



Islands Trust

Hornby Island Local Trust Committee Regular Meeting Agenda

Date: January 24, 2025
Time: 11:30 am
Location: Hornby Island Community Hall
Central Road, Hornby Island, BC

	Pages
1. CALL TO ORDER	11:30 AM - 11:35 AM
"Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change."	
2. TERRITORIAL ACKNOWLEDGEMENT	
3. APPROVAL OF AGENDA	
4. REPORTS	11:35 AM - 11:55 AM
4.1 Trustee Reports	
4.2 Chair's Report	
4.3 Electoral Area Director's Report	
5. PUBLIC COMMENTS	11:55 AM - 12:10 PM
6. MINUTES	12:10 PM - 12:15 PM
6.1 Local Trust Committee Minutes dated November 1, 2024 - for adoption	3 - 10
6.2 Section 26 Resolutions-without-meeting Report dated January 17, 2025	11 - 11
6.3 Advisory Planning Commission Minutes dated November 15, 2024 - for receipt	12 - 21
6.4 Advisory Planning Commission Minutes dated November 29, 2024 - for receipt	22 - 29
7. BUSINESS ARISING FROM MINUTES	12:15 PM - 12:25 PM
7.1 Follow-up Action List Report dated January 17, 2025	30 - 32
8. DELEGATIONS - none	

9. APPLICATIONS AND REFERRALS - none

~ BREAK 12:25 PM - 12:55 PM ~

10.	LOCAL TRUST COMMITTEE PROJECTS	12:55 PM - 2:55 PM	
10.1	Major Project: Hornby Island Official Community Plan and Land Use Bylaw Review - Summary of Referral Responses for Proposed Bylaw Nos. 176 (OCP) and 177 (LUB) - Staff Report		33 - 53
11.	CORRESPONDENCE	2:55 PM - 3:00 PM	
	<i>Correspondence received concerning current applications or projects is posted to the LTC webpage</i>		
11.1	Email dated January 3, 2025 from K. Ronan regarding Crown Land Application		54 - 54
11.2	Letter dated December 6, 2024 from Comox Valley Regional District regarding Hornby Village Centre Intersection		55 - 55
12.	NEW BUSINESS - none		
13.	STAFF REPORTS	3:00 PM - 3:15 PM	
13.1	Trust Conservancy Highlights of November 19, 2024 Board Meeting		56 - 58
13.2	Applications Report dated January 17, 2025		59 - 60
13.3	Trustee and Local Expense Report dated November, 2024		61 - 61
13.4	Adopted Policies and Standing Resolutions		62 - 66
13.5	Local Trust Committee Webpage		
14.	WORK PROGRAM	3:15 PM - 3:30 PM	
14.1	Active Projects Report dated January 17, 2025		67 - 67
14.2	Future Projects Report dated January 17, 2025		68 - 69
15.	UPCOMING MEETINGS		
15.1	Next Regular Meeting Scheduled for Friday, March 21, 2025 at 11:30 am at Hornby Island Community Hall, 4305 Central Road, Hornby Island, BC		
16.	ADJOURNMENT	3:30 PM - 3:30 PM	



Hornby Island Local Trust Committee

Minutes of Regular Meeting

Date: November 1, 2024
Location: Hornby Island Community Hall
 Central Road, Hornby Island, BC

Members Present: Timothy Peterson, Chair
 Alex Allen, Local Trustee
 Grant Scott, Local Trustee

Staff Present: Jason Youmans, Senior Policy Advisor (electronic)
 Renée Jamurat, Regional Planning Manager (electronic)
 Ian Cox, Planner 2
 Lisa Millard, Meeting Administrator/Recorder

Others Present: There were approximately eight (8) members of the public in attendance.

1. CALL TO ORDER

Chair Peterson called the meeting to order at 11:33 a.m. He acknowledged that the meeting was held on the territory of the Coast Salish First Nations and spoke of K'ómoks First Nation's history on Hornby Island and Islands Trust's commitment to meaningful reconciliation.

2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

- Item 12.1 to be heard following Item 7.

By general consent, the agenda was adopted as amended.

3. REPORTS

3.1 Trustee Reports

Trustee Allen reported the following:

- Attended Trust Council and noted divisiveness amongst members resulting in upcoming discussion on conduct; and
- Staff capacity issues causing delay in work of the Local Trust Committee.

Trustee Scott reported the following:

- Attended Trust Council;
- Noted staff capacity issues affecting Local Trust Committee projects; and
- New Chief Administrative Officer has been hired who might be able to address reasons for staff shortages.

Regional Planning Manager Jamurat joined the meeting at 11:43 a.m.

3.2 Chair's Report

Chair Peterson reported the following:

- Attended Union of BC Municipalities convention during which trustees and staff met with representatives from the Ministry of Municipal Affairs, Ministry of Housing, and Ministry of Forests, and participated in sessions on strengthening responsible conduct, addressing systemic racism, advancing reconciliation, and mental health and wellness for elected leaders;
- Attended Trust Council and noted level of discourse which is being discussed at Executive Committee;
- Participated in Committee of the Whole meetings to work on draft Policy Statement;
- Attended talk with Doug White III, former Snuneymuxw First Nation Councillor and Special Council to Premier of BC;
- Recently hired CAO, Rueben Bronee, brings many years of experience working in BC Provincial Government; and
- Stated appreciation for Interim CAO Julia Mobbs' work.

3.3 Electoral Area Director's Report – none

4. PUBLIC COMMENTS

Member of the public stated Hornby Island was not included in the Strathcona Regional District Housing Needs Assessment and asked if Islands Trust would be conducting their own assessment as directed by the Province.

The Chair replied as follows:

- Islands Trust will conduct an assessment as per the provincial mandate;
- Strathcona Regional District's letter to the Minister of Housing was received by Executive Committee; and
- A separate stream of focus for rural coastal communities will be requested.

5. MINUTES

5.1 Local Trust Committee Minutes dated September 13, 2024 - for adoption

By general consent, the Local Trust committee meeting minutes of September 13, 2024 were adopted.

5.2 Section 26 Resolutions-without-meeting - none

5.3 Advisory Planning Commission Minutes dated October 11, 2024 - for receipt

Received for information.

6. BUSINESS ARISING FROM MINUTES

6.1 Follow-up Action List Report dated October 24, 2024

Received for information.

7. DELEGATIONS

7.1 Hornby Village Centre Working Group regarding the Village Centre on Hornby Island

Michael McNamara provided a written submission and spoke to the following:

- Traffic and pedestrian congestion at the four corners intersection has led to safety concerns;
- Working group formed to discuss possible solutions including developing other modes of transportation such as a bus system or bike riding;
- Working group will be exploring partnering with the Comox Valley Regional District who can, through the Province, apply for funding from the BC Active Transportation and Infrastructure Program; and
- Delegation is seeking a letter of support from the Local Trust Committee.

Discussion ensued.

HO-2024-046

It was MOVED and SECONDED

that the Hornby Island Local Trust Committee write a letter of support for the Hornby Village Centre Working Group in seeking ways to improve the safety and infrastructure at the four corners of the village core.

CARRIED

Item 12.1 was discussed prior to Item 8.

8. APPLICATIONS AND REFERRALS

8.1 Denman Island Local Trust Area Bylaw No. 250 Referral

Trustees had no comments or questions

HO-2024-52

It was MOVED and SECONDED

that the Hornby Island Local Trust Committee's interests are unaffected by Denman Island Local Trust Committee Bylaw No.250.

CARRIED

8.2 HO-RZ-2009.2 (Hornby Island Resort Ltd.) Covenant Discharge Request - Memorandum

The Planner summarized the memorandum and noted the covenant is no longer required as the subject properties are now under one real estate entity.

Trustees inquired if there was ability for the property owner to use the area for purposes other than parking once the covenant is released and the Planner clarified the area has site-specific zoning which only permits parking per the Hornby Island Land Use Bylaw.

HO-2024-53

It was MOVED and SECONDED

that the Hornby Island Local Trust Committee discharge Restrictive Covenant EG107386 registered to the property title by authorizing the Chair of the Hornby Island Local Trust Committee as signatory to the Land Title Form C Release.

The meeting was recessed for a break at 1:00 p.m. and reconvened at 1:12 p.m.

8.3 Rogers Communications Response to Local Trust Committees Referral Comments - Memorandum and Proponent Letter and Consultation Package

The Planner noted that the proponent wished to have further dialogue and the opportunity to address concerns of the Local Trust Committee that were outlined in the referral response to the Province of BC regarding the Rogers Communications tower location on Crown Land.

Discussion ensued and Trustees made the following comments:

- Crown Lands are managed for the benefit of the public to support healthy communities;
- Local Trust Committee is required to preserve and protect island's rural character;
- Cell tower site impacts the view corridor;
- Members of the community indicate they do not want a transmission tower;
- Tower technology could become obsolete and there should be opportunity to provide service through satellites;
- Percentages of support noted in the consultant's reply leaves information being presented unclear;
- Petition opposing the tower was received past the date of consultation deadline, but remains relevant information that local decision-makers need to take in to account;
- Navigation lights on the tower will affect wildlife habitat and migratory birds;
- There was community disaffection with the consultation process, the timing, the notice, and format of electronic meeting; and
- Official Community Plan has an advocacy policy that encourages the prohibition of communication towers.

Regional Planning Manager Jamurat left the meeting at 1:48 p.m.

Consultant for Rogers Communications made the following comments:

- Points raised in the Local Trust Committee's resolutions regarding the referral did not align with processes required to consult;
- Satellite systems present speed and connectivity constraints;
- Asked if there was a way the application could be amended so it is more acceptable to Local Trust Committee and the community.
- There is a water course further up the slope which could be an environmental issue;
- Has been unable to come up with a superior alternate location;
- Local Trust Committee has indicated the site is supported for community housing; however, housing and communication tower could be located on the same land;
- Summary attempted to show 62% of respondents were in support or wanted further information;
- There is not a requirement for an environmental impact assessment to be undertaken but proponent is amenable to seeking consultation to address concerns about wildlife and migratory birds;

- Federal government/Innovation, Science, and Economic Development Canada (ISED) indicated concurrence decision comes from the Province and this was intended to be a referral to the Local Trust Committee, not a land use concurrence; and
- Hoping to work towards a mutually acceptable and amicable solution.

Item 11.1 was discussed prior to item 8.4

Senior Policy Advisor Youmans joined the meeting at 2:25 p.m.

The meeting was recessed for a break at 2:48 p.m. and reconvened at 3:00 p.m.

8.4 PLDP20240156 and PLDVP20240155 (Hornby Co-op) - Staff Report

Trustee Allen stated he is employed by the applicant and recused himself from the meeting at 3:01 p.m.

The Planner summarized the staff report and highlighted the following:

- Application seeks setback variance to the lot line to enable construction of new Co-Op store behind the existing building;
- Existing store building will remain open during construction and demolished upon completion of new store;
- Applicant has provided an environmental management plan;
- Height of building is not yet finalized and there is possibility that the applicant could request height variance at a later date as current DVP application considers the horizontal lot line only;
- Location of new building allows existing store to stay open during construction,
- Demolition of existing building will allow applicant to create large green space in front of the new building providing public amenities such as seating and bicycle racks; and
- BC Parks had forwarded a list of concerns that the applicant continues to address.

A Trustee noted the importance of keeping the existing store open during construction.

Chair asked if the construction company had consulted with K'ómoks First Nation regarding site location and the proponent noted their understanding was the area is not an archeology site but are aware of chance find protocols.

HO-2024-054

It was MOVED and SECONDED

that the Hornby Island Local Trust Committee approve issuance of development variance permit PLDVP20240155.

CARRIED

HO-2024-055

It was MOVED and SECONDED

that the Hornby Island Local Trust Committee approve issuance of development permit PLDP20240156.

CARRIED

Trustee Allen returned to the meeting at 3:17 p.m.

9. LOCAL TRUST COMMITTEE PROJECTS - none

10. CORRESPONDENCE

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

11. NEW BUSINESS

11.1 K'ómoks First Nation Presentation on Cultural Heritage Investigation Permits (CHIPs)

K'ómoks First Nation Archaeologist and Project Coordinator, Raini Bevilacqua, provided a presentation and highlighted the following:

- Cultural Heritage Investigation Permits (CHIPs) are a reconciliation tool;
- Impacts to K'ómoks First Nation cultural heritage can be managed and mitigated through CHIP system;
- Archaeology sites on public and private land are protected under the *Heritage Conservation Act*;
- BC Archaeology Branch is responsible for maintaining and distributing archeological information, deciding if permits can be issued, and determining if development can take place in protected sites;
- Archaeology Branch requires permits within registered and known site boundary and only suggests that locations within fifty metres of a site, or location deemed to have high site potential, require a permit;
- The majority of coastal sites were recorded and mapped by hand, from boats, in the 1970's resulting in site boundaries that are often inaccurate and incomplete;
- Archaeology sites are kept confidential in BC, resulting in a lack of awareness of registered sites on properties which creates potential for site destruction;
- CHIP allows K'ómoks First Nation to make informed decisions about irreversible impacts to their cultural heritage;
- CHIP required before project begins, within areas of high archeology potential or registered sites, and within 200 metres of registered archeology sites and major waterbodies;
- CHIP category requirements need to be confirmed prior to development commencing; and
- K'ómoks First Nation works with municipal, provincial, and federal agencies to streamline the process from permitting to protection.

12. STAFF REPORTS

12.1 Beulah Creek Housing Agreement Bylaw No. 178, 2024 - Staff Report

The Planner summarized the staff report and highlighted the following:

- Draft bylaw includes housing agreement;
- Local Trust Committee can proceed from first through third readings and forward the bylaw to Executive Committee for approval;
- Property was zoned for community housing through a Local Trust Committee Land Use Bylaw and Official Community Plan review and amendment project over ten years ago;

- Former property owner is a party to a covenant that runs with the land containing a clause stating that once the Local Trust Committee enters into a housing agreement the covenant becomes obsolete;
- The housing agreement replaces the covenant in this regard; and
- Under new provincial legislation, a public hearing is not required or permitted according to staff’s understanding, because the matter is directly related to expediting housing options by bylaw.

Trustees had no comments or questions.

HO-2024-047

It was MOVED and SECONDED

that the Hornby Island Local Trust Committee amend the draft Housing Agreement by adding the words “or lessee” after the word “owner” in section “F” of the Housing Agreement and Section 219 Covenant.

CARRIED

HO-2024-048

It was MOVED and SECONDED

that the Hornby Island Local Trust Committee Bylaw No. 178 cited as “Hornby Island Housing Agreement Bylaw No. 178, 2024” be read a first time as amended.

CARRIED

HO-2024-049

It was MOVED and SECONDED

that the Hornby Island Local Trust Committee Bylaw No. 178 cited as “Hornby Island Housing Agreement Bylaw No. 178, 2024” be read a second time as amended.

CARRIED

HO-2024-050

It was MOVED and SECONDED

that the Hornby Island Local Trust Committee Bylaw No. 178 cited as “Hornby Island Housing Agreement Bylaw No. 178, 2024” be read a third time as amended.

CARRIED

HO-2024-051

It was MOVED and SECONDED

that the Hornby Island Local Trust Committee Bylaw No. 178 cited as “Hornby Island Housing Agreement Bylaw No. 178, 2024” be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee as amended.

CARRIED

12.2 Phase 4 Community Engagement Options - Policy Statement Amendment Project - Staff Report

The Senior Policy Advisor summarized the staff report, outlined options available to the Local Trust Committee regarding community engagement on the Islands Trust draft Policy Statement, and noted that members of the community will also have opportunity to provide feedback through a survey.

Discussion ensued.

HO-2024-056

It was MOVED and SECONDED

that the Hornby Island Local Trust Committee select Engagement Option No. 2 for Phase 4 Community Engagement about the new draft Islands Trust Policy Statement.

