "authorized person" as set out in the Public Health Act.

Islands Trust Guidelines

<http://www.islandstrust.bc.ca/lrc/ho/pdf/hovacationrentalsguidedec2012.pdf>

- Item of concern – page 2

Sewage disposal

The water supply of one area of Hornby Island (the peninsula that includes Anderson Drive, Whaling Station Bay, High Salal and most of St Johns Point Road) comes from an aquifer that the Province classifies as highly vulnerable and highly developed. Before a vacation home rental is conducted in this area, **an authorized person (as defined in the Sewage System Regulations of the Public Health Act) must provide a statement to the Islands Trust that the sewage disposal system is capable of providing adequate treatment for the proposed rental use.**

Public Health Sewerage System Regulations;

Who is an authorized person? See section 7 link below

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/22_326_2004#section7

Just for your information, Garth Millan (my husband) is a licensed and registered onsite wastewater practitioner.

I am not contacting you in order to drum up business for Garth. I just do not want any problems to arise with your vacation home rental. I did ask Garth for the process. He would have to get a copy of the filing from the Vancouver Island Health Authority; you can get a copy of this. You would need your property PID # or legal description. Once Garth receives a copy from you, then he and his associate would do a system evaluation to ensure all components of your sewerage system is working, and then send a report into the Islands Trust, send you a copy and keep a copy on file.

You can contact Garth directly at 250-335-1887 or email jabexx@gmail.com

Please let me know how you wish to proceed.

Regards,
Frances Millan
Wind & Waves Vacation Homes"

Hornby Island Local Trust Committee:

I would appreciate this letter be presented to the Islands Trust and placed on the agenda of the

next Local Trust Committee Business Meeting so that it can be officially received and considered. I would further ask that I get a response from this letter, I want to keep the owners a breast of these issues which affect them.

Sincerely,
Frances Millan
manager/owner
Wind & Waves Vacation Homes

From: Marie Smith
 Sent: March-08-13 2:17 PM
 To: Hornby Island Local Trust Committee
 Cc: Lisa Webster-Gibson
 Subject: Letter from Larry Pierce re April 27, 2012 LTC Minutes

The Executive Committee is forwarding the aforementioned letter (see below) to the Hornby Island Local Trust Committee for its review and reply to Mr. Pierce's request, which is an LTC matter.

Regards,

Marie Smith
 Executive Coordinator
 Islands Trust
 ph: 250.405.5161
www.islandstrust.bc.ca
 Preserving Island communities, culture and environment

From: l.pierce@telus.net [mailto:l.pierce@telus.net]
 Sent: February-28-13 1:01 PM
 To: executiveweb
 Cc: l.pierce@telus.net
 Subject: Executive Committee

At the Hornby LTC Public Hearing of April 27, 2012, Trustee Tony Law made several statements concerning the proposed bylaws under consideration. The gist of his statements was that as long as people 'stayed under the radar' and their rentals did not cause problems, there would be no enforcement. These comments were not recorded. You will see that it is recorded that I responded to these comments as follows:

"He expressed his opinion that if only operations creating actual problems will be subject to bylaw enforcement, then that should be written into the bylaw."

I believe Trustee Law's statements evidence a clear intention to not enforce the bylaws fairly and evenly, something that is contrary to the standards of conduct of Trustees, and is clearly set out in the document: "Staying out of Trouble."

Could the minutes please be amended?

Thanks

<http://www.islandstrust.bc.ca/ltc/ho/pdf/hominphapr272012.pdf>
www.islandstrust.bc.ca

From: [Tony Law](#)
To: [Frances Millan](#); [Alex Allen](#); "[Tony Law](#)"
Cc: [Sonja Zupanec](#); [David Graham](#)
Subject: RE: Vacation Home guidelines
Date: April-15-13 3:03:02 PM

Hi Frances:

I can understand your frustration at not receiving a reply to your email of February 26 addressed to the local trustees.

Here is why..

Correspondence addressed to the trustees is received and addressed at a Local Trust Committee meeting as individual trustees don't have authority to reply on behalf of the Committee which needs to discuss the issues and decide how to respond. The Committee does this in consultation with professional staff who provide advice.

