



Hornby Island Local Trust Committee Minutes of Regular Meeting

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

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

Staff Present Marnie Eggen, Island Planner
 Vicky Bockman, Recorder

Public Present There were no members of the public in attendance

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

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

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

By general consent the agenda was adopted as amended.

16. CLOSED MEETING

16.1 Motion to Close the Meeting

HO-2017-038

It was MOVED and SECONDED,

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

CARRIED

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

16.2 Recall to Order

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

16.3 Rise and Report

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

3. TOWN HALL AND QUESTIONS - none

4. COMMUNITY INFORMATION MEETING - none

5. PUBLIC HEARING - none

6. MINUTES

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

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

6.2 Section 26 Resolutions-without-meeting - none

6.3 Advisory Planning Commission Minutes - none

7. BUSINESS ARISING FROM MINUTES

7.1 Follow-up Action List dated June 30, 2017

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

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

Received.

8. DELEGATIONS - none

9. CORRESPONDENCE - none

10. APPLICATIONS AND REFERRALS

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

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

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

Trustees discussed the proposed referral and the following was noted:

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

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

HO-2017-039

It was MOVED and SECONDED,

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

CARRIED

HO-2017-040

It was MOVED and SECONDED,

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

CARRIED

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

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

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

HO-2017-041

It was MOVED and SECONDED,

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

CARRIED

11. LOCAL TRUST COMMITTEE PROJECTS

11.1 Vacation Home Rentals Policy Review - Staff Report

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

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

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

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

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

HO-2017-042

It was MOVED and SECONDED,

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

CARRIED

HO-2017-043

It was MOVED and SECONDED,

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

CARRIED

HO-2017-044

It was MOVED and SECONDED,

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

CARRIED

HO-2017-045

It was MOVED and SECONDED,

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

CARRIED

12. REPORTS

12.1 Work Program

12.1.1 Top Priorities Report dated June 30, 2016

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

HO-2017-046

It was MOVED and SECONDED,

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

CARRIED

HO-2017-047

It was MOVED and SECONDED,

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

CARRIED

12.1.2 Projects List Report dated June 30, 2017

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

12.1.3 Hornby LTC 2014-2018 Term Goal Setting Session

Received.

12.1.4 Work Program - Suggestions for Discussion

Received.

12.2 Applications Report dated June 30, 2017

Received.

12.3 Trustee and Local Expense Report dated May, 2017

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

12.4 Adopted Policies and Standing Resolutions

Received.

12.5 Local Trust Committee Webpage

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

12.6 Chair's Report

Chair Busheikin reported on the following:

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

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

12.7 Trustee Reports

Trustee Allen reported on the following:

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

Trustee Law commented on the following:

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

12.8 Electoral Area Director's Report - none

12.9 Trust Fund Board Report - none

13. NEW BUSINESS

13.1 Wells and Our Groundwater Conservation Workshop - Discussion

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

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

HO-2017-048

It was MOVED and SECONDED,

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

CARRIED

13.2 First Nations Business - Discussion

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

14. UPCOMING MEETINGS

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

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

15. TOWNHALL - none

17. ADJOURNMENT

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

Laura Busheikin, Chair

Certified Correct:

Vicky Bockman, Recorder