

Hornby Island Local Trust Committee

Regular Meeting Agenda

Date: September 19, 2014
Time: 11:30 am
Location: Room to Grow
 2100 Sollans Road, Hornby Island, BC

Pages

1. CALL TO ORDER 11:30 AM - 11:30 AM
2. APPROVAL OF AGENDA
3. RECESS FOR PUBLIC HEARING

Public Hearing to consider minor amendments requested by the K'omoks First Nation to Proposed Bylaw No. 149 cited as "Hornby Island Official Community Plan Bylaw No. 149, 2014".

RECONVENE BUSINESS MEETING
4. MINUTES
 - 4.1 Hornby Island Meeting Minutes of July 18, 2014 - for adoption 4 - 10
 - 4.2 Hornby Island Special Meeting Minutes of August 15, 2014 - for adoption 11 - 13
 - 4.3 Section 26 Resolutions Without Meeting Log dated September 8, 2014 - attached 14 - 14
 - 4.4 Advisory Planning Commission Meeting Minutes - none
5. BUSINESS ARISING FROM MINUTES
 - 5.1 Follow-up Action List dated September 9, 2014 - attached 15 - 16
6. CORRESPONDENCE - none

Correspondence specific to an active development application and/or project will be received by the Hornby Island Local Trust Committee when that application and/or project is on the agenda for consideration.
7. TRUSTEES' REPORT

8.	CHAIR'S REPORT	
9.	DELEGATIONS - none declared	
10.	TOWN HALL SESSION	
11.	APPLICATIONS AND PERMITS - none	
12.	LOCAL TRUST COMMITTEE PROJECTS	
12.1	Riparian Areas Regulation Implementation	
12.1.1	<u>Staff Report dated August 25, 2014 - attached</u>	17 - 19
13.	REPORTS	
13.1	Work Program	
13.1.1	<u>Top Priorities Report and Projects Report dated September 9, 2014 - attached</u>	20 - 22
13.2	Applications Log	
13.2.1	<u>Report dated September 9, 2014 - attached</u>	23 - 25
13.3	Trustee and Local Expenses	
13.3.1	<u>Expenses post to end of August, 2014 - attached</u>	26 - 27
13.4	Policies and Standing Resolutions	
13.4.1	<u>Report - attached for information</u>	28 - 28
14.	NEW BUSINESS	
14.1	2015-16 Budget Submissions	
14.1.1	<u>Memorandum dated August 18, 2014 - attached</u>	29 - 35
15.	BYLAWS	
15.1	Proposed Bylaw No. 149 cited as "Hornby Island Official Community Plan Bylaw No. 149, 2014" - for consideration of third reading, submission to Executive Committee and to the Minister of Community, Sport and Cultural Development for approval	
16.	ISLANDS TRUST WEBSITE	
16.1	Hornby Island pages - for discussion	

17. CLOSED MEETING

The Hornby Island Local Trust Committee closes the next part of the September 19, 2014 business meeting to discuss matters pursuant to Section 90(1)(d) of the Community Charter to consider adoption of Closed Meeting Minutes and that Staff be invited to attend this meeting.

18. RECALL TO ORDER

Rise and Report from Closed Meeting

19. NEXT MEETING DATE

Friday, October 10, 2014 at 11:30 pm at Room to Grow,
2100 Sollans Road, Hornby Island, BC

20. ADJOURNMENT



Hornby Island Local Trust Committee Minutes of a Regular Meeting

Date of Meeting: Friday, July 18, 2014

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

Members Present: David Graham, Chair
Alex Allen, Local Trustee
Tony Law, Local Trustee

Staff Present: Rob Milne, Island Planner
Vicky Bockman, Recorder

Media and Others Present: Approximately two (2) members of the public-am
Approximately two (2) members of the public-pm

1. CALL TO ORDER

Chair Graham called the meeting to order at 11:30 am. He introduced himself, the Local Trustees, Staff and Recorder. He acknowledged that the meeting is 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:

- 3.2 Local Trust Committee Public Hearing Record dated July 11, 2014
- 11.1.1 Staff Report dated July 14, 2014

By general consent the agenda was approved, as amended.

3. MINUTES

3.1 Local Trust Committee Meeting Minutes of June 6, 2014

By general consent the Local Trust Committee meeting minutes of June 6, 2014 were adopted.

3.2 Local Trust Committee Public Hearing Record dated July 11, 2014

Received.

3.3 Section 26 Resolutions Without Meeting - None

3.4 Advisory Planning Commission Meeting Minutes - None

4. BUSINESS ARISING FROM MINUTES

4.1 Follow-up Action List dated July 7, 2014

Planner Milne reviewed the Follow-up Action List dated July 7, 2014 and reported on the Riparian Areas Regulation Open House events.

5. CORRESPONDENCE

5.1 Email dated July 3, 2014 from Bernhard Weiss regarding Riparian Areas Regulation Implementation

Trustees discussed the mapping concern raised by Mr. Weiss in the email which was addressed to the Executive Committee. They recognized that his point of view merits further consideration and identified possible approaches to ensure that one standard of mapping is applied to all watersheds on Hornby Island. Acknowledging the Local Trust Committee's lack of budget available for any further action in this regard, Trustees requested that Chair Graham follow up with the Executive Committee to explore options.

6. TRUSTEES' REPORT

Trustee Allen remarked that the recent Trust Council meeting on Saturna Island had included a report on Coastal Douglas Fir protection strategies, consideration of aquaculture concerns, and a presentation by Fisheries and Oceans Canada.

Trustee Law reported that he attended the Mount Geoffrey Regional Park and Mount Geoffrey Escarpment Provincial Park Planning Committee Meeting and that the process will include further meetings to consider the input that has been received. He commented on work being done by a subcommittee of the Ferry Advisory Committee to consider revisions to the off-season ferry schedule for Denman and Hornby Islands.

