Hornby Island Local Trust Committee
Regular Meeting Agenda

Date: June 26, 2026
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 - 11:50 AM

4.1 Trustee Reports

4.2 Chair's Report

4.3 Electoral Area Director's Report

4.4 Islands Trust Conservancy Report

5. PUBLIC PARTICIPATION 11:50 AM - 12:05 PM

6. MINUTES 12:05 PM - 12:10 PM

6.1 Local Trust Committee Minutes dated May 1, 2026 - for adoption 4 - 10

6.2 Section 26 Resolutions-without-meeting Report - none

6.3 Advisory Planning Commission Minutes - none

7. BUSINESS ARISING FROM MINUTES 12:10 PM - 12:20 PM

7.1 Follow-up Action List Report dated June 19, 2026 11 - 12

8. DELEGATIONS - none

9.	**APPLICATIONS AND REFERRALS**	12:20 PM - 1:20 PM	
9.1	**PL-DVP-2026-0126 (Davies) - Staff Report**		13 - 51
9.2	**PL-TUP-2026-0103 (Hornby Festival) - Staff Report**		52 - 83
9.3	**PL-TUP-2026-0135 (Bailey) - Staff Report**		84 - 109
9.4	**PL-DP-2026-0063 (Sea Breeze Lodge) - Staff Report**		110 - 126
9.5	**Referral for Response: Proposed Denman Island Bylaw Nos. 260 and 264 - Memorandum**		127 - 127

~ BREAK 1:20 P.M. - 1:50 P.M. ~

10.	**LOCAL TRUST COMMITTEE PROJECTS**	1:50 PM - 2:40 PM	
10.1	**Major Project: Hornby Island Official Community Plan and Land Use Bylaw Review: Bylaw No. 177 Draft Changes for Consideration of Second Reading - Staff Report**		128 - 144
10.2	**Major Project: Hornby Island Official Community Plan and Land Use Bylaw Review: Proposed Administrative Approach Temporary Use Permits and Short Term Vacation Rentals - Staff Report**		145 - 160

11. CORRESPONDENCE - none

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

12. NEW BUSINESS - none

13.	**STAFF REPORTS**	2:40 PM - 3:00 PM	
13.1	**Advisory Planning Commission Appointments - Briefing**		161 - 164
13.2	**Trust Conservancy Report - none**		
13.3	**Applications Report dated June 19, 2026**		165 - 174
13.4	**Trustee and Local Expense Report dated April, 2026**		175 - 175
13.5	**Adopted Policies and Standing Resolutions**		176 - 179
13.6	**Local Trust Committee Webpage**		

14.	**WORK PROGRAM**	3:00 PM - 3:15 PM	
14.1	**Active Projects Report dated June 19, 2026**		180 - 180
14.2	**Future Projects Report dated June 19, 2026**		181 - 183

14.3 Upcoming Protocol Meeting with Comox Valley Regional District and Hornby and Denman Local Trust Committees - Verbal Update

15. UPCOMING MEETINGS

15.1 Next Regular Meeting Scheduled for Tuesday, September 1, 2026 at 11:30 am at Hornby Island Community Hall, 4305 Central Road, Hornby Island, BC

16. ADJOURNMENT 3:15 PM - 3:15 PM

Hornby Island Local Trust Committee

Minutes of Regular Meeting

Date: May 1, 2026
Location: Hornby Island Community Hall
4305 Central Road, Hornby Island, BC

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

Staff Present: **Renée Jamurat, Regional Planning Manager** (electronic)
Sonja Zupanec, Senior Planner (electronic)
Ian Cox, Planner 2 (electronic)
Lisa Millard, Meeting Administrator/Recorder (electronic)

Others Present: **There were approximately 34 members of the public in attendance.**

1. CALL TO ORDER

Chair Peterson called the meeting to order at 11:37 a.m.

2. TERRITORIAL ACKNOWLEDGEMENT

Chair Peterson acknowledged that the meeting was held on the territory of the Coast Salish First Nations.

3. APPROVAL OF AGENDA

By general consent, the agenda was approved as presented.

4. REPORTS

4.1 Trustee Reports

Trustee Scott reported disappointment with the outcome of the previous Local Trust Committee meeting during which a short-term vacation rental cap was set at a number higher than any other Local Trust Area or municipality and the increasing levels of tourism do not serve to preserve and protect the unique character of Hornby Island.

Trustee Allen reported the regional park has purchased over 5000 native trees and shrubs in the spring instead of the fall and will be shipping over 25,000 litres of groundwater off Island every two weeks to keep the plants alive until planted and he encouraged the public to email park representatives regarding this issue as well as the ongoing construction disruption.

4.2 Chair's Report

Chair Peterson reported the following:

- Attended a session about the Heritage Conservation Act Renewal Project;
- Attended the Association of Vancouver Island Coastal Communities conference and highlighted a session discussing the timeline from the Royal Proclamation of 1776 through Canadian law and recent Cowichan Tribes case;
- Attended a meeting of the Governance Committee which is looking at new trustee orientation processes and an examination of the responsibilities of Executive Committee.

4.3 Electoral Area Director's Report - None

4.4 Islands Trust Conservancy Report - None

5. PUBLIC PARTICIPATION PERIOD

A member of the public spoke to the following items:

- Lobbying is taking place regarding the Baynes Sound ferry connector mechanical breakdown issues since it returned to service following a $15,000,000 refit;
- During a meeting held to discuss organization of the farmers market a comment was made that it is generally visitors that support the market and the community is responsible to provide accommodations for those visitors;
- Continued congestion issues for the Hornby bus at Ford's Cove causes safety issues and they would like Islands Trust to provide guidance around planning in the area;
- Expressed support to correct the Public Use area PU(a) zoning to re-establish community housing as an allowable use within the zone.

A member of the public spoke to the Official Community Plan/Land Use Bylaw project and noted the following:

- The purpose of the project was affordable housing and almost all of these components have been deferred to an undefined future date;
- The required correction to the PU(a) zone has been brought to the attention of the Local Trust Committee several times and they ask Trustees to make these changes to the current draft bylaws;
- They requested the Local Trust Committee also consider including a definition of short-term in the bylaw to protect off-season workforce housing, enabling the potential to move to Cowichan Valley Regional District licensing if a viable program is established, removing the lot and site plan requirements from short-term rental Temporary Use Permits, and allowing permanent residents to stay on site while their home is rented.

A member of the public indicated they have spoken to many residents who all felt that a compromise was made regarding the short-term vacation regulations and that the cap works towards looking after the island and they noted that no facts have been presented to show that short-term rental owners use more water than other residents.

A member of the public stated they collected water rain using two 5000-gallon tanks and never needed water delivered.

6. MINUTES

6.1 Local Trust Committee Minutes dated March 20, 2026 - for adoption

By general consent, the Local Trust committee meeting minutes of March 20, 2026 were adopted.

6.2 Section 26 Resolutions-without-meeting Report - None

6.3 Advisory Planning Commission Minutes - None

7. BUSINESS ARISING FROM MINUTES

7.1 Follow-up Action List Report dated April 23, 2026

Received for information.