Your email was received too late to be on the agenda of the February business meeting.

Unfortunately, our Island Planner was very sick and was unable to attend the March meeting.

I am copying this reply to our Island Planner and Chair to ensure your correspondence is addressed at the upcoming April meeting.

If you want clarification about how the regulations around Vacation Home Rentals are being interpreted and implemented, the guide states that: "If you have any questions please contact Islands Trust planning staff." They can provide answers without having to wait for a Local Trust Committee meeting. In particular, you might want to contact Sonja Zupanec, Island Planner, at szupanec@islandstrust.bc.ca.

The Local Trust Committee is currently focusing upon updating the Official Community Plan and Land Use Bylaw after spending considerable time and attention over the last term determining how to make Vacation Home Rentals a permitted use on Hornby Island in a way that balances the interests and concerns that came to the Committee's attention. (Worth noting that the Hornby Island Local Trust Committee is the only one in the Trust Area to take such an initiative - other than South Pender Island where this activity is very marginal.)

Inevitably, any such a balanced outcome does not meet everyone's views of how they might have wanted things to turn out to suit their particular perspective and I have since heard strongly expressed views from community members on both sides of the issue who are less than happy with the outcome. However, given the amount of time already devoted to arriving at a balanced conclusion and given the need to complete other important work in a timely manner, I personally don't see the Committee re-opening this issue in the short term. However, the OCP does support reviewing Vacation Home Rental policies and regulation in the light of what is learned through implementation and changing circumstances and revisiting these may well be a future work plan item.

In the meantime, I encourage you and others to contact planning staff to achieve more clarity around the questions that concern you.

I hope this helps!

Tony

From: Frances Millan [wind2@uniserve.com]
Sent: Friday, April 12, 2013 12:53 PM
To: Alex Allen; 'Tony Law'; Tony Law
Subject: Vacation Home guidelines

Alex and Tony:

On February 26, 2013 I wrote a long letter to the islands trust regarding the wastewater system guidelines for vacation homes on the Cape Gurney Peninsula.

I have not heard back from and of the members or staff of the Islands Trust, nor yourselves.

I was just talking to an owner of a vacation home on Cape Gurney and they have not heard back from you. Garth also had written a letter as he is concerned about the process for inspection. Last night we were discussing this same subject and Garth realized he never received a reply either. I do realize that the political wheel turns slowly, an update would have been nice and deserving.

*Sincerely,
Frances Millan, manager
Wind & Waves Vacation Homes*



Islands Trust

Top Priorities

Hornby Island

No.	Description	Activity	Received/Initiated	Responsibility	Target Date	Status
1	Official Community Plan and Land Use Bylaw Review	Targetted review and update of the OCP and LUB.	Feb-03-2012	Sonja Zupanec		On Going
2	Vacation Home Rentals - Regulations Review	Print and video communications products to clarify the new vacation home rental regulations.	Feb-03-2012	Sonja Zupanec	May-30-2013	On Going
3	Riparian Areas Regulation mapping and implementation.		Feb-03-2012	Sonja Zupanec	Dec-31-2012	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
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-2012.4	Calvin & Angela Read Planner: Linda Prowse	Dec-13-2012	Vary setbacks from the sea and exterior side lot line

Planning Status

Status Date: Mar-05-2013

Site Visit conducted March 5, 2013

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

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-2012.12	Calvin & Anglea Read	Dec-13-2012	see DVP HO-DVP-2012.14

Planner: Linda Prowse

Planning Status

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 Planner: Linda Prowse	Mar-19-2013	5350 Arthurs Road (Was) House, powershed, carport and workshop

Planning Status

File Number	Applicant Name	Date Received	Purpose
HO-SUP-2013.4	Phil & Michele Davie Planner: Kim Farris	Mar-28-2013	remove existing shed and replace with a larger shed

Planning Status

Status Date: Apr-05-2013

Emailed applicants to confirm lot coverage - maximum 15 percent.

