



Hornby Island Local Trust Committee Minutes of Regular Meeting

Date: September 28, 2018
Location: Hornby Island Community Hall
 4305 Central Road, Hornby Island, BC

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

Staff Present: Teresa Ritemann, Island Planner
 Ann Kjerulf, Regional Planning Manager
 Vicky Bockman, Recorder

Others Present: Approximately two (2) members of the public

1. CALL TO ORDER

"Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change."

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

2. APPROVAL OF AGENDA

The following changes to the agenda were presented for consideration:

- Move item 10.1 to follow item 6.1
- Move item 13.2 to follow item 11.1

By general consent the agenda was adopted as amended.

3. TOWN HALL AND QUESTIONS

- Members of the public commented that the lack of available staff accommodation affects commercial businesses on Hornby Island, including those in the Ford's Cove Marina area, and requested that the Local Trust Committee (LTC) address this issue either through the identified Project of Ford's Cove Consultation or through another means for a comprehensive review rather than a site-specific manner.
 - A Trustee acknowledged that accommodation for staff is a concern and proposed that the LTC might identify available opportunities to consider addressing the issue.

4. COMMUNITY INFORMATION MEETING - None

5. PUBLIC HEARING - None

6. MINUTES

6.1 Local Trust Committee Minutes dated August 3, 2018 for Adoption

By general consent the Local Trust committee meeting minutes of August 3, 2018 were adopted.

10.1 HO-ALR-2018.3 (Fredbeck - Ford's Cove Marina) - Staff Report

Planner Ritemann presented the Staff Report addressing an application for a non-farm (parking) use in the Agriculture 1 zone to accommodate the additional parking required to potentially increase the amount of retail space and/or restaurant capacity on the Ford's Cove Marina property. She advised that the proposed non-farm use is not permitted by the Hornby Island Land Use Bylaw (LUB).

Trustees discussed the application with the following points noted:

- Process and options were discussed;
- The proposed additional parking would only be necessary to accommodate the restaurant if seating more than 28 people at one time;
- Intensification of use of the land generally needs to be considered; however, a Trustee conducted a site visit and did not observe high value for conservation;
- Increased traffic in the area from the proposed restaurant might be of concern to neighbours and a Trustee asked if they have been consulted.

The applicant responded with the following points noted:

- Maintaining the residential density on the lot is desired for possible future use;
- Only one neighbour might be impacted and has not been consulted as factors are considered to mitigate the impact;
- The proposed renovation and expansion to include a restaurant in the building is being considered to make year-around services available to the community;
- Using this Agricultural Land Reserve (ALR) land to accommodate the required parking will have no effect on agriculture and there is no available land outside of the ALR to accommodate this required parking.

A Trustee expressed support for referring the application to the ALC with comments given the context, shape, size and location of the property; noting that parking at Ford's Cove might be considered to be more important to the community than the potential for farming at that location.

HO-2018-050

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee request staff to forward application HO-ALR-2018.3 to the Agricultural Land Commission for consideration with the following comments:

- While the Hornby Island Official Community Plan and the Hornby Island Local Trust Committee support the availability of Agricultural Land Commission (ALC) for farming purposes, this particular lot has marginal potential for farming activity because of its small size, its configuration and the fact that residential use is permitted.
- The Hornby Island Fire Chief has expressed concerns about safety at Ford's Cove because of congestion resulting from a high level of visitation from people going for walks, enjoying the scenery, visiting the marina and/or patronizing the businesses, including one of the only two general stores on the island.
- There are limited alternative options to address parking needs in this location.
- Although current zoning for the property in question does not permit the proposed parking use, if the ALC permits the proposed non-farm use, the Hornby Island Local Trust Committee will consider an application to enable parking.

CARRIED

6.2 Section 26 Resolutions-without-meeting Report - None

6.3 Advisory Planning Commission Minutes - None**7. BUSINESS ARISING FROM MINUTES****7.1 Follow-up Action List dated September 21, 2018**

Planner Ritemann provided updates and responded to questions that arose with the following noted:

- Senior Freshwater Specialist Shulba is planning a Forum for the Groundwater Protection Next Step Project. Trustees requested they be contacted for input regarding potential invitees for that Forum.
- Chair Busheikin advised that she has not received drafts of the letters regarding ferry service to be sent from the Chair as outlined in HO-2018-046 and HO-2018-047. She requested they be added to the Follow-up Action Report and coordinated by staff. Trustee Law advised that he will resend a draft to the Chair and staff that he has prepared.
- Chair Busheikin provided an update on the potential K'ómoks First Nation event.

