



Hornby Island Local Trust Committee

Regular Meeting Revised Agenda

Date: February 9, 2018
Time: 11:30 am
Location: Room to Grow
2100 Sollans Road, Hornby Island, BC

Pages

1. **CALL TO ORDER** 11:30 AM - 11:35 AM
"Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change."
2. **APPROVAL OF AGENDA**
3. **TOWN HALL AND QUESTIONS** 11:35 AM - 11:45 AM
4. **COMMUNITY INFORMATION MEETING - none**
5. **PUBLIC HEARING - none**
6. **MINUTES** 11:45 AM - 11:55 AM
 - 6.1 **Local Trust Committee Minutes dated December 1, 2017 - for adoption** 4 - 12
 - 6.2 **Section 26 Resolutions-Without-Meeting - none**
 - 6.3 **Advisory Planning Commission Minutes - none**
7. **BUSINESS ARISING FROM MINUTES** 11:55 AM - 12:20 PM
 - 7.1 **Follow-up Action List dated January 31, 2018** 13 - 14
8. **DELEGATIONS - none**
9. **CORRESPONDENCE**
Correspondence received concerning current applications or projects is posted to the LTC webpage

10.	APPLICATIONS AND REFERRALS	12:20 PM - 12:40 PM	
10.1	HO-LCB-2017.2 - (Fossil Beach Farm Ltd.) - Staff Report		15 - 27
	- BREAK - 12:40 PM TO 12:55 PM		
11.	LOCAL TRUST COMMITTEE PROJECTS AND BYLAWS	12:55 PM - 1:20 PM	
11.1	Vacation Home Rental Review Project - Memorandum		28 - 28
11.2	BYLAW NO. 155		29 - 29
	That Hornby Island Local Trust Committee Bylaw No. 155 cited as "Hornby Island Land Use Bylaw, 2014, Amendment No. 1, 2017", be adopted.		
12.	REPORTS	1:20 PM - 1:45 PM	
12.1	Work Program		
12.1.1	<u>Top Priorities Report dated January 31, 2018</u>		30 - 30
12.1.2	<u>Projects List Report dated January 31, 2018</u>		31 - 32
12.1.3	<u>Hornby LTC 2014-2018 Term Goal Setting Session</u>		33 - 35
12.1.4	<u>Work Program - Suggestions for Discussion</u>		36 - 37
12.2	Applications Report dated January 31, 2018		38 - 42
12.3	Trustee and Local Expense Report dated December, 2017		43 - 43
12.4	Adopted Policies and Standing Resolutions		44 - 44
12.5	Local Trust Committee Webpage		
12.6	Chair's Report		
12.7	Trustee Reports		
12.8	Electoral Area Director's Report		
12.9	Trust Fund Board Report dated November, 2017		45 - 46
13.	CLOSED MEETING	1:45 PM - 1:55 PM	
13.1	Motion to Close the Meeting		
	<i>That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s.90(1) and s.90(2)(b) for the purpose of considering Adoption of In-Camera Meeting Minutes dated July 7, 2017 and Consideration of Confidential Information and that the recorder and staff attend the meeting.</i>		
13.2	Recall to Order		

13.3	Rise and Report		
14.	NEW BUSINESS	1:55 PM - 2:55 PM	47 - 48
14.1	Housing Agreement Administration - Briefing		49 - 51
14.2	Intergovernmental Engagement Meeting - K'omoks First Nation - for discussion		
14.3	Public Utility (PU(a)) Zone in Land Use Bylaw - for discussion		
14.4	Appointment to the Hornby Island Provincial Parks Committee - for discussion		
14.5	Delivery and Integration of Services to the Trust Area - for discussion		
14.6	Telus Follow Up - Switching Unit for Intra-Island Phone Connections - for discussion		
14.7	<i>Farm Industry Review Board - Memorandum</i>		52 - 53
14.8	<i>Agricultural Land Commission Review - for discussion</i>		
15.	UPCOMING MEETINGS		
15.1	Next Regular Meeting Scheduled for April 27, 2018 at 11:30 am at Room to Grow, The Hornby Island Resource Centre, 2100 Sollans Road, Hornby Island, BC		
16.	TOWNHALL	2:55 PM - 3:05 PM	
17.	ADJOURNMENT	3:05 PM - 3:05 PM	



Hornby Island Local Trust Committee Minutes of Regular Meeting

Date:	December 1, 2017
Location:	Hornby Island Community Hall Central Road, Hornby Island, BC
Members Present	Laura Busheikin, Chair Alex Allen, Local Trustee Tony Law, Local Trustee
Staff Present	Marnie Eggen, Island Planner Teresa Rittemann, Planner 2 Kate Emmings, Ecosystem Protection Specialist Fiona XETXÁTTEN MacRaid, Senior Intergovernmental Policy Advisor, Marine and First Nations Issues (by telephone) Katherine Vogt, Recorder
Others Present	Approximately ten (10) members of the public in am Approximately five (5) members of the public in pm

1. CALL TO ORDER

Chair Busheikin called the meeting to order at 11:30 am. She acknowledged that the meeting was being held in territory of the Coast Salish First Nations. She introduced trustees, staff and recorder and welcomed members of the public.

2. APPROVAL OF AGENDA

The following addition to the agenda was presented for consideration:

- An updated Local Trust Committee Expense Summary Report from Planner Eggen

By general consent the agenda was adopted as amended.

3. TOWN HALL AND QUESTIONS-none

4. COMMUNITY INFORMATION MEETING - VACATION HOME RENTAL REVIEW PROJECT

4.1 Staff Presentation of Community Survey Results

Planner Rittemann gave a power-point presentation of the Hornby Island Vacation Home Rental (VHR) Policy Review Project which contained results of the summer 2017 Community Survey of residents regarding vacation home rentals. The survey garnered 241 responses of considerable breadth and depth.

4.2 Question and Answer Session

Members of the public made the following points:

- There was a divide between present Islands Trust regulations on VHRs and actual practices and website promotions.
- There was a shortage of supply of VHRs.
- That Islands Trust was focusing on the issue to thwart and impede local business.
- The survey contained the inaccurate assumption that vacation home rentals are the cause of long-term rental shortages.
- That short-term VHRs can subsidize and allow a homeowner to keep their own home.
- The survey was beneficial in letting VHR business owners know how their business was affecting local residents.
- Many VHR business owners are self-regulating with high standards around restricting noise after a certain hour; and dealing with garbage, septic and water issues.
- Occupancy levels were sometimes too high.

Trustees made the following points:

- The survey seemed to reflect the community fairly well.
- The Hornby Island Local Trust Committee(LTC) was the only local government that was allowing VHRs without a permit
- Trustees did not want to impede VHRs; rather, they wanted to review the practice.
- Website advertisements for VHRs could perhaps be reviewed by Islands Trust staff so that areas of non-compliance could be pointed out and rectified on an individual basis to avoid going into full bylaw enforcement processes.
- The use of business licenses by local governments was a common tool for regulation that the LTC did not have.
- The present requirement for business owners to have a permit to operate within a fragile aquifer area was not working, given that most of the island properties have fragile aquifers.
- Stopping VHRs would not increase the availability of affordable housing.
- VHRs employed many cleaners and gardeners.
- Staff recommendations may be heavy handed.

Chair Busheikin offered that rules around VHRs would contribute to their acceptance as a well run business sector. She noted that extra regulations regarding VHRs may not be worthwhile, except for the requirement or the encouragement of water catchment at VHR sites.

Planner Ritemann noted that the Hornby Island Housing Needs Assessment Survey was available online until December 15, 2017 and that when the results are concluded, they may offer significant justification and rationale to help non-profit housing initiatives access funding for housing projects.

HO-2017-060

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee request staff to research and provide options to address Vacation Home Rentals in the context of Official Community Plan policies, focusing on:

- a) education and advocacy on best practices, particularly with respect to water use and waste disposal, in consultation with the Islands Trust Freshwater Specialist and relevant agencies;
- b) information and possible enforcement approaches to address existing regulations, particularly with respect to occupancy levels; and
- c) adjustment to existing regulations where these have not been administratively effective.

CARRIED

By general consent the meeting was recessed at 12:41 pm and reconvened at 1:10 pm.

By general consent the agenda was adjusted to go to 6.1 and 6.2 directly, and then go back to 5.1 and 5.2.

6. APPLICATIONS AND REFERRALS

6.1 Islands Trust Fund Regional Conservation Plan – Briefing.

Islands Trust Ecosystem Protection Specialist Emmings presented the draft Islands Trust Fund 10-year Regional Conservation Plan for feedback.

Specialist Emmings noted that the Trust Fund did not want to compete with local initiatives by local fundraising, but that they had been successful in receiving grant funds for their various projects, and dealing with private donors. She added that core staff administration work was funded through property taxes.

Trustee Law, acknowledged as the present Chair of the Trust Fund Board, noted the high expense of conservation initiatives and the need to forgo many projects due to lack of funding.

Specialist Emmings highlighted that the new 10-year plan included Trust Region-wide building envelope and human disturbance mapping; Federal critical habitats for species at risk mapping; and extensive forage fish spawning suitability and Eelgrass mapping.

Hornby Island specific contents of the report began on page 55 of the plan. A new Glass Sponge Reefs fishing closure area between Hornby and Texada Islands was significant.

Specialist Emmings noted that a map on page 56 of the report shows what areas on Hornby Island the Federal Government had already designated for critical habitat for the Dun Skipper Butterfly and the Marbled Murrelet Seabird species, speculating that new critical habitat areas would likely be created in the future.

6.2 Islands Trust Fund Five Year Plan – Briefing

Specialist Emmings presented the draft Islands Trust Fund Five Year Plan for consideration

HO-2017-061

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee receive the draft Islands Trust Fund Five Year Plan for consideration.