File Number	Applicant Name	Date Received	Purpose
HO-SUP-2013.5	Blue Sky Design Ltd. Planner: Kim Farris	Apr-08-2013	One Single Family Dwelling

Planning Status

From: Nicole Ranger
Sent: March-26-13 11:49 AM
To: Alex Allen; David Graham; Sonja Zupanec; Tony Law; Becky McErlean
Cc: Nancy Roggers
Subject: Hornby Expense Report March 2013

Islands Trust LTC EXP SUMMARY REPORT F2012 Invoices posted to March 31, 2013				
635 Hornby	Invoices posted to March 31, 2013	Budget	Spent	Balance
65000 635	LTC "Trustee Expenses"	1,300.00	611.62	688.38
65200 635	LTC Local Exp LTC Meeting Expenses	3,200.00	2,028.90	1,171.10
65210 635	LTC Local Exp APC Meeting Expenses	300.00	293.94	6.06
65220 635	LTC Local Exp Communications	400.00	280.00	120.00
65230 635	LTC Local Exp Special Projects	500.00	72.36	427.64
65240 635	LTC Local Exp Miscellaneous	200.00	-	200.00
TOTAL LTC Local Expense		4,600.00	2,675.20	1,924.80
73001 635 2004	Hornby OCP/LUB	8,000.00	1,607.29	6,392.71
TOTAL Project Expense		8,000.00	1,607.29	6,392.71

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



Please consider the environment before printing this email



Memorandum

700 North Road Gabriola Island BC V0R 1X3

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

Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC **1.800.663.7867**

northinfo@islandstrust.bc.ca www.islandstrust.bc.ca

Date April 10, 2013

File Number 3030-1 Hornby

To Hornby Island Local Trust Committee

From Sonja Zupanec, Island Planner

Re 2012/13 Annual Report submission for HOLTC

Submissions for the Islands Trust Annual Report are being requested by the Director of Local Planning Services. Each LTC is being asked to review a work program submission and make changes as needed to reflect the work of the LTC over the last year. Please review the following draft text and indicate any changes or additions you wish to submit for the 2012/13 Annual Report.

“The Hornby Island Local Trust Committee held 8 regular business meetings, 1 public hearing, 1 community information meetings and 2 special meetings on Hornby Island for this fiscal period. The Vacation Home Rental Regulations were adopted after extensive community consultation . A pilot web based information video regarding the vacation home rental regulations was developed and will be read for public release later in 2013. There was significant progress on the draft official community plan and land use bylaw with final adoption being targeted for early 2014.”

Copy: Courtney Simpson, Regional Planning Manager



Memorandum

Date February 25, 2013 **File Number** FILE

To Local Trust Committees

From Local Planning Committee

Re Renewable Energy Technologies in the Trust Area – Ocean Based Geo-Exchange Systems

At its meeting on February 7, 2012, the Local Planning Committee passed a resolution requesting that the attached report be circulated to all Local Trust Committees for information.

The report outlines the ocean loop geo-exchange technology and how it is being permitted currently within the Trust Area. It includes background information on ocean loop geo-exchange systems, the possible impacts and benefits of their use and briefly outlines what is currently being done or proposed on some of the Islands (i.e. North Pender, Saturna, Executive Islands, Galiano, Mayne, Salt Spring, South Pender and Thetis) in accommodating ocean loop geo-exchange systems.

Attachment: Renewable Energy Technologies in the Trust Area – Ocean Loop Geo-Exchange Systems Report

REQUEST FOR DECISION

To: Local Planning Committee

For the Meeting of: February 7, 2013

From: Kris Nichols, Island Planner

Date: January 31, 2013

SUBJECT: RENEWABLE ENERGY TECHNOLOGIES IN THE TRUST AREA - OCEAN LOOP GEO-EXCHANGE SYSTEMS

RECOMMENDATION:

That the Local Planning Committee circulate this report, *Renewable Energy Technologies in the Trust Area - Ocean Loop Geo-Exchange Systems*, dated January 31, 2013, to all Local Trust Committees and planning staff so that they are aware of the implementation options for ocean loop geo-exchange systems and their status in other Local Trust Areas.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: N/A

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Adoption of bylaws to accommodate the utilization of geo-exchange systems will enable owners to implement heating and cooling technology that reduces Greenhouse Gas Emissions and is therefore environmentally responsible.

