



Hornby Island Local Trust Committee

Regular Meeting Agenda

Date: November 21, 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. MINUTES	
3.1 Hornby Island Meeting Minutes of October 10, 2014 For Adoption	3 - 7
3.2 Section 26 Resolutions Without Meeting None	
3.3 Advisory Planning Commission Meeting Minutes None	
4. BUSINESS ARISING FROM MINUTES	
4.1 Follow-up Action List dated November 12, 2014	8 - 8
5. CORRESPONDENCE (Correspondence received concerning current applications is considered with the application)	
5.1 Email dated October 29, 2014 from Jennifer Heron, BC Ministry of Environment regarding Habitate Restoration and Stewardship Actions for Taylor's Checkerspot Butterfly Letter of Support	9 - 11
6. TRUSTEES' REPORT	
7. CHAIR'S REPORT	
<u>APPRECIATION FOR HORNBY ADVISORY PLANNING COMMISSION</u>	
8. DELEGATIONS	
9. TOWN HALL SESSION	

- 10. APPLICATIONS AND PERMITS
- 11. LOCAL TRUST COMMITTEE PROJECTS
- 12. REPORTS
 - 12.1 Work Program
 - 12.1.1 Top Priorities Report and Projects Report dated November 12, 2014 12 - 14
 - 12.2 Applications Log 15 - 17
Report dated November 12, 2014
 - 12.3 Trustee and Local Expenses 18 - 18
Posted to End of October, 2014
 - 12.4 Policies and Standing Resolutions 19 - 19
- 13. NEW BUSINESS
- 14. BYLAWS
- 15. ISLANDS TRUST WEBSITE
 - 15.1 Hornby Island Pages

The Hornby Island Local Trust Committee Website can be found at:
<http://www.islandstrust.bc.ca/islands/local-trust-areas/hornby.aspx>
- 16. NEXT MEETING DATE
To be announced.
- 17. ADJOURNMENT



Hornby Island Local Trust Committee Minutes of Regular Meeting

Date: October 10, 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

Others Present There was no public in attendance.

1. CALL TO ORDER

Chair Graham called the meeting to order at 11:30 am and introduced himself, the 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 agenda was adopted by consensus.

3. MINUTES

3.1. Local Trust Committee Public Hearing Record of September 19, 2014 - for receipt

The Public Hearing Record was received for information.

3.2. Local Trust Committee Meeting Minutes of September 19, 2014 - for adoption

Trustees received an amended version of the September 19, 2014 meeting minutes that included the motion to close the meeting in agenda item 17.

The following change was presented for consideration:

-page 3, first paragraph, second line: change "has received the authority to" to "will".

By general consent the minutes were adopted, as amended.

3.3. Section 26 Resolutions Without Meeting - none

None.

3.4. Advisory Planning Commission Meeting Minutes - none

None.

4. BUSINESS ARISING FROM MINUTES

4.1. Follow-up Action List dated September 30, 2014

Planner Milne summarized the report, provided updates and responded to questions that arose.

5. CORRESPONDENCE

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.

None.

6. TRUSTEES' REPORT

Trustee Allen did not provide a report.

Trustee Law commented briefly that the Ferry Advisory Committee will meet in early November. He also reported that the annual meeting with the RCMP and Trustees from the Hornby and Denman Island Local Trust Committees will be occurring next week.

7. CHAIR'S REPORT

Chair Graham reported that since the last meeting he attended the Union of BC Municipalities (UBCM) convention in Whistler. He commented that the analysis of the socio-economic impact of BC Ferries prepared for the UBCM and Association of Vancouver Island and Coastal Communities was unanimously endorsed at the convention.

8. DELEGATIONS

None.

9. TOWN HALL SESSION

None.

10. APPLICATIONS AND PERMITS

None.

11. LOCAL TRUST COMMITTEE PROJECTS

11.1. Riparian Areas Regulation Implementation

11.1.1. Staff Report dated August 25, 2014

Planner Milne noted that the Staff Report provided the context of the Riparian Areas Regulation Implementation project to date. He advised that the draft bylaws are on the agenda for consideration and possible initiation of the early referral process. In response to a Trustee inquiry, he

noted that he plans to post the draft bylaws to the website for public information.

