



## Hornby Island Local Trust Committee Minutes of Regular Meeting

**Date:** September 8, 2017  
**Location:** Room to Grow  
2100 Sollans Road, Hornby Island, BC

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

**Staff Present** Marnie Eggen, Island Planner  
Teresa Rittemann, Planner 2  
Vicky Bockman, Recorder

**Public Present** There were no members of the public in attendance – am  
There was one member of the public in attendance - pm

### 1. CALL TO ORDER

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

### 2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

- 12.3.1 Trustee and Local Expense Report dated July, 2017
- 13.1 Follow-up to Telus Tower Application

**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 July 7, 2017 for Adoption

The following amendment to the minutes was presented for consideration:

- Page 7, item 12.7, second paragraph, second bullet, add after “meeting”:  
“with representatives”

**By general consent** the minutes were adopted as amended.

**6.2 Section 26 Resolutions-without-meeting Report dated August 30, 2017**

Received.

**6.3 Advisory Planning Commission Minutes - None**

**7. BUSINESS ARISING FROM MINUTES**

**7.1 Follow-up Action List dated August 30, 2017**

Planner Eggen presented the Follow-up Action List and responded to a question that arose regarding the Vacation Home Rental Review project.

**7.2 "Hornby Island Land Use Bylaw, 2014, Amendment No. 1, 2017" Bylaw No. 155 - Staff Report**

Planner Eggen presented the Staff Report that addresses the correction of two errors in the Hornby Island Land Use Bylaw (LUB) No. 150: the inadvertent omission of Bylaw Amendment No. 145 (Vacation Home Rentals) and the correcting of a section number in the (M3) Zone, Subsection Conditions of Use.

She proposed that the Local Trust Committee (LTC) advance the amending bylaw at this time as the 2017 Vacation Home Rental Review project is moving forward. She advised that staff recommends that the LTC waive the Public Hearing because of the minor nature of the amendments and the proposed bylaw is consistent with the Hornby Island Official Community Plan (OCP).

Trustees discussed approaches to inform the community of the proposed bylaw's purpose and briefly explain the rationale for waiving a Public Hearing. They considered that this information might be added to Trustee Reports and the notice of waiver of Public Hearing.

**HO-2017-049**

**It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that Bylaw No. 155, cited as "Hornby Island Land Use Bylaw, 2014, Amendment No. 1, 2017", is not contrary to or at variance with the Islands Trust Policy Statement.

**CARRIED**

**HO-2017-050**

**It was MOVED and SECONDED,**

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

**CARRIED**

**HO-2017-051****It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee waive the holding of the Public Hearing for Bylaw No. 155, cited as "Hornby Island Land Use Bylaw, 2014, Amendment No. 1, 2017" because Bylaw No. 155 is consistent with the Hornby Island Official Community Plan Bylaw No. 149, and request staff to undertake the required public notification process pursuant to Sections 464(2) and 467 of the *Local Government Act* to waive the Public Hearing.

**CARRIED****HO-2017-052****It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee request staff to provide information to the public regarding the rationale for Bylaw No. 155 in conjunction with providing public notification with respect to waiving the Public Hearing.

**CARRIED**

- 8. **DELEGATIONS - None**
- 9. **CORRESPONDENCE - None**
- 10. **APPLICATIONS AND REFERRALS**

**10.1 HO-DP-2017.1 & HO-DVP-2017.2 (Hornby Island Co-op Association) - Staff Report**

Trustee Allen declared a conflict of interest due to his employment at the Hornby Island Co-op Gas Bar and left the meeting at 11:56 am.

Planner Ritemann presented the Staff Report that provided information regarding the addition of a building as well as variance requests for the property. She reported that the Development Variance Permit (DVP) addresses encroachments of buildings/structures into the Ministry of Transportation and Infrastructure (MoTI) road right-of-way and the Commercial Development Permit (DP) application relates to the addition of a building in the Ringside Market. She advised that staff is recommending that prior to the issuance of the DVP that the applicant obtain written permission from MoTI for the encroachments.

Trustees considered the applications and the following points were noted:

- Rationale for considering the DVP prior to MoTI's permit for encroachment was presented;
- Planner Ritemann explained that should MoTI not grant permission the plan would require amending;
- The plans were reviewed and it was confirmed that the new building will be constructed within the property line; and
- A meeting with MoTI was suggested as a possibility to discuss potential safety issues relating to the road.

**By general consent** item 13.2 Meeting with MoTI was added to the agenda.

**HO-2017-053****It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee approve issuance of Development Variance Permit HO-DVP-2017.2 with the following variances to Hornby Island Land Use Bylaw No. 150, 2014:

- a) To reduce the front lot line setback from 6.0 metres to 0.0 metres for all buildings and structures as shown in the proposed site plan; and
- b) To reduce the exterior side lot line setback from 6.0 metres to 0.0 metres for all buildings and structures as shown in the proposed site plan;

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

**CARRIED****HO-2017-054****It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee approve issuance of Development Permit HO-DP-2017.1, following issuance of HO-DVP-2017.1, subject to the following conditions:

- a) No neon or internally lit signs are permitted.
- b) Off-street automobile parking shall be provided as required by Hornby Island Land Use Bylaw No. 150, 2014 and shall be adequately screened and unobtrusive, and where possible, located to the rear of the parcel and away from public open spaces and eating places.
- c) Natural vegetation and trees shall be maintained for screening of parking and storage areas and to maintain the privacy and rural flavour of public open spaces.
- d) Lighting shall be softer and lower than supplied by mercury vapour lighting towers.
- e) Lighting shall not illuminate adjacent private properties.
- f) The character of the development shall keep with the rural environment and blend in with the aesthetic qualities of the natural surroundings.
- g) The form of the development shall incorporate low, small-scale building design with such amenities as public walkways and outdoor open spaces for use by the public, and include sufficient services.
- h) All buildings shall be finished in wood or brick.
- i) Businesses shall be clustered in order to share in the provision of parking, services, and public facilities and open space.
- j) Adequate convenient toilet and washroom facilities shall be provided for the number of customers anticipated.
- k) Universal access design principles shall be incorporated into the built environment to support the provision of equitable access for all abilities.