Trustee Law remarked that he is participating in a working group of Union of British Columbia Municipalities and the Association of Vancouver Island Coastal Communities specifically to address ferry concerns. He reported that a consultant has been engaged to complete a report on the social/economic impact of the ferry system and it is anticipated that this will result in useful advocacy information.

He commented that the Islands Trust Fund has published articles recently on carbon sequestration in Coastal Douglas Fir forests; forage fish spawning habitat; and eelgrass mapping and habitat.

7. CHAIR'S REPORT

Chair Graham remarked that the Trust Council meeting on Saturna Island had included a meeting with San Juan Island Councilors who attend periodically and noted that there are always issues of mutual interest to discuss.

8. DELEGATIONS – None

9. TOWN HALL SESSION

Dianne Chouke speaking on the behalf of Syzygy expressed appreciation for the work that the Local Trust Committee is doing. She stated that affordable housing remains an important issue that she hopes Islands Trust will continue to address.

She had comments she wished to make regarding proposed Bylaws 149 and 150; however,

Trustees advised of the Post Public Hearing protocol and suggested that she contact Planner Milne to make comments or to clarify any questions she might have on that topic. Trustees outlined the process and explained that while this had been a targeted review of the bylaws, there were other approaches that could be considered to address any site-specific issues.

A member of the public commented that his family may wish to develop acreage in the future and expressed his desire to plan properly.

Trustees explained that the Planner for Hornby Island is available to discuss options and answer questions and can be reached at the Islands Trust Gabriola Office.

10. APPLICATIONS AND PERMITS – None

11. LOCAL TRUST COMMITTEE PROJECTS

11.1 HO-OCP-2009.1 (Official Community Plan/Land Use Bylaw Review)

11.1.1 Staff Report dated July 14, 2014

Planner Milne summarized the staff report and provided an analysis in response to concerns expressed at the Public Hearing and from correspondence received prior to the commencement of the Public Hearing. He indicated that he also reviewed the proceedings from the Community Information Meetings and the recommendations of the Advisory Planning

DRAFT

Commission to reach his opinion that no further changes are required to the proposed bylaws.

Trustee Law provided responses to concerns expressed at the Public Hearing and from correspondence received prior to the commencement of the Public Hearing with the following points noted:

- The inquiry by the Hornby Island Community Economic Enhancement Corporation about the creation of a light industry zone was clarified by explaining that the area south of Central Road had been designated as Public Use for this purpose in a previous bylaw review;
- Vacation home rentals were considered previously and are not in the scope of this targeted review. He noted that the Official Community Plan does encourage the Local Trust Committee to review vacation home rentals next term which would be an opportunity to examine how it is working and if any changes might be made;
- The Temporary Use Permit provides an opportunity for any landowner, including Syzygy, to apply for an accessory housing situation.

Trustees indicated that they support moving the proposed bylaws forward as currently drafted.

HO-2014-039

It was **MOVED** and **SECONDED**,

That the Hornby Island Local Trust Committee give second reading to Bylaw No. 149 cited as "Hornby Island Official Community Plan Bylaw No. 149, 2014".

CARRIED

Trustee Law spoke to the motion, commenting that he is pleased to have reached the end of this long process. He expressed his appreciation for Planner Milne's work on this project including the Open Houses and Community Information Meetings arranged to capture the community's concerns. He observed that the Advisory Planning Commission's review of the bylaws was substantive and contributed to the project's successful conclusion.

Trustee Allen thanked Planner Milne for his work and collaborations with the community.

HO-2014-040

It was **MOVED** and **SECONDED**,

That the Hornby Island Local Trust Committee give third reading to Bylaw No. 149 cited as "Hornby Island Official Community Plan Bylaw No. 149, 2014".

CARRIED

HO-2014-041

It was **MOVED** and **SECONDED**,
That the Hornby Island Local Trust Committee submit Bylaw No. 149 cited as
“Hornby Island Official Community Plan Bylaw No. 149, 2014” to the Minister of
Community, Sport and Cultural Development for approval.

CARRIED

HO-2014-042

It was **MOVED** and **SECONDED**,
That the Hornby Island Local Trust Committee give second reading to Bylaw No.
150 cited as “Hornby Island Land Use Bylaw No. 150, 2014”.

CARRIED

HO-2014-043

It was **MOVED** and **SECONDED**,
That the Hornby Island Local Trust Committee give third reading to Bylaw No. 150
cited as “Hornby Island Land Use Bylaw No. 150, 2014”.

CARRIED

HO-2014-044

It was **MOVED** and **SECONDED**,
that the Hornby Island Local Trust Committee submit Bylaw No. 149 cited as
“Hornby Island Official Community Plan Bylaw No. 149, 2014” and Bylaw No. 150
cited as “Hornby Island Land Use Bylaw No. 150, 2014” to Executive Committee for
approval.

CARRIED

Chair Graham observed that this has been a long project and represents the first
time that the Official Community Plan and Land Use By law have been
synchronized since 1993.

12. REPORTS

12.1 Work Program

12.1.1 Top Priorities and Projects List Report dated July 7, 2014

The report dated May 27, 2014 was reviewed. There were no changes
proposed at this time.

12.2 Applications Log

12.2.1 Report dated July 7, 2014

Received.

12.3 Trustee and Local Expenses

12.3.1 Final Fiscal Year-End Expenditures to end of June, 2014

The report was reviewed.

12.4 Policies and Standing Resolutions

12.4.1 Report

The report was received for information. Trustees noted that Standing Resolution No. HO-043-2013 expires on September 30, 2014 and indicated their intent to address the issue at the next Local Trust Committee meeting.

13. NEW BUSINESS - None

14. BYLAWS - None

15. ISLANDS TRUST WEBSITE

15.1 Hornby Page

Trustees requested that the OCP/LUB Review material on the website be updated to indicate that second and third readings have been given with a caution regarding Post Public Hearing communication.

