



Hornby Island Local Trust Committee

Regular Meeting Agenda

Date: August 12, 2016
Time: 11:30 am
Location: Room to Grow
2100 Sollans Road, Hornby Island, BC

	Pages
1. CALL TO ORDER	11:30 AM - 11:35 AM
<i>"Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change."</i>	
2. APPROVAL OF AGENDA	
3. TOWN HALL AND QUESTIONS	11:35 AM - 11:45 AM
4. COMMUNITY INFORMATION MEETING	
5. PUBLIC HEARING - none	
6. MINUTES	11:45 AM - 11:55 AM
6.1 Local Trust Committee Minutes dated June 10, 2016 - for adoption	3 - 11
6.2 Section 26 Resolutions-Without-Meeting - none	
6.3 Advisory Planning Commission Minutes - none	
7. BUSINESS ARISING FROM MINUTES	11:55 AM - 12:30 PM
7.1 Follow-up Action List dated August 2 , 2016	12 - 13
7.2 Land Use Bylaw Amendment - Housekeeping	
7.2.1 <u>Staff Report dated July 13, 2016</u>	14 - 23
8. DELEGATIONS	
9. CORRESPONDENCE	12:30 PM - 12:40 PM
<i>Correspondence received concerning current applications or projects is posted to the LTC webpage</i>	
9.1 Email dated June 29, 2016 from Peter Wardle (Islanders' Secure Land Association - ISLA)	24 - 24

10.	APPLICATIONS AND REFERRALS	12:40 PM - 1:00 PM	
10.1	HO-DVP-2016.1 (BC Ferries Inc.)		
10.1.1	<u>Staff Report dated July 26, 2016</u>		25 - 37
11.	BREAK	1:00 PM - 1:15 PM	
12.	LOCAL TRUST COMMITTEE PROJECTS		
12.1	Ford Family Orchard BC Parks Meeting Notes - for discussion		38 - 40
13.	REPORTS	1:15 PM - 1:45 PM	
13.1	Work Program		
13.1.1	<u>Top Priorities Report dated August 2, 2016</u>		41 - 41
13.1.2	<u>Projects List Report dated August 2, 2016</u>		42 - 43
13.1.3	<u>Hornby LTC 2014-2018 Term Goal Setting Session</u>		44 - 46
13.1.4	<u>Work Program - Suggestions for Discussion</u>		47 - 48
13.2	Applications Report dated August 2, 2016		49 - 52
13.3	Trustee and Local Expense Report dated June, 2016		53 - 53
13.4	Adopted Policies and Standing Resolutions		54 - 54
13.5	Local Trust Committee Webpage		
13.6	Chair's Report		
13.7	Trustee Reports		
13.8	Electoral Area Director's Report		
13.9	Trust Fund Board Report - none		
14.	NEW BUSINESS	1:45 PM - 2:30 PM	
14.1	Local Trust Committee Budget Request 2017-2018		
14.1.1	<u>Staff Report dated July 12, 2016</u>		55 - 58
14.2	Definition of Community Housing - for discussion		
14.3	Short Term Vacation Rentals - for discussion		
15.	UPCOMING MEETINGS		
15.1	Next Regular Meeting Scheduled for October 14, 2016 at 11:30 am at Room to Grow, The Hornby Island Resource Centre, 2100 Sollans Road, Hornby Island, BC		
16.	TOWNHALL	2:30 PM - 2:40 PM	
17.	ADJOURNMENT	2:40 PM - 2:40 PM	



Hornby Island Local Trust Committee Minutes of Regular Meeting

Date: June 10, 2016

Location: Room to Grow
2100 Sollans Road, Hornby Island, BC

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

Staff Present Rob Milne, Island Planner
Vicky Bockman, Recorder

Others Present Approximately three (3) members of the public

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

- 11.2 Staff Report dated June 1, 2016 re: Hornby Island Land Use Bylaw Maintenance
- 13.1 Advertising for Vacation Rentals

By general consent the agenda was adopted as amended.

3. TOWN HALL AND QUESTIONS - none

4. COMMUNITY INFORMATION MEETING - none

5. PUBLIC HEARING - none

6. MINUTES

6.1 Local Trust Committee Minutes dated April 1, 2016 - for adoption

By general consent the Local Trust committee meeting minutes of April 1, 2016 were adopted.

6.2 Local Trust Committee Special Meeting Minutes dated May 24, 2016 - for adoption

The following amendment to the minutes was presented for consideration:

Page 5, item 6, first line: change 3:05 pm to 7:34 pm.

By general consent the minutes were adopted as amended.

6.3 Section 26 Resolutions-without-meeting - none

6.4 Advisory Planning Commission Minutes – none

7. BUSINESS ARISING FROM MINUTES

7.1 Follow-up Action List dated May 31, 2016

Planner Milne reported on discussions he has had with representatives from Comox Valley Regional District and BC Parks with regard to pursuing Heritage protection for the Ford Orchard portion of Mount Geoffrey Escarpment Park. He noted that budget and management issues were identified as matters to address, and a meeting with stakeholders has been proposed to continue consideration of the initiative.

A Trustee asked for suggestions on how to approach follow-up on relationship building with K'omoks First Nation. He advised that there has been interest expressed in the community for a presentation of First Nation history on Hornby Island that might be coordinated with First Nation involvement in marine protection issues.

Trustees discussed options including identifying possible contacts to explore at this time and possible application for Community to Community (C2C) forum funding in the future.

HO-2016-017

It was MOVED and SECONDED,

that Trustee Tony Law contact K'omox First Nation staff to explore options for a community presentation on Hornby Island regarding K'omox First Nation history on Hornby Island.

CARRIED

8. DELEGATIONS

8.1 Helen Grond regarding Residual Zoning Issue on a Hornby Island Property

Helen Grond indicated that her desire to subdivide and adjust boundaries of her property to maximize farming opportunities is problematic due to the split zoning that exists. She explained that the R4 Zone status of a small portion of the property was overlooked in the recent Land Use Bylaw (LUB) review where other

parcels designated as R4 had been changed to R2. She requested assistance to resolve the problem in a way that is not expensive or onerous.

Trustees provided background and acknowledged that the R4 Zone should have been changed during the LUB review and its existence is an administrative oversight. They considered options to address the situation and noted that this is a matter that is considered to be bylaw maintenance and as such it might be addressed at agenda item 11.2 along with correction of another minor issue.

Trustees suggested that Ms. Grond and Planner Milne meet to discuss next steps for her to pursue in the process.

9. CORRESPONDENCE - none

10. APPLICATIONS AND REFERRALS

10.1 HO-ALR-2016.1 (Helliwell and Smith, Blue Sky Architecture)

10.1.1 Staff Report dated May 16, 2016

Planner Milne presented the Staff Report addressing the application to construct two single family dwellings attached by a breezeway on property within the Agricultural Land Reserve (ALR). The following key points were noted:

- Although the proposed density of this proposal is consistent with the Hornby Island LUB regulations for the A1 zone, approval for a second dwelling requires approval by the Agricultural Land Commission (ALC);
- The ALC is not compelled to approve a second residence for non-farm use;
- The proposal appears to contravene Official Community Plan (OCP) policy 6.4.1.4 as the second residence is not necessary for farm use;
- A secondary suite for residential purposes is a possible alternative that would not require additional ALC approvals;
- The Local Trust Committee (LTC) has discretion to forward or not to forward the application to the ALC; and
- The LTC may wish to consider adding a project to review and update LUB provisions as they apply to residential uses with the ALR in order to be consistent with ALC regulations.

LTC members noted that the applicant was in attendance and invited his comments.

Bo Helliwell explained that the secondary dwelling would be used occasionally by family members and that he had been encouraged by the ALC to proceed with this application. He commented that it is unlikely that oceanfront parcels in this area would be used for agriculture, the owners plan a one-acre vegetable garden with the rest to be left wild, and that joining the two dwellings with a corridor to constitute a secondary suite

would add expense and eliminate the sunlight that this design has provided.

Trustees discussed the proposal, the intent of the bylaws as they pertain to this situation, and possible options to consider. They acknowledged that the ALC is the primary authority for applications including non-farm use within the ALR and as such, this application might be forwarded along with inclusion of relevant policies.

HO-2016-018

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee request staff to forward application HO-ALR-2016.1 from Yajung Song and Houmei Li concerning the non-farm use of land within the Agricultural Land Reserve to the Agricultural Land Commission for consideration, and to include relevant policies.

CARRIED

By general consent agenda item 16 was moved to follow Resolution HO-2016-018.

16. BREAK

By general consent the meeting was recessed at 12:42 pm and reconvened at 12:46 pm.

10.1.1 Staff Report dated May 16, 2016 (continued)

Trustees considered options for updating LUB provisions as they apply to residential uses with the ALR in order to achieve consistency with the ALC regulations. Planner Milne suggested that the issue is of sufficient complexity to warrant a staff report for LTC members' consideration.

A Trustee suggested that this issue might be considered for addition to the Projects List.

11. LOCAL TRUST COMMITTEE PROJECTS

11.1 Riparian Areas Regulation

11.1.1 Bylaw No. 151

Bylaw No. 151 cited as "Hornby Island Official Community Plan (Hornby Island) Bylaw 149, 2014, Amendment No. 1, 2015

HO-2016-019

It was MOVED and SECONDED,

that Bylaw No. 151 cited as "Hornby Island Official Community Plan (Hornby Island) Bylaw 149, 2014, Amendment No. 1, 2015" be adopted.

CARRIED

11.1.2 Bylaw No. 152

Bylaw No. 152 cited as "Hornby Island Land Use Bylaw 150, 2014, Amendment No. 1, 2015"

HO-2016-020

It was MOVED and SECONDED,

that Bylaw No. 152 cited as "Hornby Island Land Use Bylaw 150, 2014, Amendment No. 1, 2015" be adopted.