CARRIED

5. LOCAL TRUST COMMITTEE PROJECTS

5.1 Vacation Home Rental Review Project - Staff Report

5.2 Relationship Building with K'omoks First Nation - Staff Report

Policy Advisor MacRaid, present by speaker phone, explained that First Nations bands have low funding and are very busy with reconciliation initiatives requests. As well, it was against Band protocol for individual band members to engage with government agencies without Band Chief and Counsel approval.

Policy Advisor MacRaid expressed that local trustees may not be the best point of contact for some communications with First Nations individuals and requested that local trustees provide names of some local key people or thought leaders who would be open to a telephone call from her.

It was acknowledged by Trustees and staff that \$4000.00 was available in the budget for First Nations Community dialogue initiatives.

HO-2017-062

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee request staff to organize two or more community dialogue sessions focused on First Nations and related topics of interest, to be facilitated by Hornby island community members, and to invite First Nations who have asserted rights and title on Hornby Island to participate.

CARRIED

HO-2017-063

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee endorse the Hornby Island Shared Narrative of Place Project Charter, v. 2 [as amended].

CARRIED

6. APPLICATIONS AND REFERRALS

6.1 Islands Trust Fund Regional Conservation Plan – Briefing -amended in agenda to before 5.1

6.2 Islands Trust Fund Five Year Plan – Briefing-amended in agenda to before 5.1

6.3 HO-LCB-2017.1 (Davie - Isla de Lerena Vineyard) - Staff Report

There was discussion between Trustees and representatives of the Isla de Lerena Vineyard regarding how Agricultural Land Reserve(ALR), Liquor Board and Islands Trust Siting and Use Permit regulations intersected, as well as discussion on the compliance efforts previously made by Isla de Lerena Vineyard.

Trustees raised concern around commercial activities on agricultural land operating as primary ventures rather than as ancillary to farming.

HO-2017-064

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee request staff to inform the Liquor Control and Licensing Branch (LCLB) that the Hornby Island Local Trust Committee supports the HO-LCB 2017.1 Isla de Lerena Vineyard-DAVIE application for a 'Lounge and Special Event Area Application' in principal with the following requests:

- 1) That the operating hours be limited to 10 am to 8 pm; and
- 2) That certainty be provided that the permitted use is consistent with Agricultural Land Reserve regulations for use that is ancillary and secondary to agricultural activities.

CARRIED

6.4 Bylaw No. 155 (Housekeeping) - Staff Report

Hornby Island Local Trust Committee Bylaw No. 155, cited as "Hornby Island Land Use Bylaw, 2014, Amendment No. 1, 2017".

HO-2017-065

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee Bylaw No. 155, cited as "Hornby Island Land Use Bylaw, 2014, Amendment No. 1, 2017", be read a third time.

CARRIED

HO-2017-066

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee approves that Bylaw No. 155, cited as "Hornby Island Land Use Bylaw, 2014, Amendment No. 1, 2017", be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee.

CARRIED

7. DELEGATIONS

7.1 Islanders Secure Land Association – presentation

Two representative of the Islanders' Secure Land Association (ISLA), Katherine Ronan and Michael McNamara, explained that their long-term attempts to subdivide a donated piece of land into affordable purchasable property units had been halted not only by unforeseen expenses related to rules regarding that any subdivision over four lots must provide a water system of high standard, as well as back-up money to provide for the replacement of the water system should it fail; but also by the inability of three chosen candidates to qualify for a \$150,000 mortgage from the Union Bay Credit Union.

After 8 years of effort, ISLA realized they would have to turn their affordable ownership project into an affordable rental project and have been working with a Victoria development company, Elder Housing and the new Director of Regional Development for Vancouver Island, Malcolm McNaughton, who is very enthusiastic about the ISLA project and would like to see it become a pilot project model for affordable housing development.

ISLA is now looking at creating 20 to 35 houses on the donated property with financing for structures expected to come from BC Housing. ISLA would maintain ownership of the land and perhaps further provide serviced pads for owners of tiny homes.

The representatives thanked trustees and Islands Trust staff for their ongoing support of the project.

The Trustees and the Chair congratulated ISLA for their success and perseverance and shared that she often recommends that people look to ISLA for ideas and information. She also noted that a constituency assistant for MLA Scott Fraser recently expressed a willingness to actively help affordable housing projects by connecting them to appropriate funding sources; also, that MP Gord Johns has spoken out about affordable housing, specifically about the need for funding models to incorporate the specific rural needs for site specific water and septic infrastructure, given that most existing funding models are for urban areas.

8. MINUTES

8.1 Local Trust Committee Minutes dated September 8, 2017 - for Adoption

By general consent the Local Trust committee meeting minutes of September 8, 2017 were adopted.

8.2 Section 26 Resolutions-without-meeting Report November 22, 2017-received for information

8.3 Advisory Planning Commission Minutes - none

9. BUSINESS ARISING FROM MINUTES

9.1 Follow-up Action List dated November 22 , 2017

Chair Busheikin reported that there had recently been a fruitful first ever meeting on Denman Island with representatives from Emcon, The Ministry of Transportation and Infrastructure and local stakeholders, and that this meeting had been inspired by similar meetings on Hornby Island.

Planner Eggen reported that staff were awaiting a response from Telus regarding any intentions to pursue alternative proposals for the Telus tower.

A trustee noted that there was concern that the present Telus proposal need to include a remote switching unit system so that islanders would not have their communication cut off if there was a cable failure.

Chair Busheikin noted that further discussion about this Telus issue at a future meeting was needed.

10. CORRESPONDENCE

Correspondence received concerning current applications or projects is posted to the LTC webpage

10.1 September 18, 2017 Acknowledgement Letter from BC Ferries Freedom of Information to B. Weiss and Support Letter from D. Bond-received for information

11. REPORTS

11.1 Work Program

11.1.1 Top Priorities Report dated November 22, 2017

Planner Eggen noted that it was suggested by the Regional Planning Manager that Item 2_regarding Housing amendments should stay on_the Top Priorities list until there is further clarity from ISLA that they will be moving forward with their housing agreement.

HO-2017-067

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee amend the wording of activity No. 2 of the Hornby Island Top Priorities list by removing the existing wording and replacing it with 'develop a housing agreement with the Islanders' Secure Land Association.'

CARRIED

11.1.2 Projects List Report dated November 22, 2017

Received.

11.1.3 Hornby LTC 2014-2018 Term Goal Setting Session

Received.

11.1.4 Work Program - Suggestions for Discussion

Received.

11.2 Applications Report dated November 22, 2017

Received.

11.3 Trustee and Local Expense Report dated September, 2017

Received.

11.4 Adopted Policies and Standing Resolutions-received for information

Received

11.5 Local Trust Committee Webpage-none

11.6 Chair's Report

Trustee Busheikin reported on an upcoming Trust Council meeting.

11.7 Trustee Reports

Trustee Allan expressed appreciation to Trustee Law for his ongoing efforts in organizing meetings.

Trustee Law reported that at a recent meeting with BC Ferries that the priority loading trial period had raised serious concerns for ferry staff safety and that constructive proposals for education to contain this resistance was being worked on.

11.8 Electoral Area Director's Report

Received.

11.9 Trust Fund Board Report dated October, 2017

Received.

12. NEW BUSINESS

12.1 2018 Local Trust Committee Meeting Schedule – Memorandum

HO-2017-068

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee schedule its regular business meetings on the following dates in 2018: February 9, April 27, June 8, August 3, September 28, and November 30.

CARRIED

12.2 First Nations Interests and Local Trust Committee Commitments at Official Community Plan Approval – Memorandum

Received.

13. UPCOMING MEETINGS

13.1 Next Regular Meeting scheduled for Friday February 9, 2018 at 11:30 am at Room to Grow, 2100 Sollans Road, Hornby Island, BC.

14. TOWNHALL

15. CLOSED MEETING - none

16. ADJOURNMENT

By general consent the meeting was adjourned at 3:23 pm.

Laura Busheikin, Chair

Certified Correct:

Katherine Vogt, Recorder

Follow Up Action Report

Hornby Island

02-Dec-2016

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

08-Sep-2017

Activity	Responsibility	Target Date	Status
LTC to set up a meeting with MOTI and invite staff.			Done
LTC approved issuance of HO-DVP-2017.2, subject to applicant obtaining necessary encroachment and setback permits from MOTI. LTC approved issuance of HO-DP-2017.1 following issuance of HO-DVP-2017.2.	Becky McErlean Penny Hawley Teresa Ritemann		On Going
Staff to provide documentation and correspondence with regard to Ministry approval of the OCP regarding FN interests (e.g. LTC commitments made).	Marnie Eggen	12-Oct-2017	Done
Staff to contact Telus and innovation, Science and Economic Development Canada regarding any anticipated follow up from them re: Telus Tower Application HO-OTH-2016.1	Marnie Eggen	29-Sep-2017	Done

01-Dec-2017

Activity	Responsibility	Target Date	Status
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Follow Up Action Report

Staff to research and provide options to address Vacation Home Rentals in the context of Official Community Plan policies, focusing on a) education and advocacy on best practices, particularly with respect to water use and waste disposal in consultation with the Islands Trust Freshwater Specialist and relevant agencies, and b) information and possible enforcement approaches to address existing regulations, particularly with respect to occupancy levels, and c) adjustment to existing regulations where these have not been administratively effective; and update project charter with new endorsement date for revision.	Teresa Rittemann	27-Apr-2018	On Going
Staff to organize two or more community dialogue sessions focused on First Nations and related topics of interest, to be facilitated by Hornby island community members, and to invite First Nations who have asserted rights and title on Hornby Island to participate	Marnie Eggen Fiona MacRaid		On Going
Staff to inform the Liquor Control and Licensing Branch (LCLB) that the Hornby Island Local Trust Committee supports the HO-LCB 2017.1 Isla de Lerenca Vineyard-Davie application for a "Lounge and Special Event Area Application" in principal with the following requests: 1) That the operating hours be limited to 10 am to 8 pm and 2) that certainty be provided that the permitted use is consistent with Agricultural Land Reserve regulations for use that is ancillary and secondary to agricultural activities.	Teresa Rittemann		Done
Staff to update Hornby LTC Bylaw No. 155 with third reading and forward to Executive Committee for approval.	Becky McErlean Marnie Eggen		Done
LTC passed resolution to schedule its regular business meetings on the following dates in 2018: February 9, April 27, June 8, August 3, September 28, and November 30.	Wil Cottingham		Done



File No.: HO-LCB-2017.2 – ZAMLUK
(Fossil Beach Farm Ltd.)