HO-2014-057

It was MOVED and SECONDED

that staff be requested to conduct early referral of the draft bylaws to implement Riparian Areas Regulation with relevant agencies.

CARRIED

Trustees requested that staff adjust the incorrect Workplan Overview dates from 2014 to 2015.

12. REPORTS

12.1. Work Program

12.1.1. Top Priorities Report and Projects Report dated September 30, 2014

HO-2014-058

It was MOVED and SECONDED

that the Hornby Island Local Trust Committee Work Program Top Priorities be amended by making Riparian Areas Regulation mapping and implementation as the No. 1 item and the Official Community Plan and Land Use Bylaw Review as the No. 2 item.

CARRIED

12.2. Applications Log

12.2.1. Report dated September 30, 2014

Planner Milne summarized the report, provided updates and responded to questions that arose.

12.3. Trustee and Local Expenses

12.3.1. Expenses posted to end of July, 2014

Received for information.

12.3.2. Expenses posted to end of September, 2014

Received for information.

12.4. Policies and Standing Resolutions

Received for information.

13. NEW BUSINESS

None.

14. BYLAWS

None.

15. ISLANDS TRUST WEBSITE

15.1. Hornby Pages – for discussion

The Hornby Island Local Trust Committee Website can be found at: <http://www.islandstrust.bc.ca/islands/local-trust-areas/hornby.aspx>

Trustee Law presented suggestions for improvements to the Hornby website for Trustees to consider including additions, deletions and changes in a submission titled “Hornby Island Local Trust Area Web Pages – Trustee Tony Law’s suggested changes (10 October 2014)”. Trustees agreed with the suggestions and the website posting process was discussed.

Trustees requested that staff incorporate the suggested website changes as discussed and reviewed by the Local Trust Committee and outlined in the submission sent to staff. Trustees accorded Planner Milne the ability to customize and configure the changes as necessary in order to work within the framework of the website.

16. CLOSED MEETING

HO-2014-059

It was MOVED and SECONDED

that the Hornby Island Local Trust Committee closes the next part of the October 10, 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

CARRIED

The Local Trust Committee closed the meeting at 11:59 am.

17. RECALL TO ORDER

Rise and Report from Closed Meeting

By general consent, the Local Trust Committee reconvened in open meeting at 12:03 pm.

Chair Graham reported that in the Closed Meeting the Hornby Island Local Trust Committee adopted the September 19, 2014 In Camera minutes.

18. NEXT MEETING DATE

Friday, November 21, 2014 at 11:30 pm at Room to Grow, 2100 Sollans Road, Hornby Island, BC.

Trustees discussed the possibility that there may be no business items to consider at the next meeting, and requested that Staff consult with the Chair should this be the case to determine options.

19. ADJOURNMENT

Chair Graham adjourned the meeting at 12:05 pm.

David Graham, Chair

Certified Correct:

Vicky Bockman, Recorder



Islands Trust

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

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

From: Heron, Jennifer M ENV:EX
Sent: Wednesday, October 29, 2014 5:08 PM
To: Tony Law
Subject: RE: Taylor-Check Habitat Enhance - Letters of Support

Hi Tony,

Thanks so much for the meeting on Monday, it was good to see you and reconnect with those on Hornby Island.

I've attached a template letter of support for the Taylor's Checkerspot funding. I realize your board needs to meet to officially endorse the project, however there is an option in the support part of the application that enables me to write "pending", which I will do. Do you think that is OK?

The letter of support can be very simple (see attached template).

Talk to you soon Tony, I have many things to follow-up from our meeting however I need to finish these funding applications first. I'll be in touch soon!