CARRIED

11.2 Staff Report dated June 1, 2016 re: Hornby Island Land Use Bylaw Maintenance

Planner Milne summarized the staff report which identifies the need to correct a reference in Objective 10.2(6) of the LUB in a minor housekeeping action. He pointed out the error and the revision proposed to correct the wording. He suggested that this proposed draft amendment bylaw is an opportunity for the LTC to include the correction to the residual R4 Zone issue as discussed at agenda item 8.

HO-2016-021

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee requests that staff:

- a) replace the current wording of Objective 10.2(6) with "to consider allowing an accessory dwelling unit for a relative or caregiver of occupants of the residence as per Official Community Plan policy 6.3.5.14 in association with a housing agreement or by such other means as are available to encourage occupancy by a relative or caregiver;" and
- b) remove R4 Zoning from property Lot B VIP 58906 and change it to R2.

CARRIED

HO-2016-022

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee requests staff to bring back the draft bylaw.

CARRIED

12. REPORTS

12.1 Work Program

12.1.1 Top Priorities Report dated May 31, 2016

Trustees observed that there is an opportunity to add two items to the Top Priorities and discussed possible options.

HO-2016-023

It was MOVED and SECONDED,

that the Top Priorities be amended as follows:

- remove “Communication Strategy for Revised Official Community Plan and Land Use Bylaw”;
- place “Relationship building with K’omoks First Nation” as No. 1,
- add “Heritage Protection for Ford Orchard” as No. 2; and
- add “Develop Terms of Reference for Advisory Planning Commission Review of Vacation Home Rentals” as No. 3.

CARRIED

12.1.2 Projects List Report dated May 31, 2016

HO-2016-024

It was MOVED and SECONDED,

that the following item be added to the Projects List: “Review and Update of Land Use Bylaw Provisions with Respect to Residential Uses Within the Agricultural Land Reserve”.

CARRIED

12.1.3 Hornby LTC 2014-2018 Term Goal Setting Session

Received.

12.1.4 Work Program - Suggestions for Discussion

Received.

12.2 Applications Report dated May 31, 2016

Planner Milne presented the applications report and provided updates. A Trustee inquired regarding the status with Ministry of Transportation and Infrastructure’s (MOTI) file on HO-SUB-2014.1 and Planner Milne stated that he would follow-up on the matter.

12.3 Trustee and Local Expense Report dated May, 2016

Trustees noted that the supporting Expense Report for March, 2016 has been included in the agenda package.

12.4 Adopted Policies and Standing Resolutions

Received.

12.5 Local Trust Committee Webpage

A Trustee observed that including a comprehensive, up-do-date record of adopted bylaws and resolutions on the website would be a useful, fundamental

record of information. Trustee Law and Chair Busheikin suggested that they would discuss this further to determine the most effective process for implementation.

12.6 Chair's Report

Chair Busheikin reported on the following:

- Executive Committee is preparing for the next Trust Council which will include a discussion of marine shipping and anchorage advocacy;
- She will be attending and presenting at the Islands Trust Housing Forum;
- Gabriola, Lasqueti and Denman Islands received grant funding for C2C forums; and
- She attended a Ferry Advisory Committee meeting.

12.7 Trustee Reports

Trustee Allen reported on the following:

- He attended a meeting with MOTI representatives to discuss road issues including the painting of centre lines this year; and
- He will be attending Trust Council and the Housing Forum.

Trustee Law reported on the following:

- Boat ramp repairs and management;
- He attended the Conservancy Hornby Island Annual General Meeting where a subcommittee was formed to address marine protection issues;
- Housing issues are being considered in the community in various ways including:
 - A Community Action Solutions Together (CAST) meeting included a discussion on housing and vacation rentals;
 - Hornby Island Residents and Ratepayers Association has formed a committee to address housing issues; and
 - Joe King Ball Park representatives are discussing the possibility of providing camping facilities.

12.8 Electoral Area Director's Report - none

12.9 Trust Fund Board Report - May, 2016

Trustee Law provided an update on the Fairy Slipper Forest Campaign and the work being done toward obtaining a covenant on a Gary Oak property on Hornby Island.

13. NEW BUSINESS

13.1 Advertising for Vacation Rentals

Trustee Law reported that he has been made aware of concerns in the community regarding advertising that is occurring for vacation rentals that are not in compliance with regulations. He sought input from LTC members as to protocol or if consideration might be given to this matter.

Trustees discussed the options and encouraged community members to be aware of the bylaw enforcement process.

14. UPCOMING MEETINGS

14.1 Next Regular Meeting Scheduled for August 12, 2016 at 11:30 am at Room to Grow, The Hornby Island Resource Centre, 2100 Sollans Road, Hornby Island, BC

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

15. TOWNHALL - none

17. CLOSED MEETING

17.1 Motion to Close the Meeting

HO-2016-025

It was MOVED and SECONDED,

that the meeting be closed to the public in accordance with the *Community Charter*, Part 4, Division 3, s.90(1)(a) and (d) for the purpose of considering appointment of Board of Variance members and adoption of *In-Camera* meeting minutes dated April 1, 2016, and s.91(f) legal advice/bylaw enforcement, and that the recorder and staff attend the meeting.

CARRIED

The meeting closed to the public at 1:41 pm.

17.2 Recall to Order

The meeting was recalled to order at 1:48 pm.

17.3 Rise and Report

Chair Busheikin reported that in the Closed Meeting the LTC adopted minutes from the *In Camera* meeting of April 1, 2016; and appointed Sheila Ray, Jack Woodward and Laurie Jackson to the Board of Variance for the Hornby Island Local Trust Area.

18. ADJOURNMENT

By general consent the meeting was adjourned at 1:48 pm.

Laura Busheikin, Chair

Certified Correct:

Vicky Bockman, Recorder

Follow Up Action Report

Hornby Island

25-Apr-2014

Activity	Responsibility	Target Date	Status
HO-2014-020- that the Hornby Island Local Trust Committee direct staff to proceed with the implementation of the Riparian Areas Regulation Implementation project as described in the endorsed Project Charter.	Rob Milne		Done

02-Oct-2015

Activity	Responsibility	Target Date	Status
Staff to initiate contact with the Komoks First Nation staff to discuss environmental mapping (ecosystems, eel grass, forage fish) as a step in relationship-building.	Rob Milne		On Going
Staff to initiate a communications strategy for the revised Official Community Plan and Land Use Bylaw focusing on communications with respect to housing opportunities, economic opportunities, regulations and best practices with respect to building and land development and contact with Hornby Island realtors.	Rob Milne		Done

20-Nov-2015

Activity	Responsibility	Target Date	Status
That a new budget item be established under Projects for the Hornby Island Local Trust Committee with respect to Official Community Plan/ Land Use Bylaw/ Riparian Areas Regulation post-adoption Communication Strategy and that the \$1,640.59 remaining in the Riparian Areas Regulation budget be applied to this line item.	Rob Milne		Done

01-Apr-2016

Activity	Responsibility	Target Date	Status
----------	----------------	-------------	--------

**Follow Up Action Report**

Staff to add Heritage Protection for Ford Orchard and Leaf House to its Projects List.	Rob Milne	Done
staff to provide a report on issues and next steps with regard to pursuing Heritage protection at the Ford Orchard portion of Mount Geoffrey Escarpment Park.	Rob Milne	Done

10-Jun-2016

Activity	Responsibility	Target Date	Status
Application HO-ALR-2016.1 to be forwarded to the ALC along with a copy of relevant OCP policies.	Sonja Zupanec Penny Hawley		Done
RAR Bylaw Nos. 151 and 152 received final reading and adoption.	Becky McErlean		Done
Staff to prepare a draft bylaw which amends the LUB objective 10.6(2) and rezones the R4 area on Lot B Plan 58906 from R4 to R2 for the next LTC meeting.	Becky McErlean Rob Milne		Done
Amend the Top Priority list by removing Communication Strategy for Revised Official Community Plan and Land Use Bylaw and moving Relationship building with Komoks First Nation to No. 1, adding Ford family orchard heritage protection to No. 2 and adding Develop a TOR for APC review of vacation home rentals as No. 3 priority. Add review and update of LUB provisions regarding residential uses in the ALR to the project list.	Rob Milne		Done
Trustee Law to contact Komoks First Nation staff to explore options for a community presentation on Hornby Island on Komoks First Nation history on Hornby Island	Tony Law		On Going

STAFF REPORT

Date: July 13, 2016

File No.: HO-OCP- 2009.1

To: Hornby Island Local Trust Committee
For the meeting of August 12, 2016

From: Rob Milne, Island Planner

CC: Ann Kjerulf, Regional Planning Manager

RE: Hornby Island Land Use Bylaw – Housekeeping Amendments

PURPOSE:

There is an incorrect reference in Policy 6 of Part 10.2 “Objectives” of “Temporary Use Permit Areas” of the Land Use Bylaw (LUB) respecting secondary suites that should be addressed to remove potential confusion regarding the implementation of secondary suites on Hornby Island. As well, there is an opportunity to address a zoning designation “artifact” left over from the previous zoning bylaw that could be addressed.

BACKGROUND:

At the June 10, 2016 meeting of the Hornby Island Local Trust Committee (LTC) consideration was given to a staff report dated June 1, 2016 which addressed an incorrect policy reference in Objective 10.2(6) of Part 10, “Temporary Use Permit Areas” of the Hornby Island land use bylaw. Consideration was also given to a presentation by a Hornby Island property owner who noted that there was a remnant of Residential 4 (R4) zoning on a portion of their property which served no identifiable purpose and affected a potential subdivision of the property due its size, zone and location on the property. It was the opinion of staff that the property owner was correct in their assessment.