DATE OF MEETING: February 9, 2018
TO: Hornby Island Local Trust Committee
FROM: Teresa Rittemann, Planner 2
Northern Office
SUBJECT: LCLB Application for an Outdoor Special Event Area
Applicant: Jeff Zamluk (for Fossil Beach Farm Ltd.)
Location: 750 Savoie Road, Hornby Island; PID 011-189-037

RECOMMENDATION

1. **THAT the Hornby Island Local Trust Committee (LTC) request staff to inform the Liquor Control and Licensing Branch (LCLB) that the local trust committee is opting out of the comment and public input process for application HO-LCB-2017.2 (Fossil Beach Farm Ltd - ZAMLUK), a 'Special Event Area Application' for a new outdoor special event space.**

REPORT SUMMARY

The owner/operator of Fossil Beach Farm is requesting an endorsement from the Liquor Control and Licensing Branch (LCLB), for their application for a new outdoor Special Event Area on their farm, summarized as follows:

- Gatherings for outdoor special events only (no indoor event space or patio is requested);
- Guests will gather in the area around the farm's existing "Shop" building;
- Maximum capacity of 150 guests per gathering;
- Maximum of 10 gatherings per year;
- Hours of liquor service shall be limited to 12pm – 12am (noon to midnight);
- On-farm parking for special event guests shall be provided (non-permanent facilities); and
- Potential for noise and other adverse impacts not anticipated.

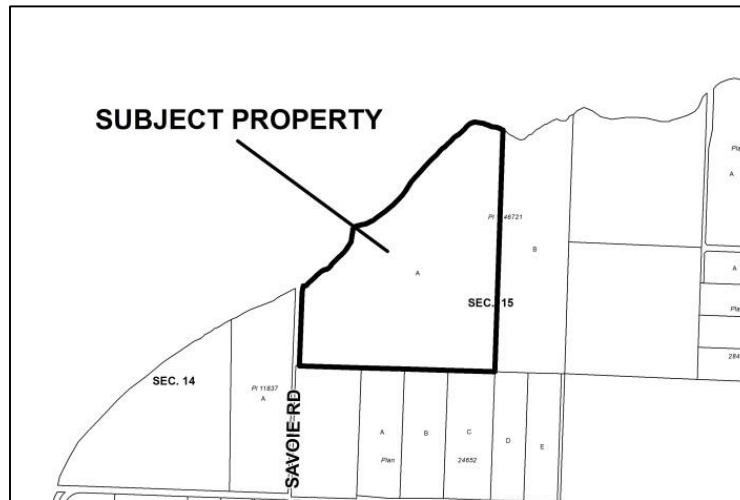
BACKGROUND

In March 2017, the owner/operator of Fossil Beach Farm (see subject property location in Figure 1) applied for and obtained a Siting and Use Permit (HO-SUP-2017.4) for one new accessory agricultural building to act as a cider production and tasting facility as well as for other aspects of running the farm (see attachment 1 for a copy of the final permit).

The owner/operator is now applying for an outdoor Special Events Area endorsement from the LCLB. This liquor endorsement will help fulfil guests' needs and offer a full-service, outdoor bar at gatherings for special events on the farm, such as weddings.

Fossil Beach Farm lies within the Agricultural Land Reserve (ALR), and the owner/operator is aware of the Policies of the Agricultural Land Commission (ALC), and noted in the application that they have reviewed the ALC Policies regarding special event areas.

Figure 1: Subject Property Location



ANALYSIS

Policy/Regulatory

Hornby Island Official Community Plan, No. 149

Subject property OCP designation: AG – Agriculture

Hornby Island Land Use Bylaw, No. 150

Subject property zoning: A1 – Agriculture 1 (see Attachment 2 for more detail)

Subsections 8.5(8) and 8.5(9) of the Hornby Island Land Use Bylaw states:

- 8.5(8) Where land is in the Provincial Agricultural Land Reserve, **non-farm uses permitted by this Bylaw within a zone are permitted only:**
 - (a). if also approved by the Provincial Agricultural Land Commission by written order and only to the extent provided by the written order, or
 - (b). if also permitted by the Agricultural Land Reserve Use, Subdivision and Procedure Regulation and only to the extent permitted by this Bylaw.
- 8.5(9) Land uses **which are permitted in the Agricultural Land Reserve** unless otherwise prohibited by a local government bylaw are permitted to the extent permitted in the Agricultural Land Reserve Use, Subdivision and Procedure Regulation.

Agricultural Land Commission Act, Regulation and Policies

According to ALC Policy L-22 (“*Gathering for an Event in the ALR*”)¹ (see attachment 2 for Policy L-22 excerpts):

“Gathering for an event is a permitted non-farm use in the Agricultural Land Reserve and must not be prohibited by a local government bylaw as long as the event meets the conditions set out in the [Agricultural Land Reserve Use, Subdivision, and Procedure] Regulation.”

¹ See ALC Policy L-22: https://www.alc.gov.bc.ca/assets/alc/assets/legislation-and-regulation/policies/alc_-_policy_l-22_-_gathering_for_an_event.pdf

Thus, as a **permitted non-farm use in the ALR**, the six conditions which must be met are found in subsection 3(4)(k) of the ALC *Regulation*:

ALC Regulation Subsection 3(4)(k) Conditions:	Meets Condition?	Planner Notes
(i) the farm must be located on land classified as a farm under the Assessment Act	YES	Applicant confirmed in application letter that Fossil Beach Farm is assessed as a farm
(ii) permanent facilities must not be constructed or erected in connection with the event	YES	No indoor space or permanent facilities will be used for special event gatherings on the farm. Temporary walled tents (40' x 80') may be used to provide shelter for guests. Owner/operator responsible for ensuring that temporary buildings/structures set-up in compliance with LUB regulations, including setbacks from lot lines and height maximum etc.
(iii) parking for those attending the event must be available on the farm, but must not be permanent nor interfere with the farm's agricultural productivity	YES	On-farm parking space shall be available for event attendees; no permanent parking (e.g. lots) proposed, and none required by section 5.4 of the Hornby LUB for uses on agricultural use
(iv) no more than 150 people, excluding residents and employees of the farm, may be gathered on the farm at one time for the purpose of attending the event	YES	Application confirmed
(v) the event must be of no more than 24 hours duration	YES	Application confirmed
(vi) no more than 10 gatherings for an event of any type may occur on the farm within a single calendar year	YES	Application confirmed

Issues and Opportunities

Parking and Potential for Noise/Adverse Impacts

The owner/operator disclosed in their application that “the 80-acre private farm is located on an isolated property far from any residential dwellings and borders the waterfront. The nearest residence to the proposed endorsement area is 500 metres away, through dense forest. We believe the disturbances to the community will be minimal.” Thus, as non-permanent, on-farm parking will be available for guests gathering for a special event on the farm, and given the isolated location of the farm and infrequent occurrences of special events, Staff do not anticipate that additional parking, noise, or other adverse impacts on the community or neighbouring residents will arise from this application.

CONSULTATION

As potential for noise and other adverse impacts on neighbouring properties or the community are not anticipated, and this ALC-permitted non-farm use complies with the ALC Regulations and Policies, Staff does not find a substantive reason to seek public input on this application. Despite this, the LTC may still wish to undertake consultation with nearby residents and/or business owners and may exercise discretion in determining the desired method of gathering the views of residents (see Option 2 below).

Options

Option 1: Opt out of comment and public input process on this individual application (recommended)

Under the new LCLB application process (implemented January 23, 2017), if the LTC wishes to provide comment on an application, it will also need to gather public input and provide a resolution to the LCLB. The LCLB will only be able to consider LTC comments or a resolution if the LTC (or Staff) *has also* conducted public input. This is to ensure that the comments are informed by the public input received. **If the LTC is not prepared to do both, they must choose to opt out. In this case, the LCLB will gather public input as necessary.**

Option 2: Gather public input and provide comments on this application

Under the new LCLB application process, if the local government chooses to gather public input on an application, then it must also include comments on:

- The impact of noise on the community in the immediate vicinity of the establishment; and
- The impact on the community if the application is approved.

In providing comment, the LTC (or Staff, if delegated) must take into account the location of the establishment, and the person capacity and hours of liquor service of the establishment. If the proposed establishment is anticipated to adversely affect the community, staff should be directed to undertake a consultation process to gather public input in accordance with the above and to report back to the LTC once this consultation process has concluded.