7.2 Local Trust Committee Procedure - Electronic Meetings - Bylaw No. 156 - for adoption

Regional Planning Manager Kjerulf advised that Bylaw No. 156 has received Executive Committee approval and may now be considered by the LTC for adoption.

HO-2018-051

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee Bylaw No. 156, cited as "Hornby Island Local Trust Committee Meeting Procedure Bylaw No. 156, Amendment No. 1, 2018", be adopted.

CARRIED

7.3 Draft Hornby Island LTC Fees Bylaw No. 157 Amendment - Staff Report

Trustee Allen declared a potential conflict of interest due to his employment at the Hornby Island Co-op and left the meeting at 12:27 pm.

Regional Planning Manager Kjerulf presented the Staff Report, advising of the inclusion of fees for Liquor and Cannabis Regulation Branch applications. She reported that the LTC is requested to consider supporting the review of the LTC fee bylaws by Executive Committee with fees increased as needed to reflect inflation and reduce taxpayer subsidization of applications; and for Executive Committee to make recommendations to the Islands Trust Council to update Policy 5.6.i and the Model Fees Schedule.

HO-2018-052

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee Bylaw No. 157, cited as "Hornby Island Local Trust Committee Fees Bylaw, 2007, Amendment No. 1, 2018", be read a first time.

CARRIED

HO-2018-053

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee Bylaw No. 157, cited as "Hornby Island Local Trust Committee Fees Bylaw, 2007, Amendment No. 1, 2018", be read a second time.

CARRIED

HO-2018-054

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee Bylaw No. 157, cited as “Hornby Island Local Trust Committee Fees Bylaw, 2007, Amendment No. 1, 2018”, be read a third time.

CARRIED

HO-2018-055

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee Bylaw No. 157, cited as “Hornby Island Local Trust Committee Fees Bylaw, 2007, Amendment No. 1, 2018”, be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee.

CARRIED

Trustee Allen returned to the meeting at 12:28 pm.

Trustees discussed the proposed review of the Trust Council Model Fees Schedule in relation to Islands Trust Council Policy 5.6.i. They acknowledged that the increasing cost and complexity of the application process needs to be balanced with the possibility that fees that are too high will discourage applications and result in more need for bylaw enforcement actions. They suggested that this might present an opportunity to refine the fees schedule to include a greater variety of applications.

HO-2018-056

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee request that the Executive Committee review the Trust Council Model Fees Schedule in relation to Islands Trust Council Policy 5.6.i and current average application processing costs, and make recommendations to the Islands Trust Council to update Policy 5.6.i and the Model Fees Schedule, and consider as part of that review the impact of fee levels on Bylaw compliance.

CARRIED

8. DELEGATIONS - None**9. CORRESPONDENCE - See 13.1.1**

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

10. APPLICATIONS AND REFERRALS**10.2 HO-DP-2018.2 (Hornby Island Resort) - Staff Report**

Planner Ritemann presented the Staff Report that provides supplemental information to the Staff Report of August 3, 2018 and recommends approval of HO-DP-2018.2 subject to conditions that include plans for landscaping and financial security to ensure completion of the landscape plan.

Trustees discussed the site context and considered that a landscape plan or receipt of security may be out of scale and unnecessary for this proposal.

HO-2018-057

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee amend draft Development Permit HO-DP-2018.2 by removing all conditions and term 7.0 and renumbering accordingly; and that the Hornby Island Local Trust Committee approve issuance of Development Permit HO-DP-2018.2 as amended.

There was discussion of the motion with LTC members in agreement that remediation to a pre-construction state is an important principal; however, consideration of the site-specific circumstance in this case warrants support of the alternate position.

CARRIED

By general consent the meeting was recessed at 12:58 pm and reconvened at 1:15 pm.

11. LOCAL TRUST COMMITTEE PROJECTS

11.1 Land Use Bylaw Amendments - Verbal Update

Planner Ritemann provided an update on the status of the Land Use Bylaw Amendments Top Priority item. She solicited input from Trustees as to any additional item to be considered for amendment within this project.

Discussion followed on possible additions to the LUB Technical Amendments project with the following noted:

- A Trustee described LUB parking requirements for lots within the Public Use Zone and suggested that an amendment to add parking as a permitted use in all lots in the Public Use Zone might be considered for inclusion in this amendment project to meet community needs in a safe way;
- Planner Ritemann advised that parking as a permitted use may be implied for a commercial property; she will research this further and could add the change to the amendment project if her research determines it to be necessary.