Subject to consideration of these two matters the LTC adopted the following two motions.

HO-2016-021

that the Hornby Island Local Trust Committee requests that staff:

- a) replace the current wording of Objective 10.2(6) with
“to consider allowing an accessory dwelling unit for a relative or caregiver of occupants of the residence as per Official Community Plan policy 6.3.5.14 in association with a housing agreement or by such other means as are available to encourage occupancy by a relative or caregiver;” and
- b) remove R4 Zoning from property Lot B VIP 58906 and change it to R2.

HO-2016-022

that the Hornby Island Local Trust Committee requests staff to bring back a draft bylaw.

This report and attached draft bylaw respond to that direction.

ANALYSIS

Two minor amendments are being proposed to the contents of the Hornby Island Land Use Bylaw (LUB). Based upon the nature of these amendments no significant impacts in terms of land use are anticipated.

In the first instance, the proposed amendment addresses an incorrect policy reference but does not add or delete any content of the LUB. As such this change can be considered to be minor in nature.

In the second instance, a small area of land which does not have road frontage is proposed to be rezoned from R4 to R2, as shown on Plan 1 of attached draft Bylaw No. 153. The proposed R2 zoning is consistent with the remainder of the property on which the R4 remnant is located and is also consistent with the OCP designation for that property.

CONSULTATION

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

RECOMMENDATIONS:

1. That the Hornby Island Local Trust Committee review the Directives Only Policies and determine that Bylaw No. 153 is not contrary to or at variance with the Islands Trust Policy Statement;
2. That the Hornby Island Local Trust Committee Bylaw No. 153, cited as “Hornby Island Land Use Bylaw, 2014, Amendment No. 1, 2016”, be read a first time;
3. That the Hornby Island Local Trust Committee Bylaw No. 153, cited as “Hornby Island Land Use Bylaw, 2014, Amendment No. 1, 2016”, be read a second time;
4. That the Hornby Island Local Trust Committee waive the public hearing for Bylaw No. 153 and undertake the required public notification process pursuant to Sections 464(2) and 467 of the *Local Government Act*.

Prepared and Submitted by:

Robert Milne

July 27, 2016

Island Planner

Date

Concurred in by:

Ann Kjerulf

July 27, 2016

Regional Planning Manager

Date

Attachment: Draft Bylaw No. 153



Islands Trust

POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

Bylaw and File No: 153

PURPOSE

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

POLICY STATEMENT

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

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

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

DIRECTIVES ONLY CHECK LIST

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

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

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

Part III Policies for Ecosystem Preservation and Protection

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

PART IV: Policies for the Stewardship of Resources

CONSISTENT	NO.	DIRECTIVE POLICY
	4.1	Agricultural Land
N/A	4.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and preservation of agricultural land for current and future use.
N/A	4.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation, protection, and encouragement of farming, the sustainability of farming, and the relationship of farming to other land uses.
N/A	4.1.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of adjacent properties to minimize any adverse affects on agricultural land.

CONSISTENT	NO.	DIRECTIVE POLICY
N/A	4.1.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the design of road systems and servicing corridors to avoid agricultural lands unless the need for roads outweighs agricultural considerations, in which case appropriate mitigation measures shall be required to derive a net benefit to agriculture
N/A	4.1.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address land uses and activities that support the economic viability of farms without compromising the agriculture capability of agricultural land.
N/A	4.1.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of Crown lands for agricultural leases.
	4.2	Forests
N/A	4.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the need to protect the ecological integrity on a scale of forest stands and landscapes.
N/A	4.2.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the retention of large land holdings and parcel sizes for sustainable forestry use, and the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.
N/A	4.2.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.
	4.3	Wildlife and Vegetation
	4.4	Freshwater Resources
N/A	4.4.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.
N/A	4.4.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses
	4.5	Coastal Areas and Marine Shorelands
N/A	4.5.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the needs and locations for marine dependent land uses.
N/A	4.5.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning areas.
N/A	4.5.10	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.
N/A	4.5.11	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways.
	4.6	Soils and Other Resources
N/A	4.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the

		protection of productive soils.
--	--	---------------------------------

PART V: Policies for Sustainable Communities

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

CONSISTENT	NO.	DIRECTIVE POLICY
------------	-----	------------------

	5.5	Recreation
N/A	5.5.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the prohibition of destination gaming facilities such as casinos and commercial bingo halls.
N/A	5.5.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location and type of recreational facilities so as not to degrade environmentally sensitive areas, and the designation of locations for marinas, boat launches, docks and anchorages so as not to degrade sensitive marine or coastal areas.
N/A	5.5.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of sites providing safe public access to beaches, the identification and designation of areas of recreational significance, and the designation of locations for community and public boat launches, docks and anchorages.
N/A	5.5.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.
N/A	5.5.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.
	5.6	Cultural and Natural Heritage
N/A	5.6.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.
N/A	5.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	Economic Opportunities
N/A	5.7.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.
	5.8	Health and Well-being
N/A	5.8.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.

POLICY STATEMENT COMPLIANCE	
✓	COMPLIANCE WITH TRUST POLICY
	NOT IN COMPLIANCE WITH TRUST POLICY for the following reasons:

DRAFT

HORNBY ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 153

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. Bylaw No. 150, cited as “Hornby Island Land Use Bylaw, 2014” is amended as shown on Schedule 1, attached to and forming part of this bylaw.
2. This bylaw may be cited as “Hornby Island Land Use Bylaw, 2014, Amendment No. 1, 2016”.

READ A FIRST TIME THIS	DAY OF	, 2016
READ A SECOND TIME THIS	DAY OF	, 2016
PUBLIC HEARING HELD THIS	DAY OF	, 2016
READ A THIRD TIME THIS	DAY OF	, 2016
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST		
THIS	DAY OF	, 2016
ADOPTED THIS	DAY OF	, 2016

SECRETARY

CHAIRPERSON

Hornby Island Local Trust Committee

Bylaw No. 153

Schedule 1

Schedule “A” of Hornby Island Land Use Bylaw No. 150 cited as “Hornby Island Land Use Bylaw No. 150, 2014 is amended as follows:

1. That PART 10, “TEMPORARY USE PERMIT AREAS”, Section 10.2 Objectives, Subsection (6) is deleted in its entirety and replaced with:

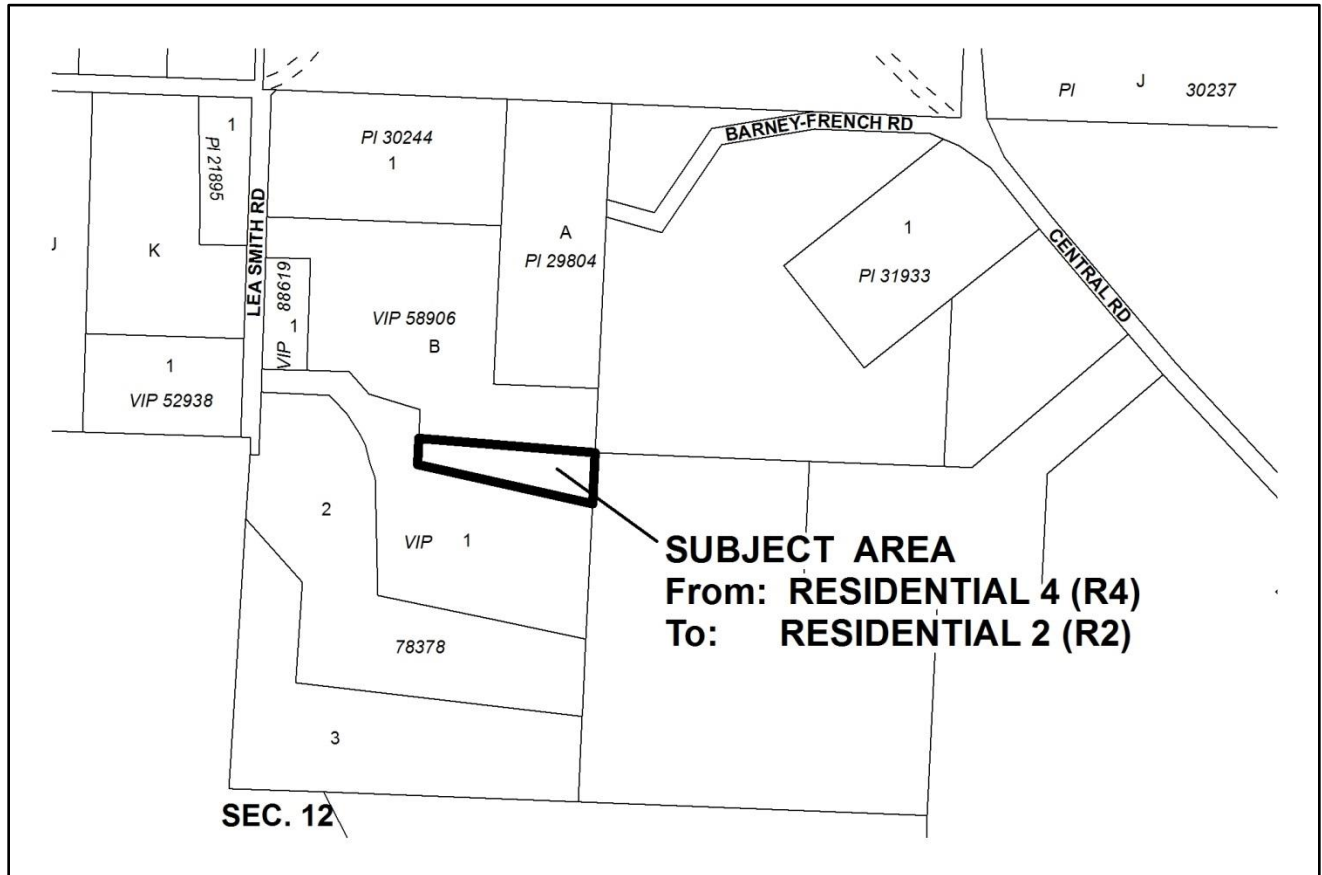
(6) “to consider allowing detached housing for a relative or caregiver of occupants of the residence as per OCP policy 6.3.5.14 in association with a housing agreement or by such other means as are available to encourage occupancy by a relative or caregiver”

2. That Schedule “B”- “Land Use Zoning Map” is amended as follows:
 - a. On the portion of those lands described as Lot B, Section 12, Hornby Island, Nanaimo District, VIP58906 currently zoned “Residential 4 (R4)” the land use zoning is changed to “Residential 2 (R2)” as shown on Plan No.1 attached to and forming part of this bylaw.