If selecting this option, the LTC must clearly indicate the desired method and timeline for gathering public input on this application. Sample resolutions include:

“THAT the Hornby Island Local Trust Committee request staff to notify, by mail, residents and property owners within [insert distance] metres of the subject property located at 750 Savoie Road, that the Fossil Beach Farm application to the Liquor Control and Licensing Branch has been referred to the Local Trust Committee for consideration, and of their opportunity to provide comments to the Local Trust Committee on this referral by [insert date].”

and

“THAT the Hornby Island Local Trust Committee request staff to report back to the Local Trust Committee once the public input process has concluded.”

After considering the public input received, the LTC would then pass a resolution requesting Staff to inform the LCLB of their comments for this individual application.

RATIONALE FOR RECOMMENDATION

Staff are recommending that the LTC support the resolution found on page one of this report, for the following reasons:

- The proposed ALC-permitted, non-farm use complies with ALC Regulations and Policies;
- Non-permanent, on-farm parking will be available for guests gathering for a special event on the farm; and
- Given the isolated location of the farm and infrequent occurrences of special events, Staff do not anticipate that noise or other adverse impacts on the community or neighbouring residents will arise from this application.

NEXT STEPS

Staff will forward a copy of this Staff Report, as well as the LTC resolution, to the LCLB.

Submitted By:	Teresa Ritemann, MCIP, RPP Planner 2	January 16, 2018
Concurrence:	Ann Kjerulf, MCIP, RPP Regional Planning Manager	January 25, 2018

ATTACHMENTS:

1. Copy of Siting and Use Permit issued – HO-SUP-2017.4 (FEARMAN)
2. Site Context



Islands Trust

HORNBY ISLAND LOCAL TRUST COMMITTEE

SITING AND USE PERMIT

FILE NO. HO-SUP-2017.4

TO: Aileen Fearman

Buildings and structures must be constructed/sited and used in accordance with the information provided by your application only. No variations are authorized by this permit. Any change in use or construction/siting requires a new application. Infractions of the bylaws can result in prosecution.

The issuance of this Siting and Use Permit certifies only that the construction/siting and use proposed in the permit application would comply with the requirements of the Land Use Bylaw.

Your application for a Siting and Use Permit for the following siting and use of:

- **One building exclusively devoted to agricultural (farm) use**

on (legal description):

PID: 011-189-037

Lot A, Section 15, Hornby Island, Nanaimo District, Plan 46721

as described in the application and shown on the Site Plan attached as Schedule "A" and "B" to this permit is:

- **Site Plan**
- **Building Plan**

APPROVED

Signature of Trust Official

March 23, 2017

Date

Subject to:

- **Hornby Island Land Use Bylaw No. 150 Regulations**

Notes:

1. If construction of the building or structure for which this permit is issued is not irrevocably commenced* within 2 years of the date of issuance of this permit, the permit lapses on the second anniversary of the date of issuance of the permit.

*For the purposes of this provision” irrevocably commenced” means:

- in the case of a building or structure whose height is regulated by the Hornby Island Land Use Bylaw, completion of the foundation and the framing and structural roof elements such that the height of the building or structure, as regulated by the Bylaw, may be ascertained;
 - in the case of a building or structure with a permanent foundation and no roof, completion of construction of the foundation such that it is capable of supporting the building or structure without further modification; and
 - in the case of a building or structure with neither roof nor permanent foundation, assembly at the construction site of all building materials required to construct it and the obtaining of all authorizations to construct required by any authority having jurisdiction, including any right to occupy Crown land, as evidenced by the provision of a true copy of such authorization to the Islands Trust.
2. Note that provincial legislation requires that all new construction of buildings and structures or alterations to existing buildings and structures must comply with the latest edition of the BC Building Code. Responsibility for compliance with the BC Building Code rests entirely with the property owner and applies even in areas where there is no building permit or inspection requirement.
3. The applicant is solely responsible for determining the safety of construction/siting and the existence of any potential hazard to development, including the stability of the land on which the building or structure is to be located. The applicant should also ensure that the planned construction/siting and use(s) comply with all other relevant provincial regulations including, but not limited to:
- Road access requirements of the Ministry of Transportation; and
 - Sewage disposal and health requirements of the Vancouver Island Health Authority (VIHA)
 - The Homeowner Protection Office

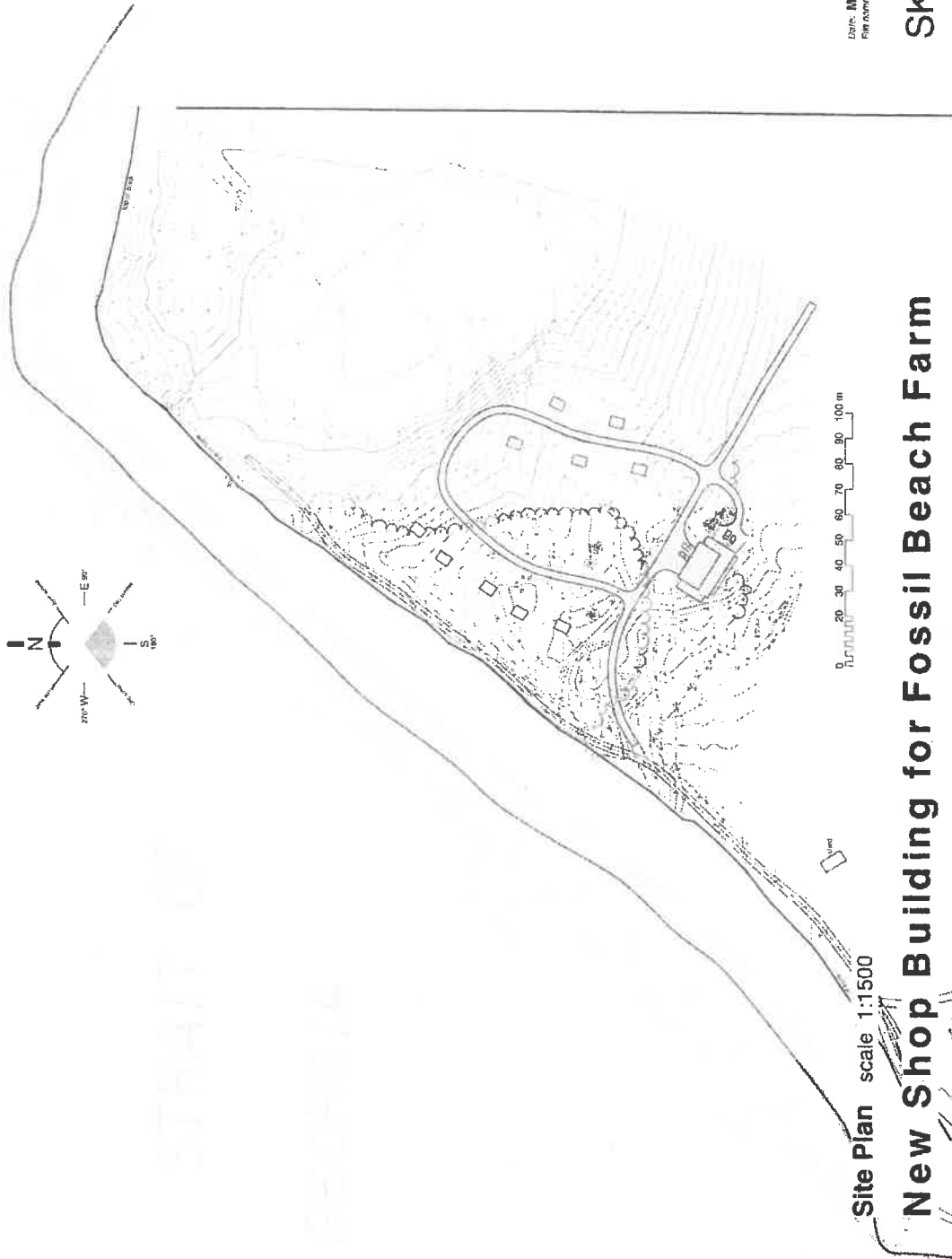
Note: Effective May 31, 2005, VIHA staff no longer routinely review the sewerage system plans and specifications, conduct initial site investigations, or conduct final inspections of installed sewerage systems. Only registered practitioners or professionals may design, file plans and install sewerage systems. Property owners will no longer be able to file plans, design or install their own systems.

Other provincial regulations may apply and it is the responsibility of the applicant to obtain all necessary approvals.

Schedule "A"