CARRIED

- 12.3 Trust Conservancy Report - Highlights of October 1st Trust Conservancy Board Meeting**
Received for information.
- 12.4 Trust Conservancy - The Heron - Fall Edition**
Received for information.
- 12.5 Applications Report dated October 24, 2024**
Received for information.
- 12.6 Trustee and Local Expense Report dated July, 2024**
Received for information.
- 12.7 Adopted Policies and Standing Resolutions**
Received for information,
- 12.8 Local Trust Committee Webpage**
No updates at this time.
- 13. WORK PROGRAM**
 - 13.1 Active Projects Report dated October 24, 2024**
Received for information.
 - 13.2 Future Projects Report dated October 24, 2024**
Received for information.
- 14. UPCOMING MEETINGS**
 - 14.1 Next Regular Meeting To Be Determined**
By general consent, the next regular meeting of the Hornby Island Local Trust committee meeting will be held Friday, January 24, 2025 in-person at the Hornby Island Community Hall, Central Road, Hornby Island, BC.
- 15. ADJOURNMENT**
By general consent, the meeting was adjourned at 3:35 p.m.

Tim Peterson, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder



Resolutions Without Meetings Log

Hornby Island

Resolution Number	Action	Date
2024-007 Adopt Hornby Island Housing Agreement Bylaw No. 178, 2024 That the Hornby Island Local Trust Committee Bylaw No. 178, cited as, "Hornby Island Housing Agreement Bylaw No. 178, 2024", be adopted.	Carried	18-Dec-2024
2024-006 Approve January, 2025 to March, 2026 Meeting Schedule That the Hornby Island Local Trust Committee approve their January, 2025 to March, 2026 Meeting Schedule	Carried	19-Nov-2024



Minutes of the Hornby Island Advisory Planning Commission

- Date of Meeting:** Friday, November 15, 2024
- Location:** The Green Room, Hornby Island Hall
4305 Central Road, Hornby Island, BC
- APC Members Present:** Wendy Burton, Chair
Angela Therrien, Deputy Chair
Joanne Ovitsland, Secretary
Aileen Fearman, Member (by Teleconference)
Vicki Bale, Member (by Teleconference)
Rob McCreary, Member
- Staff Present:** Sonja Zupanec, Senior Planner (by Teleconference)
Katherine Vogt, Recorder (by Teleconference)
- Regrets:** Sadie Chezenko, Member
- Others Present:** Approximately one (1) member of the public

1. CALL TO ORDER

Chair Burton called the meeting to order at 10:03 am. She welcomed everyone and noted that quorum was present. She acknowledged that the meeting was being held on the traditional and unceded territory of the K’ómoks Nation and the Pentlatch People; and acknowledged the many groups and tribal associations who have traveled through this area since time immemorial.

2. APPROVAL OF AGENDA

The following item addition was presented for consideration:

- add “Meeting Notices” under Item 5; move existing Item 5 forward.

By general consent, the agenda was approved as presented.

3. MINUTES

3.1 Hornby Island Advisory Planning Commission Draft Minutes dated November 1, 2024

By general consent, the minutes of November 1, 2024 were adopted as presented.

Chair Burton updated members that the Advisory Planning Commission (APC) is being currently advised to not disseminate information from adopted minutes until they are received by local trustees in their upcoming LTC meeting agenda

package. Previously, adopted APC minutes were quickly posted on the Islands Trust website; however, this practice has been recently suspended due to staff availability issues which Planning Team Assistant Straw has offered to review with management and get back to the Chair.

- A member remarked that this made the APC look non-transparent and created an information vacuum; also, agenda packages are difficult to dig through.
- Chair Burton added that members of the public can attend APC meetings and talk about them; but without formal minutes, members of the public cannot point to statements of fact.

Chair Burton requested that the minutes for the current meeting reflect the narrative capturing of comments style of the previous November 1, 2024 minutes.

4. Discussion of Referral

4.1 Proposed Bylaw 176 (OCP) and 177 (LUB): amendments to do with Short-Term Rentals/Temporary Use Permits; and clarifying bylaws for ALR zoned properties providing “tourist accommodation”

Chair Burton clarified the following:

- That the document being referenced for the following discussion was the Hornby Island Official Community Plan (OCP) Bylaw No. 149, 2014, taken from the LTC meeting agenda package in which section 6.10 covers Temporary Use Permits (TUP)s; and the Hornby Island Land Use Bylaw (LUB) No. 150, 2014, in which TUPs and their regulations are covered in Part 10, page 66;
- That any part of a TUP application could be varied by the LTC or Islands Trust planners for various reasons including redundancy; or to allow just a section of the property to be site surveyed; and
- That the APC had previously, in 2022, recommended that if TUPs for Short-Term Rentals were used, that they be batch processed and that the fee be reduced.

APC members discussed the statement in OCP Section 6.10, Temporary Use Permit, Objective No. 8 “... and to allow vacation home rental use as per Policy 6.5.2.5c,” which was proposed to be removed because it was no longer a general permitted use, but was rather now a governed Land Use Bylaw use, noting the following:

- A member supported the use of TUPs for Vacation Home Rentals (VHR)s.
- Members noted that the TUP lasted 3 years, could be renewed once; then reapplied for indefinitely, though this re-application option is not explicitly noted in the bylaws, whereas Comox Valley Regional District (CVRD) business licenses have to be re-applied for every year.
- A member added that a TUP permit will transfer with a property title upon a sale whereas a business license will not; so, an owner can be screened through business licensing.
- A member acknowledged previous APC support for business licensing.

- Chair Burton responded that business licensing was currently out of scope, but could be added as an advocacy recommendation.

Chair Burton confirmed with all members that they agreed with the proposal to remove all current TUP Vacation Home Rental Guidelines from the OCP; and to have them moved to the LUB.

APC members discussed the proposal to remove references to Vacation Home Rentals (VHR)s from the LUB Section 3.7.

- A member noted the removal of the definition for VHRs was a problem for future applicants who may belatedly discover that their property does not qualify for a VHR.
- Chair Burton confirmed that the planner had allowed for a definition; APC members concurred with the need for a definition, excluding agritourism which could have an information note.
- A member requested that any glamping that is not agritourism be considered a VHR and be governed by the same regulations.
- Members reminded that VHRs were based in one's principal residence and that you could not have VHRs in separate buildings in areas of 2 HA or more.
- Chair Burton suggested that APC members needed to consider activities related to agritourism separately from activities related to short-term rentals.
- A member asked how to make the non-permitted use of glamping more explicit, other than in the Agriculture Land Reserve (ALR).
- Chair Burton noted that currently glamping is not defined but could be considered as a camping space. Planner Zupanec had recently asked if the APC was considering glamping as a use/structure for vacation rentals on residential lots.
- A member noted that there was a current limit of 10 glamping or accommodation sites for agritourism on working farms; but no occupancy limits; but there are seasonal limits.
- A member asked how it would be appropriate to have occupancy limits in the bylaws.
- Chair Burton suggested that agritourism be considered out of scope and not appropriate for TUPs, but that there could be an APC advocacy statement that agritourism be given descriptive language in the OCP and LUB.
- A member expressed concern that agritourism could become an uncontrollable drain on local resources.

Chair Burton confirmed with members the following 3 recommendations:

- To have separate language in the OCP and LUB for VHRs.
- To have separate language in the OCP and LUB for agritourism accommodations governed by the Agriculture Land Reserve (ALR).
- That it be advocated that those agricultural properties without description in the current bylaws be given language to describe, not prescribe, what is happening on them.
- A member reminded that the Agricultural Land Commission (ALC) is very well-resourced in their policy and regulatory processes.

Planner Zupanec joined the meeting at 11:02 am

APC members made the following comments and asked Planner Zupanec the following questions regarding TUPs for vacation home rentals:

- Why is it proposed to remove the definition of Vacation Home Rentals from the LUB Section 3.7?
 - Planner Zupanec responded that the definition was removed because the use is regulated in the TUP guidelines; however, for the purpose of convenience, a very nonspecific definition could be provided.
 - A member added that there is a definition for Visitor Accommodation Unit, which is not the same as a short-term vacation rental, which could be confusing.
- Where would the TUP Guidelines be for applicants to gauge their eligibility?
 - Planner Zupanec explained that the TUP Guidelines in the track changes version of the LUB were at the very end of the document in Part 10; and that they were purposely standard and generic so that the LUB did not have to be amended for every minor change to the TUP. Applicants were encouraged to talk to a planner about their application before submitting it to prevent confusion, delay, or unnecessary fees; and they will be given a communications document with specific advice from the planner.
- On page 67 of the LUB, 10.2 Objectives has been removed. Where did they go?
 - Planner Zupanec responded that the TUP objectives have been transferred to the OCP on page 86 exactly as they were originally written except for Objective 9 which was rewritten because it is not in the LUB anymore.
- Regarding the LUB, page 15, 3.7d, 2nd paragraph, it says that dwellings used for vacation home rentals can accommodate 2 beds per bedroom, no more than 3 bedrooms on a lot with an area of less than 1 HA. This allows 6 people. It could be changed to 1 person per 1 bed per bedroom.
 - A member disagreed because this would not provide for families; and TUPs could control heads rather than beds. 6 people was reasonable.
 - A member noted that some people have interpreted the 3 bedrooms as allowing up to 12 people, which is not justifiable even if they have the septic capacity.
 - Chair Burton confirmed with other members that there was a consensus for a maximum of 6 people, assuming adequate septic and water, on small lots.
 - Planner Zupanec noted that TUP Guideline F allows 2 beds per bedroom, maximum 3 bedrooms, on lots less than 1 HA; or 4 bedrooms for lots over 1 HA; TUP Guideline H allows for limitation of occupancy and signage for each applicant. A request for increased occupancy can be made unless there is a rigid cap put on occupancy.
 - APC members expressed a wish to put a cap on occupancy.
 - Planner Zupanec suggested an amendment to Guideline H that limits occupancy to 6 and 8; and that the signage piece be given its own sentence.
 - APC members agreed that a .75 Ha property should have a limit of 6.
 - Planner Zupanec affirmed that it could be specified that children less than 1 year old not be included in the occupancy head count.

- In Section 10.1 it says that TUPs can be renewed one time only. Can an addition be made that says the applicant can re-apply?
- Planner Zupanec affirmed that this could be stated more explicitly.
- A member shared that there were various apps and new sensor technologies being advanced for monitoring septic systems.
- What about Island Health (IH) approved outhouse/holding tanks that do not impact ground water?
- Planner Zupanec responded that the APC could recommend that Guideline 10 B be amended to incorporate approved alternative septic systems.
- A member recommended that it be made more explicit that approved secondary suites or Accessory Dwelling Units (ADU)s would not be permitted for short-term vacation rentals.
- Planner Zupanec offered that it could be reiterated in the TUP Guidelines that short-term rentals must be in the principal residence.

4.2 Proposed Bylaw 176 (OCP) and 177 (LUB): amendments to do with Secondary Suites and 1A Aquifer designation

APC members made the following comments and asked Planner Zupanec the following questions regarding secondary suites and the 1A designation:

- Chair Burton questioned how secondary suites were to be defined.
- Planner Zupanec clarified that LUB Section 3.7 states that secondary suites are to be occupied by the owner or a residential tenant, which is for 30 days or more.
- Planner Zupanec clarified that an owner can expand their house to include a secondary suite under the roof line. Attachments and walkways issues are better defined by what percentage of the wall space is attached. A 50% attached wall space has been a common stipulation of other local governments.
- Planner Zupanec reminded that ADUs trigger First Nation concern of increasing the percentage of the lot that becomes disturbed with an extra driveway and utilities; and ADUs have more complicated septic and water requirements.
- Planner Zupanec confirmed that if the APC were to recommend that secondary suites of 50% wall attachment to the principal dwelling be allowed and to not allow ADUs, that existing ADUs would be legally non-conforming.
- Chair Burton asked if legal non-conforming status would also apply to a current ADU being used as a short-term rental?
- Planner Zupanec responded that the LUB does not currently define the principal and ADU residences on lots with 2 dwellings, so planners could only go back to siting and use permit histories to determine which was built first because there were no size restrictions, and the density was permitted outright.
- A member asked how ADUs for short-term rentals, could become legal non-conforming if they were never legal on Hornby in the first place?

- Planner Zupanec responded that unauthorized existing ADUs would not be considered for legal non-conforming status; it is only on those site-specific lots where additional densities were permitted. The proposed bylaw does not accommodate these ADUs.
- Chair Burton commented that illegal ADUs applying for a TUP is the beginning of the process of applying for a variance.
- A member spoke on the cost, inconvenience, and precarious investment scenario of TUP applications for tiny homes and trailers. If these places are not legalized, there will be evictions.
- Chair Burton responded that there is currently a moratorium on evictions, which would protect tenants until owners could bring their properties up to code.
- A member expressed the importance of allowing secondary suites “or” ADUs because there is a high number of ADU dwellings already built.
- A member reminded that on other islands, uptake for applications for secondary suites has been very low due to high cost. ADUs allow for aging in place, for caretakers, and for some people to be able to keep their homes.
- Planner Zupanec added that it needed to be made explicit that an ADU either needed its own water system or if it were tied into the existing water system it would trigger the onerous “community water supply” requirements.
- Planner Zupanec suggested that if the ADU recommendation was accompanied with a clear stipulation for limited floor area, a “microhome,” that this could mitigate First Nation concerns.
- Chair Burton noted that LUB Section 3.8 was very explicit about lot size and the APC could refer to that in their recommendations.

Chair Burton confirmed with all APC members present that they were still in agreement that secondary suites “or” ADUs were interchangeably acceptable for upcoming final recommendations.

Chair Burton initiated discussion on the current 1A high vulnerability aquifer designation for Whaling Station which was proposed to be set aside and replaced by an island-wide designation; but it was not considered that the high-density subdivision areas of Sandpiper and Galleon, which currently allow secondary suites but not short-term rentals, could lose their permission for secondary suites under a new highly vulnerable aquifer designation.

- A member noted that there is a lack of scientific information on the freshwater status of various areas on Hornby.
- Chair Burton asked if the Freshwater Specialist was available for advising the APC for next meeting.
- Planner Zupanec responded that the LTC would need to initiate that request for data; so, the APC could recommend that the LTC do not proceed with a change in the aquifer designation until the Freshwater Specialist has been consulted; or the APC could defer to a precautionary approach to increased density.
- Chair Burton clarified that the precautionary approach would mean that the APC endorse the LTC proposal to have a 1A aquifer designation for Whaling Station.

- A member preferred that the precaution be appropriate septic and water for everyone.
- Chair Burton commented that there was sufficient evidence that Galleon and Sandpiper were highly vulnerable aquifer areas.
- Chair Burton noted that if someone wanted a short-term vacation rental at Whaling Station, they would have to apply for a TUP and prove water and septic under the 1A vulnerable aquifer designation.
- Planner Zupanec clarified that in the OCP Section 6.10.4 of the TUP Guidelines it states that there must be a professional assessment of hydrological impacts for any proposed short-term rental.
- Chair Burton noted that no TUPs have been applied for from the Whaling Station area.
- A member stated that many operators have been told that they are compliant, without having gone through the TUP process.

Member McCreary left the meeting at 12:00 pm.

Chair Burton asked APC members if they wanted the 1A designation to apply to Sandpiper and Galleon for Vacation Home Rental Uses.

- One member expressed uncertainty.

Chair Burton asked if language should be 2 HA or more or less than 2 HAs.

- Planner Zupanec responded that the language has been 2 HAs or more and that changing it could possibly bring about non-conforming situations.

Chair Burton questioned a discrepancy in the LUB regarding that under the 8.2 Residential 2 – Large Lot (R2) Zone, it states in (2) (a) that it is permitted to have: “a maximum of one residential dwelling unit and one secondary suite per lot having an area less than 4.0 hectares;” and, then, under (2) (b) “a maximum of two dwelling units and two secondary suites per lot having an area of 4.0 hectares or larger.”