16. NEXT MEETING DATE

16.1 Local Trust Committee Business Meeting

The next meeting of the Hornby Island Local Trust Committee will take place on Friday, September 19, 2014 at 11:30 am at Room to Grow, 2100 Sollans Road, Hornby Island, BC.

17. ADJOURNMENT

By general consent the meeting was adjourned at 12:35 pm.

David Graham, Chair

CERTIFIED CORRECT:

Vicky Bockman, Recorder



Hornby Island Minutes of a Special Business Meeting to Hold a Community Information Meeting

Date of Meeting: Friday, August 15, 2014
Location: Hornby Island Community Hall
 Central Road, Hornby Island, BC

Members Present: David Graham, Chair
 Tony Law, Local Trustee
 Alex Allen, Local Trustee

Staff Present: Courtney Simpson, Regional Planning Manager – via telephone
 Katherine Vogt, Recorder

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

1. CALL TO ORDER

Chair Graham called the meeting to order at 11:40 am. He welcomed the public and introduced himself, the Local Trustees, Staff and Recorder. He acknowledged that the meeting is being held in traditional territory of the Coast Salish First Nations. He noted that this special meeting was called for trustees to decide whether or not to consider a late referral regarding proposed Bylaw No. 149.

2. APPROVAL OF AGENDA

By general consent the agenda was approved.

3. CONSIDERATION OF LATE REFERRAL BYLAW NO. 149

3.1 Staff Report dated July 30, 2014

There was some discussion on the advantages and disadvantages of considering the late referral to proposed Bylaw No.149, with no one at the meeting aware of which agency had submitted the late referral, only that it was an agency and not an individual; nor was any member present aware of the subject matter contained within the late referral, as this information was contained within a sealed envelope prepared by Islands Trust Staff, and meant to be opened only if trustees agreed by resolution to consider it; and with Regional Planning Manager Simpson advising trustees to open the sealed staff report given that bylaw No.149 would likely not be approved by the Minister in its present form; while acknowledging that opening the sealed report would necessitate a new public hearing on the bylaw.

HO-2014-045

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee receive the additional information in respect to proposed Bylaw No.149.

CARRIED

The envelope was opened and copies of the Staff Report dated July 30, 2014 regarding the late referral were distributed among the members present. Within the Staff Report, it was noted that the late referral had been received by the Northern Islands Trust office on July 18, 2014, which was the same day of, but subsequent to, the meeting at which the Hornby Island Local Trust Committee had adopted a resolution to submit proposed Bylaw No.149 to the Minister of Community, Sport and Cultural Development for approval. The late referral was from the K'omoks First Nation who requested that some changes be made to the proposed Bylaw No.149 prior to its adoption.

It was the recommendation of staff that the third reading of Bylaw No.149 be rescinded.

HO-2014-046

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee rescind third reading of proposed Bylaw No.149.

CARRIED

HO-2014-047

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee amend proposed Bylaw No.149 at second reading as follows:

- A. Section 1.4 "Historical Perspectives" of Schedule 'A' be amended by the deletion of the two paragraphs at the bottom of page two and the two paragraphs at the start of page three.
- B. That section 2.1 "Broad Community Objectives" of Schedule 'A' be amended by the addition of a new community objective, "To encourage a relationship with First Nations with interests in Hornby Island and the surrounding waters." Immediately above the last objective.
- C. That Policy 3.7.2 of Section 3.7 "Heritage Features" of Schedule 'A' be amended by deleting the word, "should" and replacing it with the word, "shall."
- D. That Section 4.3, "Mariculture of Schedule 'A' be amended by the addition of an "Information Note" below the "Background" section which reads as follows:

"That the Hornby Island Local Trust Committee does not have the authority to regulate First Nations aquaculture activities related to aboriginal rights."

CARRIED

HO-2014-048

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee direct that the amended proposed Bylaw No. 149 proceed to a public hearing to be held on September 19, 2014.

CARRIED

HO-2014-049

It was MOVED and SECONDED,

that the Hornby Island Trust Committee add the following item to its project list:

- relationship building with K'omoks First Nation, including considering the content within the Hornby Island Official Community Plan as it relates to K'omoks First Nation's aboriginal rights.

CARRIED

4. NEXT MEETING

The next meeting of the Hornby Island Local Trust Committee will take place on Friday, September 19, 2014 at 11:30 am at Room to Grow, 2100 Sollans Road, Hornby Island, BC.

5. ADJOURNMENT

By general consent the meeting adjourned at 12:25 pm.

Peter Luckham, Chair

CERTIFIED CORRECT:

Katherine Vogt, Recorder

RWM From: April 16, 2014 To: September 08, 2014

Hornby Island

Resolution #	Action	Resolution Description	Resolution Date
2014-03	In Favour	"That the Hornby Island Trust Local Trust Committee request staff to schedule a Special Meeting on Friday, August 15, 2014 to consider reviewing a staff report, dated July 31, 2014, related to a late referral submission with respect to proposed Bylaw No. 149."	Aug 05, 2014



Islands Trust

Print Date: Sep-09-2014

Follow Up Action Report w/ Target Date

Hornby Island

Apr-25-2014

No.	Activity	Responsibility	Target Date	Status
1	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		On Going

Jun-06-2014

No.	Activity	Responsibility	Target Date	Status
1	HO-2014-036 that the Hornby Island Local Trust Committee direct planning staff to provide links to the Forage Fish Habitat Mapping on the Hornby Island Local Trust Committee website and work with the Hornby Island community to create and distribute information about forage fish spawning areas and best practices for land management in forage fish spawning areas. HO-2014-037 that staff be requested to provide information to BC Parks with regarding to forage fish habitat identified in Tribune Bay Provincial Park.	Rob Milne		On Going

Jul-18-2014

No.	Activity	Responsibility	Target Date	Status
1	HO-2014-039 That the Hornby Island Local Trust Committee give second reading to Bylaw No. 149 cited as "Hornby Island Official Community Plan Bylaw No. 149, 2014". HO-2014-040 , That he Hornby Island Local Trust Committee give third reading to Bylaw No. 149 cited as "Hornby Island Official Community Plan Bylaw No. 149, 2014".	Lisa Webster-Gibson		On Going

HO-2014-041 That the Hornby Island Local Trust Committee submit Bylaw No. 149 cited as "Hornby Island Official Community Plan Bylaw No. 149, 2014" to the Minister of Community, Sport and Cultural Development for approval.