Date: Mar 8, 2017
 Filename: Farm-ZF.vwx

SK-1.0

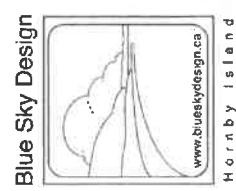


Site Plan scale 1:1500

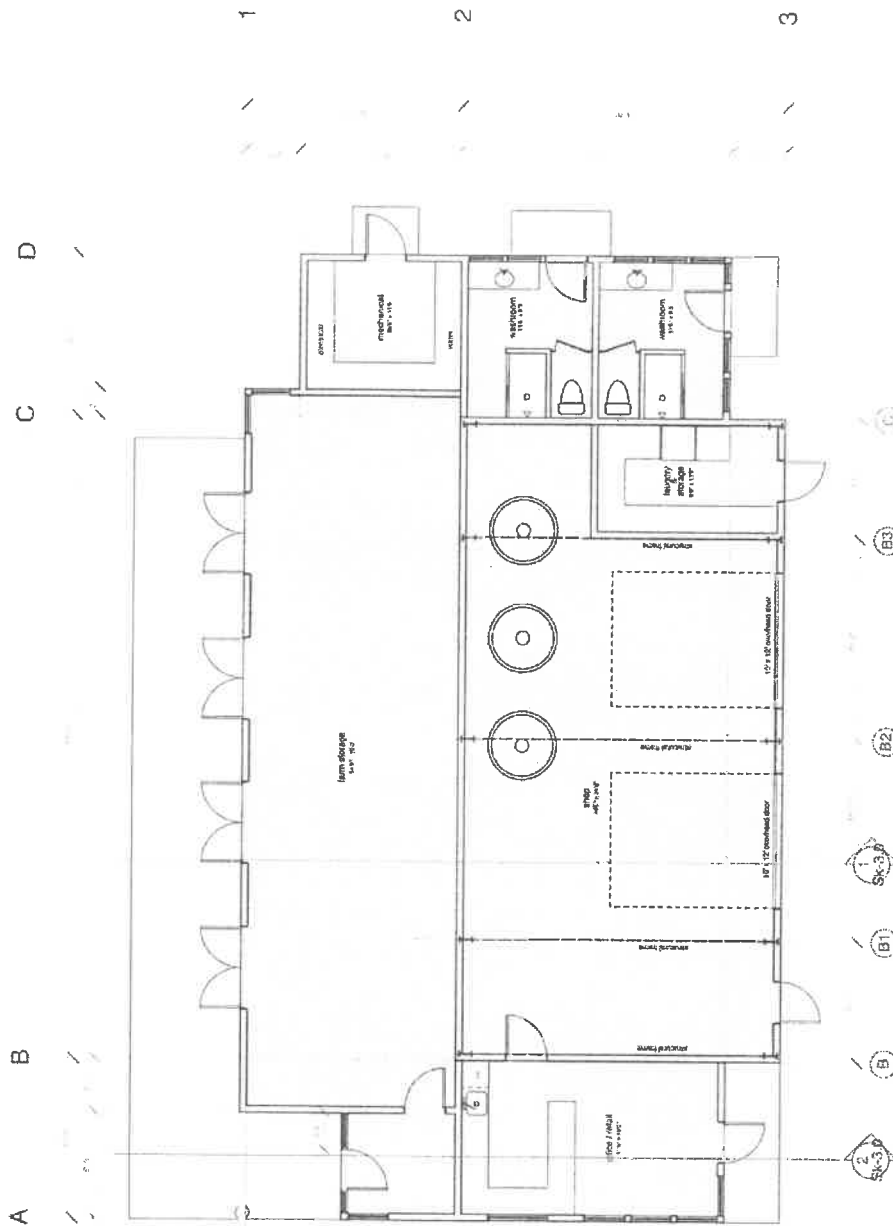
New Shop Building for Fossil Beach Farm

I hereby certify this to be Schedule "A" which is
 attached to and forms part of Siting & Use Permit
 No. HO-SUP-2017.4

RM Chelan MARCH 23, 2017
 Signature of Islands Trust Official Date of Issuance



Schedule "B"

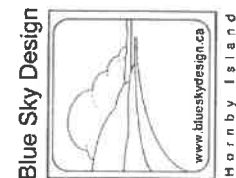


Floor Plan scale 1/8"=1'-0"

New Shop Building for Fossil Beach Farm

Date: Mar 8, 2017
File name: FBF-Shop-4b.vwx

SK-1.1



I hereby certify this to be Schedule "B" which is
attached to and forms part of Siting & Use Permit
No. HO-SUP-2017.4

[Signature]
Signature of Islands Trust Official

March 23, 2017
Date of Issuance

ATTACHMENT 2 – SITE CONTEXT

LOCATION

Legal Description	Lot A, Section 15, Hornby Island, Nanaimo District, Plan 46721
PID	011-189-037
Civic Address	750 Savoie Road, Hornby Island

LAND USE

Current Land Use	Agricultural (currently operating a farm with two single family dwellings (one for owners and one for family); also have a detached shop and an open-walled barn, plus issued SUP for a new Shop building max 3,808 sq. ft
Surrounding Land Use	All surrounding properties are zoned for agricultural use

HISTORICAL ACTIVITY

File No.	Purpose
(SA-ALR-1992.3) HO-ALR-2009.1	(Details not in TAPIS) To subdivide one - 32.54 hectare parcel into two parcels. LTC resolution to forward application to ALC; ALC resolution to refuse proposal.
HO-SUP-2017.4	To construct a new “Shop building” exclusively devoted to agricultural (farm) use (as it exceeds 2,152.8 sq ft (200 sq. m)).

POLICY/REGULATORY

Hornby Island Official Community Plan No. 149	OCP Designation: AG - Agriculture Not within a DPA
Hornby Island Land Use Bylaw No. 150	Zoning is A1 – Agriculture 1 8.5 Agriculture 1 (A1) Zone 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) residential use of a dwelling; (b) agriculture; (c) silviculture; (d) secondary suite in a dwelling on lots 2.0 hectares or larger; (e) accessory uses, including but not limited to home occupations; and (f) vacation home rental use. 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) a maximum of one dwelling unit per lot having an area less than 4 hectares; (b) a maximum of two dwelling units per lot having an area of 4 hectares or greater; and (c) accessory buildings and structures.

	INFORMATION NOTE: <i>It is necessary to comply with Agriculture Land Commission Regulations regarding second dwellings, for those properties within the Agricultural Land Reserve. ALC approvals may be required for second dwellings and secondary suites in addition to compliance with Section 3.8 of this bylaw.</i> (3) Lot coverage must not exceed 10 % of any lot having an area of 1 hectare or more nor 15% of any lot having an area less than 1 hectare. 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) 8.0 metres from a rear lot line; (c) 8.0 metres from an interior side lot line; and (d) 8.0 metres from an exterior side lot line. (5) The total combined floor area of all accessory buildings on a lot, excluding buildings exclusively devoted to agricultural use, must not exceed 200 m². Agricultural Land Reserve Farm Use Regulations (7) Where land is in the Provincial Agricultural Land Reserve, farm use is a permitted use, <i>and</i> (a) the maximum floor area for retail sales ancillary to a British Columbia licensed winery or cidery use is 20.0 square metres. (b) the maximum floor area for a food and beverage service lounge ancillary to a British Columbia licensed winery or cidery use is 20.0 square metres. (c) an indoor or outdoor food and beverage lounge ancillary to a British Columbia licensed winery or cidery is limited to the hours of operation of 10:00 a.m. to 8:00 p.m. (8) Where land is in the Provincial Agricultural Land Reserve, non-farm uses permitted by this Bylaw within a zone are permitted only: (a) if also approved by the Provincial Agricultural Land Commission by written order and only to the extent provided by the written order, or (b) if also permitted by the Agricultural Land Reserve Use, Subdivision and Procedure Regulation and only to the extent permitted by this Bylaw. (9) Land uses which are permitted in the Agricultural Land Reserve unless otherwise prohibited by a local government bylaw are permitted to the extent permitted in the Agricultural Land Reserve Use, Subdivision and Procedure Regulation.
Other Regulations	Fossil Beach Farm lies within the ALR, and therefore, in addition to the Hornby Island LUB regulations, the Agricultural Land Commission (ALC) Policies and Regulations also apply to gatherings for events on ALR land. Excerpts from ALC Policy L-22 (“Gathering for an Event in the ALR”)¹: • Gathering for an event is a permitted non-farm use in the Agricultural Land Reserve and must not be prohibited by a local government bylaw as long as the event meets the conditions set out in the Regulation. • No more than 150 people may be in attendance and the event must be less than 24 hours in duration.

¹ https://www.alc.gov.bc.ca/assets/alc/assets/legislation-and-regulation/policies/alc_-_policy_l-22_-_gathering_for_an_event.pdf
R:\LTC\Northern Hornby\Applications & Referrals\Liquor Licence Referrals\2017\HO-LCB-2017.2 Fossil Beach Farm (Zamluk)\Staff reports\HO-LTC_2018-02-09_HO-LCB-2017.2-Staff-Report-Site-Context-ATT2_Final.docx

	• A maximum of 10 events of any type are permitted within a calendar year on a farm. • There is no requirement for these events to directly market or promote agricultural products grown on the farm and therefore are not considered agri-tourism events. • People hosting events must make every effort to avoid negative impacts to the use of agricultural land including but not limited to, damage to agricultural land and structures, noise that disturbs animals and livestock, trespass, vandalism, theft and blocking access to adjacent farm businesses. • Events may include weddings, private parties, corporate retreats, music concerts and concert series, music festivals, film and theatrical presentations, art shows, dance recitals, charitable and political fundraising events, dances, and sports events, so long as otherwise compliant with the Regulation. Any event that is not an agri-tourism event falls into this category. • The Regulation allows gathering for events in the ALR provided the land is assessed as “farm” under the Assessment Act. If the assessment changes, the use is no longer permitted. • Permanent facilities must not be constructed or erected for any event activity. Permanent facilities include, but are not limited to: buildings or permanent structures, hard surface parking areas, concrete pads, structural foundations, retaining walls, permanent tents (erected for more than 90 days) and permanent alteration to the landscape (fill, gravel, berms, hills, dugouts, amphitheaters). • For the purposes of this policy, parking areas must not be permanent (asphalt, concrete, gravel, etc) and parking must not interfere with the farm’s agricultural productivity. All vehicles visiting the farm for the event must be parked on site. To minimize impacting farm land, parking should be along field edges, adjacent to internal farm driveways and roads, and in farm yard areas or immediately adjacent to farm buildings and structures. • Personal family celebrations hosted by the farm owner where no fee is charged continue to be allowed. • As per subsection 2.4(f) of the regulation, these conditions do not apply to wineries, cideries, meaderies, breweries and distilleries if the event(s) is held only in the ancillary food and beverage service lounge that has been developed in compliance with section 2(2.4)(b) of the Regulation. Regulation section 3(4)(k) and associated restrictions apply if the event(s) are held outside the lounge area. This means wineries, cideries, meaderies, breweries and distilleries may host an unlimited number of events in their lounge area and an additional 10 events as per section 3(4)(k) held outside the lounge area. • Local governments have the authority to regulate events with regard to structures and building occupancy (including determining if an existing farm building is appropriate for a gathering or requires upgrades for public assembly), parking, lighting, hours of operation, health and safety, noise, access for police, fire and emergency vehicles, etc. Local governments have the authority to require permits for events.
Covenants	None.
Bylaw Enforcement	n/a