- Planner Zupanec responded that this was an error in the 2014 base bylaw and needed to be corrected. It should read “an area less than 2 HAs in (2) (a); and an area of 4 HAs or larger in (2) (b).”
- Chair Burton requested an email from Planner Zupanec clarifying this discrepancy.

An APC Member initiated discussion on the Thatch/Hornby Island Resort project, questioning if they qualify under the provincial principal residence exemption requirements for existing strata hotels and motels offering short-term vacation rentals if they were not actually operating as a hotel/motel prior to 2023; in any case, if they are not meeting the exemption metrics, the local bylaws on short-term rentals should apply.

- A member responded that very little provincial enforcement was taking place; and only if it were complaint-driven. Also, if only 1 condominium unit has been sold in the development, they are likely not using a provincially required common front desk and booking system, a system which must be set up by the strata, not the individual owner.

- Planner Zupanec responded that she was unfamiliar with the file; but that if the zoning provisions for the site were not being complied with, it was a matter for bylaw enforcement, which could be triggered by advertising.
- Chair Burton noted that previously the APC had been advised by Planner Cox that the tourist accommodation definition previously applied to the Thatch (which did have some hotel rooms) does not transfer to these new condominiums; and that if they are operating short-term rentals, it should be covered by local bylaws.
- Chair Burton requested further clarity from the planner regarding the Thatch in case it might be included in final APC recommendations.

An APC member questioned that if Galleon and Sandpiper are designated 1A, and short-term rentals there are addressed by the TUP process, then, the item under Section 3.7 Secondary Suites, item no. (4) “Despite Part 8 of this Bylaw, a secondary suite is not a permitted use in a dwelling on any lot within the heavily developed – high vulnerability aquifer designation as shown on Schedule D2 of the Hornby Island Official Community Plan Bylaw No. 149” was redundant. Can the APC delete this section?

- Planner Zupanec confirmed that this section could be deleted.

Planner Zupanec left the meeting at 12:30 pm

4.3 Confirming “green light” proposed amendments

APC members discussed the possibility of having an extra meeting to perform an additional review of the final recommendations.

- Chair Burton explained the domino effect of missed deadlines and offered to create a draft resolution document with addendum for circulation 5 days before the next meeting. At any future point, the APC could change the deadline.

A member noted that recreational vehicles and camping still needed to be addressed; and that extending the seasonal boundary dates of May 1 to September 30 for tourist accommodation could be favourable for many events such as weddings.

- A member responded that, ideally, it could be the number of weeks in a year that was restricted.
- Chair Burton advised that this topic was out of scope for the current APC and needed a separate LTC-directed public meeting.

A member questioned the vagueness of TUP Guideline 10) (J) which states: “any other requirement that the Local Trust Committee considers appropriate” and another member noted that some of the other guidelines had brand new language.

- Chair Burton responded that “any other requirement” allows the LTC to make changes by special resolution, rather than upending the existing bylaw.

- A member noted that requirements for signage and parking were absent in the new TUP Guidelines and that it should be made explicit that there should be one parking space for each bedroom.
- Chair Burton noted that adequate parking is a legal definition in the LUB, which could be referred to as an information note.

A member noted that if a short-term rental were being licensed by the Comox Valley Regional District (CVRD) that proof of insurance would be required.

A member requested that signage be included in the TUP guidelines because there should be a contact number on the sign that is available 24/7.

- Chair Burton responded that she would raise this issue with the planner; but that it was likely that it would not be appropriate for the bylaw but could be better crafted into the actual permit application requirements given that signage and parking requirements may be very particular. A further recommendation could be a 'Frequently Asked Questions' document.

A member supported that the issue of the possibility of a cap on the total number of TUPs for vacation home rentals be reconsidered.

- Chair Burton noted that previously the APC had recommended TUPs for being a means to cap, which is not possible under a permitted use; but that currently, this issue was in play but out of scope.

4.4 Plan for drafting recommendations

Chair Burton and Deputy Chair Therrien offered to create a draft resolution document with addendum of responses to the proposed amendments for circulation 5 days before the next meeting with the aim of finalizing the draft recommendations by the end of the November 29th meeting.

5. Meeting Notices

A member asked how APC meeting notices might be more widely distributed other than just the notice board at the co-op; and if the Islands Trust could put it on their web page calendar?

- Chair Burton responded that the Trust email notification system provided notice of APC meetings; and advised that the Chair was not permitted to add any extra information to the official meeting notices; and offered that the APC could let various groups know how their members could sign up for electronic notification.

6. Next Meeting and ADJOURNMENT

By general consent, the meeting was adjourned at 1:03 pm.

Wendy Burton, Chair

Certified Correct:

Katherine Vogt, Recorder



Minutes of the Hornby Island Advisory Planning Commission

Date of Meeting:	Friday/November 29, 2024
Location:	The Green Room, Hornby Island Hall 4305 Central Road, Hornby Island, BC
APC Members Present:	Wendy burton, Chair Angela Therrien, Deputy Chair Joanne Ovitsland, Secretary Aileen Fearman, Member Vicki Bale, Member Rob McCreary, Member
Regrets:	Sadie Chezenko, Member
Staff Present:	Katherine Vogt, Recorder (by Teleconference)
Others Present:	Approximately one (1) member of the public

1. CALL TO ORDER

Chair Burton called the meeting to order at 10:01 am. She welcomed everyone and noted that quorum was present. She acknowledged that the meeting was being held on the traditional and unceded territory of the Kómox Nation and the Pentlatch People.

2. APPROVAL OF AGENDA

By general consent, the agenda was approved as presented.

3. MINUTES

3.1 Hornby Island Advisory Planning Commission Draft Minutes dated November 15, 2024

The following items were presented for consideration for amendment:

- On page 2, first paragraph, 2nd bullet, 2nd line, delete the word “documents;” and add the phrase “members of the public” after the word “minutes.”
- On page 3, first paragraph, 5th bullet, first line, replace the word “considered” with the word “suggested.”
- On page 4, 2nd paragraph, 5th bullet, 6th line, replace the word “were” with the phrase “will be.”

By general consent, the minutes were adopted as amended.

4. Discussion of Referral

Advisory Planning Commission (APC) members considered a recently prepared “Discussion Document for HOAPC 2024-11-29: Summary of discussion of referral: Prepared by Wendy Burton, Chair, and Angela Therrien, Vice-Chair: HOAPC, November 21, 2024.”

APC members thanked the Chair and Vice-Chair for their hard work in preparing the document.

Chair Burton expressed hope that final referral recommendations could be voted on by the end of this meeting; and noted that the minutes of this meeting would be the final transmission document to the Local Trust Committee (LTC). Also, the APC was permitted to draft a narrative statement for out-of-scope recommendations and rationale.

APC members were advised by the Chair of the following:

- that each proposed individual bylaw amendment had to be placed in one of the following categories with accompanying rationale: 1) Take the bylaw forward to Public Hearing; 2) Proceed with the bylaw on a conditional basis; 3) Not proceed with the bylaw; 4) Not proceed with the bylaw at this time.
- that every informal and formal document that has been drafted throughout this referral by any APC member is subject to Freedom of Information Request retrieval while the referral is open; and needs to be saved.

4.1 Proposed Bylaw 176 (OCP) and 177 (LUB): amendments to do with Short Term Rentals/Temporary Use Permits; amendments to do with Secondary Suites and 1A Aquifer designation; and permitted dwellings on 2 hectares/4 hectares parcels

The minute taker teleconference line was disengaged at 10:16 am and resumed at 10:21 am. Vice-Chair Therrien chaired the meeting while Chair Burton reset the teleconference line.

APC members discussed amendment proposal items that had been previously supported by the APC, noting the following:

- An APC member noted ambiguity in a sentence of the background statement of item 6.5.4.1; and requested deletion of “rental of a second dwelling on a property.”
- An APC member suggested that the APC provide an explanatory statement for why the APC was recommending removing all language relating to allowing secondary suites in R1(B); Shire Property; Syzygy; Downes Point Land Holdings Ltd.
- An APC member requested that the APC recommends that the amendment to 6.5.2.5 be conditional on language clarification.

HO-APC-2024-001

It was MOVED and SECONDED,

that the Hornby Island Advisory Planning Commission accept the following amendments to take to Public Hearing: 6.3.1; 6.3.2; 6.3.23; 6.3.3; 6.3.3.10; 6.5.2.5 (c);6.5.4.1;3.14 (1 and 2); 8.4 1 (c); 6.10(9); and that 6.5.2.5 (b) be accepted with language adjustments so that it states: “on land in the

Agriculture Land Reserve, vacation home rentals are approved by Temporary Use Permit. Agritourism accommodation is approved in accordance with Agriculture Land Commission Policy and Regulation, if zoning allows such use.”

CARRIED

The motion was carried unanimously.

APC members discussed the proposed Official Community Plan (OCP) and Land Use Bylaw (LUB) definition of “structure” in relation to cisterns, noting the following:

- Currently, cisterns of any size and number can be placed right up to the edge of a property line.
- Screening can ameliorate visual disturbance to neighbours.

HO-APC-2024-002

It was MOVED and SECONDED,

that the Hornby Island Advisory Planning Commission accept, with conditions, that the definition of structure means any object or construction fixed to, supported by or embedded in land, including retaining walls and stairs, but excludes loose stones and concrete, other paved surfaces, storage of building materials, septic fields, septic tanks, septic discharge field and related appurtenances, and water storage cisterns appropriately screened.

CARRIED

The motion was carried unanimously.

APC members discussed amendments to do with small lots in the 1A (highly vulnerable aquifer) designations (amended Schedule D2), in relation to secondary suites, noting the following:

- Previously, the APC had considered classifying the entire island as highly vulnerable aquifer, which would have had the unintended consequence of removing permission for secondary suites for the entire island.
- Previously the APC had tentatively considered not extending the 1A designation, which is currently applied to Whaling Station, Sandpiper, Galleon, and a section of Anderson Drive.
- The lack of scientific knowledge on the entire island aquifer situation should be included in a final APC narrative.
- Under item (formerly 3.6) at the very end of the paragraph, it should be added “and adequate potable water.”
- Whaling Station is currently not permitted to have secondary suites under the 1A designation which includes large acreage High Salal properties whose owners may need an extra suite.

The Chair clarified that the following motion has the implication of striking out the last line in paragraph 2 under Item 6.3.2 Small Lot Residential, Background, which states: “In 202x the Local Trust Committee added the Galleon and Sandpiper neighborhood areas to this aquifer classification.”

HO-APC-2024-003

It was MOVED and SECONDED,

that the Hornby Island Local Advisory Planning Commission not proceed with the bylaw amendment No. 173 Schedule 2 at this time.

CARRIED

4 members of the APC supported the motion; the Chair did not vote; and one member was opposed to the motion because the member knows many residents of Galleon and Sandpiper who are contending with problems to their water supply and believes that these areas are becoming as water vulnerable as Whaling Station.

Chair Burton moved forward with a summary of what was believed to be the current APC consensus on secondary suites, noting the following:

- Secondary suites or accessory dwelling units (ADU)s would be permitted in all zones.
- Secondary suites would have to be within the roofline of the principal residence, and have a maximum footprint of 50% of the principal residence.
- While secondary suites could not be used for vacation home rentals because they are meant for residential rental tenure, primary residences could be.
- Lots smaller than 2 HAs would be allowed one principal residence and one secondary suite or ADU; and lots 2 HAs or larger would be allowed 2 principal residences and 2 secondary suites or ADUs.
- For R2 lots, residential rental tenure only was stipulated by the APC in their March 2022 recommendations.
- Secondary suites should be occupied by either the owner or tenant, and not be used for vacation home rentals.

APC members noted the following:

- The building, septic, and water costs for secondary suites or ADUs are so prohibitive, that likely few people will be able to finance them.
- Property owners will be able to apply for variances from the bylaws.
- A moratorium still exists for enforcement on residential rentals.

HO-APC-2024-004

It was MOVED and SECONDED,

that the Hornby Island Advisory Planning Commission recommends that Land Use Bylaw Item 3.7 Secondary Suites be adjusted to add “or accessory dwelling units.”

CARRIED

The motion was carried unanimously.

HO-APC-2024-005

It was MOVED and SECONDED,

that the Hornby Island Advisory Planning Commission recommends that Land Use Bylaw item 3.7, (1) (e) be restated to the following: “be located wholly within a permitted residential dwelling.”

CARRIED

The motion was carried unanimously.

An APC member raised the concern that a studio or small bachelor style apartment might not be permitted under the current definition of secondary suite, which may demand such amenities as a full separate bedroom, a full separate kitchen, or a full separate bathroom; thereby impeding some people from providing needed housing. The member requested that this issue be addressed in the APC narrative.

HO-APC-2024-006

It was MOVED and SECONDED,

that the Hornby Island Advisory Planning Commission recommends that a new category (h) be added under Land Use Bylaw Item 3.7 (1) that states: “accessory dwelling unit where permitted for owner or residential tenant.”

CARRIED

The motion was carried unanimously.

HO-APC-2024-007

It was MOVED and SECONDED,

that the Hornby Island Advisory Planning Commission recommends that Land Use Bylaw Item 3.7 (2) be restated to the following: “Where a secondary suite or accessory dwelling unit is permitted in Part 8 of this Bylaw, an authorized person as defined in the Sewage System Regulations under the *Public Health Act* must state in writing to the Islands Trust that the sewage disposal system to which the building accommodating the secondary suite or accessory dwelling unit is connected to is capable of providing adequate sewage treatment for the principal dwelling and secondary suite or accessory dwelling unit.”

CARRIED

The motion was carried unanimously.

Chair Burton noted that adequate sewage treatment could include composting toilets.

HO-APC-2024-008

It was MOVED and SECONDED,

that the Hornby Island Advisory Planning Commission recommends that Land Use Bylaw Item 3.7 (4) be restated to the following: “Despite Part 8 of this Bylaw, a secondary suite or accessory dwelling unit is a permitted use on any lot within the heavily developed-high vulnerability aquifer designation as shown on Schedule D2 of the Hornby Island Official Community Plan Bylaw No. 149.”

CARRIED

The motion was carried unanimously.

APC members noted that Land Use Bylaw item 3.7 (3) also needed the insertion of the phrase “or accessory dwelling unit” after each iteration of the phrase “secondary suite.”

APC members discussed the definition of vacation home rentals in the Land Use Bylaw (LUB), noting the following:

- The provincial definition of ‘short term rentals’ are that they are accommodations provided to members of the public in a host’s property, in exchange for money, for a period of less than 90 consecutive days.
- The proposed definition for Hornby Island would bring the allowable time period down to less than 30 days to provide for workforce housing monthly rental contracts of 30 days for ferry workers and others that currently are regulated under the Residential Tenancy Act, and which may become illegal under a 90-day default short-term rental time period.

HO-APC-2024-009

It was MOVED and SECONDED,

that the Hornby Island Advisory Planning Commission recommends that the current definition of vacation home rental be the following: “short-term rental use means the use of a principal dwelling unit for the temporary accommodation of paying guests for a period of less than 30 consecutive days. Short-term rental use is permitted as permitted with a valid temporary use permit.”

CARRIED

The motion was carried unanimously.

APC members moved discussion forward to LUB Item Part 10 Temporary Use Permit Areas, noting the following:

- There needs to be language written in the LUB that makes it clear than TUPs can be reapplied for.

HO-APC-2024-010

It was MOVED and SECONDED,

that the Hornby Island Advisory Planning Commission recommends that the Land Use Bylaw Item 10.1 Temporary use Permits add the following: “Temporary Use Permits can be issued for a term up to three years and may be renewed one time only, after which time a new application may be applied for.”

CARRIED

The motion carried unanimously; and the Vice-Chair noted that the inclusion of this motion meant that the proposed bylaw was being accepted with conditions.