FINANCIAL: Staff time would be required to develop and implement bylaws or amend existing bylaws to accommodate ocean loop geo-exchange systems.

POLICY: There are six (6) Trust Policy statements to be considered with the accommodation of ocean loop geo-exchange systems into Local Trust Area (LTA) bylaws. All LTA OCPs should contain targets, policies and actions to reduce greenhouse gas emissions (GHG) as a result of changes to the *Local Government Act* and the implementation of bylaws to permit ocean loop geo-exchange supports this.

IMPLEMENTATION/COMMUNICATIONS: The LTC and staff would work with clients to educate them on the options available to accommodate the use of geo-exchange systems within their Local Trust Area.

BACKGROUND

Description of Issue:

At the last Committee meeting a briefing report was reviewed outlining the ocean loop geo-exchange technology and how it is being permitted within the Trust Area currently. The Committee requested some further clarification on the use the ocean loop geo-exchange systems presenting a critical overview of the ocean based geo-exchange approaches being used.

This report will expand on the previous report considered at the November 7, 2012 meeting, presenting background information on ocean loop geo-exchange systems, the possible impacts

and benefits of their use and briefly outlining what is currently being done or proposed on some of the Islands (i.e. North Pender, Saturna, Executive Islands, Galiano, Mayne, Salt Spring, South Pender and Thetis) in accommodating ocean loop geo-exchange systems.

The report is not to be interpreted as an endorsement of this type of system versus the more conventional forms of heating and cooling that are being used based on climate change or any other environmental efficiency or cost saving. The fact is that these systems are becoming more frequent and will likely continue to be so in the future and Local Trust Committees will have to find a way to consider accommodating these new technologies within the current land use regulations. Many of the islands are already accommodating them as the systems are introduced or as bylaws are being updated.

REPORT:

Local Planning Committee has on its Work Program List: "1. Encouraging Green Technologies" with the intent that LPS staff will develop model policy and regulatory wording to address ocean based geo-exchange and draft an RFD for the LPC.

Changes to technology and an increasing demand for the use of this technology has resulted in an increase in proposals within the Islands Trust Area to install ocean based geo-exchange systems, typically for new construction. An ocean based geo-exchange system uses temperature gradients in the ocean to provide heating and cooling. The infrastructure typically consists of pipes containing a heat transfer fluid that are anchored to the seabed and connected to a structure (typically a house, but commercial properties may look at this as well) on the upland property.

Although geo-exchange heating, using latent heat from the ground, and heat pumps using heat from the air, is not new, these systems are typically located on the same lot as the building and thus have not been an issue with respect to zoning. These systems are infrastructure accessory to building (the principal use) and are permitted outright in all zones on the same lot as the principal use (in the same way a septic field would be accessory). Ocean-based loops, however, differ in that the foreshore is generally in a different zone and therefore, that portion of the system is not located on the same lot as the building and thus would not meet the definition of an accessory use. Being partially located on the ocean floor also requires a Crown lease as any dock would.

Technology

The terminology preferred by the industry for this type of installation is a geo-exchange system. The term 'geothermal' is now reserved for larger, higher temperature systems (e.g. neighbourhood heating). These systems are similar to air source heat pumps but geo-exchange systems extract heat from the ground or water and transfer it to the air within a building.

Types of systems include:

- Closed loop vs. open loop:
 - o Open loop uses a conventional well to extract water, which after the heat is extracted the water is then returned to a pond, stream or other well.
 - o Closed loops circulate a heat transfer fluid.
- Vertical vs. horizontal
 - o Horizontal systems typically bury pipes 1.8 to 2.4 metres either below ground or below the winter ice level in a water body or the low tide mark in the ocean
 - o Vertical systems use boreholes 45 to 60 metres. Boreholes for geothermal wells are regulated by the *BC Water Act* and must be constructed by a qualified well driller

Accreditation and Certification of the Technology

The Canadian Geo-exchange Coalition has an accreditation and certification program called the “CGC Global Quality Geo-exchange Program”. CGC ranges from training, to accreditation of an individual, company qualification, and certification of systems. To be accredited there is both the required training and have positive field experience confirmed by customers and manufacturers/distributors recommendations.