8. DELEGATIONS

8.1 Margaret Birch on Behalf of the Community Hall Committee regarding Hornby Island Community Hall Accessible Washroom Development Permit Application and Sponsorship Request

The delegation provided a presentation and highlighted the following:

- Efforts taken to install an additional all-gender accessible washroom at the Hornby Island Community Hall have been ongoing for a number of years;
- The washroom addition will bring the Community Hall into compliance to meet current Building Code requirements for a public service building;
- Capital funding has been secured with the Comox Valley Regional District pending additional grant funding support;
- The Committee has submitted Development Permit and Site and Use Permit applications to Islands Trust and seek support of the applications to minimize delays when funding becomes available.

The Regional Planning Manager stated that an application has been submitted to planning staff and it is under review; however, a date that the application will come forward to the Local Trust Committee is not known.

9. APPLICATIONS AND REFERRALS

9.1 PLDVP20250405 (Hornby Co-op) - Staff Report

The Planner summarized the staff report and noted the application seeks to amend a Development Variance Permit to relax the minimum interior side lot line setback along the southern property boundary to accommodate the siting of access stairs which had not been identified previously. They indicated it is recommended to rescind a previously issued permit and combine those variances, and the new variance, into a new Development Variance Permit for clarity

The Local Trust Committee had no questions regarding the application.

HO-2026-024
It was MOVED and SECONDED
that the Hornby Island Local Trust Committee rescind development variance permit PLDVP20240155 and contain approved variances for the proposal in one revised development variance permit.

CARRIED

HO-2026-025
It was MOVED and SECONDED
that the Hornby Island Local Trust Committee approve development variance permit PLDVP20250405 as amended.

CARRIED

The agenda was re-ordered and item 10 was heard following item 13.

11. CORRESPONDENCE

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

11.1 Email dated March 23, 2026 from the Agricultural Land Commission regarding Staffing and Budget Pressures

Received for information.

12. NEW BUSINESS - None

13. STAFF REPORTS

13.1 Public Notification Bylaw Amendment No. 180 Final Adoption - Staff Report

The Local Trust Committee had given first, second, and third readings to Bylaw No. 180, it has been approved by Executive Committee, and is being returned to the Local Trust Committee for final adoption.

HO-2026-026
It was MOVED and SECONDED
that the Hornby Island Local Trust Committee Bylaw No. 180, cited as "Hornby Island Local Trust Committee Public Notification Bylaw No. 180, 2026", be adopted.

CARRIED

13.2 2025/26 Annual Report - Approval of the Hornby Island's Local Trust Committee Section - Request for Decision

The Local Trust Committee requested the text be amended in the fourth paragraph to read "During the same time period staff also processed one subdivision referral."

HO-2026-027
It was MOVED and SECONDED
that the Hornby Island Local Trust Committee approves the attached text as amended for inclusion in the 2025/26 Annual Report for approval by Trust Council and submission to the Minister of Housing and Municipal Affairs.

CARRIED

13.3 Hornby Island Advisory Planning Commission Appointments - Staff Report

The Regional Planning Manager summarized the staff report and noted that the current term of the Advisory Planning Commission expires June 14, 2026. It was

noted the staff report should state that the Advisory Planning Commission may consist of up to seven member and not up to nine members.

HO-2026-028
It was MOVED and SECONDED
that the Hornby Island Local Trust Committee request staff to invite current members of the Advisory Planning Commission to indicate their interest in re-appointment for a two-year term.

CARRIED

HO-2026-029
It was MOVED and SECONDED
that the Hornby Island Local Trust Committee request that staff advertise for expressions of interest for the Hornby Island Advisory Planning Commission.

CARRIED

13.4 Highlights of Trust Conservancy January 20, 2026 Board Meeting

Received for information.

13.5 Applications Report dated April 23, 2026

Received for information.

13.6 Trustee and Local Expense Report dated February, 2026

Received for information.

13.7 Adopted Policies and Standing Resolutions

Received for information.

13.8 Local Trust Committee Webpage – none

The meeting was recessed for a break at 12:31 p.m. and reconvened at 1:00 p.m.

10. LOCAL TRUST COMMITTEE PROJECTS

10.1 Major Project: Hornby Island Official Community Plan and Land Use Bylaw Review: Request Regarding Amendments to the PU(a) Site Specific Zone - Staff Report

The Planner summarized the staff report and highlighted the following:

- Staff are seeking clarification from the Local Trust Committee on whether it wishes to action public correspondence on the need for a correction to the existing PU(a) site specific zone;
- Proposed Bylaw No. 177 includes an amendment to the PU(a) zone to allow for community housing;
- Potential errors or omissions to the PU(a) zone, as identified through public correspondence, have not been discussed by the Local Trust Committee;
- Should the Local Trust Committee wish to address the matter through the current Official Community Plan/Land Use Bylaw Review Project further

administrative time and resources will impact the budget and timeline of said project;
- Options include to prepare an amendment to Proposed Bylaw No. 177 as part of the major project, pause work on the Official Community Plan/Land Use Bylaw project and prepare a stand-alone project charter to address necessary amendments to the PU(a) site specific zone, or receive the report for information.

Discussion ensued and the following comments were noted:
- While the potential need for corrections has been identified, the Local Trust Committee has not provided direction to staff to make a correction to the PU(a) zone as part of the current project;
- Community Housing has been added as a permitted use in the PU(a) zone and members of the public have identified other omissions that they wish to be reinstated back into the bylaw.

HO-2026-030
It was MOVED and SECONDED
that the Hornby Island Local Trust Committee request staff to prepare draft amendments to Proposed Bylaw No. 177, cited as "Hornby Island Land Use Bylaw No. 150, 2014, Amendment No. 1, 2024" consistent with implementing the public correspondence suggested revisions received from T. Law dated April 17, 2025 and K. Ross dated March 25, 2026.

CARRIED

14. WORK PROGRAM

14.1 Active Projects Report dated April 23, 2026

Received for information.

14.2 Future Projects Report dated April 23, 2026

Received for information.

15. UPCOMING MEETINGS

15.1 Next Regular Meeting Scheduled for Friday, June 26, 2026 at 11:30 am at Hornby Island Community Hall, 4305 Central Road, Hornby Island, BC

The meeting was recessed for a break at 1:33 p.m. and reconvened at 1:38 p.m.

16. CLOSED MEETING

16.1 Motion to Close the Meeting

HO-2026-031
It was MOVED and SECONDED
that the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s.90(1)(a) for the purpose of considering:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

and that the recorder and staff attend the meeting.

CARRIED

The meeting was recessed at 1:38 p.m.

16.2 Recall to Order

Chair Peterson recalled the meeting to order at 1:42 p.m.

16.3 Rise and Report

Chair Peterson rose and reported adoption of the June 14, 2024 in-camera meeting minutes and that Jack Woodward, George Buvyer, and Kathryn Berge were appointed to serve on the Hornby Island Board of Variance for a three-year term commencing May 1, 2026 and ending May 1, 2029.

17. ADJOURNMENT

By general consent, the meeting was adjourned at 1:43 p.m.