HORNBY ISLAND LOCAL TRUST COMMITTEE

BYLAW 153

PLAN No. 1



From: Peter Wardle [REDACTED]
Sent: Wednesday, June 29, 2016 7:39 AM
To: Tony Law
Cc: Alex Allen; Rob Milne
Subject: Definition of community housing

Tony,

I understand that you had a discussion with Michael after the meeting regarding the definition of community housing and as I understand it you are sympathetic to eliminating the need to make changes in the community plan to accommodate the new direction of the project.

My reading of the definition does not preclude us from selling deed restricted lots. The project needs to be initiated by a non profit and which is the case. The units will be deed restricted as required. In order to accomplish this ISLA needs to create a "deed" for the individual home site and that is what we are proposing. ISLA will still own the non developed land.

Given how long it has taken to get to this point, I have great difficulty appreciating the need to go back through the process again.

If we have to, then please lets get on with it. You need to change the definition of community housing and this should be an administrative process. It should not be a cost to ISLA.

Thanks

PW



File No.: HO-DVP-2016.1
(BC FERRIES)

DATE OF REPORT: July 26, 2016
TO: Hornby Island Local Trust Committee
FROM: Teresa Rittemann, Planner 1
Northern Office
SUBJECT: Development Variance Permit application HO-DVP-2016.1 (BC FERRIES)
District Lot 2054, Nanaimo District, Plan VIP75385; PID 025-709-852

RECOMMENDATION

THAT the Hornby Island Local Trust Committee approve the issuance of Development Variance Permit HO-DVP-2016.1.

REPORT SUMMARY

Through a current, partner application HO-SUP-2016.10, the applicant (BC Ferries) is proposing to replace and upgrade the existing terminal building (waiting room/washroom) and sewage disposal field. Proposed modifications include: construction of a new terminal building with a passenger waiting room, covered exterior waiting space, accessible washrooms, janitor's closet, electrical/utility room, storage room, and employee area to support terminal functions. The building will feature a slab-on-grade foundation, wood-frame construction, and a shed roof; new sidewalk and landscaping is also proposed. In order to accommodate siting of the terminal building and septic disposal field, variances to Hornby Island Land Use Bylaw No. 150, 2014, ss. 3.3(2) and 3.3(7) are required.

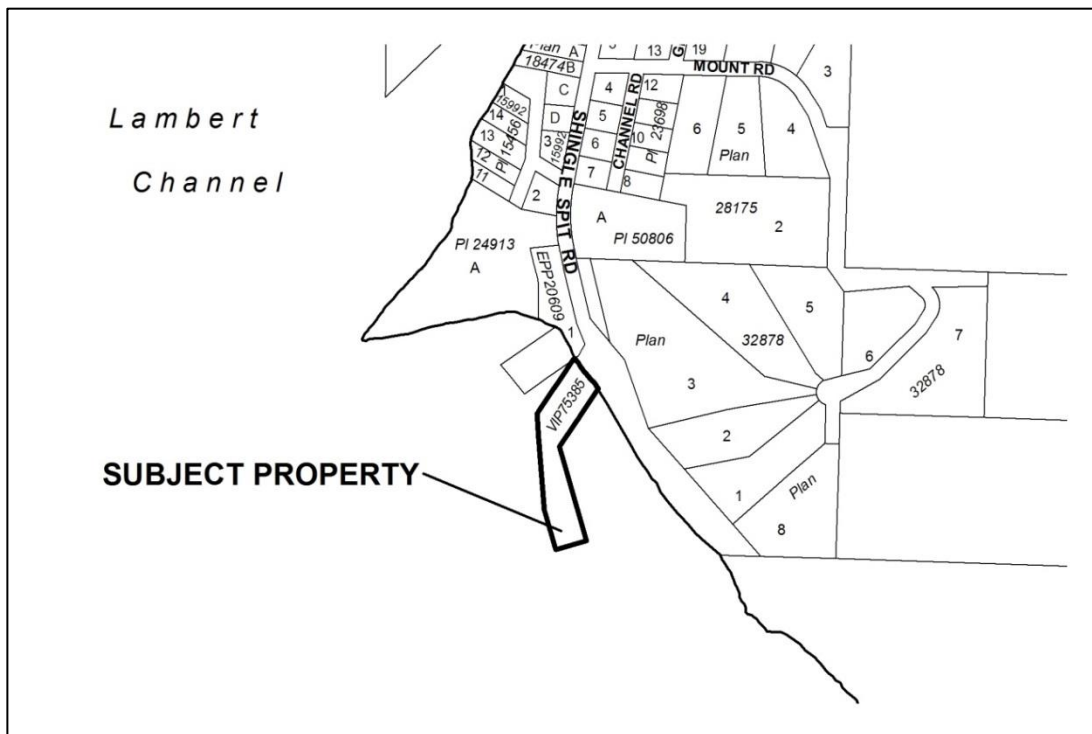
The proposed use of the subject property as a marine ferry terminal will not change. The applicant has provided the following rationale for their DVP application:

1. The existing building and sewage disposal field have reached the end of their serviceable lives. In order to continue providing customers with waiting rooms and washrooms, BC Ferries plans to replace these assets beginning Fall 2016;
2. The extent of the property does not allow for the siting of the building and sewage disposal field to meet the setback requirements from the natural boundary of the sea in the Hornby Island Land Use Bylaw:
 - a. Siting of the waiting room building is dictated by available land for construction, proximity to the ramp, and accessibility to the public.
 - b. Siting of the sewage disposal field is dictated by the professional opinions of the Engineer of Record and the Registered Onsite Wastewater Practitioner (ROWP). The proposed location has been approved by Island Health and presents an improvement in environmental protection compared to the existing sewage disposal field (see attachment 3)
3. There will be no new net impacts to the surrounding lands.

BACKGROUND

This DVP application is a result of a current Siting and Use Permit application for the same property, for which a replacement ferry terminal waiting room and associated sewage disposal field are planned for an upgrade. The subject property is located at 4315 Shingle Spit Road on Hornby Island, as shown in Figure 1 below, and is presently used as a ferry terminal including marine structures, an upland vehicle holding compound, passenger waiting building, and utility structures. The property is approximately 1.23 hectares (3.04 acres) of infill land in the M4 – Marine Access zone, and is bordered by ocean on all sides, except for its upland access point off of Shingle Spit Road to the northeast.

Figure 1: Subject Property Map



ANALYSIS

Policy/Regulatory:

Relevant policies, regulations, and site context information were reviewed for the partner Siting and Use Permit application HO-SUP-2016.10 (see attachment 4). The most significant regulation identified was the setback from the natural boundary of the sea; therefore the need for this partner DVP application to ensure compliance with the LUB. Planning staff identified the need for the applicant to apply to vary two subsections of the Hornby Island Land Use Bylaw No. 150, 2014, as follows:

1. PART 3 GENERAL REGULATIONS, Section 3.3 Siting and Setback Regulations, Subsection (2): “No building or structure may be located within 15.0 metres of, nor less than 1.5 metres above, the natural boundary of any lake, watercourse, or the sea”;
 - In order to permit the location of a replacement ferry terminal building within a minimum of 3.2 metres from the natural boundary of the sea; and
2. PART 3 GENERAL REGULATIONS, Section 3.3 Siting and Setback Regulations, Subsection (7): “Feeding troughs, manure piles, buildings and structures for housing animals and sewage disposal fields must be set back at least 30.0 metres from any well or from the natural boundary of any lake, watercourse or the sea”;
 - In order to permit the location of a replacement sewage disposal field within a minimum of 0.6 metres from the natural boundary of the sea.

Relevant objectives and policies of the Hornby Island Official Community Plan Bylaw No. 149, 2014 (OCP), include:

5.7 Water Transport

- Objective (3): To maintain a ferry service directed toward the needs of the local community;
- Objective (4): To promote adequate sewage, grey water and solid waste disposal for users of all marine facilities according to Provincial Health standards; and
- Policy 5.7.10 (c) ensure that all vessels and associated upland facilities meet all the standards of the Ministry of Environment.

6.7.2 Marine Conservation:

- Objective (1) To ensure that coastal uses are compatible with protecting the environment and amenities; and
- Objective (2) To protect the right of the public to access over waterways.

In consideration of these statements, staff are of the opinion that the proposed variances are consistent with the OCP.

Issues and Opportunities:

BC Ferries provides an essential transportation service to Hornby Island residents and visitors. Provision of modern facilities support this service and further benefit both public and environmental health.

Consultation:

No Community Information Meeting is required or recommended for this application. Public notification of this variance application will be distributed to neighbouring property owners on August 2, 2016 in accordance with statutory requirements. At the time of writing this report, staff had received no submissions from neighbouring property owners or tenants regarding the application.