SITE INFLUENCES

Islands Trust Fund	Does not affect a Trust Fund Board property or covenant
Islands Trust Fund Regional Conservation Plan	Map 7 of the Islands Trust Fund RCP indicates a low-medium importance of habitat composition for this property.
Species at Risk	Mapped ecological community: Douglas-fir / dull Oregon-grape
Sensitive Ecosystems	Mapped areas of wetland/swamp, young forest, and seasonally flooded areas
Hazard Areas	Some steep slopes mapped along the waterfront portion of the property.
Archaeological Sites	None mapped within the property or within 100 metres of the property. Notwithstanding the foregoing, and by copy of this report, the owners and applicant should be aware that there is still a chance that the lot may contain previously unrecorded archaeological material that is protected under the <i>Heritage Conservation Act</i> . If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a <i>Heritage Conservation Act</i> permit may be needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work.
Climate Change Adaptation and Mitigation	No anticipated impacts.
Shoreline Classification /Data in TAPIS	Rock Shoreline – Mostly Low Rock/Boulder; some Pebble/Sand Beach



MEMORANDUM

File No.: 6500-20 Vacation Home Rental
Policy Review Project

DATE OF MEETING: February 9, 2018
TO: Hornby Island Local Trust Committee
FROM: Teresa Ritemann, Planner 2
Northern Team
SUBJECT: Vacation Home Rental Policy Review Project – Project Update

PURPOSE

- To update the Local Trust Committee (LTC) on the status and next steps of the Vacation Home Rental (VHR) Policy Review Project

At the regular business meeting of December 1, 2017, a Community Information Meeting (CIM) was held to present the results of the community survey for VHRs on Hornby Island.

Following the CIM, the LTC passed the following resolution (draft):

HO-2017-060

“that the Hornby Island Local Trust Committee request staff to research and provide options to address Vacation Home Rentals in the context of Official Community Plan policies, focusing on:

- education and advocacy on best practices, particularly with respect to water use and waste disposal, in consultation with the Islands Trust Freshwater Specialist and relevant agencies;
- information and possible enforcement approaches to address existing regulations, particularly with respect to occupancy levels; and
- adjustment to existing regulations where these have not been administratively effective.

NEXT STEPS

Staff are in the process of researching options in response to the LTC resolution and anticipate presenting a Staff Report, with recommendations, for this project at the April 27, 2018 LTC meeting.

Submitted By:	Teresa Ritemann, MCIP, RPP Planner 2	January 25, 2018
Concurrence:	Ann Kjerulf, MCIP, RPP Regional Planning Manager	January 26, 2018

PROPOSED

HORNBY ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 155

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

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

1. Citation

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

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

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

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

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

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

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

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

READ A FIRST TIME THIS	6 TH	DAY OF	SEPTEMBER	, 2017
READ A SECOND TIME THIS	8 TH	DAY OF	SEPTEMBER	, 2017
PUBLIC HEARING WAIVED THIS	8 TH	DAY OF	SEPTEMBER	, 2017
READ A THIRD TIME THIS	1 ST	DAY OF	DECEMBER	, 2017
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST				
THIS	17 TH	DAY OF	JANUARY	, 2018
ADOPTED THIS	TH	DAY OF		, 201X

SECRETARY

CHAIRPERSON

**Top Priorities****Hornby Island**

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	Relationship building with Komoks First Nation	Move towards possible OCP amendments to address First Nation interests that might include "Background" of OCP, marine issues, and place names.	12-Feb-2016	Marnie Eggen Laura Busheikin Tony Law Alex Allen Fiona MacRaild	
2	Housing amendments	Develop a housing agreement with the Islanders' Secure Land Association.	10-Jun-2016	Rob Milne	
3	Vacation Home Rental Policy Review	Implement the Project Charter for reviewing vacation home rentals	10-Jun-2016	Marnie Eggen Teresa Ritemann	
4	Communication with residents/owners.	Identifying opportunities to provide information to new residents and property owners with respect to Islands Trust, Official Community Plan and Land Use Regulations.	14-Oct-2016	Marnie Eggen Pamela Hafey Tony Law Alex Allen	

**Projects****Hornby Island**

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

Projects

Hornby Island

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

OVERVIEW

The Hornby Island Local Trust Committee (LTC) held a 'Goal Setting Session' on February 27, 2015, facilitated by planning staff. The session took about an hour and comprised the following steps:

1. **Wishlist** - A brainstorming of what the three Trustees hoped to get out of the 2014-2018 term. The trustees completed this step independently using post-it notes and then shared their goals.
2. **What Else?** - A review of the current Top Priorities list, the Projects list, and any external requirements and considerations. The LTC identified certain topics and tasks they agreed should be added to the discussion.
3. **Grouping and Filtering** - Reviewing all the individual goals and additional topics and tasks, similar goals and tasks were grouped. Synergies were also considered.
4. **The Goals List** - The LTC established goals for the term. Some were content-related, some were process-related.

The resulting list of goals for the 2014-2018 term represents the result of an initial conversation this LTC had at the start of their term about shared goals. This list can be referred to over time should the LTC find it useful during the course of their term, and can be further refined.

SUMMARY NOTES FROM FEBRUARY 27, 2015 SESSION

Trustee Responses to "Wish List" Brainstorm

- | | |
|--|---|
| <ul style="list-style-type: none"> • Improve relationships with First Nation • Engage with K'omoks First Nation • Strengthen and maintain relationship with K'omoks First Nation • Encourage more community engagement with LTC issues • Improve 2-way communications with community • Identify communication avenues to engage our community in LTC (IT) • Engage the community in Trust work and issues | <ul style="list-style-type: none"> • Provide information to community on shoreline & marine protection issues • Provide information to community on "building & development" issues and processes • Provide information to community on OCP & LUB & especially on targeted topics in review: housing & economic opportunities • Address discrepancy between "legal" density and multiplicity of "non legal" dwellings providing necessary housing |
|--|---|

- Review communities appetite for secondary suites and dwellings (affordable housing)
- Support affordable & seniors' housing
- Work on GHG issues
- Work with community entities on implementation of GHG emissions reduction & transportation issues
- Facilitate/support planning process for "public use" area of the Islands Trust
- Work with community groups on commercial zoning/planning areas
- Address emerging housekeeping issues eg. Zoning of Anderson Drive wells
- Update administrative bylaws as required
- Conduct consultative planning process for Fords Cove area
- Review Vacation Rental policies and regs in 2017
- Review residential density with community
- Protect groundwater
- Complete RAR compliance
- Support a vibrant, appropriate local economy ("appropriate" means in line with our mandate & supportive of community goals)

"What Else" List:

- Address home occupation use on non-resident lot

Draft Long-Range LTC Goals for the 2014-2018 Term

- Provide centralized info to community on new policies & opportunities, shoreline protection/development & building processes/considerations
- Strengthen relationship with K'omoks First Nation
- Address home occupation use on non-resident lot
- Engage community
- Address housing/density issues
- Explore how to engage with community on achieving GHG emission reduction
- Address "public use area" planning
- Address planning in Ford Cove
- Address Anderson Drive wells zoning
- Become RAR compliant
- Review vacation rental policies in 2017
- Review administrative bylaws

NEXT STEPS

This list can be referred to in amending the LTC Work Program; the Top Priorities and Projects Lists. Weighing potential projects against identified goals can help set priorities.

The LTC can refer to this list of goals throughout the term, especially when projects are completed and a new project can be moved up to the Top Priorities list for staff to begin work on.

Hornby Island LTC Work Program

Suggestions for LTC Discussion

Communication Strategy for Revised Official Community Plan and Land Use Bylaw

Suggested elements:

- Communicate with the community at large about housing opportunities identified in the OCP (and seek input that might inform a process to review residential density)
- Communicate with the community at large about economic opportunities identified in the OCP (especially new home occupation regulations, TUPs, provisions for community trades and services and re-zoning applications)
- Provide information on regulations and best practices with respect to building and land development
- Collaborate with other community organizations to provide information on reducing Greenhouse Gas Emissions
- Provide information on shoreline protection and the marine environment
- Meet with Hornby Island realtors to provide information on regulations and policies.

Prioritization of Issues Identified for Possible Future Projects.

Rank	Description	Type of Project	Comments
1.	Establish a community process to review residential density to address community housing needs following the completion of the official community plan and land use bylaw reviews.	Consultation; Planning; Regulatory changes?	Kick-started by soliciting community feedback on existing housing policies as part of the OCP/LUB Communications Strategy?
2.	GHG Emissions Reduction Facilitate community communications regarding greenhouse gas emissions in collaboration with community organizations.	Communications	Include as part of the OCP/LUB Communications Strategy?
3.	Review and update 'Building on Hornby Island' brochure and include HPO information.	Communications	Include as part of the OCP/LUB Communications Strategy?
4.	Information and education with respect to the marine environment and shoreline protection	Communications	Include as part of the OCP/LUB Communications Strategy?
5.	Relationship building with K'omoks First Nation including considering content of Official Community Plan as it relates to K'omoks First Nation interests.	External relationship building	Co-ordinate with Denman Island LTC?