_____

Timothy Peterson, Chair

Certified Correct:

_____

Lisa Millard, Meeting Administrator/Recorder

DRAFT

Print Date: June 19, 2026

Follow Up Action Report

Hornby Island

04-Jul-2025

Progress		Activity	Responsibility	Dates	Status
0%	1	LTC resolution to defer comment on DE BL 255 until K'omoks FN has provided a response.			In Progress

21-Aug-2025

Progress		Activity	Responsibility	Dates	Status
0%	1	that the Hornby Island Local Trust Committee direct staff to prepare a report on possible options for advancing collaboration with the Denman Island Local Trust Committee and K'o´moks First Nations on the following topics: working group, timelines, project charter amendments, and budget requests.	Joe Elliott Renee Jamurat		In Progress

Print Date: June 19, 2026

Follow Up Action Report

Hornby Island

01-May-2026

Progress		Activity	Responsibility	Dates	Status
100%	1	Re: PLDVP20250405 (Hornby Co-op) Staff to complete steps as part of rescinding PLDVP20240155 and containing approved variance from PLDVP20240155 into PLDVP20250405. Staff to include approval of variance from resolution HO-2026-025 into PLDVP20250405 as amended, and complete next steps.	Ian Cox Nadine Mourao		Completed
50%	2	Hornby Island Local Trust Committee Bylaw No. 180, cited as "Hornby Local Trust Committee Public Notification Bylaw No. 180, 2026" is adopted. Staff to complete next steps.	Nadine Mourao		In Progress
0%	3	Re: Hornby Islands APC appointments, staff to invite current members of the Advisory Planning Commission to indicate their interest in re-appointment for a two-year term. Staff to advertise for expressions of interest for the Hornby Island Advisory Planning Commission.	Shalini Nakai		In Progress
0%	4	Re: Major Project: Hornby Island Official Community Plan and Land Use Bylaw Review: Request Regarding Amendments to the PU(a) Site Specific Zone Staff to prepare draft amendments to Proposed Bylaw No. 177, cited as "Hornby Island Land Use Bylaw No. 150, 2014, Amendment No. 1, 2024" consistent with implementing the public correspondence suggested revisions received from T. Law dated April 17, 2025 and K. Ross dated March 25, 2026.	Sonja Zupanec		In Progress
0%	5	Staff to notify Board of Variance appointees and complete next steps. BOV appointees: Jack Woodward, George Buvyer, and Kathryn Berge were appointed to serve on the Hornby Island Board of Variance for a three-year term commencing May 1, 2026 and ending May 1, 2029.	Shalini Nakai		In Progress

STAFF REPORT

File No.: PL-DVP-2026-0162
(Davies)

DATE OF MEETING:	June 26, 2026
TO:	Hornby Island Local Trust Committee
FROM:	Ian Cox, Planner 2 Northern Team
COPY:	Renée Jamurat, Regional Planning Manager
SUBJECT:	DVP for septic system siting

Location:	5445 Campbell Road, Hornby
Applicant/Agent:	Katherine Davies
PID:	003-011-305
Legal:	LOT 215, SECTION 1, HORNBY ISLAND, NANAIMO
Area:	DISTRICT, PLAN 0.23 hectares/0.56 acres

RECOMMENDATION

1. **That the Hornby Island Local Trust Committee approve issuance of PL-DVP-2026-0162 as proposed.**

REPORT SUMMARY

This report introduces development variance permit PL-DVP-2026-0162 (**Attachment 1**) for consideration with a staff recommendation for issuance. The application seeks to reduce the 30.0 metre setback from drinking water wells on the subject and neighbouring properties, from 30 metres as required by the Hornby Island Land Use Bylaw (LUB) for a sewage disposal field, to a minimum of 22 metres from the neighbouring water well adjacent to the north-eastern interior side lot line, under the design and supervision of a professional engineer and in accordance with the BC Sewerage System Regulation (SSR).



Figure 1 *- Subject Property Air Photo*

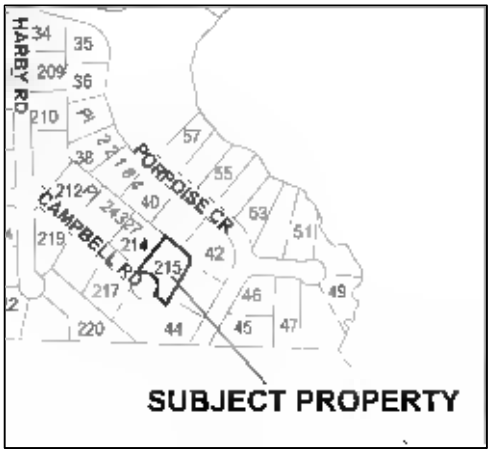


Figure 2 *- Subject Property Location*

RATIONALE FOR VARIANCE

As stated in the Applicant Project Narrative (**Attachment 2**), the property presents a challenge related to existing water wells on neighbouring properties, which number six directly abutting the subject property boundaries. Those wells have been located such that very little choice remains as to where the septic field can be located on the lot in order to comply with the Hornby Land Use Bylaw regulation requiring 30 metres separation from drinking water wells. The Well Setback Reduction Report prepared by R. Allan Dakin, P.Eng., of Elanco Enterprises Ltd., Groundwater Consulting Engineers, included as **Attachment 3**, states that "As the size of the Property is relatively small, it is not feasible to locate the wastewater dispersal field in an area which meets the minimum standard horizontal separation distances to all wells [in the area]." The report will supplement the Record of Sewerage System filing submitted to Island Health for the system, and a letter of assurance by the designer Ron McMurtrie, P.Eng, concludes that "…the design meets Standard Practice as defined in the SSR and if operated and maintained in accordance with the regulation will not cause nor contribute to a health hazard." (**Attachment 4**)

BACKGROUND

Siting and Use Permit (SUP) PL-SUP-2026-0165 was issued on May 1, 2026, which authorizes various uses and structures on the property such as the residential use of a recreational vehicle, accessory carport, water tanks, a power and storage shed, etc. Before the property can be used residentially, an approved septic system is needed and the applicant is therefore requesting the variance in question in order to allow its siting.

Site Context

A comprehensive site context analysis is provided in **Attachment 5**.

ANALYSIS

Official Community Plan

The subject lot is designated Small Lot Residential (SR) under the **Hornby Island Official Community Plan Bylaw No. 149** (OCP) and is not within any currently enacted development permit areas per OCP Schedule E – Development Permit Area Map.

Land Use Bylaw

The subject lot is zoned Residential 1 (R1) – Small Lot Residential under the LUB per Schedule B – Zoning Map.

Development Variance Permit

The applicant is requesting the following relaxation to the LUB setback regulations as detailed in the proposed DVP in **Attachment 1**:

- LUB Section 3.3 Siting and Setback Regulations, Subsection (7) which states that, "Feeding troughs, manure piles, buildings and structures for housing animals and sewage disposal fields must be set back at least 30.0 metres from any well or from the natural boundary of any lake, watercourse or the sea", is proposed to be varied to allow the siting of a septic system and dispersal field, a minimum of 22 metres from the neighbouring water well adjacent to the north-eastern interior side lot line.