APC members discussed TUP Guideline items, noting the following:

- Outhouse/composting toilet options are being proposed by the APC for addition to the TUP guidelines.

HO-APC-2024-011

It was MOVED and SECONDED,

that the Hornby Island Advisory Planning Commission recommends that the Land Use Bylaw 10.2 Temporary Use Permit Guideline (10) b) i) and ii) state the following: “i) the septic tank or approved outhouse/composting toilet has been inspected in the last 6 months and is working and capable of supporting the proposed occupancy load for the vacation home rental use; and ii) there is sufficient quantity and quality of potable water to support the vacation rental use.”

CARRIED

The motion was carried unanimously.

APC members discussed limits on allowable numbers of people for short-term rentals; and that the age of 12 months was considered a standard health and safety boundary below which a baby was likely not walking yet.

Member McCreary left the meeting at 11:59 am.

HO-APC-2024-012

It was MOVED and SECONDED,

that the Hornby Island Advisory Planning Commission recommends that the Land Use Bylaw 10.2 Temporary Use Permit Guideline h) be amended to state the following: “A condition of the permit allows no more than 6 people over the age of 12 months on lots less than 1.0 hectare in size; or 8 people over the age of 12 months on areas of 1.0 hectare or more.”

CARRIED

The motion was carried unanimously.

APC members moved forward to discuss TUP sign and parking guidelines.

HO-APC-2024-013

It was MOVED and SECONDED,

that the Hornby Island Advisory Planning Commission recommends that the following Land Use Bylaw Section 3.7.2 be inserted into the new Temporary Use Guidelines: “A sign must be posted on the premises of each vacation home rental use while the use is occurring, clearly legible from a public road, indicating contact information including the name and telephone number of the owner of the premises or an agent of the owner who is reasonably available to deal with any impacts of the rental use on neighbouring premises;” and also that Parking be inserted as a section in the Temporary Use Permit Guidelines that refers applicants to follow section 5.4 Parking.

CARRIED

The motion was carried unanimously.

APC members discussed the following outstanding TUP issues that could be conveyed in an APC narrative:

- Keeping application fees low.
- Batch processing of unexceptional applications; exceptional applications would go to Trustees.

- A site plan rather than a registered site plan would be sufficient unless deemed necessary by a planner.
- Potable rainwater acceptability.

4.2 Transmission of HOAPC response to referral

APC members discussed the drafting of an APC narrative, which could convey recommendations out of scope of the referral or give greater context and rationale to the APC recommendations already made in motions.

HO-APC-2024-014

it was MOVED and SECONDED,

that the Hornby Island Advisory Planning Commission requests that the Chair sends the minutes of the current meeting to the Trustees as soon as the minutes are available.

CARRIED

The motion was carried unanimously.

HO-APC-2024-015

It was MOVED and SECONDED,

that the Hornby Island Advisory Planning Commission requests that Chair Burton and Vice-chair Therrien draft a narrative that is distributed to each Advisory Planning Commission member by email and that each member does not reply to all to trigger a meeting in their response, and that this draft be sent by email to Trustees.

CARRIED

The motion was carried unanimously.

HO-APC-2024-016

It was MOVED and SECONDED,

that the Hornby Island Advisory Planning Commission requests a delegation of Member Fearman and Vice-chair Therrien at the next appropriate meeting of the Local Trust Committee.

CARRIED

The motion was carried unanimously.

5. Next Steps and ADJOURNMENT

By general consent, the meeting was adjourned at 12:18 pm.

Wendy Burton, Chair

Certified Correct:

Katherine Vogt, Recorder

Follow Up Action Report

Hornby Island

13-Sep-2024

Progress	Activity	Responsibility	Dates	Status
100%	1 Staff to assist Chair with drafting advocacy letter in support of grant applications for Hornby Island Farmland Trust Society's 'Shed' project prior to September 30th deadline.	Clare Frater Ian Cox Renee Jamurat	Target: 30-Sep-2024	Completed
100%	2 Staff to issue PLDP20240153 (Forrie) per LTC resolution from September 13th meeting.	Chloe Straw Ian Cox Michelle Backe Nadine Mourao	Target: 24-Sep-2024	Completed
100%	3 Staff to prepare Hornby Island Community Heritage Register and send notification to the provincial Heritage Branch per Local Government Act section 598.	Ian Cox Nadine Mourao		Completed
100%	4 Staff to issue PLDP20240166 (Co-op EV Charing Station) per LTC resolution passed on September 13.	Chloe Straw Ian Cox Michelle Backe Nadine Mourao		Completed
100%	5 LTC released covenant CA2090177 and accepted modified green roof covenant. Staff to coordinate with property owner's legal counsel for registration with Land Titles. HO Chair to coordinate with Director Marlor for signature and witness.	Ian Cox Nadine Mourao		Completed
100%	6 Staff to inform applicant and MOTI of 10% lot frontage waiver for HO-SUB-2023.2 per LTC resolution granting with condition.	Chloe Straw Margot Thomaidis Michelle Backe		Completed

Follow Up Action Report

Hornby Island

13-Sep-2024

Progress	Activity	Responsibility	Dates	Status
100%	7 Resolution passed September 13: Staff to inform FPC about reallocation of \$31,500 from the Hornby major project budget, approved for 'First Nations Relationship Building,' to the current major project budget for the 'Official Community Plan and Land Use Bylaw Review to support the technical and legal review with First Nations, and take all necessary steps to execute the reallocation of funds.	Renee Jamurat Sonja Zupanec		Completed
100%	8 Final HO BEN bylaw adopted per LTC resolution. Staff to update bylaw file and perform required admin, including website update.	Nadine Mourao Warren Dingman		Completed
0%	9 Staff prepare a report regarding the current policies for compliance and enforcement, and screening officer appointments, powers, duties and procedures per resolution passed September 13, 2024.	Warren Dingman		In Progress
0%	10 Staff to prepare briefing on farm stand regulations using other LTC bylaw examples.	Ian Cox		In Progress

Follow Up Action Report

Hornby Island

01-Nov-2024

Progress	Activity	Responsibility	Dates	Status
100%	1 Staff to issue PLDP20240156.	Chloe Straw Ian Cox Nadine Mourao		Completed
100%	2 Staff to issue PLDVP20240155.	Chloe Straw Ian Cox Nadine Mourao		Completed
50%	3 LTC Chair to sign Hornby Island Resort Ltd. parking covenant EG107386 release and staff provide copy to property owner's legal counsel.	Ian Cox Nadine Mourao		In Progress
100%	4 Staff to prepare EC referral for Hornby Housing Agreement Bylaw No. 178 as amended by LTC to include "Lessee/Lessor" change.	Ian Cox Nadine Mourao	Target: 11-Nov-2024	Completed
0%	5 Staff to provide LTC with information on whether a DP would be required for Rogers communication tower on Crown Land.	Ian Cox	Target: 24-Jan-2025	In Progress
100%	6 Staff to issue PLSUP20240157 as related to PLDP20240156 & PLDVP20240155.	Chloe Straw Ian Cox Nadine Mourao		Completed



DATE OF MEETING: January 24, 2025

TO: Hornby Island Local Trust Committee

FROM: Sonja Zupanec, RPP, MCIP
Northern Team

SUBJECT: Summary of Referral Responses for Proposed Bylaw Nos. 176 (OCP) and 177 (LUB)

RECOMMENDATION

1. That the Hornby Island Local Trust Committee request staff to schedule a special electronic meeting in February 2025 to:
 - i. Review and discuss preliminary data and mapping from the “Hornby Island Suitable Land Analysis Project”; and
 - ii. discuss implications of the land analysis data on possible amendments to proposed Bylaw Nos. 176 (OCP) and 177 (LUB).
2. That the Hornby Island Local Trust Committee authorize the release of up to \$150 from the Major Project budget to cover local advertising expenses to promote the special electronic meeting in February 2025.
3. That the Hornby Island Local Trust Committee request staff to invite members of the Advisory Planning Commission to attend the special electronic meeting in February 2025 to learn about the Hornby Island Suitable Land Analysis Project and potential implications on the proposed bylaws being considered by the LTC.
4. That the Hornby Island Local Trust Committee defer consideration of bylaw amendments or further readings of Proposed Bylaw Nos. 176 and 177 until the Suitable Land Analysis project has been completed in March 2025 and the LTC has considered the data and recommendations.
5. That the Hornby Island Local Trust Committee request staff to continue working on the Hornby Island OCP/LUB Review Project as a minor project commencing April 1, 2025 and request the Director of Planning Services to allocate \$5,000 from the 2025-2026 fiscal budget.
6. That the Hornby Island Local Trust Committee endorse the revised project charter for the Hornby Island OCP/LUB Review Project upon confirmation of minor project funding in March 2025.

REPORT SUMMARY

This report summarizes referral responses for Proposed Bylaw Nos 176 (OCP) and 177 (LUB) to amend the Official Community Plan and Land Use Bylaws with regards to the objectives in the [project charter](#). Staff is recommending that consideration of amendments to both proposed bylaws be deferred until after the Local Trust Committee has reviewed the draft “Suitable Land Analysis” project data and mapping in February 2025 and considered the referral response from K’omoks First Nation. All relevant background information is posted to the Islands Trust [project webpage](#).

BACKGROUND

On August 9, 2024 the Hornby Island Local Trust Committee (LTC) gave first readings to Proposed Bylaw Nos. 176 (OCP) and 177 (LUB) and forwarded the bylaws to agencies and First Nations for comment. A summary of referral responses received to date are included in Attachment 1.

In early 2024 the Islands Trust Freshwater Specialist secured funding for “Suitable Land Analysis” (SLA) mapping and data to be collected for various Islands across the Trust where active projects were underway proposing increases in density or intensity of use. Planning staff were advised on January 9, 2025 that the project is now nearing completion and presentation of initial findings to the LTC are proposed for February 2025. The results of this project are anticipated to have potential implications on the proposed bylaws under consideration by the LTC.

ANALYSIS

Issues and Opportunities

Staff have identified the following preliminary issues and opportunities, discussed in more detail below.

Summary of Public Input and Referral Responses (Attachment 1)

Attachment 1 summarizes the referral responses received up until the time of report writing. Staff have provided preliminary comments for LTC consideration of next steps. The Advisory Planning Commission has prepared a “Rationale to accompany the minutes of the HOAPC November 29, 2024” document (Attachment 2) which summarizes fifteen categories of recommendations and rationale from the APC discussions.

All public correspondence is posted to the [project webpage](#) and updated weekly. The LTC is encouraged to regularly review submissions and identify to staff any specific matters it wishes to explore or discuss during the major project agenda item.

Suitable Land Analysis (SLA) Tool Overview

Informed by the Islands Trust Freshwater Sustainability Strategy, the SLA Tool prioritizes protecting freshwater resources. This tool has been focused on analysis for North Pender, Mayne, Denman and Hornby Islands as these islands have active LTC initiated projects proposing increases in density or intensity of use of land. Planning staff have been advised by the Islands Trust Freshwater Specialist that the preliminary data for Hornby Island is ready to be presented to the LTC for review and comment in February 2025.

The contract work and analysis is intended to be completed by March 31, 2025 and the results of the analysis can significantly support the implementation of the OCP and LUB Review Project. The data is intended to be used to ensure land-use aligns with sustainability objectives and protects critical habitats and landscapes. The SLA Tool is designed to evaluate and prioritize areas of the island suitable for sustainable development, emphasizing environmental conservation and community resilience. It employs Multiple-Criteria Decision Analysis (MCDA) to balance ecological, social, and economic factors. It

integrates data on ecological sensitivity, freshwater sustainability, transportation, infrastructure, and slope stability to guide informed land-use decisions.

The K'omoks First Nation (KFN) have been advised by planning staff that this tool is nearing completion and could inform the Hornby OCP and LUB review project. The Nation has responded to the referral for Proposed Bylaw Nos. 176 and 177 indicating that they wish to review the SLA data and mapping prior to responding to the proposed increase in density on the island through secondary suites, on most residentially zoned lots. A meeting is tentatively scheduled between planning staff and KFN staff for late January/early February to review the preliminary data and mapping. Staff are actively engaged with KFN staff to formalize an engagement summary document for review and endorsement by KFN. This summary will then be presented to the LTC with recommendations for next steps in the OCP/LUB review project.

Staff recommends that LTC consideration of amendments to both proposed bylaws be deferred until after the Local Trust Committee has reviewed the draft "Suitable Land Analysis" project data and mapping in February 2025 as per the recommendations on page 1 of this report.

Major vs Minor Project Classification

The major funding for the Hornby OCP/LUB Targeted Review Project will expire at the end of the fiscal year (March 31, 2025). The project will need to transition to minor project status and qualify to access up to \$5,000 per year in minor project funding.

There is a critical window of opportunity to continue with the project and move the process toward completion. The Regional Planning Team will continue to lead the project with support from the Hornby Island Planner. The project is already well underway and maintaining momentum will ensure that it is completed efficiently and in a timely manner, with First Nations input and ensuring that the OCP and LUB are updated by March 2026.

By [Trust Council policy 5.9.1](#), an LTC can have one active minor project at a time. Staff recommends the LTC request \$5,000 in minor project funding for the 2025/26 fiscal year and review an updated project charter to reflect the amended budget and timelines as per the staff recommendations on page 1.

RATIONALE FOR RECOMMENDATIONS

The timing of the completion of the suitable land analysis project now coincides with the LTC consideration of possible amendments to Proposed Bylaw Nos. 176 and 177. Staff recommend a review of the SLA data prior to advancing the bylaws to further readings or public hearing. The staff recommendations are found on page 1 of this report.

ALTERNATIVES:

1. Amend the Proposed Bylaws based on referral responses received to date.

The LTC can amend the proposed bylaws and/or give further readings based on the referral responses received to date. If this alternative is selected, the suggested resolutions would be:

"That Hornby Island Local Trust Committee Bylaw No. 176 cited as "Hornby Island Official Community Plan Bylaw No.149, 2014, Amendment No. 1, 2024" be amended by (specify amendments)"

"That Hornby Island Local Trust Committee Bylaw No. 177 cited as "Hornby Island Land Use Bylaw No.150, 2014, Amendment No. 1, 2024" be amended by (specify amendments)"

“That Hornby Island Local Trust Committee Bylaw No. 176 cited as “Hornby Island Official Community Plan Bylaw No.149, 2014, Amendment No. 1, 2024” be read a second time.”

“That Hornby Island Local Trust Committee Bylaw No. 177 cited as “Hornby Island Land Use Bylaw No.150, 2014, Amendment No. 1, 2024” be read a second time.”

Next Steps

If the LTC concurs with the staff recommendations, staff will schedule and advertise for a special electronic meeting in February and invite the APC members to attend.