HO-2014-042 That the Hornby Island Local Trust Committee give second reading to Bylaw No. 150 cited as "Hornby Island Land Use Bylaw No. 150, 2014".

HO-2014-043 That the Hornby Island Local Trust Committee give third reading to Bylaw No. 150 cited as "Hornby Island Land Use Bylaw No. 150, 2014".

HO-2014-044 that the Hornby Island Local Trust Committee submit Bylaw No. 149 cited as "Hornby Island Official Community Plan Bylaw No. 149, 2014" and Bylaw No. 150 cited as "Hornby Island Land Use Bylaw No. 150, 2014" to Executive Committee for approval.

Aug-15-2014

No.	Activity	Responsibility	Target Date	Status
1	Staff to respond to K'omoks Chief Councillor Robert Everson's letter of July 10.	Courtney Simpson	Aug-22-2014	On Going
1	Third reading of Bylaw No. 149 rescinded, and bylaw amended at second reading (see minutes for amendments).	Rob Milne Lisa Webster-Gibson	Aug-22-2014	Done
1	Add the following to the projects list: "Relationship building with K'omoks First Nation including considering content of Official Community Plan as it relates to K'omoks First Nation interests".	Courtney Simpson	Aug-22-2014	Done
1	Schedule public hearing for Bylaw 149 on September 19, 2014.	Lisa Webster-Gibson	Aug-29-2014	On Going

STAFF REPORT

Date: August 25, 2014

File No.: HO-6500-20 (RAR)

To: Hornby Island Local Trust Committee
For meeting of September 19, 2014

From: Rob Milne, Island Planner

cc: Courtney Simpson, Regional Planning Manager

Re: Riparian Areas Regulation Implementation

The purpose of this report is to report on community consultation on the Riparian Areas Regulation Implementation project, and to recommend the Local Trust Committee (LTC) direct staff to prepare draft bylaws.

BACKGROUND:

The LTC received a preliminary report on the Riparian Areas Regulation Implementation project at their April 25th, 2014 meeting. Following consideration of the staff report and draft project charter the LTC adopted the following motions:

HO-2014-019

that the Hornby Island Local Trust Committee endorses the draft Riparian Areas Regulation Implementation Project Charter and Workplan Overview as further expanded upon in the Deliverables and Milestones in the Staff Report of April 7, 2014.

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.

Subsequently at their June 6, 2014 meeting the LTC gave consideration to the scheduling of a series of small venue open houses that were identified in the approved project charter. The LTC accepted the staff suggestion that the meetings be held on July 3, 10, 17 and 25, 2014, to be held from 1:00 – 4:00pm.

STAFF COMMENTS:

Following on the direction of the LTC, staff conducted the four open houses in the month of July all of which were all held at the New Horizon's Hall. A variety of materials were available to the public at the open houses including printed copies of the consultant watershed reports and enlarged display copies of the watershed mapping showing the RAR applicable watershed features. As well, number of handout documents relating to the RAR, its purpose and its value to the community were available.

Over the course of the open houses a little over 40 persons attended. Staff found residents to be both curious and interested in the RAR process. The informal nature of the open houses allowed for a number of in-depth conversation regarding the RAR, its value to Hornby Island in general, as well as conversations specifically focused upon residents' properties and potential impacts on the use of affected properties. In the property specific discussions none of the attendees questioned the location of the mapped features as they relate to their property, although, in one instance, a property owner did question the methodology of some initial watershed mapping and suggested some features shouldn't have been mapped and that other features had been missed. The property owner emailed their concerns to the Islands Trust Executive Committee, who considered them at their July 29, 2014 meeting and responded to in an email communication from David Marlor, the Director of Local Planning Services dated August 8, 2014. Staff does not recommend the Local Trust Committee undertake any further mapping as a result of this concern raised by a property owner.

Staff received a small number of property specific requests for follow-up information but there were no discernable indications that the community had any objections to the implementation of the RAR.

The next steps in the process, as identified in the project charter, would be for the LTC to review draft bylaws in January, 2015. A factor which limits the current range of options for moving the RAR process forward is the fact that proposed OCP Bylaw No. 149 will require Ministerial approval and final adoption before bylaws for the implementation of the RAR can receive any readings. At this point in time the RAR implementation process is on track with the schedule laid out in the project charter.

RECOMMENDATIONS:

That the Hornby Island Local Trust Committee directs staff to draft bylaws to implement the Riparian Areas Regulation.

Prepared and Submitted by:

Rob Milne

September 1, 2014

Rob Milne, Island Planner

Date

Concurred in by:

Courtney Simpson

September 4, 2014

Courtney Simpson MCIP, RPP
Regional Planning Manager

Date

Attachment:

1. Project Charter

Riparian Areas Regulation Implementation - Charter v1

Hornby Island Local Trust Committee

Date: April 15, 2014

Purpose *This project will improve the protection of fish and fish habitat on Hornby Island by improving stream mapping accuracy and amending the Official Community Plan and Land Use Bylaw to come into compliance with the Riparian Areas Regulation (RAR) of the provincial Fish Protection Act.*

Background *This project has been initiated by the Hornby Island Local Trust Committee (LTC) pursuant to the Islands Trust Council 2008-2011 Strategic Plan objective 1.1 "to identify and protect riparian areas". There are 5 watersheds on Hornby Island containing streams that meet the definition of RAR; Ford Creek, Beulah Creek, and 3 unnamed streams. Stream mapping was conducted to a high degree of accuracy between 2012 and 2014 in two separate contracts by qualified environmental professionals.*