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

**CARRIED**

Trustee Allen returned to the meeting at 12:16 pm.

By general consent the meeting recessed at 12:17 pm and reconvened at 12:33 pm.

## 11. LOCAL TRUST COMMITTEE PROJECTS

### 11.1 Vacation Home Rental Review Project - Verbal Update

Planner Ritemann provided an update on the Vacation Home Rentals survey, noting that the survey is still in circulation and that analysis will be conducted and shared. Trustees reported that they have been active in encouraging participation.

A Trustee proposed a change to the Project Charter to provide an opportunity for agencies to consult in the process.

#### HO-2017-055

**It was MOVED and SECONDED,**

that the Vacation Home Rental Policy Review Project Charter Work Plan Overview be amended by changing "Community consultation to solicit community input..." to "Community and agency consultation to solicit community input..."

**CARRIED**

## 12. REPORTS

### 12.1 Work Program - For Discussion (Review of Work Program in relation to what is taking place in the community relevant to the Islands Trust Mandate and the time remaining in the term)

A Trustee observed that this might be an appropriate time to consider possible changes to the Work Program. Discussion followed on key possibilities including:

- Proactively communicating the OCP policies which have emerged as important issues in the community;
- Addressing housing concerns – rental housing remains urgent. An update on the Islanders' Secure Land Association project was provided and it was observed that there has been no uptake on the use of Temporary Use Permits for additional housing on larger properties; and
- Marine protection – community outreach and possible coordination with First Nations interests.

#### 12.1.1 Top Priorities Report dated August 30, 2017

A Trustee suggested it might be useful to receive an update for consideration at the next LTC meeting on Priority No. 2's status, work to be completed, and timeline.

**HO-2017-056**

**It was MOVED and SECONDED,**

that the project "Communication with residents/owners" be moved from the Projects List and added as a fourth Top Priority with Local Trust Committee being persons responsible.

**CARRIED**

**HO-2017-057**

**It was MOVED and SECONDED,**

that the Top Priorities List be amended by changing the activity for priority no. 1 from "Participate in proposed upcoming C2C meeting" to "Move toward possible OCP amendments to address First Nations' interests that might include 'Background' of the Official Community Plan, marine issues, and place names.

**CARRIED**

**HO-2017-058**

**It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee request staff to provide the Local Trust Committee with documentation and correspondence with respect to Minister's approval of the Hornby Island Official Community Plan regarding First Nations' interests.

**CARRIED**

12.1.2 Projects List Report dated August 30, 2017

Received.

12.1.3 Hornby LTC 2014-2018 Term Goal Setting Session

Received.

12.1.4 Work Program - For Discussion

Received.

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

Received.

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

Received.

12.3.1 Trustee and Local Expense Report dated July, 2017

Received.

**12.4 Adopted Policies and Standing Resolutions**

Received.

**12.5 Local Trust Committee Webpage**

There were no changes requested.

**12.6 Chair's Report**

Chair Busheikin reported on the following:

- Salt Spring Island referendum occurring tomorrow;
- Denman Island design charrette is going well;
- Is participating in a Denman Island Reconciliation Action Group; and
- Preparation is underway for the Union of BC Municipalities convention in September, including meetings with representatives of various Ministries being organised.

**12.7 Trustee Reports**

Trustee Law reported on the following:

- Facilitated a meeting with Sea Breeze Lodge, neighbours and a Regional District Compliance Officer with a goal of producing ideas and possible solutions to ongoing concerns; and
- A discussion was held with MP Gord Johns regarding housing and rural areas infrastructure, which on Hornby Island includes on-site ground water; and the need to access funding for this to support housing.

Trustee Allen reported on the following:

- Attended the Well Water Workshop which was well attended; and
- Attended a Local Planning Committee meeting where cell tower protocol, the Northern Region Housing Assessment and staffing issues were discussed.

**12.8 Electoral Area Director's Report - None****12.9 Trust Fund Board Report - None****13. NEW BUSINESS****13.1 Follow-up to Telus Tower Application**

A trustee requested an update on the proposed Telus tower. He noted that if the tower is not proceeding, a switching unit might be pursued that allows communication within Hornby Island in the case of a cable failure.

Planner Eggen responded that an update has not been received and indicated that she will follow-up with representatives of Telus and Industry Canada.

**13.2 Meeting with MoTI**

A trustee proposed that the annual meeting with MoTI be initiated to discuss various road, culvert, and beach access issues. Discussion followed and the trustee offered to organise this meeting, soliciting input from community members, and will invite staff to attend.

**HO-2017-059**

**It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee set up a meeting with a representative from Ministry of Transportation and Infrastructure to take place in the Fall of 2017 and invite staff to attend.

**CARRIED**

**14. UPCOMING MEETINGS**

**14.1 Next Regular Meeting Scheduled for November 3, 2017 at 11:30 am at Room to Grow, the Hornby Island Resource Centre, 2100 Sollans Road, Hornby Island, BC**

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

**15. TOWNHALL - None**

**16. CLOSED MEETING - None**

**17. ADJOURNMENT**

**By general consent** the meeting was adjourned at 1:55 pm.

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Laura Busheikin, Chair

Certified Correct:

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Vicky Bockman, Recorder