13.2 Parking in Public Use Area

This item was discussed in agenda item 11.1.

HO-2018-058

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee request staff to investigate whether parking is presently a permitted use for lots in the Public Use Zone in a way that would enable parking requirements for developments on one lot to be met by utilizing land on another lot within 100 metres in the Zone and if not, to draft amendments to regulations to enable this as a part of the Land Use Bylaw amendments project.

CARRIED

11.2 Vacation Home Rental Community Education & Bylaw Compliance Campaign - Verbal Update

Planner Ritemann provided an update on the status of the development of a “best practices” pamphlet for Vacation Home Rental (VHR) operators.

A Trustee suggested that staff consult with Senior Freshwater Specialist Shulba to discuss the possible addition of information regarding potential Provincial water well registration requirements for VHRs.

11.3 Community Housing - for discussion**11.3.1 Hornby Island Housing, 2018 - Discussion Paper (Trustee Law)**

Trustee Law summarized the discussion paper: Hornby Island Housing, 2018, with the following points noted.

- He provided a historical background and pointed out that there has not been uptake of the many additional housing opportunities that have been added to the Official Community Plan.
- He observed that rural lots are the only other opportunity for increasing density to provide additional potential housing opportunities on Hornby Island.
- He suggested that this topic might be addressed next term with the creation of a Project Charter including an In-Scope item that staff research options including an appropriate balance between accessibility and accountability and consultation with the community.

Planner Ritemann advised that it has come to her attention that there is an error on the LUB zoning map affecting the Beulah Creek project that might be corrected at this time with the LUB Technical Amendments project.

HO-2018-059

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee request staff to amend the Project Charter for the Land Use Bylaw Amendment Project to include an amendment to the zoning for the Beulah Creek Project from R3 to R3A on the zoning map.

CARRIED**12. REPORTS****12.1 Work Program****12.1.1 Top Priorities Report dated September 21, 2018****HO-2018-060**

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee Top Priority List be amended by replacing item 4 with the following:

Description: Addressing Housing Needs

Activity: A project to identify, assess and implement housing opportunities, including reviewing residential density on rural lots and considering staff accommodation on commercial lots.

CARRIED**12.1.2 Projects List Report dated September 21, 2018****HO-2018-061**

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee Projects List be amended by deleting "Environmentally sensitive areas" and replacing it with:

Description: Ecosystem Protection

Activity: Consider potential utilization of the Regional Conservation Plan and the Coastal Douglas Fir Tool Kit.

CARRIED

HO-2018-062**It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee Projects List be amended by deleting “Residential density review”.

CARRIED**HO-2018-063****It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee Projects List be amended by deleting “Beach access inventory”.

CARRIED**HO-2018-064****It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee Projects List be amended by deleting “Marine/shoreline protection information and education” and replacing it with:

Description: Marine Protection

Activity: Ongoing participation in public education, advocacy, and regional processes with respect to the marine environment and shoreline protection.

Trustee Law spoke to the motion, noting that this might include participation in the Baynes Sound Forum with K'ómoks First Nation's review of their Marine Use Plan initiative, and involvement with other groups such as Conservancy Hornby Island.

CARRIED**HO-2018-065****It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee Projects List be amended by deleting “Farm policy and regulatory review” and replacing it with:

Description: Improving Bylaw Compliance

Activity: Explore with the community and staff, approaches to improve bylaw compliance.

CARRIED**HO-2018-066****It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee Projects List be amended by deleting “Coastal Douglas Fir and associated ecosystem conservation”.

CARRIED**HO-2018-067****It was MOVED and SECONDED,**

that the Hornby Island Local Trust Committee Projects List be amended by adding:

Description: Regulation of Cannabis Production

Activity: A project to identify options for regulating Cannabis production and subsequent amendments to OCP and LUB.

CARRIED

HO-2018-068

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee Projects List be amended by deleting "Development Procedures Bylaw".

CARRIED**HO-2018-069**

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee Projects List be amended by deleting "GHG Emissions Reduction" and replacing it with:

Description: Addressing Climate Change

Activity: Review measures to address climate change including through implementation of OCP policies.

CARRIED

Trustees requested that the Projects List be updated as soon as possible and posted to the Hornby Island webpage.

12.1.3 Hornby LTC 2014-2018 Term Goal Setting Session

Received for information.

12.1.4 Work Program - Suggestions for Discussion

Received for information.