Intent of regulations being varied

Separations from septic systems to water wells are intended to protect drinking water quality from contamination by wastewater. In the case of the Hornby LUB 30-meter regulation, this is also to dovetail with provincial standards for separation. The minimum allowable horizontal distances from a sewage dispersal field and system tanks are set in the BC Ministry of Health's Sewerage System Standard Practice Manual. Under the Sewerage System Regulation, these separations may be altered under written advice of a Registered Onsite Wastewater Practitioner (ROWP) paired with a professional engineer, who design and oversee installation of the system. A record of the system is then filed with the appropriate health authority - in this case, Island Health.

Impact of granting the variance

Granting a variance can potentially create an expectation in the community with regard to future applications. As variances consider the unique circumstances pertaining to a particular situation that may warrant the relaxation of a specific zoning regulation, each application should be evaluated on its own merits.

Circulation

Notification of the DVP was sent to property owners and residents within 100 metres of the Property on June 12th, 2026, and in the Hornby Tribune newspaper in accordance with the Local Government Act (**Attachment 6**). Public comments can be received up to and including the LTC meeting on June 26th, 2026.

As of the date of this report, staff have received communication from two Hornby residents with concerns relating to potential well water contamination. Staff responded in both instances to provide additional information about the application. Any submissions received prior to the LTC meeting date will be forwarded to the LTC and reported at the meeting.

First Nations

The applicant has received authorization from K'ómoks First Nation to proceed with the proposed phased residential development via the CHIP process and associated conditions.

Islands Trust reviews all applications to ensure the preservation and protection of cultural heritage, archaeological sites, and ancestral places. Staff consider the DVP application to be consistent with respect to LTC Standing Resolutions on reconciliation, particularly considering the direction given by K'ómoks First Nation via the CHIP process in this case. Notwithstanding, to provide applicants with awareness about unknown archaeological and cultural areas of significance, staff forwarded the Islands Trust Chance Find Protocol and the provincial Archaeological Branch guidelines on Heritage Act responsibilities directly to the applicant when the application file was opened.

Rationale for Recommendation

Staff recommend issuing the permit based on the following:

- The applicant holds an approved CHIP from K'ómoks First Nation archaeology department for the residential development on the lot;
- Staff suggest the professional opinions contained in the Assessment Report and Assurance Letter (**Attachments 3 and 4**) adequately support the variance request. Given the provincially accepted professional reliance model as embodied by the Professional Governance Act, staff are

unqualified to offer alternatives to the findings of other regulated professionals; however, the LTC may choose to request an alternate opinion or additional information as part of its consideration of matters under its authority, such as zoning provisions.

ALTERNATIVES

The LTC may consider the following alternatives to the staff recommendation:

1. **Request further information**

   The LTC may request further information prior to making a decision. If selecting this alternative, the LTC should describe the specific information needed and the rationale for this request. Recommended wording for the resolution is as follows:

   That the Hornby Island Local Trust Committee request that the applicant submit to the Islands Trust [insert information request] prior to making a decision on PL-DVP-2026-0162.

2. **Deny the application**

   The LTC may deny the variance request.

   That the Hornby Island Local Trust Committee deny application PL-DVP-2026-0162.

NEXT STEPS

If the LTC grants the DVP, staff will issue the permit and the project may proceed with phased construction. If the LTC denies the request, the applicant may apply to the Board of Variance to seek specific relief from hardship and whose decision is final.

Submitted By:	Ian Cox, Planner 2	June 12, 2026
Concurrence:	Renée Jamurat, RPP MCIP, Regional Planning Manager	

ATTACHMENTS

1. Proposed DVP
2. Applicant Project Narrative
3. Elanco Enterprises Assessment Report
4. Ron McMurtrie and Associates Assurance Letter
5. Site Context
6. Public Notice

PROPOSED

ATTACHMENT 1

HORNBY ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT VARIANCE PERMIT
PL-DVP-2026-0162

To: Katherin & Daniel Davies, Andrea & Kyle McMorran

1. This Development Variance Permit applies to the land described below:

   LOT 215, SECTION 1, HORNBY ISLAND, NANAIMO DISTRICT, PLAN 24327 (PID: 003-011-305)

2. Hornby Island Land Use Bylaw No. 150, 2014 is varied as follows:

   a) **Section 3.3 Siting and Setback Regulations, Subsection (7)** which states that, "Feeding troughs, manure piles, buildings and structures for housing animals and sewage disposal fields must be set back at least 30.0 metres from any well or from the natural boundary of any lake, watercourse or the sea", **is varied to allow the siting of a septic system and dispersal field, a minimum of 22 metres from the neighbouring water well adjacent to the north-eastern interior side lot line.**

   The development shall be consistent with Schedule 'A' – On-Site Sewerage Plan, attached to and forming part of this permit.

3. This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of "Hornby Island Land Use Bylaw No. 150, 2014" and to obtain other approvals necessary for completion of the proposed development.

AUTHORIZING RESOLUTION PASSED BY THE HORNBY ISLAND LOCAL TRUST COMMITTEE THIS XXrd DAY OF XX, 202X.

_____
Deputy Secretary, Islands Trust

_____
Date of Issuance

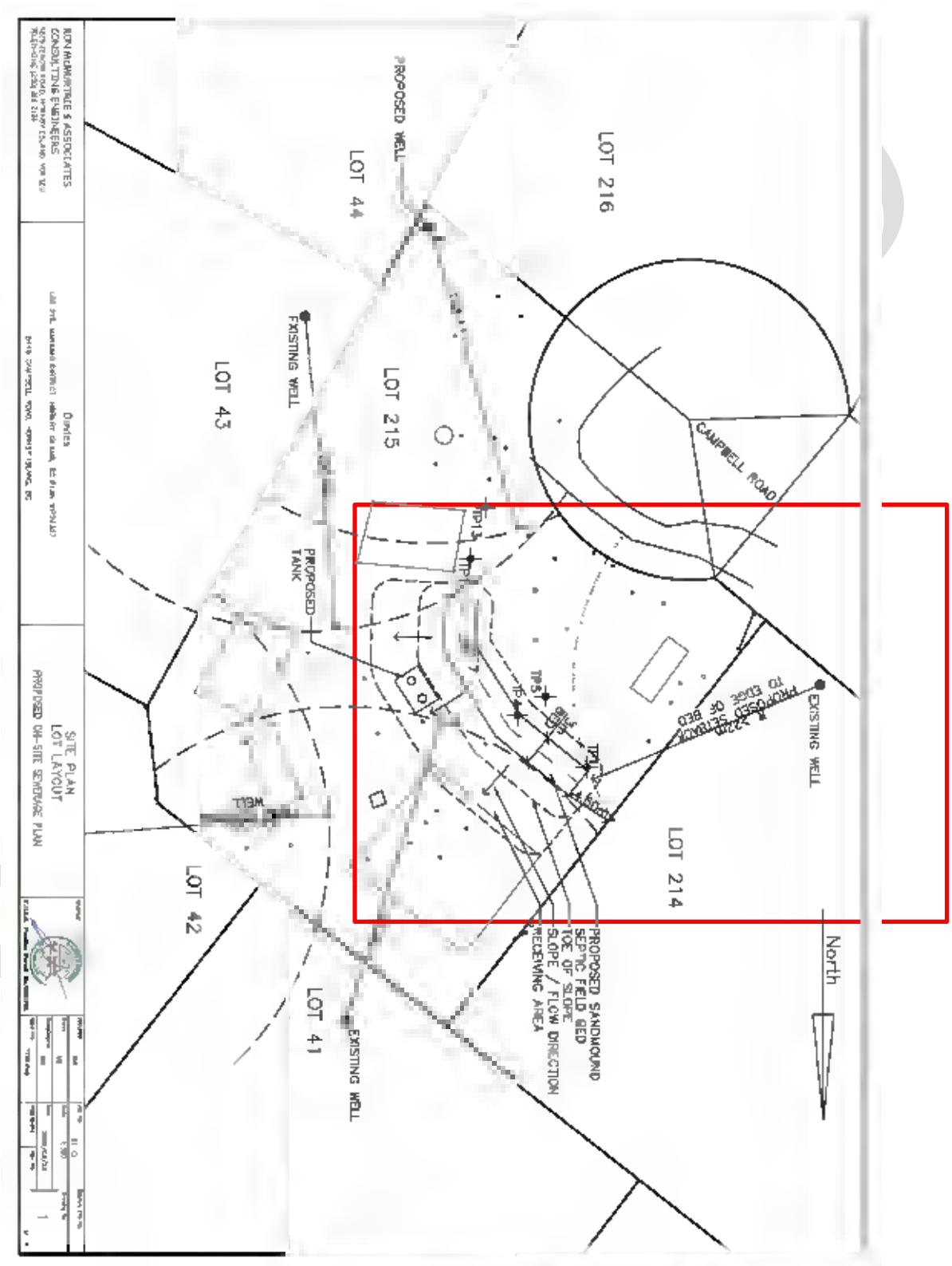
IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE XXth DAY OF XX, 202X (2 YEARS FROM DATE OF ISSUANCE) THIS PERMIT AUTOMATICALLY LAPSES.