Jenny

Here is the executive summary from the funding application:

Title: Habitat Restoration and Stewardship Actions for Taylor's Checkerspot Butterfly on Denman and Hornby Islands - Year Two

The focal species for this project is Taylor's Checkerspot butterfly (*Euphydryas editha taylori*), assessed as Endangered by the Committee on the Status of Endangered Wildlife in Canada (COSEWIC) and listed as Endangered under the federal Species At Risk Act (SARA). The main threats to the butterfly are 1) natural succession within currently occupied sites and extirpated sites, mainly by small seedlings (e.g., Douglas-fir, Shore Pine and deciduous trees); 2) invasive non-native shrub succession, such as Scotch Broom, English Holly and Himalayan Blackberry within occupied habitats; 3) Recreational activities such as all-terrain vehicle use (although illegal); 4) urban housing and agricultural land conversion in private land areas on Denman Island. Further, Taylor's Checkerspot occurs in Canada only on Denman Island.

The project will take place on Denman Island and Hornby Island, British Columbia. These islands are within the Coastal Douglas Fir zone, a priority area for conservation on the south coast of the province. The project goal is to begin a three-year habitat restoration project for Taylor's Checkerspot butterfly at four pre-selected sites within the species known range. The pre-selected sites are small areas (1-2ha approx) within 1) Helliwell Provincial Park, Hornby Island; 2) Tribune Bay Provincial Park, Hornby Island; 3) Denman Island Provincial Park, Denman Island and 4) Denman Conservancy Association private conservation land, Denman Island. Eventually other private landowners may want to become engaged in habitat stewardship for the species, and these landowners will be encouraged to become part of this project too.

The objectives are to 1) continue to remove and mitigate threats, the primary threats being non-native and native invasive species at each site; 2) Continue to prepare the habitat at each site, such that a population of Taylor's Checkerspot could survive (e.g., increase host plant and nectar plant density and spatial arrangement); 3) Continue to engage the public in participating in Taylor's Checkerspot recovery and stewardship actions.

The main activities involve 1) removing both native and non-native vegetation within core habitats at all four sites; 2) establishing signage and recommending barriers (to lands managers) to mitigate detrimental recreational impacts; 3) planting and/or improving growing conditions (e.g., weeding) for host plants and nectar plants at the four sites. The estimated hectares of restoration work are from 4 - 12 ha over the four sites.

Outreach activities involve 1) presentation(s) are planned in the spring/fall to the public from recovery team members and those involved in the project: this venue will enable public involvement, feedback and information transfer; 2) Continue with improvement to a website (website implemented in 2014-15 year 1 of project) that outlines the project and who to contact with any questions or concerns; brochures and information sheets (already written and printed). Engaging the public in support of the project will hopefully foster stewardship and pride in the community, with regards to having Taylor's Checkerspot and other species at risk on the islands.

The project outcomes/benefits the species by enabling restored habitat be available for the translocation of Taylor's Checkerspot butterfly. The actual translocation of the butterfly will depend on whether the recovery implementation group feels the habitat is suitable following restoration work and whether the community is supportive of the translocation, and thus is not outlined as a specific activity in this proposal however may begin as early as spring 2015. The desired outcome is to increase the population of Taylor's Checkerspot already residing on Denman Island, and establish a self-sustaining population of Taylor's Checkerspot on Hornby Island within the next 4 - 5 years.

Expected results of program: 1) Important habitat for species at risk recovery is improved (restored/enhanced) and/or managed to meet their recovery needs. Taylor's Checkerspot requires open meadow, forest clearings and sunny habitats. Natural and non-native vegetation succession is threatening this open habitat. This project will mitigate this threat; 2) Project benefits are sustained over time by engaging Canadians (landowners, resource users, volunteers) to participate directly in activities that support the recovery of species at risk. Both Denman and Hornby Island have a keen group of citizens who are concerned for species at risk and active stewards of the natural environment. These energetic individuals want to be part of stewardship actions to protect Taylor's Checkerspot and other species at risk. Starting a project that enables and empowers these individuals to take stewardship action over the long-term is exciting work for all those involved.