Submitted By:	Sonja Zupanec, RPP, MCIP, Island Planner	January 10, 2025
Concurrence:	Renee Jamurat, RPP, MCIP, Regional Planning Manager	January 13, 2025

ATTACHMENTS

1. Summary of Referral responses received as of January 10, 2025
2. Advisory Planning Commission Rationale document - December 15, 2024
3. Proposed Bylaw No. 176 (OCP)
4. Proposed Bylaw No. 177 (LUB)
5. Revised Hornby OCP/LUB Review Project Charter, version 2.4

ATTACHMENT 1 – SUMMARY OF REFERRAL RESPONSES

TABLE 1. SUMMARY OF REFERRAL RESPONSES RECEIVED AS OF JANUARY 10, 2025 FOR PROPOSED BYLAW NOS. 176 (HO OCP) AND 177 (HO LUB)

Agency or First Nation	Referral Response Summary	Planning Staff Comments
K'omoks First Nation	<p><i>“Regarding Hornby Proposed Bylaw Nos. 176 and 177 the K’omoks First Nation have been advised by Islands Trust Planning staff that data from a Denman and Hornby Island suitable land analysis study will be available in early 2025, which may inform our response to the proposed amendments. KFN may be able to respond to the request for a referral response after reviewing the results of the suitable land analysis.”</i></p>	<p><i>KFN staff have been invited to a meeting to review the preliminary data and mapping for both Hornby and Denman Islands. Staff recommend the LTC defer further consideration of any changes to the proposed bylaw until it also reviews the SLA data/mapping and KFN response, to determine possible implications on the proposed changes in Bylaw Nos. 176 and 177.</i></p>
Island Health	<ul style="list-style-type: none"> ▪ Keeping of Chickens on Residential Lots: Island Health staff recommend consideration of a minimum lot size; minimum coop and run size and model bylaws for keeping of hens as per the following links: https://www.saanich.ca/EN/main/community/agriculture-food-security/saanich-agricultural-regulations/backyard-chickens.html The BC SPCA has a page link to model bylaws. Reducing Health Risks Associated with Backyard Chickens – evidence brief prepared by Public Health Ontario. Recommendations for minimum coop / open run space per chicken for example 4 to 6 square feet of coop space per bird and 8 – 10 square feet of run space per bird. https://www.publichealthontario.ca/-/media/documents/e/2017/eb-backyard-chickens.pdf?sc_lang=en ▪ Recommend occupancy limits for vacation rentals. ▪ Recommend minimum lot size for secondary suites be 2ha and that suites be located wholly within or attached to principle residence and not be permitted to be detached. Define “attached”. Define how adequate quality and quantity of potable water is to be achieved so 	<p><i>Planning staff have been in contact with IH staff and have requested a written bylaw referral response to capture the comments staff have received to date. Staff recommend the SLA data and mapping can be supportive in addressing options to proceed with respect to regulating secondary suites. All suggested referral recommendations can be brought back for LTC consideration.</i></p>

Agency or First Nation	Referral Response Summary	Planning Staff Comments
	<p>that it includes chemical parameters not just biological. Use Guidelines for Canadian Drinking Water Quality.</p> <ul style="list-style-type: none"> ▪ Recommend clarifying maximum residential density of the PUa zone for community housing. ▪ Recommend RVs not be permitted to be used as permanent dwellings. 	
<p>Denman Local Trust Committee</p>	<p>The bylaw referral is on the DE LTC Jan 21 agenda for consideration. A verbal update from planning staff anticipated January 24, 2025.</p>	
<p>Hornby Island Advisory Planning Commission</p>	<p>The APC has recommended several changes to the proposed bylaws (see minute in January 24, 2025 agenda package and Attachment 2 of this report). Below is a brief summary:</p> <ul style="list-style-type: none"> ▪ Permit secondary suites or additional dwelling units on all lots and limit size and tenure (residential only). ▪ Adopt new definition of secondary suite and term “short term rental” to align with provincial regulations. ▪ Not re-classify Sandpiper and Galleon subdivisions as 1A. Require at time of Siting and Use Permit for secondary suite, verification of adequate water and septic capacity. ▪ Support vacation rental business licensing rather than TUP. ▪ Remove provisions for secondary suites from Shire, Syzygy and Downes Point properties. ▪ Consider capping number of vacation rentals. ▪ Re-consider time period for vacation rentals with community consultation. 	<p><i>Staff recommend the LTC defer further consideration of any changes to the proposed bylaw until it (and the APC) also reviews the SLA data and mapping to determine possible implications on the proposed changes in Bylaw Nos. 176 and 177. All suggested referral recommendations can be brought back for LTC consideration.</i></p>

Agency or First Nation	Referral Response Summary	Planning Staff Comments
	<ul style="list-style-type: none"> ▪ Supports allowing chickens on 1 ha or smaller lots and no roosters but recommends consultation with residents and property owners on rooster regulation. ▪ Out of scope planning recommendations for A1 zoned properties and aquifer vulnerability and designations. 	
Comox Valley Regional District	A formal referral response had not been received by the CVRD although staff have indicated that they are interested to learn how the LTC proceeds to regulate vacation rentals before further investigation into the feasibility of a business license function is conducted.	<i>The LTC has received recent public correspondence and APC recommendation encouraging the business license approach to authorizing vacation rentals. The LTC can request a brief analysis be prepared and presented by planning staff on the function of zoning, TUP and business licensing for further consideration.</i>
Da'naxda'xw/Awaetlala First Nations Mamalikuulla First Nation Tlowitsis First Nation Tla'amin First Nation	Have responded that Hornby Island is outside the core area of application and they defer comments to directly affected First Nations and support their decision making.	<i>Recommend LTC defer to K'omoks First Nation comments to inform potential amendments.</i>

Rationale to accompany the minutes of the HOAPC November 29, 2024 meeting

Prepared by Wendy Burton, Chair, and Angela Therrien, Vice-Chair, HOAPC

December 15, 2024

The HOAPC response to the proposed amendments are considered through the lens of climate change. The HOAPC proceeded with evidence-based information and the awareness of unintended consequences. We exercise the Precautionary Principle. We endorse the primary mandate of the Islands Trust: to preserve and protect Hornby Island.

1. The APC recommends Accessory Dwelling Units OR secondary suites because doing so
 - provides options for ‘aging in place’ and ‘work force housing’
 - supports the Hornby Island culture of limiting density to protect the ecosystem.
 - provides a way to legalize ADU currently located on properties in Sandpiper/Galleon and other areas of Hornby, providing septic and water approvals in place.
2. The HOAPC considers Glamping, as we understand it, to be a form of camping, and it is therefore not permitted where camping is not permitted. Where it is permitted, a TUP must be in place. We understand that properties within the ALR are governed by ALC rules and regulations; however, glamping or similar STR that are not considered agri-tourism will be governed by the TUP process

3. To emphasize ONE secondary suite OR ONE Accessory Dwelling Unit, conforming to existing bylaws to do with percent of land covered, size, siting, etc. The HOAPC recognizes the importance of limiting lot coverage and ground water protection and recommends limiting the size of the ADU.

- We understand secondary suites OR ADU, where permitted, will not be short term rentals
- We proceed on the understanding that short term rentals take place in the principal residence and not secondary suites OR ADU
- To respect First Nations’ concerns about further disturbance of the land as a result of increased development.
- We operate with the assumption that secondary suites OR ADU will be restricted to residential rental tenure or family occupation. Short term rentals will be permitted in the principal residence with a TUP

We acknowledge it is important to permit ADU because doing so reflects the Hornby culture. APC supports limiting the size and ground footprint of ADU to not increase lot coverage.

The HOAPC encourages the LTC to use the provincial definition of a secondary suite. “A secondary suite is a complete living unit with its own kitchen, sleeping area, and washroom facilities contained within another dwelling.”

4. The HOAPC recommends LTC adopt the provincial term “Short Term Rental” rather than the current IT term “Vacation Home Rental” to align with the new provincial legislation.

5. Below is the rationale for the recommended short term rental definition.

- The HOAPC recognize that it is important to the reader of the HO LUB that a definition of Short Term Rentals be clearly explained in the definition section of the HO LUB and that it aligns with the term Short Term Rental (new provincial legislation term for Vacation Rentals) and that the number of days a rental is considered short term is identified for the following reasons:
 - If the local LUB is silent on the number of days that define a short term rental and if the local legislation is silent then the provincial definition applies.
 - The new short term legislation now defines short term rental as less than 90 days. This means if we do not define it in our LUB then the provincial definition stands and it would apply to any rentals less than 90 days. On Hornby, this would preclude anyone renting off season on a month by month basis and therefore affect the workforce housing that comes to the island and also any other month to month rentals.
 - The Province in their legislation allows a local government to define short term rental at a different number of days than the 90. If we do not define days in the LUB then all rentals less than 90 days must have the TUP and rentals less than 90 days would be illegal October to April.

6. The HOAPC recognizes that scientific data exists to support the classification 1A (heavily developed/Highly vulnerable) of what is referred to as the Whaling Station subdivision. The HOAPC recognizes the HOAPC in 2022 reviewed sufficient evidence to identify the Sandpiper and Galleon subdivisions as 1A; however, we believe the requirement of a Site and Use Permit (SUP) for secondary suites to verify sufficient water and septic capacity will meet the concern for protecting these areas of the island without re-classifying more land and restricting secondary suites OR Accessory Dwelling Units on each lot.

7. The HOAPC recommends the LTC add the following out of scope land use planning issues to the future project list for further discussion and analysis:

- to enlist the aid of the IT Fresh Water Specialist to produce a comprehensive review of aquifer vulnerability mapping and designations for the entire on Hornby Island

8. The HOAPC supports STR licencing by CVRD rather than Islands Trust TUP, but understands that the TUP is what Hornby Island has to work with at present. We are aware a TUP is registered on title and follows the legal transfer of land, while a business licences does not transfer with title. The HOAPC encourages Island Trust to pursue licencing for Hornby Island.

9. Properties in R1(b) are governed by bylaws. If these land cooperatives or corporations wish to permit secondary suites, they may initiate the process with the LTC

- Shire
- Syzygy
- Downes Point

10. Our response to the proposed amendments to do with lot size and permitted dwellings is based on this understanding:

6.4.4.6 Only one principal dwelling unit and one secondary suite OR ADU will be permitted on lots small that 2 hectares AND A maximum of two dwelling units and two secondary suites OR two ADU will be permitted on lots 2 hectares or large.

11. The HOAPC did not make a recommendation about the capping of short term rentals. Doing so is out of the scope of this referral. In 2022 HOAPC did, however, encourage the LTC to consider capping short-term rentals (the number determined through community consultation).

12. The HOAPC did not make a recommendation about the permitted time period for Short Term Rental. Doing so is out of scope of this referral. In 2022 HOAPC did, however, suggest the time period for STR be re-considered with community consultation.

13. The HOAPC recommends the LTC add the following out of scope land use planning issues to the future project list for further discussion and analysis. The HOAPC recommended to the LTC in March 2022 to direct IT planners to create descriptive bylaws for two (now four) properties in the A1 zone: Fossil Beach Farm, Hornby Heart Vineyard, the property at 7250 Central Road, and Little Tribune Farm. This language will guide the development and permitting of activities that are not governed by ALC regulations.

14. During our discussions about the current referral, we were advised by Sonja Zupanec about the requirement for possibly two septic systems for secondary suites/ADU and the VIHA requirement that if the ADU shares a water line with the principal residence, then a Water System is required. This information needs to be prominently presented to community members considering adding a secondary suite or an ADU. Please refer to page 4 of the HOAPC meeting of November 1, 2024 for the record of what we learned.

- Sonja Zupanec has confirmed alternative forms of **approved** water and septic include rainwater collection, composting toilets, and “regulation” outhouses

15. The HOAPC moved to accept the amendment to allow keeping chickens on 1 hectare or smaller lots, with the exception that roosters are not permitted. We then considered a 1 hectare property might be large enough to have a rooster. We advise the LTC to request for input from such farm/small acreage property owners to decide if roosters may be permitted on lots 1 hectare or smaller.

HORNBY ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 176
Schedule "1"

1. **Schedule "A"** of Hornby Island Official Community Plan, 2014 is amended as follows:
 - 1.1 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE**, Subsection **6.3 Residential**, article **6.3.1 Residential – General, Objectives** (1) is deleted and replaced with:

“(1) to ensure that a variety of housing and housing tenure options are supported by this Plan.”
 - 1.2 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE**, Subsection **6.3 Residential**, article **6.3.1 Residential – General, Policies**, is amended by adding the following new policy after 6.3.1.3 “6.3.1.4 Vacation Home Rental use is permitted through the issuance of a valid Temporary Use Permit.”
 - 1.3 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE**, Subsection **6.3 Residential**, article **6.3.2 Small Lot Residential, Background** text, second paragraph is deleted and replaced with “The Anderson Drive/Whaling Station Bay aquifer areas are classified as the highest vulnerability in the province as 1A (heavily developed with high vulnerability). This is reflected in the area’s water quality and quantity problems, including saltwater intrusion, sulphureous water and poor-yielding wells. In 202X the Local Trust Committee added the Galleon and Sandpiper neighbourhood areas to this aquifer classification.”
 - 1.4 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE**, Subsection **6.3 Residential**, article **6.3.2 Small Lot Residential, Objectives** (3) is deleted and replaced with “(3) to protect the water resource in the aquifers classified as heavily developed, highly vulnerable; and”
 - 1.5 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE**, Subsection **6.3 Residential**, article **6.3.2 Small Lot Residential, Policies** 6.3.2.4 is deleted and replaced with “6.3.2.4 One principle dwelling and one secondary suite should be permitted on each lot.”
 - 1.6 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE**, Subsection **6.3 Residential**, article **6.3.2 Small Lot Residential, Additional Policies for small lots in the Anderson Drive/Whaling Station Bay area**, the title be amended to read “Additional Policies for small lots in the IA Heavily Developed, High Vulnerability Aquifer Areas”
 - 1.7 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE**, Subsection **6.3 Residential**, article **6.3.2 Small Lot Residential, Additional Policies for small lots in the Anderson Drive/Whaling Station Bay area**, Policy 6.3.2.15 be deleted in its entirety and subsequent policies re-numbered accordingly.
 - 1.8 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE**, Subsection **6.3 Residential**, article **6.3.2 Small Lot Residential, Additional Policies for small lots in**

the **Anderson Drive/Whaling Station Bay area, Policy 6.3.2.16** be amended by deleting the words “and vacation home rentals”.