Rationale for Recommendation:

Ferry terminals are an essential service on the island, and upgrades and improvements, including the fixing of a failing septic system, would be beneficial in supporting public water access and environmental health objectives and policies of the Hornby Island OCP. Island Health has approved the proposed location of the sewage disposal field nearer to the natural boundary of the sea than the setback regulation in the LUB, and due to the constraints of the site, the location of the terminal building within the setback from the natural boundary of the sea is also unavoidable. Given the above, local planning staff support the granting of this variance request.

ALTERNATIVES:

1. The Hornby Island Local Trust Committee may deny the variances. If the Local Trust Committee selects this alternative, it should provide reasons for denial.
2. The Hornby Island Local Trust Committee may request further information or clarification be provided prior to making a decision.

NEXT STEPS:

N/A

Submitted By:	Teresa Ritemann Planner 1	July 26, 2016
Concurrence:	Ann Kjerulf, MCIP, RPP Regional Planning Manager	July 27, 2016

ATTACHMENTS:

1. Copy of Public Notice
2. Copy of Proposed Permit (Including "Schedule A" - Site Plan)
3. Copy of professional opinions of the Engineer of Record and the Registered Onsite Wastewater Practitioner (ROWP), and approved record of sewerage system from Island Health
4. Site Context

CC: Ann Kjerulf, Regional Planning Manager
Rob Milne, Island Planner



NOTICE
HO-DVP-2016.1 (BC FERRIES)
HORNBY ISLAND LOCAL TRUST COMMITTEE

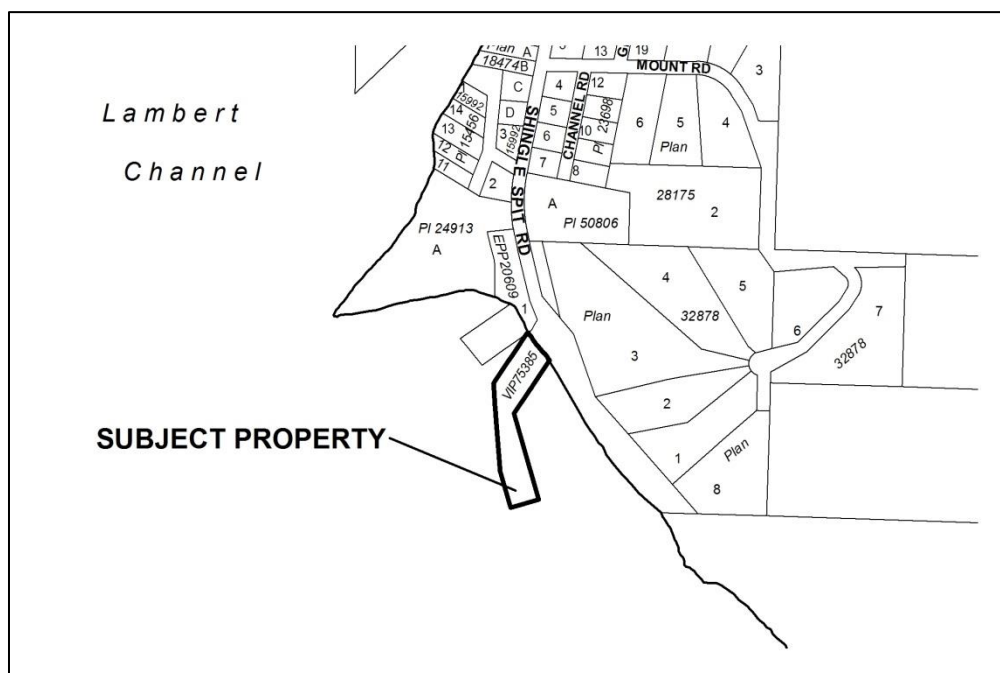
NOTICE is hereby given that the Hornby Island Local Trust Committee will be considering a resolution allowing for the issuance of a Development Variance Permit, pursuant to Section 498 of the *Local Government Act*, varying subsections of the Hornby Island Land Use Bylaw No. 150, 2014, as follows:

1. **PART 3 GENERAL REGULATIONS, Section 3.3 Siting and Setback Regulations, Subsection (2):** “No building or structure may be located within 15.0 metres of, nor less than 1.5 metres above, the natural boundary of any lake, watercourse, or the sea”;
 - Is varied in order to permit the location of a replacement ferry terminal building within a minimum of 3.2 metres from the natural boundary of the sea; and
2. **PART 3 GENERAL REGULATIONS, Section 3.3 Siting and Setback Regulations, Subsection (7):** “Feeding troughs, manure piles, buildings and structures for housing animals and sewage disposal fields must be set back at least 30.0 metres from any well or from the natural boundary of any lake, watercourse or the sea”;
 - Is varied in order to permit the location of a replacement sewage disposal field within a minimum of 0.6 metres from the natural boundary of the sea.

The property is legally described as:

PID 025-709-852: District Lot 2054, Nanaimo District, Plan VIP75385

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



A copy of the proposed Permit may be inspected at the Islands Trust Northern Office, 700 North Road, Gabriola Island, BC, V0R 1X3, between the hours of 8:30 am and 4:00 pm, Monday to Friday inclusive, excluding Statutory Holidays, commencing August 2, 2016 and continuing up to and including August 11, 2016. Also, attached for your convenience, is a copy of the proposed Permit.

If you have any questions or comments regarding the proposed Permit, please contact Teresa Rittmann, Planner 1, at 250-247-2200; for Toll Free Access, request a transfer via Enquiry BC: in Vancouver 604-660-2421 and elsewhere in BC at 1-800-663-7867.

Written submissions should be sent to:

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

Following the end of the notice period, the Hornby Island Local Trust Committee may consider issuance of the proposed Permit at its Regular Business Meeting to be held at 11:30 am, Friday, August 12, 2016, at Room to Grow, 2100 Sollans Road, Hornby Island, BC.

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

Becky McErlean
Deputy Secretary

PROPOSED



HORNBY ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT VARIANCE PERMIT
HO-DVP-2016.1 (BC FERRIES)

TO: BC Ferry Services Inc.

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

PID 025-709-852

District Lot 2054, Nanaimo District, Plan VIP75385

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

- a) **PART 3 GENERAL REGULATIONS, Section 3.3 Siting and Setback Regulations, Subsection (2):** “No building or structure may be located within 15.0 metres of, nor less than 1.5 metres above, the natural boundary of any lake, watercourse, or the sea”;

- Is varied in order to permit the location of a replacement ferry terminal building within a minimum of 3.2 metres from the natural boundary of the sea; and

- b) **PART 3 GENERAL REGULATIONS, Section 3.3 Siting and Setback Regulations, Subsection (7):** “Feeding troughs, manure piles, buildings and structures for housing animals and sewage disposal fields must be set back at least 30.0 metres from any well or from the natural boundary of any lake, watercourse or the sea”;

- Is varied in order to permit the location of a replacement sewage disposal field within a minimum of 0.6 metres from the natural boundary of the sea.

3. All buildings, structures and other improvements shall be consistent with Schedule “A” which is attached to and forms part of this permit. 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 the Hornby Island Land Use Bylaw No. 150, 2014, including use and density, and to obtain other appropriate approvals necessary for completion of the proposed development.

**AUTHORIZING RESOLUTION PASSED BY THE HORNBY ISLAND LOCAL TRUST COMMITTEE
THIS ____ DAY OF ____, 2016.**

Deputy Secretary, Islands Trust

Date of Issuance

**IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE ____ DAY OF 2018,
THIS PERMIT AUTOMATICALLY LAPSES.**

Schedule "A" – Site Plan



June 30, 2016

MCSL File #: 2221-48968 (2.0)

Island Health
200 – 1100 Island Highway
Campbell River, BC V9W 8C6

Re: Proposed Septic Systems at Three (3) BC Ferries Terminals on Denman & Hornby Islands – Rationale for Horizontal Setback Reduction to Marine Environment

To Whom it May Concern,

McElhanney Consulting Services Ltd. (MCSL) has recently completed design of new septic systems for the three (3) BC Ferries terminals located on Denman & Hornby Islands: Denman West, Denman East & Hornby terminals. Enclosed please find a *Record of Sewerage System* form completed for each of these terminals.

The proposed works involve the complete removal of the existing septic systems, and replacement with new treatment equipment and septic fields. Based on previous inspections and information provided by BC Ferries Operations staff, the existing systems are failing and no longer provide proper treatment of effluent.

Due to site constraints, the horizontal setback from the septic field to the marine environment has been reduced from the 15 meters recommended in Table II-19 of the *Sewerage System Standard Practice Manual (SSPM)*, version 3 to a minimum of 4.2 meters horizontal from the estimated Mean High Tide level. The size and location of the BC Ferries properties at each terminal are such that there is no suitable location that would meet all of the horizontal / vertical setback requirements as set out in the SSPM. It should be noted that each of the three BC Ferries terminals has well water supply, but the proposed septic fields each significantly exceed the minimum 30m horizontal setback from the wells.

The proposed septic systems are designed as Type II systems, but will provide "Type 2 10/10 effluent" (as per Section III- 4.2.2.3.(a) of the SSPM) and are expected to have a low fecal coliform density due to the high urine content typically characteristic of effluent from a public facility with short-term, transient users. The Type II treatment combined with micro-dosing within the sand media in the field will provide the necessary control of nutrients and fecal coliforms to prevent migration into the surrounding environment. Phosphorous attenuation will also be achieved due to the sufficient dispersal area, conservative Hydraulic Loading Rate (HLR), and large vertical separation to the water table (greater than 1m). These design elements, in combination with an ongoing maintenance program by BC Ferries Operations staff, will ensure a long-lasting system that will perform well at each of these ferry terminals.