PROPOSED

PROPOSED

HORNBY ISLAND LOCAL TRUST COMMITTEE
PL-DVP-2026-0162

SCHEDULE 'A' – On-Site Sewerage Plan



DVP Application Package

Lot 215, 5445 Campbell Road, Hornby Island

PROJECT NARRATIVE

Subject Property

Legal Description: Lot 215, Section 1, Hornby Island, Nanaimo District, Plan 24327
PID: 003-011-305
Civic Address: 5445 Campbell Road, Hornby Island, BC V0R 1Z0
Zoning: R1 – Residential 1 (Small Lot)
Lot Size: 0.516 acres (approx. 2,088 m²)

Existing Conditions

The subject property is a vacant residential lot zoned R1 under the Hornby Island Land Use Bylaw No. 150, 2014. There are no permanent buildings on the property.

Proposed Development

The property is intended for residential development. This application relates to the installation of an on-site well and septic system to service the property.

Reason for Variance — Hardship

The subject property presents a unique and demonstrable hardship arising from its physical situation that is entirely beyond our control.

The lot has a unique shape and is situated at the end of a cul-de-sac with six other properties directly abutting the property line. It is the last remaining undeveloped lot among these neighbours. Over time, all six surrounding properties have been developed, and in each case, wells have been installed in close proximity to our boundaries. As a result, the property is now effectively encircled by existing neighbouring wells, all of which impose required setback buffers that extend onto or near our lot.

This pre-existing well placement by neighbouring landowners—which occurred entirely outside our control—makes it physically impossible to install a septic system on Lot 215 while meeting

the standard required setback distances. The hardship is not financial in nature, nor is it a result of any action or choice by us as owners. It is a direct consequence of the lot's position, configuration, and the sequential development pattern of the surrounding properties.

This is precisely the type of hardship the variance process is intended to address: a situation where the general regulation, when applied to the specific physical circumstances of a property, makes reasonable use of the land impossible.

A Well Setback Reduction Report has been prepared by R. Allan Dakin, P.Eng., of Elanco Enterprises Ltd., Groundwater Consulting Engineers and is attached to this application. The report is designed to supplement the filing that will be submitted to the Vancouver Island Health Authority (VIHA) for the wastewater treatment system on the property. This report concludes that the proposed reduced setback from the wastewater system to a neighbouring well is technically appropriate and does not pose a risk to water quality or public health.

Summary of Variance Requested

- **Regulation being varied:** Well setback distance from septic system
- **Standard requirement:** 30m from all existing wells to septic system
- **Proposed reduced setback:** Not less than 22m from septic system to neighbour's well
- **Reason:** Neighbouring wells installed on all surrounding properties prior to our development create an unavoidable physical constraint unique to this lot and the soil conditions on the property require that the septic field be located where it is shown on the plan
- **Support:** A Well Setback Reduction Report prepared by R. Allan Dakin, P.Eng. (Elanco Enterprises Ltd.) is attached, concluding that the proposed reduced setback from the wastewater system to a neighbouring well is technically appropriate and poses no risk to water quality or public health.

Conclusion

A meaningful financial commitment has been made to developing this property. The proposed variance is the minimum necessary to allow for a functional and code-compliant on-site waste system. The Well Setback Reduction Report confirms the proposal is safe and appropriate. We respectfully request approval of the Development Variance Permit to allow development to proceed.

ELANCO ENTERPRISES LTD.
Permit to Practice No: 1001505
4965 Cordova Bay Road, Victoria, B.C., V8Y 2K1
Phone 250 744-1357. E-mail: adakin.elanco@gmail.com

File: 355

April 16, 2025

Davies and McMorran Families.
[redacted]
Hornby Island, B.C.
[redacted]

Attention: Katherine Davies.

Re: Assessment of Potential for Reducing the setback Distance from a Sewage Effluent Dispersal Field to a Neighbour's well on 5445 Campbell Road Property, Hornby Island.

As requested, the writer has conducted a hydrogeologic assessment of the area on and around the subject property and has reviewed the drawings prepared for siting of a proposed new Type 1 wastewater treatment and dispersal system on the subject property. The purpose of this assessment was to determine if it would be safe to locate the dispersal field at distance of less than 30m from a neighbour's well. The minimum allowable horizontal distances from a sewage effluent dispersal field and system tanks are set out on Table II-19 of the BC Ministry of Health's Sewerage System Standard Practice Manual (see a copy of the table in Appendix A.). However, as indicated in this hydrogeological assessment report, it was necessary and is considered safe, to reduce the horizontal distance from the dispersal field to the neighbour's well.

The Property

The 0.23 hectare property (the Property) is located at 5445 Campbell Road in the Sandpiper Subdivision area on Hornby Island (see Figs. 1 and 2). The legal description is Lot 42, Plan 22184, Section 1, Nanaimo Land District, PID 000-715-701.

Work Carried out

This study involved visiting the site on September 11, 2025 and March 21st, 2026, reviewing available information on surficial geology and well logs and the wastewater treatment system plans prepared by Ron McMurtrie, P.Eng of Ron McMurtrie & Associates Consulting Engineers. This was followed by determining the extent of a well capture zone, potential contaminant migration pathways and assessing the potential for effluent leaving the dispersal field having an impact on a neighbour's well water quality.

Topography and Drainage.