Objectives

- Effectively communicate the process and outcome to the community
- Engage the community and solicit feedback
- Improve the protection of riparian habitat on Hornby Island
- Become compliant with the RAR

Scope & Deliverables

- Four small venue community information and mapping review meetings
- One formal community information meeting after draft bylaw preparation
- New Development Permit Area for riparian areas
- Amendments to the development approval information provisions of the OCP
- Hornby Island Development Approval Information bylaw (adopted by Trust Council)

Workplan Overview

Deliverable/Milestone	Date
Small venue community information and mapping review meetings (4)	June-August, 2014
Report to LTC on consultation and recommendation to draft bylaws	September, 2014
LTC review of draft bylaws (OCP and LUB & DAI) and early First Nations referral	December, 2014 / January 2015
Community Information Meeting	February, 2014
First Reading of OCP and LUB amending bylaws and referrals	March, 2014
Public Hearing	May, 2015
Bylaw adoption	September, 2015

Project Team

Rob Milne, Island Planner	Project Manager
Marnie Eggen, Planner	RAR Advisor
Barb Dashwood, GIS Technician	Mapping support
Penny Hawley, Office Admin Asst.	Meeting arrangement
Lisa Webster-Gibson	Referrals and PH

RPM Approval:

Courtney Simpson

Date: April 15, 2014**LTC Endorsement:**

Resolution #:

Date:**Budget**

Budget Source: Mapping-RAR project; communications-LTC local expenses; PH-program

Fiscal	Item	Cost
12/13	Stream Mapping (Mimulus)	\$15,000
13/14	Stream Mapping (Madrone)	\$14,122
14/15	Communications	\$500
15/16	Public Hearing	\$1,500
	Total	\$31,122



Top Priorities

Hornby Island

No.	Description	Activity	Received/Initiated	Responsibility	Target Date	Status
1	Official Community Plan and Land Use Bylaw Review.	Targeted review and update of the OCP and LUB. At the November 22, 2013 LTC meeting the following resolution was passed: HO-044-2013 that the Hornby Island Local Trust Committee refer the draft Land Use Bylaw and associated schedules to the Advisory Planning Commission for their review and comment and refer the draft Official Community Plan and associated schedules for any comments arising from changes made from the previous draft. Draft OCP including APC recommendation on March 14th agenda for review.	Feb-03-2012	Rob Milne		On Going
2	Riparian Areas Regulation mapping and implementation.	Project charter revised at April 25, 2014 LTC meeting.	Feb-03-2012	Rob Milne	Dec-31-2012	On Going



Projects

Hornby Island

No.	Description	Activity	Received/Initiated	Status
1	Review of home occupation regulations to allow the rental of accessory building space to a non-resident of the property for commercial use.			On Going
1	Review of Siting and Use Permit Bylaw No. 52 regarding applicability to the construction of secondary suites within a dwelling and research requirements for proof of adequate water and septic capability.		Feb-01-2013	On Going
1	Review and update 'Building on Hornby Island' brochure and include HPO information.		Feb-01-2013	On Going
1	Develop and implement a Development Approval Information Bylaw.		Mar-15-2013	On Going
1	Review of environmentally sensitive areas OCP map schedule (D2) as a stand alone mapping project or addition to the community profile.		Apr-26-2013	On Going
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.		Jun-07-2013	On Going
1	Inventory and assessment of beach access and other unopened road allowances		Jul-12-2013	On Going
1	Development Procedures Bylaw	<i>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.</i>	Feb-03-2012	On Going
1	Information and education with respect to the marine environment and shoreline protection		Feb-07-2014	On Going

1	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.			On Going
1	Develop and implement a project to support accessible opportunities for small-scale farming involving consultation with relevant agencies and review of applicable policies and regulations.			On Going
1	Conduct a consultative process for the Ford Cove area			On Going
1	Relationship building with K'omoks First Nation including considering content of Official Community Plan as it relates to K'omoks First Nation interests.		Aug-15-2014	On Going
2	Continue relationship building with K'omoks First Nations.		Feb-03-2012	On Going
3	GHG Emissions Reduction	Facilitate <i>community communications regarding greenhouse gas emissions in collaboration with community organizations.</i>	Feb-03-2012	On Going
3	Review of vacation home rental regulations by 2017		Sep-13-2013	On Going
4	Communications strategy for revised OCP and LUB		Feb-03-2012	On Going
5	Review community profile by adding further information on environmentally sensitive areas and important habitat and including information in Schedule D2 of OCP.		Nov-23-2012	On Going

Applications w/ Status - Hornby Island Status: Open

Applications

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
HO-DVP-2013.2	Zaharko Land Surveying Inc. Planner: Marnie Eggen	Sep-17-2013	to vary Lot 5 front lot line

Planning Status

Status Date: Nov-19-2013

Applicant revising subdivision plan; DVP put on hold

Status Date: Nov-05-2013

Mailout sent Nov 5, 2013 / Hand Delivery Nov 8 - Statutory Notice Period Nov 8 - 21, 2013

Subdivision

File Number	Applicant Name	Date Received	Purpose
HO-SUB-2012.3	Peter Mason	Apr-26-2012	1410 Carmichael Road (Gustein & Burrows) 2 lot subdivision under Section 946 Local Government Act

Planner: Teresa Ritemann

Planning Status

Status Date: Aug-19-2014

Call from MOTI. File is still open on their end. They will follow up with the land surveyor/applicant to see if they still wish to pursue and will update me on that response once received.

Status Date: Jun-27-2014

Sent letter to MOTI asking if this file is closed as it's been over 2 years since the referral report was sent to MOTI.