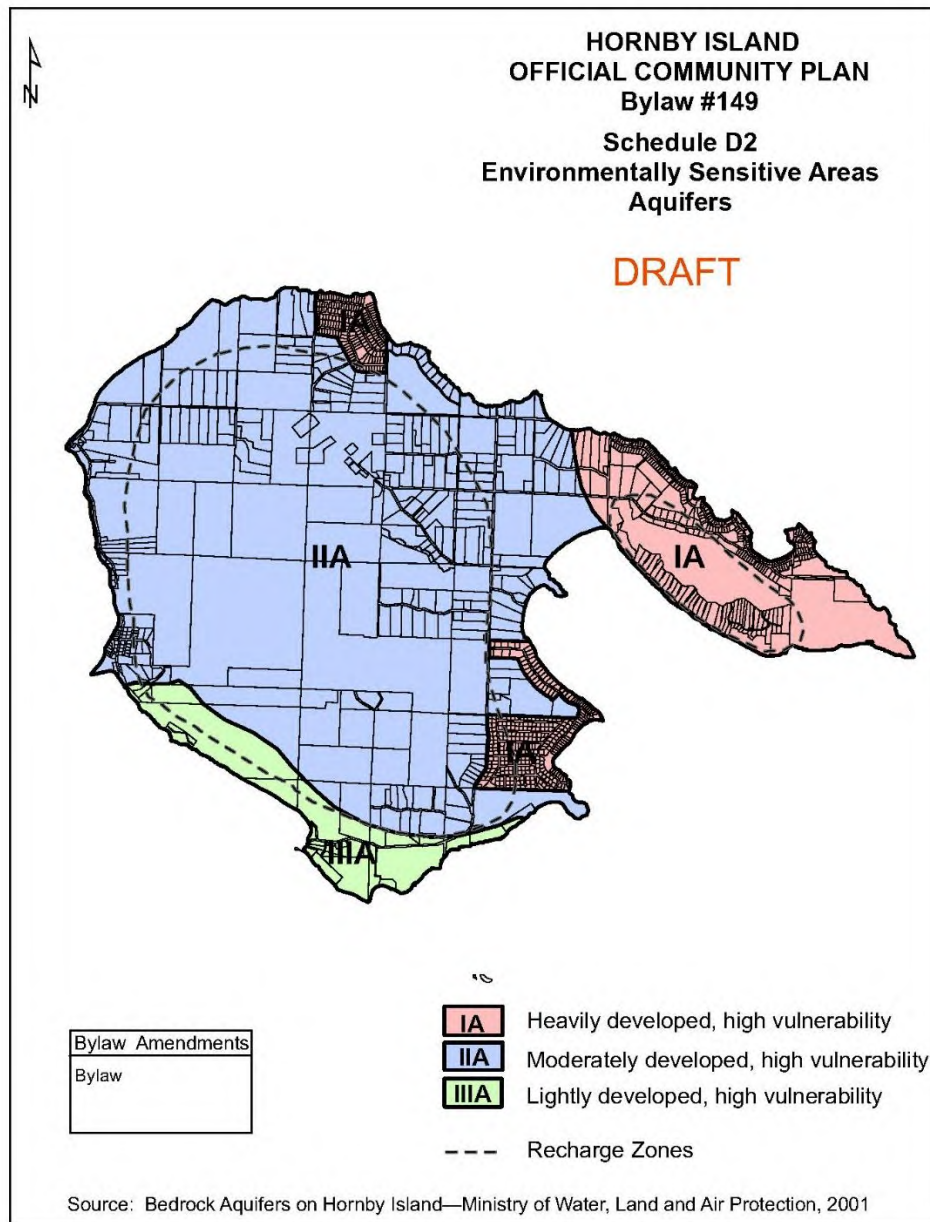
- 1.9 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE, Subsection 6.3 Residential, article 6.3.3 Rural Residential, Objectives**, be amended by adding a new objective after (4) which reads: “(5) to support multi-dwelling residential rental tenure development in the Large Lot Residential zone, through rezoning applications.”
- 1.10 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE, Subsection 6.3 Residential, article 6.3.3 Rural Residential, Policies 6.3.3.4** is deleted in its entirety and replaced with “6.3.3.4 Only one principal dwelling unit and one secondary suite should be permitted on lots smaller than 2.0 hectares. A maximum of two dwelling units and two secondary suites should be permitted on lots 2.0 hectares or larger.”
- 1.11 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE, Subsection 6.3 Residential, article 6.3.3 Rural Residential, Policies 6.3.3.6** is amended by deleting the words “and vacation home rentals”.
- 1.12 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE, Subsection 6.3 Residential, article 6.3.3 Rural Residential, Policies** is amended by adding a new policy 6.3.3.10 that reads “6.3.3.10 Rezoning applications are encouraged for multi-dwelling developments restricted to residential rental tenure and which ensure affordability is maintained in perpetuity.”
- 1.13 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE, Subsection 6.3 Residential, article 6.3.4 Forest, Policies 6.3.4.3** is deleted in its entirety and replaced with “6.3.4.3 Only one principal dwelling unit and one secondary suite should be permitted on lots smaller than 2.0 hectares. A maximum of two dwelling units and two secondary suites should be permitted on lots 2.0 hectares or larger.”
- 1.14 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE, Subsection 6.3 Residential, article 6.3.5 Housing, article Rental Housing Policies, 6.3.5.13** be deleted in its entirety and replaced with “6.3.5.13 A secondary suite, limited in size and contained within a permitted dwelling, should be permitted on lots smaller than 2.0 hectares. A secondary suite, limited in size by regulation and located either within, attached to or detached from a permitted dwelling should be permitted on lots 2.0 hectares or larger.”
- 1.15 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE, Subsection 6.4 Agriculture, article 6.4.1 Agriculture, Policies, 6.4.1.4** be deleted in its entirety and replaced with “6.4.1.4 On lots 4.0 hectares or larger in the Agricultural Land Reserve, regulations should permit one principal dwelling and one secondary suite within the principal dwelling as well as one additional secondary dwelling limited in floor area and consistent with the Agricultural Land Commission regulations.”
- 1.16 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE, Subsection 6.5 Commercial and Home Occupations, article 6.5.2 Visitor Accommodations and Tourism, Policies, 6.5.2.5 a)** is amended by removing the words “, guest houses or vacation home rentals”.

- 1.17 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE**, Subsection **6.5 Commercial and Home Occupations**, article **6.5.2 Visitor Accommodations and Tourism, Policies**, 6.5.2.5 b) is deleted in its entirety and replaced with “6.5.2.5 b) On land in the Agricultural Land Reserve, vacation home rentals approved by a temporary use permit and agri-tourism accommodation in accordance with Agriculture Land Commission policy and regulations, if zoning allows such a use.”
- 1.18 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE**, Subsection **6.5 Commercial and Home Occupations**, article **6.5.2 Visitor Accommodations and Tourism, Policies**, Policy 6.5.2.5 is amended by adding a new item c) that reads: “c) Vacation home rental use may be approved through the issuance of a Temporary Use Permit and subject to guidelines contained within the Official Community Plan.”
- 1.19 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE**, Subsection **6.5 Commercial and Home Occupations**, article **6.5.3 Vacation Home Rental**, is deleted in its entirety and subsequent subsections renumbered accordingly.
- 1.20 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE**, Subsection **6.5 Commercial and Home Occupations**, article **6.5.5 Home Occupations, Background**, paragraph 2 is amended by removing the words “and vacation home rental of a primary residence is addressed in article 6.5.3 Vacation Home Rental”.
- 1.21 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE**, Subsection **6.5 Commercial and Home Occupations**, article **6.5.5 Home Occupations, Policies**, Policy 6.5.5.7 is deleted in its entirety and subsequent policies renumbered accordingly.
- 1.22 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE**, Subsection **6.10 Temporary Use Permits, Objectives**, Objective (9) is deleted in its entirety and replaced with “(9) to allow vacation home rental use as per Policy 6.5.2.5 c)”.
- 1.23 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE**, Subsection **6.10 Temporary Use Permits, Guidelines**, 6.10.1 through 6.10.10 are deleted and replaced with the following text: “The guidelines for this subsection are found in the Hornby Island Land Use Bylaw.”

HORNBY ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 176
Schedule "2"

1. Schedule "D2" – Environmentally Sensitive Areas Aquifers of the Hornby Island Official Community Plan, 2014 is amended by deleting Schedule D2 in its entirety and replacing with the map as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule "2" of Bylaw No. 149 as are required to effect this change.

Plan No. 1



HORNBY ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 177
Schedule "1"

1. **Schedule "A"** of Hornby Island Land Use Bylaw, 2014 is amended as follows:
 - 1.1 **PART 1, INTERPRETATION**, Section **1.1 Definitions**, the definition of **structure** is amended by adding the words ", and water storage cisterns." After "related appurtenances".
 - 1.2 **PART 1, INTERPRETATION**, Section **1.1 Definitions**, and the definition of **vacation home rental use** is deleted.
 - 1.3 **PART 3, GENERAL REGULATIONS**, Section **3.7 Vacation Home Rental Uses** be deleted and subsequent sections are re-numbered accordingly.
 - 1.4 **PART 3, GENERAL REGULATIONS**, Section **3.8 Secondary Suites**, Subsection **(1) (e)** is amended by replacing the words "the principle residential dwelling" with "a permitted residential dwelling".
 - 1.5 **PART 3, GENERAL REGULATIONS**, Section **3.8 Secondary Suites**, Subsection **(1) (g)** is amended by replacing the word "principal" with "permitted residential".
 - 1.6 **PART 3, GENERAL REGULATIONS**, Section **3.8 Secondary Suites**, a new subsection is inserted after **(2)** and before **(3)** with the following text:

“(3) Where a secondary suite is permitted in Part 8 of this Bylaw, an authorized qualified professional must state in writing to the Islands Trust that the potable water system to which the building accommodating the secondary suite is connected to, is capable of providing adequate quantity and quality of potable water.”

and the subsequent subsection renumbered accordingly.
 - 1.7 **PART 8, ZONE REGULATIONS**, Section **8.1 Residential 1- Small Lot (R1) Zone (Galleon Beach, Shingle Spit, Sandpiper, Whaling Station Bay/Anderson Drive and portion of Klaver Lot)**, Subsection **(1) (d)** is amending by replacing the words "vacation home rental use" with "secondary suite as per Section 3.8 of this bylaw."
 - 1.8 **PART 8, ZONE REGULATIONS**, Section **8.1 Residential 1- Small Lot (R1) Zone (Galleon Beach, Shingle Spit, Sandpiper, Whaling Station Bay/Anderson Drive and portion of Klaver Lot)**, Subsection **(2) (a)** is deleted and replaced with "(a) a maximum of one residential dwelling unit with one secondary suite or one recreational vehicle used for a residential use per lot; and".
 - 1.9 **PART 8, ZONE REGULATIONS**, Section **8.2 Residential 2- Large Lot (R2) Zone**, Subsection **(1) (c)** is amended by deleting the words "in a dwelling on lots 2.0 hectares or larger" and replacing with "as per Section 3.8 of this bylaw".
 - 1.10 **PART 8, ZONE REGULATIONS**, Section **8.2 Residential 2- Large Lot (R2) Zone**, Subsection **(1) (h)** is deleted.
 - 1.11 **PART 8, ZONE REGULATIONS**, Section **8.2 Residential 2- Large Lot (R2) Zone**, Subsection **(2) (a)** is amended by adding the words "and one secondary suite" after the word "unit".
 - 1.12 **PART 8, ZONE REGULATIONS**, Section **8.2 Residential 2- Large Lot (R2) Zone**, Subsection **(2) (b)** is amended by adding the words "and two secondary suites" after the word "units".

- 1.13 **PART 8, ZONE REGULATIONS**, Section **8.4 Residential 4- Forest (R4) Zone**, Subsection **(1) (b)** is amending by replacing the words “in a dwelling on lots 2.0 hectares or larger” with “as per Section 3.8 of this bylaw.”
- 1.14 **PART 8, ZONE REGULATIONS**, Section **8.4 Residential 4- Forest (R4) Zone**, Subsection **(1) (g)** is deleted.
- 1.15 **PART 8, ZONE REGULATIONS**, Section **8.4 Residential 4- Forest (R4) Zone**, Subsection **(2) (a)** is amending by adding the words “and one secondary suite” after the word “unit”.
- 1.16 **PART 8, ZONE REGULATIONS**, Section **8.4 Residential 4- Forest (R4) Zone**, Subsection **(2) (b)** is amending by adding the words “and two secondary suites” after the word “units”.
- 1.17 **PART 8, ZONE REGULATIONS**, Section **8.5 Agriculture 1 (A1) Zone**, Subsection **(1) (d)** is amended by replacing the words “in a dwelling on lots 2.0 hectares or larger” with “as per Section 3.8 of this bylaw.”
- 1.18 **PART 8, ZONE REGULATIONS**, Section **8.5 Agriculture 1 (A1) Zone**, Subsection **(1) (f)** is deleted.
- 1.19 **PART 8, ZONE REGULATIONS**, Section **8.5 Agriculture 1 (A1) Zone**, Subsection **(2) (a)** is amended by adding the words “and one secondary suite” after the word “unit”.
- 1.20 **PART 8, ZONE REGULATIONS**, Section **8.5 Agriculture 1 (A1) Zone**, Subsection **(2) (b)** is amended by adding the words “and two secondary suites” after the word “units”.
- 1.21 **PART 8, ZONE REGULATIONS**, Section **8.6 Agriculture 2 –Agriculture/Residential (A2) Zone (Shire Property)**, Subsection **(1) (b)** is amended by adding the words “as per Section 3.8 of this bylaw;” after “suite”.
- 1.22 **PART 8, ZONE REGULATIONS**, Section **8.6 Agriculture 2 –Agriculture/Residential (A2) Zone (Shire Property)**, Subsection **(2) (a)** is amended by adding the words “and one secondary suite per dwelling” after “units”.
- 1.23 **PART 8, ZONE REGULATIONS**, Section **8.7 Agriculture 3 –Agriculture/Residential (A3) Zone (Syzygy)**, Subsection **(1) (d)** is amended by adding the words “as per Section 3.8 of this bylaw;” after “suite”.
- 1.24 **PART 8, ZONE REGULATIONS**, Section **8.7 Agriculture 3 –Agriculture/Residential (A3) Zone (Syzygy)**, Subsection **(2) (a)** is amended by adding the words “and one secondary suite per dwelling” after “units”.
- 1.25 **PART 8, ZONE REGULATIONS**, Section **8.8 Agriculture 4 –Agriculture/Residential (A4) Zone (Downes Point Land Holdings Ltd.)**, Subsection **(1) (b)** is amended by adding the words “as per Section 3.8 of this bylaw;” after “suite”.
- 1.26 **PART 8, ZONE REGULATIONS**, Section **8.8 Agriculture 4 –Agriculture/Residential (A4) Zone (Downes Point Land Holdings Ltd.)**, Subsection **(2) (a)** is amended by adding the words “and one secondary suite per dwelling” after “units”.
- 1.27 **PART 8, ZONE REGULATIONS**, Section **8.21 Public Use (PU) Zone**, Subsection **(9) table** is amended by adding a new site specific regulation after “(d) Recycling depot” that reads “(e) Community housing.”
- 1.28 **PART 10, TEMPORARY USE PERMIT AREAS**, Section **10.1 Temporary Use Permits**, text is amended by adding the following sentence at the end of the paragraph “All Temporary Use Permit Objectives are listed in the Hornby Island Official Community Plan.”
- 1.29 **PART 10, TEMPORARY USE PERMIT AREAS**, Section **10.2 Objectives** is deleted and subsequent section renumbered accordingly.

1.30 **PART 10, TEMPORARY USE PERMIT AREAS**, Section **10.3 Guidelines**, Subsection **(10)** is deleted and replaced with the following:

“When considering the issuance of a Temporary Use Permit for a vacation home rental, the following additional guidelines apply:

(a) the cumulative effects, both positive and negative, on the neighbourhood and island of all Temporary Use Permits issued for vacation home rentals shall be considered by the Local Trust Committee;

(b) applicants for a Temporary Use Permit should provide documentation from a qualified professional that:

- i) the septic tank has been inspected in the last 6 months and is working and capable of supporting the proposed occupancy load for the vacation rental use; and
- ii) there is sufficient quantity and quality of potable water to support the vacation rental use.

(c) a condition of the Temporary Use Permit should require the permit holder to post information for guests about awareness and sensitivity to the significant First Nations cultural heritage and archaeological sites on the island;

(d) a condition of the Temporary Use Permit should prohibit recreational vehicles or camping;

(e) a condition of the Temporary Use Permit should allow vacation rental use only between May 1 – September 30;

(f) a condition of the Temporary Use Permit should allow no more than 2 beds per bedroom and no more than three bedrooms to be used for dwellings on lots less than 1.0 hectare in size; or more than four bedrooms if the lot has an area of 1.0 hectare or more.

(g) a condition of the Temporary Use Permit should restrict occupancy during any period of seven consecutive days to only one guest or guest party;

(h) a condition of the Temporary Use Permit should limit occupancy and signage on the property;

(i) a condition of the Temporary Use Permit should require specific information to be posted to guests regarding the location of property lines by way of a map, any applicable noise bylaws, measures to address water conservation, fire safety, storage and management of garbage, septic system care and control of pets (if pets are permitted) as stated in the Temporary Use Permit or as determined by the owner or manager to effectively manage the site; and

(j) any other requirements the Local Trust Committee may consider appropriate.

Hornby OCP and LUB Review Project - Charter v 2.4 *DRAFT FOR LTC ENDORSEMENT*

Hornby Island Local Trust Committee

Pending Endorsement Date: Jan 24 2025

Purpose: To review and update the Hornby Official Community Plan (OCP) policies and Land Use Bylaw (LUB) regulations to increase housing options, regulate vacation rentals in residential zones through Temporary Use Permits and incorporate First Nations engagement recommendations.

Background: The Local Trust Committee (LTC) prioritized a “Comprehensive OCP/LUB Review” project in 2021 and requested the Hornby Island Advisory Planning Commission to provide recommendations for OCP and LUB amendments related to four specific topics. The APC spent much of 2021 and early 2022 meeting and providing recommendations regarding amendments. A consultant was hired in 2022 and prepared a report of final recommendations for LTC consideration of next steps in the 2023/24 fiscal year. In April 2024 the LTC confirmed the scope and purpose of the project to: 1) update policies and regulations related to secondary suites/dwellings, regulating short term vacation rentals through the use of Temporary Use Permits and other minor amendments; and 2) updating the OCP and LUB to better address the First Nations concerns and interests regarding land use planning on Hornby Island.