‘Certification of systems’ means the system has been designed by an accredited designer, installed by an accredited installer, and any borehole work has involved an accredited vertical loop installer. The system must also meet CSA standard C-448-02, use ISO/CSA approved equipment, and engage such best practices as providing ‘as-builts’, and proper labelling of all pipes and valves.

By meeting the standards established the installation would include meeting Department of Fisheries and Oceans (DFO) guidelines. DFO, typically, does not play a direct role in the approvals of these systems.

The Industry Training Authority (ITA) also provides a Domestic/Residential Certified Geothermal Technician program, which takes approximately 2 years to complete. The International Ground Source Heat Pump Association (IGSHPA) based in the US also provides training to be a ‘Certified Geo-exchange Designer’ (CGD). In addition to taking the required courses and passing an exam, to be eligible for certification one must be:

- An engineer or architect with 3 years of experience in commercial geothermal heat pump, or heating, ventilation and air conditioning (HVAC) experience
- Have a four year non-technical degree with 5 years of experience
- Have a two –year technical degree with 8 years of experience
- Have 10 or more years of experience

KEY ISSUES:

Potential Impacts

This technology is relatively new, but is becoming more popular as residents and businesses look for alternative heating and cooling systems that are less reliant on conventional methods with a desire to be more environmentally responsible.

There are a number of considerations in contemplating changes to regulations to permit ocean loop geo-exchange systems on the foreshore:

1. Use of geo-exchange systems results in reduced Greenhouse Gas (GHG) emissions, particularly as the ocean-based systems are often installed in conjunction with new construction of larger waterfront homes which would otherwise have significant conventional heating and/or cooling requirements. In addition, as passive systems they provide greater local resilience in the sense that owners are not dependant on off-island fuel sources (e.g. propane, oil). From the homeowners’ perspective, they can also provide cost savings over the long term, although usually require additional upfront costs.
2. Although the amount of work on the foreshore is usually minimal, disturbance of sensitive areas such as eelgrass beds or other habitat may be a concern. The Islands Trust has been improving its mapping of the foreshore areas and therefore disturbances become less likely. Guidelines established by DFO also have to be followed. Some islands have DPAs along the foreshore offering another level of protection.
3. Similarly, work required to bury lines immediately upland or in the intertidal area could also result in alteration of existing shorelines or use of materials such as concrete.

Installing systems in conjunction with existing or proposed docks would minimize these impacts.

4. On-going maintenance and concerns over leaks is an issue: the systems are complex and require regular inspection and maintenance by qualified professionals. The type of heat transfer fluid used is also sometimes raised as a concern. Some new systems use water only, as in the system recently approved on North Pender, or use an anti-freeze within the closed loop. The propylene glycol type of fluid sometimes used in these systems is the same as that used as moisturizer in medicines, cosmetics, food, toothpaste and mouthwash and has low toxicity, is highly soluble in water, and readily metabolized by microbes and marine life¹. Higher levels of toxicity have been found from propylene-based Airplane De-icing Fluids (ADF) as a result of additives used in those applications only.
5. Concerns over damage to systems by wave or tides. This is a concern. Proper instalment by a certified installer following established guidelines and procedures. There may be some areas (e.g. narrow channels) where it is impractical to lay a system on the ocean floor due to the flow and tide action.

Potential Benefits:

There is a great deal of research literature that explains the many benefits (e.g. cost, GHG reductions, flexibility, air quality, availability of grants, efficiency, environmentally responsible, etc.) of utilizing these types of systems instead of the conventional methods. If more buildings utilized this type of heating/cooling system the island's electrical system/supply could service a greater number of buildings without requiring costly upgrades. Also, there would be less propane, oil and wood deliveries required, which would reduce wear-and-tear on the road infrastructure. Fewer fuel delivery trucks also reduce transportation GHG emissions, noise and traffic. Two of the most common benefits are listed here:

1. Increased Efficiency and Cost Savings: It is stated through several sources (e.g. www.geoexchange.com , www.earthpointenergy.com , www.geo-exchange.ca) that with these systems two thirds of the energy supplied is from the solar energy stored in the earth/water and 1/3 of the energy is used for servicing the system generally the circulating pump. A large cost of energy supplied to residences is the expense of getting it there – electrical transmission lines, gas lines, oil pipelines, trucks, ferries. These have both direct and indirect costs associated with them. These costs are significantly reduced if not eliminated when using a geo-exchange system. This results in a 25%-50% lower utility bills than conventional systems.