1307 Shoppers Row	Tel 250 287 7799
Campbell River BC	Fax 855 407 3895
Canada V9W 2C9	mcelhanney.com



Page 2

Our File: 2221-48968

We believe the proposed works have been designed adequately such that the reduced setback to the marine environment poses little to no risk of human exposure to pathogens, or environmental risk. The proposed works will also significantly improve the treatment of effluent compared to the existing septic systems.

For further details regarding the design of the septic systems at each location, please refer to the attached detailed design drawings.

Please contact the undersigned should you have any questions or concerns regarding this letter, or the accompanying design drawings and "Record of Sewerage System" forms.

Sincerely,

McELHANNEY CONSULTING SERVICES
LTD.



Eric Heel, P.Eng.

JOHN ROWSE STRATEGIC CONSULTING
LTD.

John Rowse, R.O.W.P.

Encl.

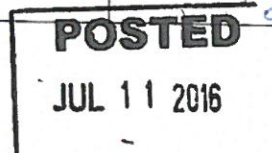
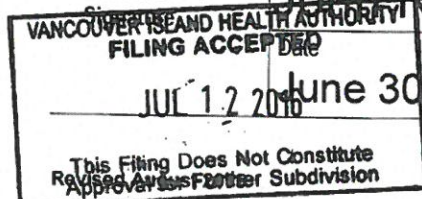


RECORD OF SEWERAGE SYSTEM

Filing # (OFFICE USE ONLY)

CU16/103

1. Property Information	☐ New Construction		☐ Alteration		☒ Repair		☐ Amendment – Original Filing #	
	Tax Assessment Roll # 771-27110.150					PID # 025-709-852		
	Legal Description (Plan, Lot, District Lot, Block Numbers) PL VIP 75385 DL 2054							
	Street (Civic) Address or General Location Hornby Ferry Terminal					City Hornby Island		
2. Owner Information	Name of Legal Owner British Columbia Ferry Services Inc.					Mailing Address 500 - 1321 Blanshard Street		
	Phone 250-978-1420		City Victoria BC		Prov BC		Postal Code V8W 0B7	
3. Authorized Person Information	Name of Authorized Person John Rowse					Mailing Address 44121-2947 Tillicum Rd		
	Phone 250-590-2514		City Victoria		Prov BC		Postal Code V9A7K1	
	Registration # OW0762		Email johnrowse@gmail.com					
4. Structure Information	Sewerage System Will Serve:							
	☐ Single Family Dwelling ☒ Other Structure (specify) <u>Terminal Washroom</u> ☐ Other Dwelling (specify) _____ The sewerage system is designed for an estimated minimum daily domestic sewage flow of (check one) ☒ Less than or equal to 9,100 litres ☐ More than 9,100 litres but less than 22,700 litres							
5. Site Information	Depth of native soil to seasonal high water table or restrictive layer (cm) 90cm					Information respecting the type, depth and porosity of the soil is attached ☒ Yes ☐ No		
	GPS Location of System (decimal degrees) Latitude <u>49.511272</u> Longitude <u>-124.704681</u>							
	Horizontal Accuracy (m) ³ _____					☒ Recreational GPS ☐ Differential GPS		
6. Drinking Water Protection	Will the sewerage system be located less than 30 m from a well? ☐ Yes ☒ No							
	If yes, attach a professional's report and specify the intended distance _____ (m)							
	Distance of proposed sewerage system to the closest body of surface water <u>4.2</u> (m)							
7. System Information	Sewerage treatment method ☐ Type 1 ☒ Type 2 ☐ Type 3							
8. Legal or Regulatory Considerations	☒ Construction of the proposed sewerage system will not conflict with legal instruments registered on the property.					Is this filing submitted as the result of an order from the Health Authority? ☐ Yes (attach a copy of the order) ☒ No		
9. Plot Plan and Specifications	Plot Plan (to scale) and specifications are attached ☒ Yes ☐ No							
	☒ The plans and specifications are consistent with Standard Practice Source of Standard Practice: ☒ Ministry of Health Standard Practice Manual ☐ Other							
10. Authorized Person's	Signature John Rowse					OFFICE USE ONLY		
	Digitally signed by John Rowse DN: cn=John Rowse, o, cu, email=johnrowse@gmail.com, c=CA Date: 2016.07.01 07:26:15 -07'00'					Filing Accepted Date <u>July 12/16</u>		
					Receipt Number <u>208303</u>			



**LOCATION**

Legal Description	District Lot 2054, Nanaimo District, Plan VIP75385
PID	025-709-852
Civic Address	4315 Shingle Spit Road, Hornby Island

LAND USE

Current Land Use	Marine Ferry Terminal
Surrounding Land Use	Bordered by ocean on all sides, except for its upland access point off of Shingle Spit Road to the northeast. Upland zoning is commercial and residential.

HISTORICAL ACTIVITY

File No.	Purpose
None.	n/a

POLICY/REGULATORY

Official Community Plan Designations	OCP Designation: MT – Marine Transport DP Area? No. Relevant Hornby Island Official Community Plan No. 149, 2014 sections: 5.7 Water Transport Objective (3): To maintain a ferry service directed toward the needs of the local community; Objective (4): To promote adequate sewage, grey water and solid waste disposal for users of all marine facilities according to Provincial Health standards; and Policy 5.7.10 (c) ensure that all vessels and associated upland facilities meet all the standards of the Ministry of Environment; 6.7.2 Marine Conservation Objectives: Objective (1) To ensure that coastal uses are compatible with protecting the environment and amenities; and Objective (2) To protect the right of the public to access over waterways.
--------------------------------------	--



Land Use Bylaw	M4 – Marine Access In addition to the M4 regulations, the following are relevant subsections of the Hornby Island Land Use Bylaw No. 150, 2014: 3.3(2): “No building or structure may be located within 15.0 metres of, nor less than 1.5 metres above, the natural boundary of any lake, watercourse, or the sea”; 3.3(7): “Feeding troughs, manure piles, buildings and structures for housing animals and sewage disposal fields must be set back at least 30.0 metres from any well or from the natural boundary of any lake, watercourse or the sea”
Other Regulations	None.
Covenants	n/a (Lease between BC Transportation Financing Authority and BC Ferry Corp)
Bylaw Enforcement	None.

SITE INFLUENCES

Islands Trust Fund	None.
Regional Conservation Strategy	Map 7 of the Islands Trust Fund Regional Conservation Plan indicates that the estimated importance of habitat composition is medium for this property.
Species at Risk	None mapped.
Sensitive Ecosystems	None mapped.
Hazard Areas	n/a
Archaeological Sites	None mapped.
Climate Change Adaptation and Mitigation	There are no anticipated significant impacts on greenhouse gas emissions that would result from this variance request.
Shoreline Classification	Sediment Shoreline - Boulder/Cobble
Shoreline Data in TAPIS	Patches of forage fish and eel grass habitats are marked near to the property. Proposed development is upland, therefore no proposed changes affecting shoreline.

Ford Family Farm Heritage Site Meeting

Date: July 7, 2016

Time: 10:00am – 12:00pm

Location: Hornby Island Health Care Society Building

Attendees: Hayley Dato, Peggy Burfield, Derek Moore, Alana Mullaly, Rob Milne, James (Butch) Leslie and Tony Quin

Meeting Notes

1. Welcome and Introductions

- Participants introduced themselves including their background and connection to the project.

2. Review of Action items from November 25th meeting

TOPIC	ACTION ITEM	PARTICIPANTS	STATUS (June 7, 2016)
Leaf House Assessment	1. Determine current condition of the house including the roof and insect infestation. 2. Determine if it is viable to move the house.	Tony, Michael and Bo	Tony provided the group with a draft interim report on Feb. 23, 2016
Leaf House Removal from Park	Preliminary research and discussion on the potential of removing the Leaf House from the park.	Derek and Peggy	Complete Draft Interim report states that the Leaf House should remain at its present location
Heritage Destination	To look into having the Leaf House designated as a Heritage Building.	Bo	Agenda Item today
Funding Sources	To brainstorm different funding sources for the Leaf House preservation and send them to Peggy.Burfield@gov.bc.ca	All	Ongoing No suggestions received to date.
Conservation Hornby Island's Participation in the project	To ask if CHI would consider being the overseeing organization for a Leaf House project and form a subcommittee to lead the project. Note: CHI has the ability to provide tax receipts for funding donations.	Mike	No update
Orchard Tree Pruning	To include the opportunity to for orchard tree pruning in the new Hornby Island Provincial Parks Committee volunteer agreement with BC Parks.	Derek and Hornby Island Provincial Parks Committee	Complete

3. Ford Family Farm Heritage Site Project Discussion

- Hornby Island Community and Committees have provided support for the Ford Family Farm Site Project. Committees include Conservancy Hornby Island (CHI), Hornby Island Residence and Ratepayers Association (HIRRA) and Hornby Island Provincial Parks Committee (HIPPC).