Objectives	In Scope	Out of Scope	Deliverables
<p>Amend the Hornby Island OCP and LUB by incorporating select recommendations of the Hornby Island Advisory Planning Commission; consultant’s recommendations; targeted engagement with First Nations and comprehensive public input.</p>	<p>-Updating OCP language, references to include First Nations and incorporate First Nations recommendations for policy and regulatory updates.</p> <p>- Add the Islands Trust Reconciliation declaration to the OCP.</p> <p>-Draft OCP and LUB Bylaw amendments:</p> <ul style="list-style-type: none"> ○ Supporting cooperative and purpose built rental housing; ○ Supporting rezoning applications for ‘Large Lot Residential’ parcels to multi-family development for residential rental tenure; ○ Permitting secondary suites in all small lot zones within the principle dwelling where septic capacity allows and sufficient groundwater is available; ○ Permitting secondary suites or attached/detached secondary dwelling on lots over 2ha where septic capacity allows and sufficient groundwater is available; ○ Prohibiting vacation rentals as an outright permitted use in residential zones and requiring a valid Temporary Use Permit; ○ Designating all small lots in the Galleon and Sandpiper area as within the heavily developed aquifer (IA). ○ Update PU(a) zone to include community housing. ○ Explore option to exclude cisterns from all setback requirements. ○ Explore options to amend residential zoning to permit keeping of chickens for personal/commercial use and prohibit keeping of roosters. 	<p>Public engagement beyond legislative requirements (one major community information meeting and one minor CIM immediately prior to the two anticipated public hearings).</p>	<ul style="list-style-type: none"> • 2024/2025: One OCP and one LUB amendment specific to updating regulations for housing, vacation rentals, chickens in residential zones and cisterns in setbacks; • 2024: Comprehensive First Nations Engagement Process • 2025/2026: First Nations Engagement Summary Report. One OCP and one LUB Amendment Bylaw specific to First Nations engagement recommendations; • PENDING: Post Bylaw adoption community communication materials.

Workplan Overview	
Deliverable/Milestone	Date
<i>Project Charter Endorsed - COMPLETED</i>	<i>June, 2022</i>
<i>Execute Consultant Contract - COMPLETED</i>	<i>August, 2022</i>
<i>First Community Workshop - COMPLETED</i>	<i>October, 2022</i>
<i>Second Community Workshop - COMPLETED</i>	<i>Winter, 2022/23</i>
<i>Consultant Report on Workshops and Recommendations for Bylaws - COMPLETED</i>	<i>Spring, 2023</i>
<i>LTC endorsement of project charter - COMPLETED</i>	<i>June and Sept 2023</i>
Staff to participate in formal engagement with K’omoks and compile an engagement summary report for LTC consideration of potential policy and regulatory amendments to the Hornby OCP and LUB.	Spring 2024 – Spring 2025
LTC to consider endorsement of revised Project Charter.	April 26, 2024
Housing and vacation rental draft bylaws presented to LTC for consideration of First Reading.	Summer 2024
Consider referral responses from First Nations, agencies, APC and community groups/public.	Winter/Spring 2025
Community Information Meeting - consider 2 nd Reading of housing and vacation rental bylaws.	Winter/Spring 2025
CIM/Public Hearing for housing, vacation rental bylaws.	Spring 2025
3 rd Reading and forward bylaws to Executive Committee and OCP to Ministry of Housing for approval.	Summer/Fall 2025
Adoption of housing and vacation rental bylaw amendments.	Fall 2025
Staff to present First Nations Engagement Summary Report to LTC for consideration of comprehensive amendments to OCP and LUB.	Spring 2025
Draft amending OCP and LUB bylaws and commence legislative review process (bylaw readings and adoption) deriving from LTC endorsement of First Nations engagement recommendations.	Spring 2025-Winter 2025

Project Team	
<i>Island Planner (Regional Planning Team)</i>	Project Manager/ bylaw drafting
<i>Planner 2 – Hornby Island</i>	Bylaw drafting and legislative process
<i>Legislative Clerk</i>	Legislative Process / Bylaw Review
RPM Approval: Renee Jamurat, RPM June 2023; September 2023; April 2024	LTC Endorsement: Resolution #: 10-Jun- 22; 9-Sept-22; Jun 16-23; Sep 8-23; April 26-24

Budget		
Budget Sources: TC Line Item Budget allocation		
2022/23	<i>Consultant Contract</i>	<i>\$13,450 SPENT</i>
2022/23	<i>Minute-Taker</i>	<i>\$600 SPENT</i>
2023/24	<i>K’omoks First Nation Engagement/Capacity Funding</i>	<i>\$12,000 SPENT</i>
2024/25	<i>K’omoks First Nation Engagement Capacity Funding</i>	<i>\$25,000 SPENT</i>
2025/26	<ol style="list-style-type: none"> 1. Public Hearing for OCP and LUB regarding housing, vacation rentals 2. Legal review, Public Hearing for OCP and LUB changes incorporating First Nations recommendations 	\$5,000 minor project budget (pending approval)

From: Katherine Ronan [REDACTED]
Sent: January 3, 2025 11:37 AM
To: Alex Allen
Cc: Grant Scott
Subject: Crown Land application

Hi Grant and Alex,

On Dec 30, 2024 I submitted our application to Crown Lands for 10ha next to the Recycling Depot. I applied under Residential Use but I would like to change it to Community Institutional Use. It is a little complicated but although housing is allowed under both Uses, under Residential the land must be bought at market value, under Community Institutional the land could be had for a Nominal Rent Tenure.

According to the Crown Lands website non-profits providing housing may apply for land under a NRT. However, this requires that they be sponsored by a Ministry. Last fall I spent months emailing various government departments to try to find a sponsor. Finally I was able to speak directly with the Minister of Housing which seemed to be the most likely sponsoring ministry. However, she didn't seem to know anything about sponsoring Crown Land acquisitions but said she would discuss it with her counterpart in the Ministry of Water Lands Natural Resources. That was the end_ I never heard back from anyone. I assumed it was due to the upcoming election and no one wanted to be committal.

So, big question: do either of you have any idea how Hornby could get a ministry to sponsor our application? Otherwise we will have to come up with \$1.5 mil (?) for the 10ha. Does Islands Trust have any communication with the Min of Housing? I know that BC Housing has no interest in this project. Probably a good thing as we have remarked upon the incredible time and cost involved with BC Housing projects.

Best wishes to both of you for the coming year, Katherine

PS Should Tim and the planning dept also be informed? If No, when we get this land, it would be wonderful if housing could be put in place as quickly as possible. HICEEC has already received a grant to help cover the cost of all the studies that will be required.

Office of the Chief Administrative Officer

770 Harmston Avenue, Courtenay, BC V9N 0G8
Tel: 250-334-6000 Fax: 250-334-4358
Toll free: 1-800-331-6007
www.comoxvalleyrd.ca



File: 8330-01

December 6, 2024

Sent via email only: Michael.Pearson@gov.bc.ca

Micheal Pearson
District Manager
Ministry of Transportation and Transit

Dear Micheal:

Re: Hornby Village Centre Intersection

I am writing to request the Ministry of Transportation and Transit (Ministry) initiate a transportation planning exercise with Islands Trust and the Comox Valley Regional District (CVRD) that is focussed on Hornby Island's informal village centre.

Earlier this year, a Hornby Island delegation requested improvements to the '4-corners' intersection at Central and Shields Roads. They highlighted growing traffic from motorists, pedestrians, and cyclists accessing nearby parks, shops, and community facilities, leading to safety and accessibility concerns, especially during busy summer months.

The CVRD is advocating for the implementation of Islands Trust's Hornby Island Official Community Plan policy 5.8.7 which states:

The Ministry of Transportation and Infrastructure is requested to work with the community to address ways to improve safety in the area of high activity at the intersection of Sollans Road and Central Road and the intersection of Central Road and Shields Road at the Hornby Co-op.

We hope the Ministry will collaborate with the Islands Trust and CVRD to address the public safety concerns raised by the delegation and include this initiative in your planned projects.

The CVRD is keenly interested in this planning work and may play a role in its implementation through existing or new services.

We thank you for your consideration of this and welcome an opportunity to meet with Ministry and Islands Trust representatives to discuss this matter further.

Sincerely,


James Warren
Chief Administrative Officer

cc: Rueben Bronee, Chief Administrative Officer, Islands Trust
Kellen Truant, Operations Manager, Ministry of Transportation and Transit



ISLANDS TRUST CONSERVANCY REPORT TO LOCAL TRUST COMMITTEES AND BOWEN ISLAND MUNICIPALITY

HIGHLIGHTS OF ISLANDS TRUST CONSERVANCY NOVEMBER 19TH, 2024 BOARD MEETING

NOTE: For more detail on Islands Trust Conservancy meetings, including meeting minutes, please visit <https://islandstrust.bc.ca/whats-happening/meetings-and-events/>

1. ORGANIZATION UPDATES/TEAM

- Chair Smith provided a reminder that there will be an election for Chair and Vice Chair in January 2025, and advised she will be stepping down as Chair.
- The ITC Board and ITC staff reported on the highlights of attending the Salish Sea Conservation Forum on Galiano Island on October 18th, 2024.

2. STRATEGIC PLANNING/ADMINISTRATION

- The ITC Board adopted the proposed board meeting schedule from January 2025 to March 31st, 2026. Staff were directed to schedule the following ITC board meeting dates: January 21st, May 27th, October 7th, November 18th, 2025 and January 20th, 2026 as electronic meetings, and list the Victoria office board room as the public meeting location. Three in-person meetings will be held on March 18th and July 22nd, 2025, and March 17th, 2026.
- The ITC Board approved an increase of \$7,582 to its proposed 2025-26 Salaries and Benefits budget (Islands Trust Contribution) due to an error in its earlier submission relative to the amount available from the Environment and Climate Change Canada Contribution Agreement for Salaries and Benefits in 2025-26. In light of the increasing budget line request, the Board approved reducing the Board's training budget line by \$3,000 (originally increased to support education on Indigenous Conserved and Protected Areas). The board directed staff to provide these changes to the Financial Planning Committee and Trust Council.
- The ITC Board will indicate to Financial Planning Committee and Trust Council its supports for the Trust Area Services business case for an Auxiliary Policy Advisor for 2025-26 as this position is critical for ongoing intergovernmental and policy work. The ITC Board requests that a portion of an Auxiliary Policy Advisor position be dedicated to support the Conservancy's engagement with First Nations on the development of its next Five Year Plan.
- Trustee Elliott provided an update to the ITC Board from Executive Committee. Items reported include identifying an upcoming Executive Committee meeting on November 20th in preparation for Trust Council's December meeting, welcoming the new Islands Trust Chief Administration Officer, Reuben Bronee, and that the Policy Statement amendment project is proceeding through Committee of the Whole discussions and will go to communities and ITC before it is finalized.



ISLANDS TRUST CONSERVANCY REPORT TO LOCAL TRUST COMMITTEES AND BOWEN ISLAND MUNICIPALITY

- Trustee Yates reported that no changes to the proposed ITC budget were requested by Financial Planning Committee.
- Trustee Gauvreau provided an update to the ITC Board from Governance Committee including that the Committee is reviewing the Trustee remuneration policy to ensure that Islands Trust is following best practices and is submitting two business cases to Financial Planning Committee for inclusion in the 2025-26 budget; for a full-time Corporate Secretary and for policy assistance. The committee also set its 2025-26 meeting schedule and supported a suggestion to create a governance manual to help organize policies.
- The ITC Board received a Salt Spring Island LTC Planning Referral Notice and discussed how best to review and comment referrals in a timely manner.

3. COVENANT AND PROPERTY ACQUISITIONS

- The ITC Board approved the conservation proposal submitted by Tara Martin to place a NAPTEP covenant on approximately 1 ha of Salt Spring Island, subject to review of First Nations responses and to Ministerial approval, to protect woodlands and herbaceous habitats, maturing dry Douglas-fir forest, and connectivity with adjacent protected areas.

4. COVENANT AND PROPERTY MANAGEMENT

- The ITC Board granted the request of Sallas Forest Strata, Sidney Island, to use an excavator to extract invasive *Crataegus monogyna* (hawthorn) trees from covenants ES065747 (Dragonfly Pond), ES65743 (Woodpecker Pond), and ES065749 (Kingfisher Pond) and to dispose of the biomass on site by burning. A temporary waiver of certain sections of the covenant was granted, subject to specific terms to allow this work.
- The ITC Board accepted the ITC Natural Area Protection Tax Exemption Program (NAPTEP) Covenant Monitoring Report 2024 and directed staff to address compliance and ecological concerns as identified in the report.
- The ITC Board accepted the ITC Nature Reserve Monitoring Report 2024 and directed staff to address the recommendations as identified in the report.
- The ITC Board approved soil moisture research at Link Island Nature Reserve by the Swift family, subject to First Nations consultation and the covenant holder's approval.
- The ITC Property Management Specialist presented a briefing on Gambier Island Local Trust Committee requesting the use of Squamish language on ITC Nature Reserve signage on Gambier Island.



5. COMMUNICATIONS AND OUTREACH

- The ITC Board directed staff to prepare and submit a letter from the ITC Board to the Minister of Municipal Affairs that reiterates the ITC's desire to undertake meaningful First Nations engagement, explains the ITC's staff capacity challenges, provides the Board's proposed ITC Plan engagement outline, and seeks the Minister's support for the updated timeframe for development and submission of the next ITC Plan.
- The ITC Board requested that Director Frater consider if a portion of the new Trust Area Services Policy Advisor position, supposed by Trust Council in September 2024, can be targeted to assist ITC staff with the Five Year Plan/First Nations Engagement project or if ITC can seek similar funding for an ITC Policy Advisor position for this and other policy requirements.
- The ITC Board requested Chair Smith write a letter on behalf of ITC to Trust Council regarding having not been consulted by Trust Council before the request for a Provincial review was made.
- The ITC Communications Specialist presented a briefing with a Communications and Engagement Strategy for ITC's 35th Anniversary.
- The ITC Strategic Fund Development Specialist advised that the annual holiday appeal will launch this year on Giving Tuesday on Tuesday December 3rd.