Jennifer Heron
Invertebrate Specialist
B.C. Ministry of Environment
Conservation Science Section
315 - 2202 Main Mall, Vancouver, B.C. Canada V6T 1Z1
Phone: 604-828-2542

October 28, 2014

HSP Coordinator
Canadian Wildlife Service
5421 Robertson Road, RR1
Delta, B.C. V4K 3N2

Dear Selection Committee, Habitat Stewardship Program,

On behalf of **your organization** I am pleased to endorse the habitat stewardship proposal "*Habitat Restoration and Stewardship Actions for Taylor's Checkerspot Butterfly on Denman and Hornby Islands - Year Two*" submitted by the BC Ministry of Environment in collaboration with BC Parks. Myself, and/or individuals in my organization, are able to donate in-kind support to the project (this time is subject to the demands on my time within my current position) in the form of **assistance with local knowledge, local volunteers, local plant knowledge and natural history, report review, etc.**

Sincerely yours,

Write "electronically sent" if you don't have the ability to scan the document.

Your name
Your address



Top Priorities

Hornby Island

No.	Description	Activity	Received/Initiated	Responsibility	Target Date	Status
1	Official Community Plan and Land Use Bylaw Review.	<p>Targeted review and update of the OCP and LUB.</p> <p>At the November 22, 2013 LTC meeting the following resolution was passed:</p> <p>HO-044-2013</p> <p>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.</p> <p>Draft OCP including APC recommendation on March 14th agenda for review.</p>	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	
1	Address appointments to the Advisory Planning Commission	Sep-19-2014	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

File Number	Applicant Name	Date Received	Purpose
HO-DVP-2014.1	Jennifer Scott Planner:	Nov-06-2014	Variance to front lot line to allow panhandle shaped driveway.

Planning Status

Subdivision

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 Rittemann	Jul-02-2014	To create 2 parcels under sec. 946

Planning Status

Status Date: Oct-15-2014

MOTI issued a PLNA on Oct. 15, 2014. If applicant has not resolved issues within a year, MOTI will close file. Follow up with MOTI after one year for next steps.

Status Date: Sep-23-2014

Subdivision Referral Report sent to MOTI. Copied Hornby LTC and the agent/applicant

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	Aug-19-2014	Secondary dwelling unit with attached carport for use as a residential or vacation home rental unit.

Planner: Teresa Ritemann

Planning Status

Status Date: Oct-28-2014

Discussed application's original Site Plan with Courtney and other Planners at our Planner Meeting. Decided it was inadequate and emailed the applicant to request a revised plan.

Status Date: Oct-24-2014

Applicant answered my original email, so all outstanding questions have been answered.

Status Date: Oct-02-2014

Called applicant to ask about the 2 outstanding questions from my original email. Left a voicemail.

Islands Trust

LTC EXP SUMMARY REPORT F2015
Invoices posted to Month ending October 2014

635 Hornby	Invoices posted to Month ending October 2014	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-635	LTC "Trustee Expenses"	700.00	535.01	164.99
LTC Local				
65200-635	LTC - Local Exp - LTC Meeting Expenses	2,500.00	1,635.78	864.22
65210-635	LTC - Local Exp - APC Meeting Expenses	750.00	1,040.56	-290.56
65220-635	LTC - Local Exp - Communications	300.00	320.00	-20.00
65230-635	LTC - Local Exp - Special Projects	750.00	387.82	362.18
TOTAL LTC Local Expense		<u>4,300.00</u>	<u>3,384.16</u>	<u>915.84</u>
Projects				
73001-635-2004	Hornby OCP/LUB	<u>3,000.00</u>	<u>1,087.78</u>	<u>1,912.22</u>
TOTAL Project Expenses		<u>3,000.00</u>	<u>1,087.78</u>	<u>1,912.22</u>

Hornby Island Local Trust Committee

POLICIES AND STANDING RESOLUTIONS

No	Meeting Date	Resolution No.	Issue	Policy
1.	November 22, 2013	HO-O43-2013.	Enforcement Actions related to rentals of Accessory buildings by non-residents	<p>It was MOVED and SECONDED,</p> <p>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;</p> <p>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</p> <p>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.</p>