- Butch has introduced the Ford Family Farm Heritage Site Project to the Hornby Island CAST committee. The CAST committee meets monthly and is made up of representatives of all the island community committees. As a group, they have provided their support for the project.
- A Statement of Significance (SOS) for the Ford Family Farm Heritage Site will be required to identify the heritage values and exact location of the site. This will be used for support for any funding applications and provide guidance regarding future management options. The SOS determines the “character defining elements” (i.e. what is important about the site), which is necessary to determine the appropriateness of any interventions.
- An island resident who has historic family information back as far as the Ford Family has given permission to use his information to augment the island history.
- BC Parks has a small amount of funding to assist with the SOS.
- The SOS will define the area that would be included in the Ford Family Farm Heritage Site and will be reflected in the Mount Geoffrey Escarpment Management Plan as being within a Special Feature Zone.
- Discussed the option of getting a heritage designation for the site. The Ford Family Farm Heritage Site is protected in a provincial park, under the *Park Act*, which should cover any requirements that CVRD, Heritage Legacy Fund or other agencies require for application for funding. The *Heritage Conservation Act* applies to provincial parks. If the community identified a specific need for formal designation, this could be revisited, but it is likely an extra step given the protection already afforded the site since it is within the provincial park.
- BC Heritage Branch: <http://www2.gov.bc.ca/gov/content/governments/celebrating-british-columbia/historic-places>
- Heritage Guidelines/Standards: <http://www.historicplaces.ca/en/pages/standards-normes.aspx>

4. Heritage Funding Sources

- * CVRD Funding includes - Grant in Aid Program for specific projects (apply through Area Director) and Hornby Island’s Heritage Conservation Service.
- * Heritage BC – Heritage Legacy Fund
- * BC Heritage Branch
- * BC Parks - Park Enhancement Fund (PEF) – Application call typically April/May; adjudication June/July
- * Islands Trust has a Grant Coordinator who may be able to assist with funding/grant applications
- * Community Crowd Source Funding

5. Next Steps

TOPIC	ACTION ITEM	Leads/Participants
Statement of Significance	Complete the Ford Family Farm Heritage Site SOS	Lead – Tony & Butch Write – Wendy Burton Technical Assistance-Alana
Funding for SOS	Work with Derek on obtaining some funding BC Parks has allocated to help with the Ford Family Farm Heritage Site SOS.	Butch

TOPIC	ACTION ITEM	Leads/Participants
Historic Information Binder	Assemble a binder of historic information collected in the completion of the Ford Family Farm Heritage Site SOS	Tony, Butch and Wendy
Lead Community Group	Find a community group to lead the heritage project (preferably a legal entity)	Tony and Butch
BC Parks Authorization	Complete a BC Parks Authorization with the Lead Community Group for work in the Ford Family Farm Heritage Site. Ideally a Partnership Agreement between a legal entity and BC Parks. Other options would include an MOU with a non-legal entity, but this approach would afford fewer assurances to potential donors.	Tony, Butch and Derek
	BC Parks will work with Community to develop a vision for the site and an operational management plan (Required to ensure level of certainty that the plan will be implemented, which will be an important consideration for potential funders).	
Ford Orchard Fruit	Determine BC Parks policy for use of orchard fruit including checking on other parks that have fruit orchards including Fintry and Ruckle Parks. Note: some commercial use has been reported in the past	Peggy and Derek
	Contact Ann Zielinski to find out if cuttings have been done from the orchard's heritage fruit trees. If so, when and where are they?	Peggy
	Determine options for use of orchard fruit on the island.	Tony and Butch
	Look for Standards and Guidelines related to heritage orchard (if not Canadian, US National Park Service)	Peggy
Ford Family Farm Old Site Map	Photocopy colour copies and distribute Ford Family Farm site map. Return original to Tony.	Hayley (photocopy and provide to Tony).
Mount Geoffrey Escarpment Management Plan	- Ensure Special Feature Zone large enough to include homestead area. - Open the door to community partnership and options that are consistent with the Park Act - Support Community in effort to determine significance (through SOS) - Recognize concept of "managed decline" if a suitable partnership cannot be established - Update any reference regarding orchard cuttings as determined through Peggy's discussions with Ann Zielinski	Hayley
Funding	- Investigate funding sources through Islands Trust/contacts - Community investigate other sources for potential grants - Community seek PEF (BC Parks); Local Government Funding	Rob Tony and Butch



Islands Trust

Print Date: August 2, 2016

Top Priorities

Hornby Island

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	Relationship building with Komoks First Nation		12-Feb-2016	Laura Busheikin Tony Law Alex Allen Ann Kjerulf	
2	Ford family orchard heritage protection		10-Jun-2016		
3	Develop a TOR for APC review of vacation home rentals		10-Jun-2016		



Projects

Hornby Island

Description	Activity	R/Initiated
Review of home occupation regulations to allow the rental of accessory building space to a non-resident of the property for commercial use.		
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
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
Inventory and assessment of beach access and other unopened road allowances		12-Jul-2013
Information and education with respect to the marine environment and shoreline protection		07-Feb-2014
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.		
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.		
Conduct a consultative process for the Ford Cove area		
Support collaborative planning process for Public Use area.		27-Mar-2015



Projects

Hornby Island

Description	Activity	R/Initiated
Coastal Douglas Fir and associated ecosystem conservation		12-Feb-2016
Heritage Protection for Ford Orchard and Leaf House		01-Apr-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
Review of vacation home rental regulations by 2017		13-Sep-2013



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

- 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
- 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: August 2, 2016

Applications

Agricultural Land Reserve

File Number	Applicant Name	Date Received	Purpose
HO-ALR-2016.1	Helliwell & Smith Blue Sky Architecture Planner: Sonja Zupanec	11-Apr-2016	PID: 000-157-503 Construction of house, guest house and garage at 5905 Maclean Road, Hornby Island.
Planning Status			
<u>Status Date:</u>			

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
HO-DVP-2016.1	BC FERRY SERVICES INC Planner: Teresa Rittemann	25-Jul-2016	PID: 025-709-852 4315 Shingle Spit Road, Hornby Island. Construction of new waiting room at BC Ferry dock.
Planning Status			
<u>Status Date:</u> 28-Jul-2016 Staff report written. To appear on the 12-Aug-2016 LTC meeting agenda.			

Siting and use Permit

File Number	Applicant Name	Date Received	Purpose
HO-SUP-2016.10	BC FERRY SERVICES INC Planner: Teresa Rittemann	23-Jun-2016	PID: 025-709-852 4315 Shingle Spit Road, Hornby Island. Construction of new waiting room at BC Ferry dock.
Planning Status			
<u>Status Date:</u> 28-Jul-2016 No change in status.			
<u>Status Date:</u> 23-Jun-2016 Application received. Assigned to planner TR. Planner review identified need to apply for DVP. Waiting for DVP decision.			

**Applications**

File Number	Applicant Name	Date Received	Purpose
HO-SUP-2016.3	Dixon Lake Properties Ltd. Planner: Marnie Eggen	01-Feb-2016	PID: 001-034-367 Proposed dance studio/flex space for offspring
Planning Status			
Status Date: 31-May-2016 file assigned to planner M Eggen.			
Status Date: 17-Mar-2016 Proposal requires Development Permit. SUP put on hold until DP is obtained.			
Status Date: 18-Feb-2016 Further information requested from applicant			

File Number	Applicant Name	Date Received	Purpose
HO-SUP-2016.5	Helliwell & Smith Blue Sky Architecture Planner: Sonja Zupanec	11-Apr-2016	PID: 000-157-503 Construction of house, guest house and garage at 5905 Maclean Road, Hornby Island
Planning Status			
Status Date:			

Subdivision

File Number	Applicant Name	Date Received	Purpose
HO-SUB-2013.1	Zaharko Land Surveying Inc. Planner: Marnie Eggen	13-Jun-2013	4115 Roburn Road, Hornby Island 2 lot subdivision, Section 946 Local Government Act
Planning Status			
Status Date: 04-May-2016 covenant ready for signature			
Status Date: 08-Jan-2016 Staff reviewing draft covenant.			

Applications

Status Date: 31-Aug-2015

HO-DVP-2013.2 issued.

File Number	Applicant Name	Date Received	Purpose
HO-SUB-2016.1	BLANCHARD, EVELYN	23-Feb-2016	PID: 000-000-604 Section 514 subdivision to provide residence for a relative. Creating two lots from one

Planner: Teresa Ritemann

Planning Status

Status Date: 28-Jul-2016

No change in status.

Status Date: 07-Jun-2016

Revised referral report sent to MOTI. Applicant would need to rezone their property as subdivision does not meet current zoning bylaws.

Status Date: 25-May-2016

PLNA sent by MOTI. File reassigned to planner TR.

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: Rob Milne

Planning Status

Status Date: 31-Mar-2016

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

File Number	Applicant Name	Date Received	Purpose
HO-SUB-2016.3	WISEMAN, DAVID	04-Apr-2016	PID: 028-737-245 Two lot subdivision on 5020 Fowler Road, Hornby Island

Planner: Marnie Eggen

Planning Status

Status Date: 31-May-2016

Referral complete. Proposal is not compliant with minimum average lot size.



Status Date: 04-May-2016
planner reviewing

Print Date: August 2, 2016

Applications

Islands Trust
LTC EXP SUMMARY REPORT F2017
Invoices posted to Month ending June 2016

635 Hornby	Invoices posted to Month ending June 2016	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-635	LTC "Trustee Expenses"	750.00	615.43	134.57
LTC Local				
65200-635	LTC - Local Exp - LTC Meeting Expenses	2,750.00	433.84	2,316.16
65210-635	LTC - Local Exp - APC Meeting Expenses	500.00	0.00	500.00
65220-635	LTC - Local Exp - Communications	1,000.00	316.72	683.28
65230-635	LTC - Local Exp - Special Projects	500.00	0.00	500.00
TOTAL LTC Local Expense		<u>4,750.00</u>	<u>750.56</u>	<u>3,999.44</u>
Projects				
73001-635-2004	Hornby OCP/LUB	3,600.00	840.71	2,759.29
73001-635-4067	Hornby First Nations Relations	1,500.00	0.00	1,500.00
TOTAL Project Expenses		<u>5,100.00</u>	<u>840.71</u>	<u>4,259.29</u>