The geo-exchange system used in the North Pender house is a type of water-source heat pump system. It was pointed out in the North Pender example by the engineer (Weir Design and Engineering) the efficiency of these systems as follows:

Heating Efficiency:

The efficiency of a heating system can be defined as the ratio of heat output to energy input. There are many types of heating systems that utilize different equipment with different energy sources. The following is a list of heating systems commonly used in residential applications and their estimated efficiency:

- Wood fireplace - 30 to 50%
- Oil furnace or boiler - 65 to 85%
- Natural gas furnace or boiler - 80 to 95%

¹ Canadian Council of Ministers of the Environment, 2007. Canadian Soil Quality Guidelines for Propylene Glycol: Environmental and Human Health. www.ccme.ca/assets/pdf/1394_pg_rationale_e.pdf
US Environmental Protection Agency Office of Pesticide Programs. Reregistration Eligibility Decision for Polypropylene Glycol. www.epa.gov/oppsrrd1/REDs/propylene_glycol_red.pdf

Propane furnace or boiler - 80 to 95%
Electric heaters or furnace - 100%
Air-source heat pump - 200 to 300%
Water-source heat pump - 300 to 400%

Cooling Efficiency:

This geo-exchange system (used in North Pender) has been designed with “free cooling” where by all cooling will be provided without the use of the heat pumps (the heat pumps only operate when heating is required). This is possible due to the temperature of the ocean during the summer, which sufficiently cools the heat transfer fluid without the use of heat pumps.

Similar to above, the efficiency of a cooling system (air conditioning system) can be defined as the ratio of cooling output to energy input. Cooling efficiency is typically not expressed as a percentage but rather in the form of an Energy Efficiency Ratio (EER). However, for the purpose of comparison within the context of this discussion, the estimated EER for some common residential cooling systems have been converted to percentage:

Air-source heat pump / air conditioner - 300 to 400%
Water-source heat pump (without free cooling) - 400 to 500%
Water-source heat pump (with free cooling) - 3000% or greater

2. Reduced CO2 Emissions: According to data supplied by the Natural resources Canada, a typical residential geo-exchange system produces an average of about one pound less CO2 per hour of use than a conventional system. To put it into perspective if just 100,000 homes converted to geo-exchange, Canada would reduce its CO2 emissions by 880,000,000 pounds.

Another example is for every 2.5 hours of use, a geo-exchange system produces one kilogram less CO2 than a conventional HVAC (heating, ventilation, and air conditioning) system.

RELEVANT POLICY:

Trust Policy Statement: Relevant Directive policies include:

- 3.1.3 - the identification and protection of the environmentally sensitive areas and significant natural sites, features and landforms in their planning area
- 3.1.5 – 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
- 3.4.4 - the protection of sensitive coastal areas
- 3.4.5 – the planning for and regulation of development in coastal regions to protect natural coastal processes
- 4.5.10 – 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
- 5.1.3 – the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic values of the Trust Area

OCP Policy: policies within the OCPs could be updated as part of the basis of the GHG reduction policies if not already accommodated through general wording in these sections. In addition some OCPs specifically mention using a DPA to manage energy conservation in commercial development. Designation of a DPA to regulate installation of the system could be considered both on the grounds of protection of the natural environment and energy conservation and therefore could be made applicable in a shoreline or foreshore DPA. By requiring a DP it would ensure safe and appropriate installation. As an example, the North Pender OCP contains a requirement that an environmental report be submitted to indicate that there is no impact to the foreshore.

Local Government (Green Communities) Statutes Amendment Act (Bill 27, 2008), which amended the Local Government Act, introduced changes that enable local governments to address climate action in their communities. Among the changes is a requirement for local governments to have targets, policies and actions to reduce GHG emissions. Therefore all OCPs must contain these targets and policies for GHG emission reduction. The Bill 27 also allows for development permit areas that promote energy and water conservation, and reduce greenhouse gases at the single family dwelling level.