12.2 Applications Report dated September 21, 2018

A Trustee asked for information regarding HO-ALR-2018.1 and Staff suggested that Planner Dubyna be contacted to discuss the application in more detail.

12.3 Trustee and Local Expense Report dated July, 2018

Received.

12.4 Adopted Policies and Standing Resolutions

Trustee Allen proposed that the LTC discuss Standing Resolution HO-2017-011.

Trustee Law declared a potential conflict of interest as the resolution applies to a property in which he has an interest; and he left the meeting at 2:30 pm.

HO-2018-070

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee extend the effective period of Standing Resolution HO-2017-011 to expire on October 31, 2020 or when the Housing Review Project is complete, whichever is the sooner.

CARRIED

Trustee Law returned to the meeting at 2:33 pm.

12.5 Local Trust Committee Webpage

Trustees requested that the updated Projects List be posted to the Hornby Island webpage.

12.6 Chair's Report

Chair Busheikin's report included the following key points:

- She attended the recent Trust Council and provided a summary of some agenda items discussed including potential changes to the *Local Government Act* and a round table on the issue of anchorages; and
- She noted that the 2014-2018 LTC term is coming to a close and expressed her appreciation for the opportunity to have worked in her capacity as a Vice-Chair of the Trust Council, for the privilege of Chairing the Hornby Island LTC and working with the Local Trustees and staff.

12.7 Trustee Reports

Trustee Allen reported on the following:

- Attended the September Trust Council;
- Contacted MLA Scott Fraser regarding the school fire; and
- Commented that he has enjoyed the experience of being a Local Trustee for the past two terms and hoped to be able to continue his work in this capacity.

Trustee Law reported on the following:

- Attended a BC Ferries Operations meeting with discussion including the topics of schedule and vessel changes to address the ongoing significant overload situation, and consideration of possible changes to allow commercial traffic on Dangerous Cargo sailings.

12.8 Electoral Area Director's Report - none

12.9 Trust Conservancy Report dated July, 2018

Trustee Law summarized Trust Conservancy issues and provided an update on changes occurring in staff and Board membership.

13. NEW BUSINESS

13.1 Regulation of Cannabis Production

13.1.1 Email dated September 5, 2018 from R. McCreary

Received.

13.3 2014 - 2018 LTC Term Summary - Staff Report

Trustees thanked staff for this informative Staff Report. They noted that Top Priorities and Projects were discussed and amended in agenda items 12.1.1 and 12.1.2.

HO-2018-071

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee endorse the "Top Priorities List" and "Projects List" as presented on September 28, 2018, for further consideration for by the incoming Hornby Island Local Trust Committee as amended.

CARRIED

13.4 2019 Age-Friendly Communities Grant Program - for Discussion

Website: <https://www.ubcm.ca/EN/main/funding/lgps/age-friendly-communities.html>

Program guide: <https://www.ubcm.ca/assets/Funding~Programs/LGPS/SHSI/afc-2019-program-guide.pdf>

Trustee Allen commented that the Age-friendly Communities 2019 Program provides a grant program to assist in facilitating the creation of age-friendly communities. He

suggested that a seniors' outdoor playground might be a project to pursue under this program.

Trustees discussed the matter with the following noted:

- An overview of the potential project might be presented to the Islands Trust Grants Administrator for discussion;
- Possible approaches might include a joint submission with another LTC, or partnering with a society such as Elder Housing or the Health Care Society; and
- Information gathered from this initial exploration might be brought forward to the next LTC or Resolution Without Meeting for consideration.

14. UPCOMING MEETINGS

14.1 Next Regular Meeting Scheduled for November 30, 2018 at 11:30 am at New Horizons, 1765 Sollans Road, Hornby Island, BC

Trustees confirmed the next regular meeting.

15. TOWNHALL – none

16. CLOSED MEETING

16.1 Motion to Close the Meeting

HO-2018-072

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) for the purpose of adoption of *In-Camera* Meeting Minutes dated August 3, 2018 and that the recorder and staff attend the meeting.

CARRIED

The meeting closed to the public at 2:55 pm.

16.2 Recall to Order

By general consent the meeting was recalled to order at 2:56 pm.

16.3 Rise and Report

Chair Busheikin reported that in the Closed Meeting, the LTC adopted minutes from the August 3, 2018 *In Camera* meeting.

17. ADJOURNMENT

By general consent the meeting was adjourned at 2:56 pm.

Laura Busheikin, Chair

Certified Correct:

Vicky Bockman, Recorder