6.	Review of Siting and Use Permit Bylaw No. 52 regarding applicability to the construction of secondary suites and cottages and research requirements for proof of adequate water and septic capability.	Regulatory changes (Administrative)	Required follow-up to new OCP/LUB provisions?
7.	Review of vacation home rental regulations by 2017 Sep-13-2013	Review/amend regulations	Bring forward for adding to the work program in 2016
8.	Review approaches to ground water protection and water conservation on Hornby Island including consideration of the Gulf Islands Ground Water Protection Regulatory Tool Kit and the possible use of Development Permit areas for water conservation.	Research; Consultation; Planning; Regulatory changes?	Begin with scoping out possible approaches? Re-prioritize in response to expressions of community interest?
9.	Develop and implement a project to support accessible opportunities for small-scale farming and address farming activities on non-ALR land involving consultation with relevant agencies and review of applicable policies and regulations.	Consultation; Planning; Regulatory changes?	Re-prioritize in response to expressions of community interest?
10.	Conduct a consultative process for the Ford Cove area	Consultation; Planning; Regulatory changes?	Re-prioritize in response to expressions of community interest?
11.	Review of home occupation regulations to allow the rental of accessory building space to a non-resident of the property for commercial use.	Review/amend regulations	Re-prioritize in response to expressions of community interest?
12.	Support collaborative planning process for Public Use area.	Consultation, planning	Re-prioritize in response to expressions of community interest?
13.	Development Procedures Bylaw Consider options prepared by staff for amendments to include requirements for posting signs on property with respect to significant applications.		
14.	Inventory and assessment of beach access / unopened road allowances	Research; planning	In collaboration with CVRD and MOTI?
15.	Review of environmentally sensitive areas OCP map schedule (D2) as a stand-alone mapping project or addition to the community profile.	Research; Mapping; Amend OCP? Communications	

Tony Law – 21 September 2015



Islands Trust

Print Date: January 31, 2018

Applications

Agricultural Land Reserve

File Number	Applicant Name	Date Received	Purpose
HO-ALR-2018.1	Peter Mason Land Surveying Planner: Jaime Dubyna	12-Jan-2018	PID: 023-773-260 Subdivision Civic address: 1150 Central Road, Hornby Island, BC
Planning Status			
<u>Status Date:</u>			

Development Permit

File Number	Applicant Name	Date Received	Purpose
HO-DP-2017.1	HORNBY ISLAND COOPERATIVE ASSOCIATION Planner: Teresa Rittemann	04-Apr-2017	PID: 026-371-791. Buildings do not meet current property bylaws. Civic address: 5875 Central Road, Hornby Island.
Planning Status			
<u>Status Date:</u> 25-Jan-2018 No change in status.			
<u>Status Date:</u> 18-Oct-2017 Planner awaiting applicant confirmation from MOTI before issuing the permits.			
<u>Status Date:</u> 21-Sep-2017 At Sept 8 meeting the LTC passed resolutions HO-2017-053 and HO-2017-054 to approve issuance of DP following issuance of DVP which is subject to MOTI approval. Planner emailed applicant to let them know to work with MOTI upon confirmation from MOTI we will issue the DVP and then the DP, and then they will still need an SUP before commencing the work.			
File Number	Applicant Name	Date Received	Purpose
HO-DP-2017.2	Matthew, Jim Planner: Madeleine Koch	17-Aug-2017	Crown leased property; Building new Arts Centre on Sollans Road, Hornby Island.
Planning Status			

Applications

Status Date: 31-Jan-2018

Site Visit Nov. 6 2017

Status Date: 31-Jan-2018

Waiting to hear from applicant regarding Crown Lease amendment

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
HO-DVP-2017.2	HORNBY ISLAND COOPERATIVE ASSOCIATION Planner: Teresa Ritemann	04-Apr-2017	PID: 026-371-791 Buildings do not meet current property bylaws. Civic address: 5875 Central Road, Hornby Island.
Planning Status			

Status Date: 25-Jan-2018

No change in status.

Status Date: 18-Oct-2017

Planner awaiting applicant confirmation from MOTI before issuing the permits.

Status Date: 21-Sep-2017

At Sept 8 meeting the LTC passed resolutions HO-2017-053 and HO-2017-054 to approve issuance of DP following issuance of DVP which is subject to MOTI approval. Planner emailed applicant to let them know to work with MOTI upon confirmation from MOTI we will issue the DVP and then the DP, and then they will still need an SUP before commencing the work.

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

Status Date: 31-Jan-2018

Waiting on applicants to advise on how they would like to proceed (proposal may change)

Applications

Status Date: 06-Nov-2017
Site visit conducted Nov. 6 2017

Liquor Control Branch

File Number	Applicant Name	Date Received	Purpose
HO-LCB-2017.2	Fossil Beach Farm Ltd.	15-Nov-2017	PID: 011-189-037 Special Events Endorsement Civic: 750 Savoie Road, Hornby Island, BC

Planner: Teresa Ritemann

Planning Status

Status Date: 25-Jan-2018
Planner reviewed application. On agenda for LTC discussion at Feb 9 2018 meeting.

Rezoning

File Number	Applicant Name	Date Received	Purpose
HO-RZ-2018.1	DAVID P WISEMAN	10-Jan-2018	PID:028-737-245 Rezoning to allow for subdivision Civic address: 5020 Fowler Road, Hornby Island, BC

Planner: Madeleine Koch

Planning Status

Status Date: 31-Jan-2018
Planner analyzing application file

Siting and use Permit

File Number	Applicant Name	Date Received	Purpose
HO-SUP-2018.1	Dixon Lake Properties Ltd. Inc. #243518	10-Jan-2018	PID: 001-034-367 Building a dance studio Civic: 2105 Shingle Spit Road, Hornby Island, BC

Planner: Jaime Dubyna

Planning Status

Status Date: 31-Jan-2018
Planner reviewing application.



Applications

File Number	Applicant Name	Date Received	Purpose
HO-SUP-2018.2	Westcoast Outbuildings Planner: Jaime Dubyna	10-Jan-2018	PID: 003-135-730 Old dwelling being removed, new seasonal dwelling being added Civic address: 4060 Chanel Road, Hornby Island, BC
Planning Status			
<u>Status Date:</u>			

Subdivision

File Number	Applicant Name	Date Received	Purpose
HO-SUB-2016.2	GROND, HELEN	09-Mar-2016	PID: 028-464-095 Lot 1, Section 12, Hornby Island PID: 018-755-801 Lot B, Section 12, Hornby Island Subdividing two lots into three
Planner: Sonja Zupanec			
Planning Status			
<u>Status Date:</u> 02-Jan-2018 Covenant being prepared for signature by LTC representatives and to be registered on title. PLA given. Final letter sent to MOTI			
<u>Status Date:</u> 21-Jun-2017 Updated referral response completed and sent to MOTI; applicant requires a 10% frontage waiver by LTC and registration of restrictive covenant limiting subdivision of Lot 1. All other requirements of LUB met.			
<u>Status Date:</u> 31-Mar-2016 Referral response completed and sent to MOTI, applicant and HOLTC. Proposed subdivision does not comply with HO LUB regulations.			

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

Applications

Status Date: 31-Jan-2018

DVP application received. Subdivision file being held in abeyance.

Status Date: 25-May-2017

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

Status Date: 11-May-2017

The lot line adjustment part of this subdivision application cannot proceed without an approved DVP to vary the section of the LUB that disallows split lot subdivisions. HO LTC resolved to not support closure of Fowler Road as the proposal is inconsistent with the Hornby OCP and public input does not support the proposal

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

Planner: Madeleine Koch

Planning Status

Status Date: 08-Jun-2017

Referral response sent to MOTI

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

635 Hornby	Invoices posted to Month ending December 2017	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-635	LTC "Trustee Expenses"	750.00	462.47	287.53
LTC Local				
65200-635	LTC - Local Exp - LTC Meeting Expenses	2,750.00	2,137.56	612.44
65210-635	LTC - Local Exp - APC Meeting Expenses	500.00	0.00	500.00
65220-635	LTC - Local Exp - Communications	1,000.00	430.30	569.70
65230-635	LTC - Local Exp - Special Projects	500.00	10.70	489.30
TOTAL LTC Local Expense		<u>4,750.00</u>	<u>2,578.56</u>	<u>2,171.44</u>
Projects				
73001-635-4067	Hornby First Nations Relations	500.00	618.57	-118.57
73001-635-4083	Hornby Short Term Vacation Rental (STRV) Review	500.00	154.30	345.70
73001-635-4084	Hornby LUB Community Housing Amendments	1,000.00	0.00	1,000.00
TOTAL Project Expenses		<u>2,000.00</u>	<u>772.87</u>	<u>1,227.13</u>

Hornby Island Local Trust Committee

POLICIES AND STANDING RESOLUTIONS

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



Trust Fund Board Report to Local Trust Committees and Bowen Island Municipality November 2017



TFB 2018 Meeting Dates

The Trust Fund Board finalized the 2018 TFB meeting dates. The dates are: January 30, April 3, May 29, July 17 (Annual meeting with the Executive Committee), September 25, and November 27.

Regional Conservation Plan (RCP)

The Trust Fund Board (TFB) reviewed a three-year work plan that builds on the approved draft Regional Conservation Plan (RCP) for 2018-2027. The RCP will be used by the TFB to evaluate conservation proposals, to direct communications and fundraising efforts and to guide property management work. The three-year work plans will be used by staff and board members to guide their work and measure progress towards achieving the larger goals of the ten-year RCP. The Board has referred the RCP to local trust committees and Bowen Island Municipality for review. (It has also been referred to partner agencies and First Nations and will be posted on the Islands Trust Fund (ITF) website with a mechanism to enable public feedback). The Board is expecting to consider final approval of the Regional Conservation Plan in January 2018.