Zoning options: amending zoning bylaws to permit ocean loop geo-exchange systems as a permitted use in one or more of the current marine zones or as some islands have permitted in all zones would be required. This would vary depending on the zoning. A recent amendment to the zoning on a site-specific basis in the North Pender LUB provided for both the use and a definition. This use and definition, with relevant modifications, would provide a good basis for a suitable amendment to a zoning bylaw. Currently, zoning is the main tool for regulating use.

Building Inspection: for those islands that have building inspection, ocean loop geo-exchange systems are not subject to building inspection. However, building inspection does currently require that an engineer certify the HVAC system where an ocean loop geo-exchange system provides heating and cooling.

Crown tenure: ocean loop geo-exchange systems are required to obtain approval from the province for tenure over the foreshore. The applications are referred to the Islands Trust for review of zoning compliance.

Climate Change Adaptation and Mitigation: use of renewable or other energy sources that are an alternative to fossil fuels is a recognized mitigation strategy. Ocean loop geo-exchange systems could, depending upon the type of conventional heating and size of the dwelling, provide significant emission reductions. See the previous discussion on potential benefits and CO2 reductions.

CURRENT LOCAL TRUST AREA IMPLEMENTATION

Island Updates

Eight of the 13 Islands Trust Islands have begun or completed implementing changes to their land use bylaws to accommodate the use of ocean loop geo-exchange systems.

Mayne Island: Supports ocean loop geo-exchange through its OCP Policy dealing with Climate Change (4.7.9) which states: *"The LTC should consider amending zoning regulations to permit or facilitate small scale renewable energy production, such as solar collectors, wind turbines and geothermal heating."* The LUB permits ocean loop geothermal in all zones except the W1 zone.

North Pender Island: Has permitted a site specific rezoning for a water based ocean loop geo-exchange.

South Pender Island: Is considering permitting ocean loop geo-exchange in all zones. They are holding a CIM to discuss this and other land use bylaw amendments in February.

Saturna Island: The LTC has given reading to a bylaw that would amend the Land Use Bylaw to include a definition of ocean loop geo-exchange systems and to add ocean loop geo-exchange systems as a permitted use in the marine zones. It is scheduled for a public hearing in February.

Galiano Island: Staff have been directed to draft an OCP amendment to alter the existing DPA (Shoreline and Marine DPA) to provide for guidelines for ocean loop geo-exchange. As a complement staff have also been requested to review the zoning bylaw to permit the ocean loop geo-exchange structures within the Marine zones and the setback to the sea for private residential use.

Thetis Island: In June 2012, the APC was directed to consider a couple of options to add to the work program a review of OCP policies and LUB regulations and in the meantime that any requests for ocean loop geo-exchange be dealt with as a rezoning. Subsequently, the Thetis LTC has dropped this issue and it appears it may have been application driven and no application has been made.

Ballenas-Winchelseas: The draft OCP contains the wording to permit the use of geo-exchange for individual dwellings. Within the proposed Shoreline Development Permit Area there are guidelines for the installation of ocean loop geo-exchange systems:

Ocean-loop geo-exchange systems will only be considered if they are closed-loop systems using only freshwater as the circulating heat transfer fluid; if they meet or exceed the Canadian CSA design standards CAN/CSA-448-02; and if they are designed and installed by a Registered System Designer.

The draft LUB permits an ocean loop geo-exchange within the Residential zone and the Marine General zones and contains the definition:

"Ocean-loop geo-exchange" means a renewable geothermal heat exchange system that utilizes the naturally occurring temperature of the ocean for heating and cooling that:

- a. is a closed-loop system using only freshwater as the circulating heat transfer fluid,*
- b. meets or exceeds the Canadian CSA design standards CAN/CSA-448-02, as amended from time to time, and*
- c. is designed and installed by a Registered System Designer accredited by the Canadian Geo-exchange Coalition, or the International Ground Source Heat Pump Association.*

Salt Spring Island: In the LUB's Shoreline Zones geothermal heating equipment is permitted in tidal water only.