Status Date: Dec-05-2013

Continuing to await RAR report and DVP application from applicant

File Number	Applicant Name	Date Received	Purpose
HO-SUB-2013.1	Zaharko Land Surveying Inc. Planner: Marnie Eggen	Jun-13-2013	4115 Roburn Road, Hornby Island 2 lot subdivision, Section 946 Local Government Act

Planning Status

Status Date: Jul-29-2013

Referral report emailed to MOTI; requires variance and 946 covenant

Status Date: Jun-25-2013

Planner reviewing

File Number	Applicant Name	Date Received	Purpose
HO-SUB-2014.1	Peter Mason Planner: Teresa Rittermann	Jul-02-2014	To create 2 parcels under sec. 946

Planning Status

Status Date: Aug-12-2014

Waiting for further direction from the applicant whether or not they wish to pursue or withdraw the application

Siting and use Permit

File Number	Applicant Name	Date Received	Purpose
HO-SUP-2011.11	Hornby Island Resorts Ltd. (The Thatch) Planner: Marnie Eggen	Sep-22-2011	Commercial Building, Triplex and Duplexes, Pump House and Water Cistern

Planning Status

Status Date: Jul-02-2013

no change

Status Date: Dec-07-2012

Awaiting further info from applicant

Status Date: Nov-26-2012

DP and DVP approved

File Number	Applicant Name	Date Received	Purpose
HO-SUP-2014.3	Richard Graham Planner: Teresa Rittermann	Aug-19-2014	Single family dwelling and attached carport

Planning Status

Status Date: Aug-26-2014

Emailed applicant to request more information

Status Date: Aug-25-2014

Assigned to TR

Islands Trust
LTC EXP SUMMARY REPORT F2015
Invoices posted to Month ending August 2014

635 Hornby	Invoices posted to Month ending August 2014	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-635	LTC "Trustee Expenses"	700.00	340.28	359.72
LTC Local				
65200-635	LTC - Local Exp - LTC Meeting Expenses	2,500.00	1,095.51	1,404.49
65210-635	LTC - Local Exp - APC Meeting Expenses	750.00	1,040.56	-290.56
65220-635	LTC - Local Exp - Communications	300.00	80.00	220.00
65230-635	LTC - Local Exp - Special Projects	750.00	387.82	362.18
TOTAL LTC Local Expense		<u>4,300.00</u>	<u>2,603.89</u>	<u>1,696.11</u>
Projects				
73001-635-2004	Hornby OCP/LUB	3,000.00	709.68	2,290.32
TOTAL Project Expenses		<u>3,000.00</u>	<u>709.68</u>	<u>2,290.32</u>

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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.



Memorandum

700 North Road Gabriola Island BC V0R 1X3

Telephone **250. 247-2063** FAX: 250. 247-7514

Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC **1.800.663.7867**

northinfo@islandstrust.bc.ca www.islandstrust.bc.ca

Date August 18, 2014 File Number 6500-01

To Denman Island Local Trust Committee
Hornby Island Local Trust Committee
Lasqueti Island Local Trust Committee
Ballenas – Winchelsea Islands Local Trust Committee (Executive Committee)
Gabriola Island Local Trust Committee
Gambier Island Local Trust Committee
Thetis Island Local Trust Committee

From Courtney Simpson
Regional Planning Manager, Local Planning Services

Re **2015-16 Budget Submissions**

Local trust committees are asked to submit budget requests for the next fiscal year (2015-16).

Local Trust Committee Expense Budgets:

Local Trust Committee Expense budgets include the following:

- LTC meeting expenses
- APC meeting expenses
- Communications
- Special Projects
- Miscellaneous

A budget for Local Expense Account has been developed based on the historical spending, and is shown in Attachment 1. Local trust committees may make changes to this allocation; however, consideration should be given to the historical spending and a rationale provided for making the change.

LTC meeting expenses:

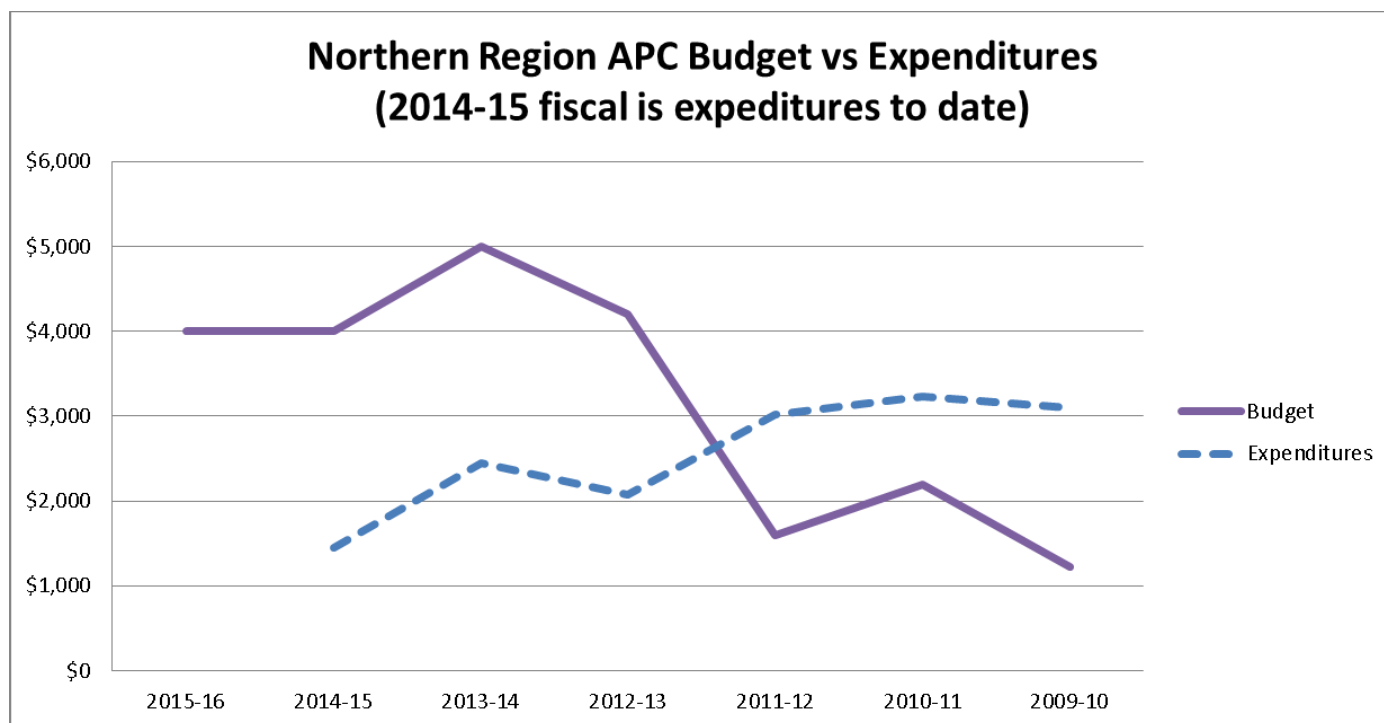
No changes are recommended for the LTC meeting expense account budgets as presented in Attachment 1.