Land Trust Alliance of BC National Land Summit

Trust Fund Board members and staff shared key lessons learned from their participation and attendance at the Land Trust Alliance of BC National Land Summit (Nov. 15-17). Staff presented at the conference on Conservation Planning.

Board Retreat

The Trust Fund Board discussed possible follow-up actions emerging from the October 2, 2017 retreat. Staff provided the board with summaries of key information about ITF for members to use in developing personalized messages for outreach and fundraising, as discussed at the retreat.

Property Monitoring

The Board has received detailed reports on the results of this year's monitoring of our 27 nature reserves, the 24 NAPTEP covenanted areas and the 51 other covenants we hold. A number of management issues have been identified which are now being addressed (see below for highlights by island). All follow-up correspondence related to 2017 monitoring has been provided to land holders and co-covenant holders. This year, covenant outreach communications were included with the monitoring letters.

Summary of Current Island-by-Island Activities

Denman

Invasive species removal, restoration, planting and monitoring continues on all three TFB nature reserves (Inner Islands Nature Reserve, Lindsay Dickson Nature Reserve, and Morrison Marsh Nature Reserve). Management plan revisions and species at risk surveys are being completed for Morrison March Nature Reserve. In addition, public consultation planning - including a questionnaire and open

house, are in progress for a revised management plan for Morrison Marsh Nature Reserve to be completed by April 2018.

Gabriola

The Trust Fund Board approved a request from a NAPTEP landholder to remove limbs from several trees to maintain a viewscape with the conditions that the work is carried out by a professional arborist, the work is done outside of nesting season for birds and the woody debris is left on site to decompose naturally.

The Elder Cedar Nature Reserve continues to suffer from the impacts of unpermitted mountain bikes and horses. ITF is working with GaLTT to address these and other issues. Construction is set to begin on a boardwalk around the large western red cedar tree in late November. A boardwalk is also being built over a wet area on one section of the existing trail.

Galiano

The TFB accepted an updated conservation proposal from the Crystal Mountain Society, agreeing to accept the transfer of approximately 18.3 hectares of land on Galiano Island, provided specified conditions are met. The proposed nature reserve will be further protected by a conservation covenant held by the Land Conservancy of BC. Invasive species removal and trail clearing is in progress on the Laughlin Lake and Vanilla Leaf Nature Reserves.

Lasqueti

Riparian restoration and nesting box maintenance is in progress at the John Osland Nature Reserve.

North Pender

Public consultation planning - including a questionnaire and open house, are in progress for a revised management plan for the Medicine Beach Nature Sanctuary to be completed by April 2018.

Please feel free to contact members of the Trust Fund Board or Islands Trust Fund staff for more details.

Tony Law, Chair tlaw@islandstrust.bc.ca
Islands Trust Fund itfmail@islandstrust.bc.ca



MEMORANDUM

File No.: 3445-40

(File: Farm Industry Review Board -
Aquaculture)

DATE OF MEETING: February 9, 2018
TO: Hornby Island Local Trust Committee
FROM: David Marlor, Director of Local Planning Services
Local Planning Services
COPY:
SUBJECT: Farm Industry Review Board and Aquaculture

PURPOSE

At its business meeting on January 17, 2018, the Executive Committee passed the following resolution:

that the Islands Trust Executive Committee requests that the information about the BC Farm Industry Review Board be distributed to the Local Trust Committees and enquiries are to be directed to the Regional Planning Manager.

The attached news release advises under the *Fish and Seafood Act* that came into force on January 1, 2017 that the BC Farm Industry Review Board had jurisdiction to hear fin, shellfish and aquatic plants aquaculture-related nuisance complaints under the Farm Practices Protection (Right to Farm) Act.

NEXT STEPS

None

Submitted By:	David Marlor, Director of Local Planning Services	February 2, 2018
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ATTACHMENTS

1. Attachment 1 – March 2017 News Release – Aquaculture and the Farm Practices Protection (Right to Farm) Act.



AQUACULTURE AND THE *FARM PRACTICES PROTECTION (RIGHT TO FARM) ACT*

As of January 1, 2017 the BC Farm Industry Review Board (BCFIRB) has jurisdiction to hear fin, shellfish and aquatic plants aquaculture-related nuisance complaints under the *Farm Practices Protection (Right to Farm) Act (FPPA)*

Agriculture and aquaculture are important BC industries. Under the *Farm Practices Protection (Right to Farm) Act (FPPA)*, farmers using “normal farm practices” are protected from certain bylaw enforcement, court injunctions and lawsuits related to nuisance complaints. The *FPPA* balances community interests by both protecting farmers from disturbance complaints, and by giving neighbours of a specific farm the right to formal conflict resolution through BCFIRB. Both non-farming and farming neighbours have the right to file a complaint.

While normal farm practices are protected under legislation, BCFIRB encourages farmers and their neighbours to work together to resolve disputes in the first instance.

Although there are many options for resolving disputes between farmers and neighbours, in some situations, enforcement regarding use of a farm practice which is causing a disturbance may be called for.

Expanded Jurisdiction

The *Fish and Seafood Act* came into force by regulation on January 1, 2017. Concurrently consequential amendments to the *FPPA* came into force. These amendments bring fin and shellfish aquaculture back into the scope of nuisance complaints heard by BCFIRB under the *FPPA*. The types of aquaculture covered by the amendments are broad and include marine finfish, shellfish and freshwater (or land-based) operations as well as aquatic plants.

For more information contact

Case Manager
250-356-8945

British Columbia
Farm Industry Review Board

Mailing Address:
PO Box 9129 Stn Prov Govt
Victoria BC V8W 9B5
Telephone: 250 356-8945
Facsimile: 250 356-5131

Location:
1st Floor, 780 Blanshard Street
Victoria BC V8W 2H1
Email: firb@gov.bc.ca
Website: www.gov.bc.ca/BCFarmIndustryReviewBoard

BRIEFING

To: Hornby Island Local Trust Committee **For the Meeting of:** February 9, 2018
From: David Marlor, DLPS **Date Prepared:** December 4, 2017
SUBJECT: Housing Agreement Administration

PURPOSE:

This briefing is intended to inform the local trust committees of existing housing agreements in the Trust Area and the progress of work on a new program to hold and administer housing agreements.

BACKGROUND

At the September 2016 Trust Council meeting the following resolution was passed:

TC-2016-083 that the Islands Trust Council allocate \$15,000 in the 2017-2018 fiscal budget to allocate one staff day (based on Grid 24/Step 2) per week to explore and if feasible, design and implement a program to hold and administer housing agreements on behalf of local trust committees.

A Housing Agreement is a tool for local trust committees to encourage and enforce affordable housing developments. Housing agreements are covenants that are adopted by local trust committee bylaw; they may set the rates at which a housing unit can be rented or sold, and may stipulate the income threshold and types of the occupant(s). A housing agreement may be required for the owner to receive certain grants and funding.

1. Provisions to hold Housing Agreements

Section 483 of the *Local Government Act* authorizes local trust committees to enter into a housing agreement, which defines “terms and conditions agreed to by the local government and the owner regarding the occupancy of the housing units identified in the agreement, including but not limited to terms and conditions respecting one or more of the following:

- (a) the form of tenure of the housing units;
- (b) the availability of the housing units to classes of persons identified in the agreement or the bylaw under subsection (1) for the agreement;
- (c) the administration and management of the housing units, including the manner in which the housing units will be made available to persons within a class referred to in paragraph (b);
- (d) rents and lease, sale or share prices that may be charged, and the rates at which these may be

increased over time, as specified in the agreement or as determined in accordance with a formula specified in the agreement.”

2. Current Housing Agreements

There are currently seven housing agreements in the Islands Trust Area that are considered active (units are built and rented, or the housing agreement was recently finalized). These are located on Salt Spring Island (4), Denman Island (2) and Galiano Island (1).

All housing agreements have a clause whereby the Islands Trust can monitor the property to ensure compliance, through the completion of schedules submitted annually or upon request. Staff completed monitoring for 2017 in October.

3. Managing and Administering Housing Agreements

In creating a Trust-wide program to hold and administer housing agreements the following points were considered,

- a. Housing agreements to date have been handled on an individual basis by the planner assigned to the island/application;
- b. Extensive revision and legal review is required for each housing agreement;
- c. Active monitoring was not undertaken on any agreements until October 2017, with the exception of the property on Denman Island;
- d. Planning and administrative staff with already full workloads need a system that does not add a lot of extra work;
- e. Enforcement issues have not been thoroughly planned for or addressed;
- f. Applicants for Housing Agreements are usually not-for-profit societies with limited budgets.

Based on these factors, the following changes to the way housing agreements are administered have been proposed:

a. Templates

Templates have been drafted for the various different types of housing agreements, in an effort to decrease planner time and the need for multiple legal reviews. These templates combine legal advice and formats from recently established housing agreements to create a base draft. These templates are standard agreements, and owners/developers will be expected to keep changes and edits to a minimum.

b. New Staff Procedures

New procedures are currently under review for staff to use when developing housing agreements to streamline the process and avoid errors and omissions. In particular, these procedures will ensure that housing agreements are monitored, and that files and communications are kept up to date. Procedures are also prepared regarding the monitoring and management of adopted housing agreements.

c. Information Brochure for Owners/Societies/Developers

Staff will create an information brochure to outline the steps involved in creating a housing agreement, as well as specifying the limited edits that can be made to a template. This information, designed for those interested in entering into a housing agreement, will also be provided to Trustees for information.

Prepared By: Emily Kozak, Housing Agreement Project Coordinator

Reviewed By/Date: David Marlor, DLPS/December 4, 2017



MEMORANDUM

File No.: 3445-40

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NEXT STEPS

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