SUMMARY

Currently, eight (8) of the 13 Local Trust Committees either have regulations and policies or have them proposed to permit ocean loop geo-exchange systems. The proposals by the LTCs to accommodate geo-exchange loops are considered for the main islands and not for their associated islands currently. The approach enacted or proposed is varied and tailored to meet the needs for the Island or as a result of a specific application or the desire of the LTC to be proactive in anticipating the need. Most contain policies that permit the geo-exchange systems either in general in the OCP (GHG policies) or through specific DPA guidelines. Complementary to that would be changes to the LUB to permit the use within specific zones and to define the use.

In addressing their implementation, the two primary concerns are to ensure that the systems are installed professionally by a certified installer and that any impacts on sensitive shoreline or foreshore ecosystems are addressed.

Building Inspection has the authority to establish standards for installation of the systems and to carry out inspections or obtain certifications, but most have not included these systems in the scope of their building bylaws. This could change, as some jurisdictions are becoming involved in permitting and inspecting land based systems. Conventionally, Fisheries and Oceans Canada has reviewed all foreshore applications for impacts on habitat however, changes to staffing and to the legislation seem to be reducing that agency's role and ability to respond to referrals. They have established guidelines which all installers are to follow.

The use of a clear and specific definition for the use can address some of the concerns that the systems meet specified standards for example using fresh water within the closed loop system as is stated in the North Pender bylaw. Impacts on habitat could be addressed through the designation of a DPA; however, it would have to be general in many areas as there is not

currently mapping available that identifies sensitive shoreline and foreshore features such as eelgrass beds, although such mapping should be available in the future.

There are three basic ways for a Local Trust Committee to address the ability of residents to utilize this new technology:

1. Site specific rezoning (e.g. North Pender)
2. Permit their use but regulate (e.g. OCP through DPs)
3. Permit their use outright (e.g. Saturna, Salt Spring Island, Mayne)

DESIRED OUTCOME:

It is recommended that an Islands Trust model bylaw or policy not be established. Eight of the 13 Local Trust Committees already have amended bylaws or are contemplating regulations or policies related to ocean loop geo-exchange systems. Each LTC has a unique set of bylaws to which model provisions may or may not be applicable. For instance, some may not have DPAs currently and may want to address this issue through other forms regulation. Some may want to deal with amendments on a site specific basis thereby not contemplate any new regulations or policies. The current approach by LTCs appears to be working well based on demand and the desire of LTCs to add it to their work programs as a proactive measure. There are a range of options already developed at the LTC level and which are summarized in this report. It is recommended that this report be circulated to ensure that all LTCs and planners are aware of the issues and the options that are being used to address the potential use of these systems by a number of LTCs.

RESPONSE OPTIONS

Recommended:

That the Local Planning Committee circulate this report, *Renewable Energy Technologies in the Trust Area - Ocean Loop Geo-Exchange Systems*, dated January 31, 2013, to all Local Trust Committees and planning staff so that they are aware of the implementation options for ocean loop geo-exchange systems and their status in other Local Trust Areas

Alternative:

That the Local Planning Committee receive the report as information and take no further action.

Prepared By: Kris Nichols, Island Planner

Reviewed By/Date: David Marlor, Director of Local Planning Services
February 1, 2013

Linda Adams, Chief Administrative Officer



Islands Trust

Preserving **island** communities, culture and environment.

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Population (2011):

Approximately 958

Size:

2,990 hectares (7,388 acres)

Location:

31 kilometres south-east of Courtenay on Vancouver Island.

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Hornby Island Local Trust Committee

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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](#)

December 2012

- [A Guide to Vacation Home Rentals - 2012](#)
- [December 2012 v.6 DRAFT Official Community Plan - for public review](#)

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Hornby Island Work Program

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

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 - February 2013](#)
- [Staff Report - November 2012](#)
- [Staff Report - Home Occupations - November 2012](#)
- [Staff Report - September 2012](#)
- [Staff Report - March 2011](#)
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- [Staff Report - September 2010](#)
- [Staff Report - July 2010](#)
- [Staff Report - March 2010](#)
- [Staff Report - February 2010](#)
- [Staff Report - September, 2009](#)

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](#)

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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](#)

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