Advisory Planning Commission Budgets:

Consideration was given to recommending increased budget requests for LTCs that staff is recommending take on a major project that is likely to have a higher than average number of APC referrals. Attachment 1 shows a proposed \$750 Advisory Planning Commission (APC) budget for all Northern LTCs excepting Thetis and Lasqueti with a \$500 budget.

In the Northern Region, contract minute takers are only hired for an APC meeting at the direction of the LTC on a case by case basis, at times upon recommendation of staff. In the Southern and Salt Spring regions all APC meeting minutes are taken by a contract minute taker. Staff has found that having a contract minute taker for APC meetings can be a resource for meeting procedures when no other staff is present, reduces staff time

after the meeting to reformat minutes, and typically results in a more useful record of the meeting and as such will be recommending to LTCs that all APC minutes are taken by a contract minute taker. Staff analyzed the APC budgets and expenditures over the past five fiscal years to determine if an increase to the APC budget would be recommended to allow all APC minutes to be taken by a contract minute-taker.



For the Northern Region overall, APC budgets have increased since the 2009-10 fiscal year in response to expenditures exceeding budget in the earlier years shown on the chart above. The number of APC meetings in the region peaked in the 2010-11 fiscal which coincides with the peak in expenses. Although LTC's that undertake major OCP/LUB review projects in the next fiscal are expected to exceed their \$750 budget for APC meetings, APC expenses for the Northern Region are not expected to exceed the budget. Staff considered recommending some LTC's reduce their APC meeting budget request and other LTC's increase theirs to keep the total for the region the same but bring the budgets more in line with expected expenses, but has decided not to make this recommendation. It is difficult to predict projects and APC referrals in an election year, and given historical records of expenditures in this category back to 2009-10, the overall APC budget for the region is not expected to be exceeded. Staff believes contract minute takers can be hired for all APC meetings and still stay within the budget for the region.

Communications Budgets:

No changes are recommended to the communications budgets as presented in Attachment 2. Communications for project work is included in the budget requests for those projects.

Special Projects Budgets:

A small amount of funding is included in the Special Projects line item in the Local Trust Committee Expense Account. This funding is intended to support local planning initiatives at the discretion of the local trust committee (a local trust committee resolution is required to use these funds).

LTC Projects Budgets:

Local trust committees should make a funding request to support project work, including OCP and LUB work that cannot be undertaken with the money available in the Expense Account Special Projects line. Given the upcoming election, consider what the current LTC would recommend as projects for the incoming LTC in 2015/16 fiscal year. The new LTC will have an opportunity to amend these requests after being sworn-in in December and prior to the Financial Planning Committee meeting in February 2015. Recommended projects budgets are presented in Attachment 2.

For the Northern Region, staff recommends that two new OCP/LUB reviews are undertaken; DeCourcy Island (Gabriola Local Trust Area) and Gambier Island. Based on staff resources and other ongoing and recommended projects, this is the maximum number of complete OCP/LUB review projects that can be undertaken. In order to decide which bylaws to recommend for review, the table in Attachment 3 was developed, that lists all Northern Region base bylaws and their adoption dates.

The projections for major OCP/LUB reviews in Attachment 3 has OCP/LUB's that are being adopted this term waiting in excess of 25 years before another review, if the schedule remains at two major reviews per term. The Northern Region has 13 sets of bylaws compared to 6 in the Southern Region and 4 in the Salt Spring Local Trust Area, and comparable staff resources between the three offices.

A need to address the number of OCP/LUB's in the Northern Region has been identified, with the goal of reducing the years between reviews. One option is to start a new OCP/LUB review in the third or fourth year of a term with the goal of completing it in the following term, thus condensing the review schedule. Another option is to join base bylaws as they are reviewed to reduce the number of base bylaws in a single local trust area. These options can be further explored in the future. Undertaking more major reviews concurrently is not a feasible option with current budget and staffing levels.

Riparian Areas Regulation:

Local trust committees should discuss their requirements for RAR funding next fiscal to assist the Regional Planning Manager and Director in developing a budget for RAR.

Special Consideration:

When considering new work items for the 2015/16 fiscal year, LTCs are asked to consider the following:

- A new local trust committee will be sworn-in in December 2014, therefore, priorities could potentially change after the new LTC sets its priorities. Current LTCs are responsible for ensuring that the incoming LTC has sufficient funds to undertake work program items.
- Projects planned for the current fiscal (2014/15) which are not completed should be considered as a new project for the 2015/16 fiscal year with resources allocated to support that work.