Learn more about Islands Trust Conservancy: <https://islandstrust.bc.ca/conservancy/>

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Hornby Local Trust Committee Open Applications Report

Type	Application Number	Applicant	Address	Description	Planner	Date Received	Status	Most Recently Completed Activity
Subdivision								
	HO-SUB-2018.1	Brian Brooke		PID: 026-100-932 Two lot subdivision Civic address: 3750 Euston Road, Hornby Island, BC	Marlis McCargar	12/13/2018	In Abeyance	Verify Submittal / Fees
	HO-SUB-2022.3	Evert Steen		PID 001-249-266 Two lot subdivision. 8550 Central Rd,	Marlis McCargar	08/16/2022	In Abeyance	Add Optional Referrals
	HO-SUB-2023.1	Michael & Catherine Berman & Gray		PID: 000-095-826 subdivision of 10 acre lot into 2 5-acre parcels at 1305 Sollans Rd on Hornby Island.	Marlis McCargar	06/20/2023	Under Review	Planning Review
	PLSUB20240304	Bob Colclough	0 SHIELDS RD, HORNBY ISLAND, BC V0R 1Z0		Marlis McCargar	11/13/2024	Under Review	Generate Complete Application Letter
Temporary Use Permit								
	HO-TUP-2020.3		5875 CENTRAL RD, HORNBY ISLAND, BC V0R 1Z0	PID: 026-371-791 Water extraction & sales Civic address: 5875 Central Road, Hornby	Ian Cox	10/28/2020	Open	Determine Next Steps - PL
	PLTUP20240177	Rhory Moore	4200 ROBURN RD, HORNBY ISLAND, BC V0R 1Z0		Margot Thomaidis	08/13/2024	Under Review	Add Optional Referrals
Development Permit								
	HO-DP-2021.2			PID: 000-457-752 To bring remaining temporary buildings	Stephen Baugh	07/09/2021	Waiting for Revisions	Waiting for Revisions
	PLDP20250004	Lucie Lemay	5875 CENTRAL RD, HORNBY ISLAND, BC V0R 1Z0	<Optional, enter comments if required>		01/03/2025	Application Received	Generate and Print Invoice
Siting and Use Permit								
	HO-SUP-2021.18			PID: 000-457-752 To bring remaining temporary buildings into compliance to become	Stephen Baugh	07/09/2021	In Abeyance	Generate Notice of Revisions
	HO-SUP-2022.9	Steve & Catherine Milum & Eustace	4990 PORPOISE CRES, HORNBY ISLAND, BC V0R 1Z0	PID: 003-342-158 New house. Civic address: 4990 Porpoise Crescent, Hornby Island, BC.	Stephen Baugh	09/27/2022	Waiting for Revisions	Waiting for Revisions



Hornby Local Trust Committee Open Applications Report

Type	Application Number	Applicant	Address	Description	Planner	Date Received	Status	Most Recently Completed Activity
	HO-SUP-2024.2	Brandon Scott	7925 ANDERSON DR, HORNBY ISLAND, BC V0R 1Z0	PID: 004-701-704 construction of new SFD at 7925 Anderson Drive on Hornby.	Bruce Belcher	01/10/2024	In Abeyance	File Administrative Decision
	PLSUP20240160	Angus Hayman	4970 PORPOISE CRES, HORNBY ISLAND, BC V0R 1Z0		Bruce Belcher	08/06/2024	Administrative Approval	Waiting for Submittals
	PLSUP20240171	Rhory Moore	4200 ROBURN RD, HORNBY ISLAND, BC V0R 1Z0	This information replaces that provided in association with	Bruce Belcher	08/10/2024	In Abeyance	Add Optional Referrals
	PLSUP20250005	Lucie Lemay	5875 CENTRAL RD, HORNBY ISLAND, BC V0R 1Z0	<Optional, enter comments if required>		01/03/2025	Application Received	Verify Submittal / Fees
Crown Lease Referral								
	PLCL20240078				Ian Cox	06/11/2024	Administrative Approval	File Administrative Decision
Development Variance Permit								
	PLDVP20240155	Igor Oleshko	5875 CENTRAL RD, HORNBY ISLAND, BC V0R 1Z0		Ian Cox	07/31/2024	Under Review	Planning Review
	PLDVP20240155	Igor Oleshko	5875 CENTRAL RD, HORNBY ISLAND, BC V0R 1Z0		Ian Cox	07/31/2024	Under Review	Planning Review
	PLDVP20240297	Rhory Moore	4200 ROBURN RD, HORNBY ISLAND, BC V0R 1Z0		Margot Thomaidis	11/06/2024	Under Review	Add Optional Referrals
Number of Open Applications	18							

Islands Trust

LTC EXP SUMMARY REPORT F2025
Invoices posted to Month ending November 2024

635 Hornby	Invoices posted to Month ending November 2024	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-635	LTC "Trustee Expenses"	500.00	0.00	500.00
LTC Local				
65200-635	LTC - Local Exp - LTC Meeting Expenses	3,560.00	1,662.02	1,897.98
65210-635	LTC - Local Exp - APC Meeting Expenses	750.00	1,613.38	-863.38
65220-635	LTC - Local Exp - Communications	0.00	90.00	-90.00
TOTAL LTC Local Expense		<u>4,310.00</u>	<u>3,365.40</u>	<u>944.60</u>
Projects				
73001-635-2004	Hornby OCP/LUB	0.00	326.60	-326.60
73001-635-4134	Hornby Community Heritage Register	1,500.00	0.00	1,500.00
73001-635-4138	Hornby First Nations Relationship Building	31,500.00	0.00	31,500.00
TOTAL Project Expenses		<u>33,000.00</u>	<u>326.60</u>	<u>32,673.40</u>

Hornby Island Local Trust Committee Policies & Standing Resolutions

No.	Meeting Date	Resolution No.	Issue	Policy
1.	January 27, 2017 UPDATES-below: September 28, 2018 November 6, 2020 October 8, 2021	HO-2017-011 UPDATES-below: HO-2018-070 HO-2020-081 HO-2021-053	Enforcement actions against three specific properties for unlawful dwellings	<p>It was MOVED and SECONDED that the Hornby Island Local Trust Committee adopt the following Standing Resolution:</p> <ol style="list-style-type: none"> 1. That whereas the Hornby Island Local Trust Committee intends to facilitate a community process to review residential density to address community housing needs, which may result in amendments to the Official Community Plan and Land Use Bylaw, it is resolved that related enforcement actions against properties identified as: <ol style="list-style-type: none"> a) Lot B, Section 15, Hornby Island, Plan 24652 (1655 Central Road); b) Lot B, Section 6, Hornby Island, Plan 30442 (7205 Central Road); and c) Lot 6, Section 10, Hornby Island, Plan 26332 (2475 St. Johns Point Road) shall be held in abeyance; 2. That nothing in this enforcement policy should be interpreted as giving permission to any party to violate Hornby Island Land Use Bylaw No. 150 and the Hornby Island Local Trust Committee may change this policy at any time and may give direction to commence enforcement activities with respect to the identified properties at any time without notice; and 3. That unless the Hornby Island Local Trust Committee extends the effective period, this enforcement policy expires on October 31, 2018 or when the housing needs project is complete, whichever is the sooner.
2.	August 3, 2018	HO-2018-044	Processing non-medical cannabis retail license applications	<p>It was MOVED and SECONDED, that the Hornby Island Local Trust Committee adopt the following Standing Resolution with respect to the processing of non-medical cannabis retail license applications:</p> <ul style="list-style-type: none"> • Proposed or amended licenses for non-medical cannabis retail establishments require an application to the Local Trust Committee. • The application process shall comprise a public consultation component, which includes at least one notification to neighbours, one public meeting, posting of public notices and one advertisement in a local periodical. • The public consultation process shall be determined by the Local Trust Committee after initial review of the proposal.

No.	Meeting Date	Resolution No.	Issue	Policy
				<ul style="list-style-type: none"> • However, as a minimum, the Local Trust Committee will mail or otherwise deliver a notice to all owners and residents of properties within a 500 metre radius of the subject property where the establishment is proposed at least 10 days before adoption of a resolution providing comment on the application. The required notice shall include the following information: <ul style="list-style-type: none"> ○ Name of the applicant and a description of the proposal in general terms ○ The location of the proposed establishment and the subject site ○ The place where, and date and time when, both a public meeting will be held and a resolution of the Local Trust Committee considered. ○ The name and contact information of the Islands Trust planning staff member who can provide copies of the proposed or amended license application ○ How public comments may be submitted to the Local Trust Committee.
3.	September 28, 2018	HO-2018-070 See HO-2017-011 above	Enforcement actions against three specific properties for unlawful dwellings	<p>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.</p>
4.	January 25, 2019	HO-2019-007	Notices of intention to apply for a federal cannabis license	<p>It was MOVED and SECONDED, that the Hornby Island Local Trust Committee adopt the following standing resolution:</p> <p>“That the Hornby Island Local Trust Committee request that Notices of Intention to Apply for a Federal Cannabis License be forwarded to the Local Trust Committee upon receipt by the Islands Trust.”</p>

No.	Meeting Date	Resolution No.	Issue	Policy
5.	May 24, 2019	HO-2019-038	First Nations Relationship Building	<p>It was MOVED and SECONDED, that the Hornby Island Local Trust Committee adopt the following standing resolution with respect to First Nations in the Local Trust Area:</p> <p>Whereas the Local Trust Committee seeks to engage in Reconciliation with local First Nations, governments and the island community by honouring the Truth and Reconciliation Commission Calls to Action, United Nations Declaration on the Rights of Indigenous Peoples, Draft Principles that Guide the Province of British Columbia’s Relationship with Indigenous Peoples, and Islands Trust First Nations Engagement Principles, the Local Trust Committee endeavours to:</p> <ol style="list-style-type: none"> a) Annually, write a letter to First Nations, (re)introducing Trustees and staff and provide a schedule of known Local Trust Committee meetings for the upcoming year, as well as, provide an update of current projects and advocacy activities; b) For various Local Trust Committee meetings, invite elders from local First Nations to attend and provide a traditional welcome to the territory; c) Work with First Nation governments on cooperative initiatives, including and not limited to, language, place names, territorial acknowledgements, and community education on Coast Salish and local First Nations’ cultural heritage and history; d) Work with First Nation governments on engagement principles for inclusive land use, marine use, and climate change planning; advocacy, protection and stewardship; and knowledge and information sharing protocols; e) Establish and maintain government-to-government dialogue with First Nations, now and into the future, based on respect and recognition of Aboriginal rights and title, treaty rights, and First Nations’ traditional territories within the Islands Trust Area.
6.	January 24, 2020	HO-2020-013	Bylaw Enforcement to undertake proactive enforcement of non-compliant STVRs	<p>It was MOVED and SECONDED, that the Hornby Island Local Trust Committee adopt the following Standing Resolution:</p> <p>authorize proactive enforcement of the Hornby Island Land Use Bylaw No. 150 regulations for Vacation Home Rentals. Short Term Vacation Rentals that have one or more of the following characteristics, will be subject to proactive enforcement:</p> <ul style="list-style-type: none"> • Non-compliant Short Term Vacation Rentals are advertised on the internet, newspapers or other media. • More than one dwelling on the lot is made available simultaneously for a Short Term Vacation Rental.

No.	Meeting Date	Resolution No.	Issue	Policy
				<ul style="list-style-type: none"> • While the property is rented, additional persons are staying in tents, trailers or recreational vehicles. • There are issues related to health and safety in accordance with the Land Use Bylaw. • There is more than one complaint from the immediate neighborhood (defined as being within 200 meters of the subject property) regarding issues related to the Short Term Vacation Rental, such as noise, parking congestion, more than one guest/party in a week, or too many people. • The residential dwelling being used as a Short Term Vacation Rental does not meet the following criteria for Short Term Vacation Rentals from the Hornby Island Official Community Plan Bylaw No. 149: <ul style="list-style-type: none"> ○ that the owner or tenant of the parcel is ordinarily resident on the property and the vacation home rental use is occurring during the temporary absence of the owner or tenant; or ○ where the owner or residential tenant of the parcel resides seasonally in the dwelling and the vacation home rental use is occurring during the absence of the owner or tenant; or ○ where the owner or residential tenant is residing in another lawful dwelling on the property while the vacation home rental is occurring. • The Short Term Vacation Rental is not managed locally, or was purpose built to be a Short Term Vacation Rental. • A complaint is made by an official of a government regulatory body or the bylaw enforcement officer and it concerns overuse of water, inadequate septic capacity, or too many buildings on the property.
7.	June 26, 2020	HO-2020-055	Standing Resolution regarding Restaurant Expansion during COVID Emergency Response - Staff Report	<p>It was MOVED and SECONDED, that the Hornby Island Local Trust Committee adopt the following standing resolution:</p> <p>That the Hornby Island Local Trust Committee has no objection to Liquor and Cannabis Regulation Branch issuance of Temporary Expanded Service Area Authorizations for liquor primary and manufacturer licensees in the Hornby Island Local Trust Area.</p>
8.	November 6, 2020	HO-2020-074	Proactive Enforcement of Year-Around Unlawful Housing	<p>It was MOVED and SECONDED, that the Hornby Island Local Trust Committee adopt the following Standing Resolution:</p> <p>That enforcement on unlawful permanent dwellings be deferred until such time that the Local Trust Committee can review the critical housing supply issue on Hornby Island or until December 31, 2021.</p>

No.	Meeting Date	Resolution No.	Issue	Policy
9.	November 6, 2020	HO-2020-081 See HO-2017-011 HO-2018-070 above	Enforcement actions against three specific properties for unlawful dwellings	It was MOVED and SECONDED, that the Hornby Island Local Trust Committee amend the expiration date of Standing Resolution No. HO-2017-011 to December 31, 2021.
10.	October 8, 2021	HO-2021-053 See HO-2017-011 HO-2018-070 and HO-2020-081 above	Enforcement actions against three specific properties for unlawful dwellings	It was MOVED and SECONDED, that Hornby Island Local Trust Committee amend the expiration date of Standing Resolution No. HO-2017-011 to December 31, 2023.
11.	October 8, 2021	HO-2021-054	Enforcement actions on unlawful permanent dwellings – deferral	It was MOVED and SECONDED, that Hornby Island Local Trust Committee adopt the following Standing Resolution: That enforcement on unlawful permanent dwellings be deferred until such time that the Local Trust Committee can review the critical housing supply issue on Hornby Island or until December 31, 2023.
12.	September 9, 2022	HO-2022-053	Model Cell Tower Consultation Process	It was MOVED and SECONDED, that the Hornby Island Local Trust Committee adopt the Islands Trust Model Strategy for Antenna Systems.

Active Projects Report

Hornby Island

1. Major Project - Hornby Island Official Community Plan and Land Use Bylaw Review	Responsible	Dates
<p>Activity:</p> <p>Topic areas of focus: First Nations, Short Term Vacation Rentals, Housing, and the Riparian Areas DPA and that the project include APC recommendations regarding the LUB referenced in the March 26, 2021 LTC meeting agenda package. Update: add consideration of steep slope area regarding heritage portion of central road to ford cove and consideration of wetland categories.</p>	<p>Sonja Zupanec</p>	<p>Rec'd: 06-Nov-2020</p>

Future Projects Report

Hornby Island

1. OCP

Responsible

Date Received

- Ford's Cove Neighbourhood and Transportation Plan
- Aquifer Classification System: A review of the aquifer classification system as described in the email letter from Sadie Chezenko dated December 19, 2021
- Freshwater Sustainability: LTC project absorbed into regional project managed by RPC in 2018-2022 term

09-Sep-2022

2. OCP & LUB

Responsible

Date Received

- Climate Change: Address climate change through amendments of OCP policies and LUB regulations
- Regional Conservation Plan: Consider amendments to the OCP and LUB that would make these documents consistent with the Regional Conservation Plan

09-Sep-2022

3. Advocacy and Communications

Responsible

Date Received

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

09-Sep-2022

4. LUB

Responsible

Date Received

- Consider zoning amendments to allow chickens (but not roosters) in all zones.
- Consider excluding cisterns from setback regulations.

09-Sep-2022

Future Projects Report

Hornby Island

5. <i>Administrative</i>	Responsible	Date Received
<ul style="list-style-type: none"> - Consider the use of Covenants (enabled under S. 219 of the Land Title Act) in conjunction with rezoning applications, to reduce the direct impacts of development on Indigenous culturally sensitive areas. 		20-Jan-2023

6. <i>Bylaw Enforcement</i>	Responsible	Date Received

7. <i>First Nations</i>	Responsible	Date Received
<ul style="list-style-type: none"> -Participate in heritage and traditional knowledge mapping with the K'omoks First Nation. - Consider the use of covenants in conjunction with rezoning application to reduce the direct impacts of development on indigenous culturally sensitive areas. - improve communications with K'omoks First Nation by setting up regular LTC/Chief and Council meetings to discuss a wide range of issues of mutual concern. - Consider the development of an agreemeten similar to the qathet Regional District, City of Powell River and Tla'amin First Nation. - Work with K'omoks First Nation to determine how they wish to be engaged, information circulated in review of development and policy plans. - Consider inviting K'omoks representatives to attend as non voting members and Advisory Planning Commission and Local Trust Committee meetings. 		05-May-2023