The Property slopes from Campbell Road to the back of the property at a slope of about 10% (see profile on Fig. 4). There are no well developed surface drainage channels on the Property.

Davies and McMorran Families.
Setback Reduction for Proposed Effluent Dispersal Field from a Neighbour's Well -
Campbell Road, Hornby Island.

Soils and Geology

Thirteen test pits were dug in the area of the proposed sewage effluent dispersal field (see locations on Fig. 3). This confirmed that the depths to bedrock ranged from 0.24 to 0.70 metres (m). A jar test confirmed that the soil overlying the bedrock comprised mostly of loam type soil. The regional soils map (1: 63,369 scale) prepared by the Canadian Department of Agriculture, mapped the local soils as Rough Mountainous Land (Rm) soils. This unit has variable drainage, is very stony and the soil thickness above bedrock is thin.

The regional bedrock geology map indicates that the sedimentary bedrock below the Property is a predominately a conglomerate with massive interbedded sandstone and minor mudstone which is mapped as Geoffrey Formation (see map and profile on Fig. 1).

Local Area Wells

The locations of wells in the area on and around the Property are indicated on Fig. 2. Most of the wells are mapped on the BC Provincial g-wells map. However, two of the wells mapped as part of this assessment are not indicated on the g-wells map and these have been identified as Wells A and B on Fig. 2.

The elevations of the water levels in the wells constructed in the area show a relatively consistent 8% gradient towards the ocean (see contour on Fig. 2 and profile on Fig. 4). The wells have estimated yields in the range 0.9 to 27 m^3/day and depths ranged from 29.6 to 114.3 m (see Table I). The well on the Property (Well 135217) had the lowest estimated yield at 0.9 m^3/day. The reported depth to static water level in Well 135217 at the time of its construction was 21.3m, however as this measurement was made soon after the well was constructed, it is estimated that due to the low yield it would have taken several hours for the true static water level to be established. It is estimated that the true depth to static level in this well would be about 15.5m below ground.

The depth to the water table below the effluent dispersal field is about 13m (see Fig. 4)

No log of the drilled well on the northern neighbour's property drilled well was available (Well A, see Photo 4 and Figs. 2 and 3). Also there was no log available for Well B.

Proposed Wastewater Treatment System

As set out in the report prepared by Ron McMurtrie, P.Eng. in support for a wastewater system filing document, the estimated maximum discharge will be 1,900 litres per day (L/d). The treated sewage effluent is to be discharged via a dosing system into a sand mound. The location and the extent of the sand mound is indicated on Figs. 2 and 3. The estimated hydraulic loading rate at the top of the sand mound is about 29 L/day/m^2 which is below the 40 L/day/m^2 maximum set out in the Standard Practice Manual for Type 1 effluent flowing into a

sand mound. The hydraulic loading rate for Type 2 effluent discharging from the bottom of the sand mound into the natural loamy soil is also about 29 L/day/m^2 which is below the 50 L/day/m^2 maximum set out in the Standard Practice Manual. The design details for this dispersal field are set out in Appendix B

Mr. McMurtrie conducted a pathogen reduction analysis using the 2005 Minnesota Pollution Control Agency's methodology and determined that by the time the effluent passed through the sand mound and 0.25m of loamy soil and reached the bedrock surface, little to no pathogens will be present in the effluent.

The depth to the water table in the fractured sedimentary bedrock below the dispersal field is about 13m (see Fig. 4), and passage through this fractured bedrock could potentially provide an opportunity for further removal of pathogens and contaminants in the discharge from the dispersal field.

As the size of the Property is relatively small, it is not feasible to locate the wastewater dispersal field in an area which meets the minimum standard horizontal separation distances to all wells in the area. For this reason, a capture zone analysis around one of the neighbour's wells was performed as set out in the next section.

Well Capture Zone Analysis.

As set out in the proposed wastewater system design, the north neighbour's well will be located about 22m from the dispersal field. While there is no log available for the construction of this 150mm diameter drilled well, the logs of the wells located south of the well provides an indication of its likely depth, nature of the bedrock penetrated and yield from the well. Using this information and a conservative daily volume of water pumped (1.5 m^3/day) the extent of the capture zone for this well was estimated. As set out on Table II, this shows that the width of the zone is about 11m and the down slope distance is about 1.7m. This confirms that the capture zone does not extend under the dispersal field and that reducing the horizontal distance to the neighbour's well from the dispersal field from 30 to 22m will not pose a health hazard (see probable extent of the capture zone on Fig 2).

Conclusions

1. As the size of the Property is relatively small, it is not feasible to locate the wastewater dispersal field in an area which meets the minimum standard horizontal separation distances to all wells.
2. The waste water treatment system, including the dispersal field and the underlying unsaturated sand, will remove most, if not all, of the organic and microorganisms from the sewage effluent prior to it reaching the bedrock surface.

Davies and McMorran Families
Setback Reduction for Proposed Effluent Dispersal Field from a Neighbour's Well -
Campbell Road, Hornby Island

3 The depth to the water table in the fractured sedimentary bedrock below the dispersal field is about 13m, and passage through these fractures could potentially provide an opportunity for further removal of pathogens and contaminants in the discharge from the dispersal field

4 A capture zone analysis confirmed that the zone does not extend under the dispersal field This confirmed that reducing the horizontal distance to the neighbour's well from the dispersal field from 30 to 22m will not pose a health hazard.

Limitations

This investigation has been conducted using a standard of care consistent with that expected of scientific and engineering professionals undertaking similar work under similar conditions in B C No warranty is expressed or implied

I trust that this sufficient for your present purposes

Elanco Enterprises Ltd

Yours very truly



Allan Dakin, P Eng

Senior Groundwater Engineer

Cc Ron McMurtrie Ron McMurtrie & Associates

Photos

Photos taken by A, Dakin while visiting the site on March 21, 2026

(See orientations on Fig 2)



Photo. 1 Proposed effluent dispersal mound area.



Photo 2. The Property well (Well 134397)



Photo. 3 A neighbour's well – under the green cap (Well 40536).

Tables

Table I

Information on Wells Located on Fig. 1

Well Tag Number	Construction Start Date	Address		Depth to (m)				Elevation (m-asl)					Yield
		No	Street	Bedrock	SWL	PWS	Bottom	Ground	Bedrock	SWL	PWS	Bottom	m^3/day
40536	1-Sep-78	5575	Porpoise Crescent	1.2	na	48.8	48.8	18	16.8	na	-30.8	-30.8	2.7
40743	Oct-78		Porpoise Crescent	1.8	na	49.4	49.4	12	10.2	na	-37.4	-37.4	27.2
48328	20-Jun-81	5360	Campbell Road	0.3	5.5	42.7	45.7	26	25.7	20.5	-16.7	-19.7	21.7
49026	5-Sep-81	5400	Campbell Road	0.6	7.9	27.4	29.6	27	26.4	19.1	-0.4	-2.6	27.2
56013	20-May-86	5540	Harby Road	0.0	12.2	29.0	30.5	31	31.0	18.8	2.0	0.5	16.3
70583	27-Oct-92	5565	Porpoise Crescent	0.0	na	113	114.3	20	20.0	na	-92.8	-94.3	16.3
88715	2-Nov-05	5435	Porpoise Crescent	0.0	na	70.1	73.2	17	17.0	na	-53.1	-56.2	8.2
119842	12-Jun-89	5405	Porpoise Crescent	0.0	na	na	45.7	17	17.0	na	na	-28.7	na
134397	11-Dec-25	5445	Campbell Road	1.2	21.3	56.4	56.4	23	21.8	1.7	-33.4	-33.4	0.9
Well A	na	na	na	na	na	na	na	na	na	na	na	na	na
Well B	na	na	na	na	na	na	na	na	na	na	na	na	na

PWS = Principal water strike in a fracture

na = No information available

SWL = static water level at time of well construction

Property well

Notes

1) See locations of wells on Fig. 2
2) Well information with exception of ground elevations from BC Government g-wells database.
3) Ground elevations from Google Earth except well on Property that was surveyed.
4) All are 150mm diameter drilled wells.