Budget Request Timeline:

August 2013 Regional Planning Managers develop budget estimates for consideration by LTCs

Aug to Sept LTCs review and approve budget requests at LTC meetings

Sept 23, 2014 All budget requests forwarded to Director of Local Planning Services

Sept 29, 2014 All budget requests forwarded to Director of Administrative Services

Oct 29, 2014 FPC reviews and discusses first draft of budget

Nov 12, 2014 FPC approves the draft budget

Dec 3, 2014 Trust Council reviews draft budget

LTC Budget Requests

Attachment 2 is a Table with all draft project submissions recommended to Northern LTCs. LTCs should review the attached worksheet of its specific requests. The preliminary project requests have been drafted based on all Top Priority work program items which are currently anticipated to commence in, or to carry, into the next fiscal year. Items from the Projects List which the planners anticipate commencing in the coming year are also included. The LTC should identify any other projects it is currently considering and add them to the

budget request (and the work program if necessary) and identify any additional expenses associated with the identified projects.

Resolution Wording

1. THAT the ____ Island Local Trust Committee approve and forward the draft 2015-16 LTC Project Budget submission to Financial Planning Committee as presented; or
2. THAT the ____ Island Local Trust Committee revise the draft 2015-16 LTC Project Budget submission and forward to Financial Planning Committee as revised.

Attachments:

1. Table of Local Trust Committee Expense Budgets
2. Summary table of Northern LTC project budget requests
3. Northern Official Community Plan and Land Use Bylaws Review Schedule

pc Island Planners and Planner 2

Attachment 1: Local Trust Committee Expense Budgets

2015/16 LTC EXPENSE BUDGET															Total 2015/16
	615-Denman	620-Gabriola	625-Galiano	630-Gambier	635-Hornby	640-Lasqueti	645-Mayne	650-N.Pender	655-Salt Spring	660-Saturna	665-S.Pender	670-Thetis	EC as LTC	LPC	
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	2,500	4,250	2,500	2,500	2,500	500	1,500	2,750	8,000	1,000	1,000	1,000			30,000
APC Meeting Expenses	750	750	500	750	750	500	750	750	2,000	500	500	500			9,000
Communications	300	750	300	300	300	300	300	300	1,250	300	300	300			5,000
Special Projects	750	2,250	750	750	750	750	750	750	4,500	750	750	750	750		15,000
Miscellaneous															0
SUB-TOTAL EXPENSES	4,300	8,000	4,050	4,300	4,300	2,050	3,300	4,550	15,750	2,550	2,550	2,550	750		59,000
Program	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	4,300	8,000	4,050	4,300	4,300	2,050	3,300	4,550	15,750	2,550	2,550	2,550	750	0	59,000
	7%	14%	7%	7%	7%	3%	6%	8%	27%	4%	4%	4%			

Attachment 2:

Draft Northern LTC Program Budget Requests 2015/16 Fiscal				
LTC	Project Request	Cost (\$)	Description	Notes
Denman	RAR (completion)	\$ 2,500.00	Mapping completed in 2013-14, draft bylaws July 2014, consultation to begin in Sept 2014	1 public hearing (\$2000) stand-alone, communications material (\$500) Tentative. May be completed in current fiscal
	Protocol Agreement with K'omoks First Nation	\$ 2,000.00	K'omoks has invited discussion on a protocol agreement with a focus on aquaculture	Meetings and some consultant support
Hornby	RAR (completion)	\$ 2,500.00	Mapping completed in 2013-14, consultation summer 2014, draft bylaws Sept 2014	1 public hearing (\$2000) stand-alone, communications material (\$500) Tentative. May be completed in current fiscal
Lasqueti	Targeted OCP/LUB Review	\$ 2,000.00	Marine policies, food security	Consultation and communications
Gabriola	Gabriola OCP/LUB Targeted Review (continuation)	\$ 3,500.00	Village core, density transfer, and implementing First Nations archaeological protection policies	1 public hearing (\$2,500) combined, communications materials (\$500), FN meeting expenses (\$500)
	DeCourcy OCP/LUB Review	\$ 2,500.00	Launch of OCP/LUB review for this associated island	Communications, community profile
Gambier	RAR (continuation)	\$10,000.00	Developing RFP for 2014/15 fiscal, need QEP expertise to determine budget request for next fiscal	Contract with QEP and communications
	OCP/LUB Review Gambier Island	\$ 7,000.00	Launch of major OCP/LUB project. Includes continuation of shoreline protection project.	Communications, community profile, studies
Thetis	RAR (completion)	\$ 1,500.00	Mapping completed, project needs to come to top priority to be completed. Affects one strata property, working with owner-developer	1 public hearing (\$1500) stand-alone
	Shoreline protection (continuation)	\$ 5,000.00	Continuation of Greenhorns pilot. \$5,000 to match contributions of other municipalities for the 2015/16 continuation of the pilot with Stewardship Centre	
Ballenas-Winchelsea	None	\$ -		
TOTAL		\$38,500.00		

Attachment 3: Northern Official Community Plan and Land Use Bylaws Review Schedule Projection

						Projected terms for major review								
<u>LTA</u>	<u>Bylaw area</u>	<u>OCP adopt'n</u>	<u>LUB adopt'n</u>	<u>Years since OCP</u>	<u>Years since LUB</u>	<u>2014-18</u>	<u>2018-22</u>	<u>2022-26</u>	<u>2026-30</u>	<u>2030-34</u>	<u>2034-38</u>	<u>2038-2042</u>		
Gabriola	DeCourcy	1981	1987	34	28	☑								
Thetis	Valdes	1996		19			☑							
Gabriola	Gabriola	1997	1999	18	16		☑							
Gambier	Gambier	2001	2004	14	11	☑								
Gambier	Keats	2002	2002	13	13			☑						
Lasqueti	Lasqueti	2005	2005	10	10			☑						
Gabriola	Mudge	2007	2007	8	8				☑					
Denman	Denman	2008	2008	7	7				☑					
Gambier	Gambier Assoc Isl	2009	2013	6	2					☑				
Thetis	Thetis	2011	2011	4	4					☑				
Ballenas-Winchelsea	Ballenas-Winchelsea	2013	2013	2	2						☑			
Hornby	Hornby	2014	2014	1	1						☑			
Thetis	Thetis Assoc Isl	2014	2014	1	1							☑		