Hornby Island Local Trust Committee

POLICIES AND STANDING RESOLUTIONS

No	Meeting Date	Resolution No.	Issue	Policy
1.	November 22, 2013	HO-O43-2013.	Enforcement Actions related to rentals of Accessory buildings by non-residents	It was MOVED and SECONDED, 1. that whereas the Land Use Bylaw and Official Community Plan for the Hornby Island Local Trust area are currently undergoing a community review process which amongst other items includes a review of home occupation AND THAT whereas neither document addresses the rental of accessory buildings for non-commercial use it is resolved that enforcement actions related to the rental of accessory buildings shall be considered to be a low priority; 2. that nothing in this enforcement policy should be interpreted as giving permission to any party to violate the Land Use Bylaw and the Hornby Island Trust Committee may change this policy at any time and may give direction to commence enforcement activities without notice; and 3. that unless the Hornby Island Local Trust Committee extends the effective period on this enforcement policy it expires on September 30, 2014 or when the Land Use Bylaw and Official Community Plan review is complete, whichever is the sooner.
2.	September 19, 2014	HO-IC-2014-001	Amend Expiration date of Resolution No. HO-043-2013	During Rise and Report in the regular business meeting Chair Graham reported the following resolution: HO-IC-2014-001 It was MOVED and SECONDED, that the Hornby Island Local Trust Committee amend the expiration date of Resolution No. HO-043-2013 to September 30, 2015.
3.	October 2, 2015	HO-IC-2015-003	Amend Expiration date of Amending Resolution No. HO-IC-2014.001	During Rise and Report in the regular business meeting Chair Busheikin reported the following amendment to resolution HO-IC-2014.001: HO-IC-2015-003 It was MOVED and SECONDED, that the Hornby Island Local Trust Committee amend the expiration date of Resolution HO-IC-2014-001 to March 31, 2016.
4.	February 12, 2016	HO-2016-010	Amend Expiration date of Amending Resolution No. HO-IC-2014.001	HO-2016-0010 It was MOVED and SECONDED, that the Hornby Island Local Trust Committee amend the expiration date of Resolution HO-IC-2014.001 to September 30, 2016.



DATE OF MEETING: July 12, 2016

TO: Denman Island Local Trust Committee
Gabriola Island Local Trust Committee
Gambier Island Local Trust Committee
Hornby Island Local Trust Committee
Lasqueti Island Local Trust Committee
Thetis Island Local Trust Committee
Executive Committee Acting as a Local Trust Committee (**Ballenas-Winchelsea Islands**)

FROM: Ann Kjerulf, Regional Planning Manager

SUBJECT: 2017-18 Local Trust Committee Budgets

RECOMMENDATION

1. That the *(insert name of local trust committee)* approve and forward the draft 2017-18 budget submission to Financial Planning Committee as presented *(or as revised, noting requested changes)*.

REPORT SUMMARY

Each Local Trust Committee (LTC) is asked to consider its anticipated workplan and corresponding project budget requirements for the 2017-18 fiscal year, and to forward budget requests, via LTC resolution, to Financial Planning Committee (FPC). Proposed LTC expense budgets have been prepared by Administrative Services based on historical spending and Local Trust Area (LTA) assessed values (Attachment 1). Staff have prepared proposed project budgets for consideration of LTCs based on current and anticipated workplan priorities (Attachment 2).

BACKGROUND

Islands Trust fiscal budget preparation generally begins early in the current fiscal year. Local Planning Services (LPS) staff have been asked to forward budget request for LTCs to be considered initially by FPC in October 2016, and eventually for adoption by Islands Trust Council in March 2017.

Proposed LTC budgets are broken into two key categories: LTC expenses and LTC projects. LTC expense budgets include anticipated expenses related to meeting administration, communications, and special projects. LTC expense budgets, prepared by Corporate Administration, reflect historical (actual) spending by LTCs and are intended to be proportionate to assessed values for LTAs. Project budgets support LTC work plan priorities through the fiscal year.

Key criteria for LTC project budget consideration include the following:

- Supports work that is a provincial requirement;
- Supports an activity identified in the Islands Trust Council Strategic Plan;
- Supports work that is a continuation of a current OCP/LUB program; and
- Supports recently adopted OCP policies.

Budget Process Timeline:

The timeline for the budget process is as follows:

June 2016	LPS (Northern, Southern and Salt Spring) units develop budget estimates for LTCs;
July – Sept. 2016	LTCs review and approve project budget requests at LTC meetings;
Aug. 24, 2016	FPC reviews draft budget principles;
Oct. 7, 2016	Senior management staff finalize budget recommendations to FPC;
Oct. 19, 2016	FPC reviews draft budget and considers changes;
Nov. 16, 2016	FPC approves draft budget and budget principles to be submitted to Trust Council;
Dec. 6, 2016	Trust Council reviews and endorses draft budget; approves public consultation process;
Jan. 2017	Public consultation on draft budget; LTCs consider special tax requisition to fund additional operations;
Feb. 2017	LTCs proposing special tax requisition hold public consultation meetings; Executive Committee and FPC review proposed budget;
Mar. 2017	Trust Council considers and approves budget, and budget bylaws; Budget bylaws forwarded to the Minister;

ANALYSIS

LTC budget requests should support anticipated 2017-18 workplan priorities. Preliminary project requests have been drafted based on all Top Priority work program items which are currently anticipated to commence in or carry over to the next fiscal year. Items from the Projects List which staff anticipate commencing in the coming year and requiring dedicated funding are also included. These requests are preliminary recommendations and may subsequently be revised by LTCs. However, attention should be paid to the noted budget process timeline.

When reviewing the draft project budget requests, LTCs may wish to consider the following:

- Projects planned for the current (2016-17) fiscal year which are not completed should be considered as new projects for the 2017-18 fiscal year with resources allocated to support that work;
- For projects that would begin in 2017-18, LTCs should consider the necessary resources; for instance, a new project may involve in-house staff only or could necessitate external consultant expertise;
- LTCs should review their Projects List to identify projects that may be prioritized in 2017-18;
- LTCs may wish to review their long-term 2014-18 goals in determining priorities for completion in 2017-18, the last full fiscal year prior to the next election.
- LTCs whose bylaws are not yet compliant with the Provincial *Riparian Areas Regulation* (RAR) or those wishing to make RAR-related amendments should consider RAR budget requests for 2017-18;
- LTCs which anticipate receiving grant funding from the Union of BC Municipalities to hold Community to Community (C2C) Forums with First Nations should note that grant funding is matched dollar for dollar by the local government and, as a result, should include a First Nations project budget line item.
- LTCs are generally encouraged to include a budget line item for First Nations Relationship Building.

Staff have prepared project budget requests for Northern LTCs taking these factors into consideration.

Submitted By:	Ann Kjerulf, Regional Planning Manager	July 12, 2016
---------------	--	---------------

ATTACHMENTS

1. Proposed LTC Expense Budgets for 2017-18
2. Proposed LTC Project Budgets for 2017-18

ATTACHMENT 1: PROPOSED LTC EXPENSE BUDGETS FOR 2017-18

Total 2017-18

	615-Denman	620-Gabriola	625-Galiano	630-Gambie	635-Hornby	640-Lasqueti	645-Mayne	650-N.Pende	655-Salt Sprin	660-Saturna	665-S.Pender	670-Thetis	EC as LTC	
population	1095	4050	1258	313	1074	359	1112	1996	9780	359	236	372		22004
	5%	18%	6%	1%	5%	2%	5%	9%	44%	2%	1%	2%		
LTC EXPENSES **														
LTC Meeting Expenses	4,500	4,750	5,500	4,750	2,750	1,250	1,500	4,000	7,000	2,500	2,000	1,000		41,500
APC Meeting Expenses	600	600	500	500	500	500	500	600	1,500	500	500	500		7,300
Communications	500	1,250	500	1,000	1,000	1,000	1,000	500	1,250	300	300	1,000		9,600
Special Projects	500	1,000	500	500	500	500	500	500	1,000	500	500	500	500	7,500
SUB-TOTAL EXPENSES	6,100	7,600	7,000	6,750	4,750	3,250	3,500	5,600	10,750	3,800	3,300	3,000	500	65,900
Program	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	6,100	7,600	7,000	6,750	4,750	3,250	3,500	5,600	10,750	3,800	3,300	3,000	500	65,900
	9%	12%	11%	10%	7%	5%	5%	8%	16%	6%	5%	5%		

ATTACHMENT 2: PROPOSED LTC PROJECT BUDGETS FOR 2017-18 (DRAFT JULY 12, 2016)

LTC	Project	Cost	Notes	Provincial Requirement	Supports Strategic Plan	Continues OCP/LUB work	Supports OCP policies
Denman	First Nation Relationship building	\$1,000	Potential protocol agreement with K'omoks		x		
	Denman Farm Plan Implementation	\$3,500					
	Targeted OCP/LUB Amendments	\$1,500	Potential for RAR or housing-related amendments		x		
Gabriola	Housing Options Review	\$2,500	For discussion July 21		x		x
	Housing Needs Assessment	\$15,000	For discussion July 21		x		x
	First Nations Relationship Building	\$1,000	Potential protocol agreement implementation with Snuneymux'w		x		
Gambier	Gambier Island OCP Targeted Review	\$5,000			x		
	DAI Bylaws	\$1,500			x		
	Keats Island Foreshore Protection	\$8,000			x		
	First Nations Relationship Building	\$500	Continuation of St'a'pas working group				
Hornby	First Nation Relationship building	\$500	Potential C2C with K'omoks		x		
	Ford Family Orchard heritage protection	\$500					x
	Develop a TOR for APC review of vacation home rentals	\$1,000					x
Lasqueti	Targeted OCP/LUB Review	\$5,000			x		
	First Nations Relationship Building	\$1,000	Potential protocol agreement with Qualicum		x		
Thetis	RAR Implementation	\$1,500		x	x		
	Targeted OCP/LUB Review and Maintenance	\$3,000			x	x	
	First Nations Relationship Building	\$500			x		
Ballenas-Winchelsea	First Nations Relationship Building	\$500	Potential C2C with Nanoose		x		
	Crown Islet Advocacy	\$500			x		x