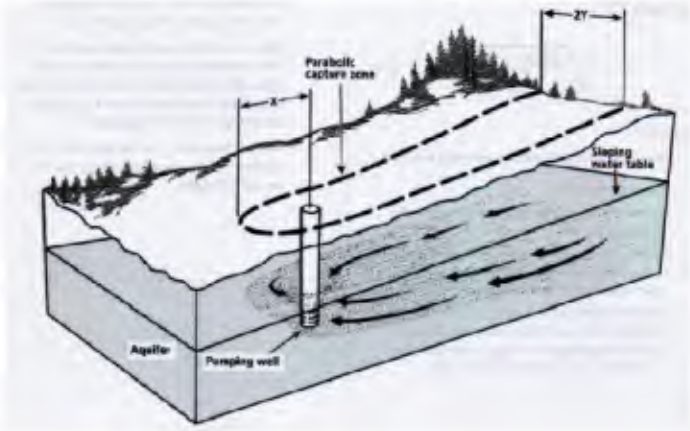
Table II

Capture Zone Analysis for Well A on 5405 Campbell Road Property

Formula	Symbol	Parameter	Note No	Value	Unit
	Q	Pumping rate	1	1.50	m^3/d
				0.00002	m^3/s
				0.017	L/s
		See Note 6 --->		0.3	gpm
				398	gpd
	K	Hydraulic Conductivity	2	1.0E-06	m/s
		Aquifer thickness	3	20	m
	T	Transmissivity		2.0E-05	m^2/s
				1.7	m^2/d
	i	Gradient	4	0.08	
Y = Q/2T/i	Y	half width	5	5.43	m
	2Y	Width		10.85	m
X = Y/pi	x	down distance	5	1.73	m

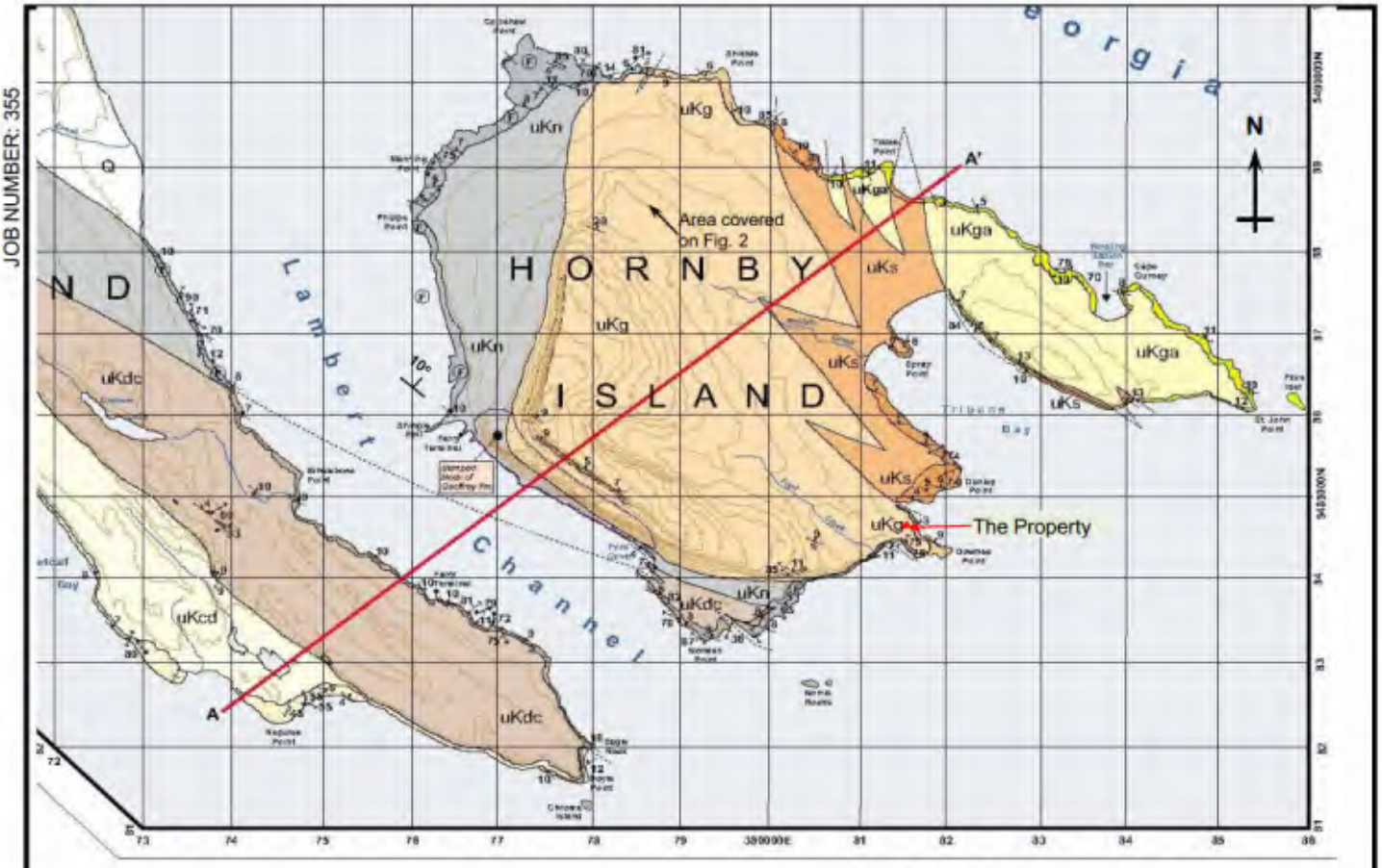
Notes:

1) Assumes a constant pumping rate based on the conservative water consumption value for a typical home.
2) Typical hydraulic conductivity of fractured sedimentary bedrock
3) Minimum aquifer thickness (see Fig. 4)
4) Average gradient between local area wells (see Fig. 4).
5) See dimension illustration below
6) No log of the well was available and depth was assumed to be similar to one of the shallowest wells.

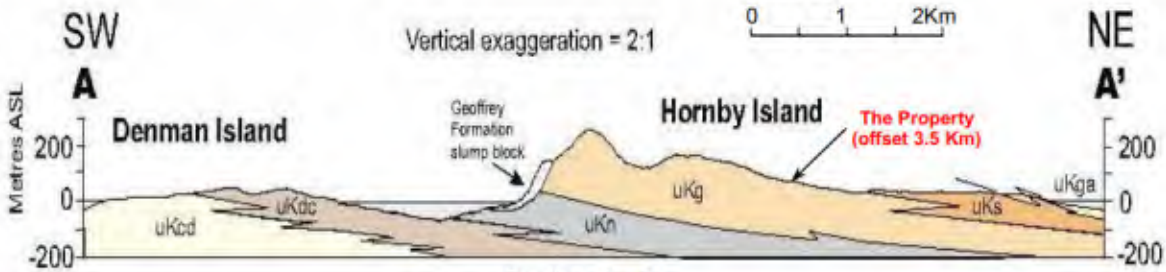


Figures

JOB NUMBER: 355



Map Scale (1:8,000)
0 1 2Km



Section A - A'

uKg | uKg (exposed | covered)

GEOFFREY FORMATION: Thick-bedded, channelized, clast-supported pebble-cobble conglomerate containing predominantly mafic and felsic extrusives and mafic intrusive clasts; in a matrix of medium-grained, light olive grey sandstone. Conglomerate is interbedded with medium- to coarse-grained, light olive grey, massive, parallel and current ripple laminated, thick-bedded sandstone (feldspathic litharenite); minor mudstone.

uKs | uKs (exposed | covered)

SPRAY FORMATION: Massive, olive grey mudstone (65%) intercalated with thin- to locally thick-bedded, light olive grey, massive, parallel and current ripple laminated sandstone (feldspathic litharenite to lithic arkose arenite, 35%) containing 5-7% detrital mica.

uKga | uKga (exposed | covered)

GABRIOLA FORMATION: Thick-bedded, channelized, clast-supported, pebble-cobble conglomerate containing predominantly mafic and felsic extrusive clasts; interbedded with medium-grained, poorly to moderately sorted, light olive grey, massive sandstone (feldspathic litharenite) with 5% detrital mica; minor mudstone

NOTES
1) Base map from Katnick, D.C. and Mustard, P.S. 2001

Davies and McMorran Families

ELANCO ENTERPRISES LTD.
Victoria, B.C. (250 744-1357)
Permit to Practice No: 1001505

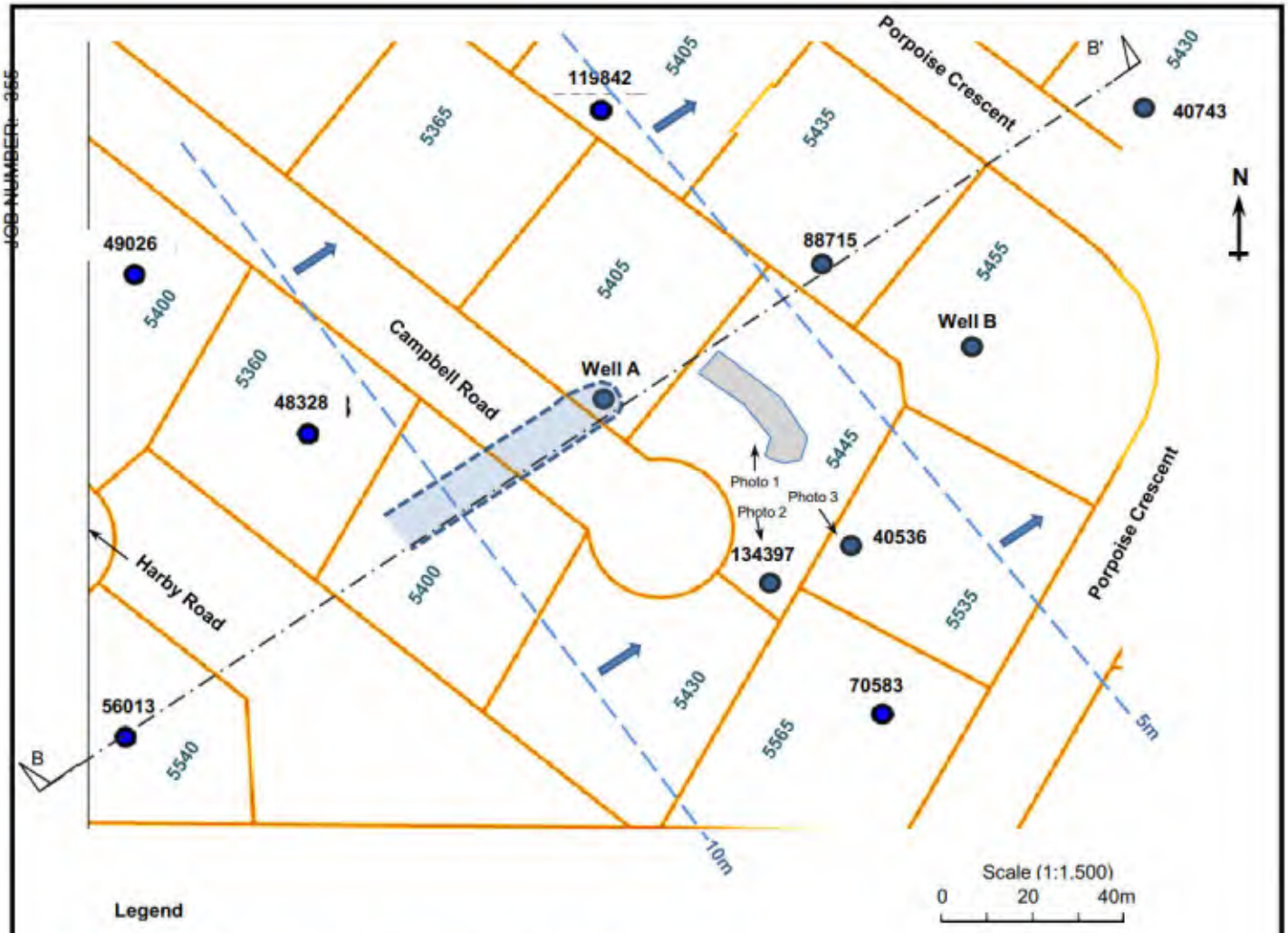
Assessment of Setback Distance Between Wastewater Dispersal Field and Water Supply Well, 5445 Campbell Road, Hornby Island, B.C.

Regional Geology Map and Profile

Drawn: RAD | Date: Apr. 2026
Approved: | Fig. 1

File:2600 \ 355 Figs and Tables.xlsx 1 Geology 4/16/2026 1:24 PM

JOB NUMBER: 355



Legend

- Interpreted groundwater flow direction in bedrock aquifer.
- Approximate water table elevation (m-asl)
- 73591 — Water well from MOE wells Database with indicated well tag number.
- B — Hydrogeologic Section (See Fig. 4)
- Potential extent of well capture zone around Well A (See calculations on Table II)
- Sand mound in effluent dispersal field.

NOTES
1) Base map from BC Ministry of Environment's g-wells data base.
2) Well locations are approximate.

Davies and McMorran Families

ELANCO ENTERPRISES LTD.
Victoria, B.C. (250 744-1357)
Permit to Practice No: 1001505

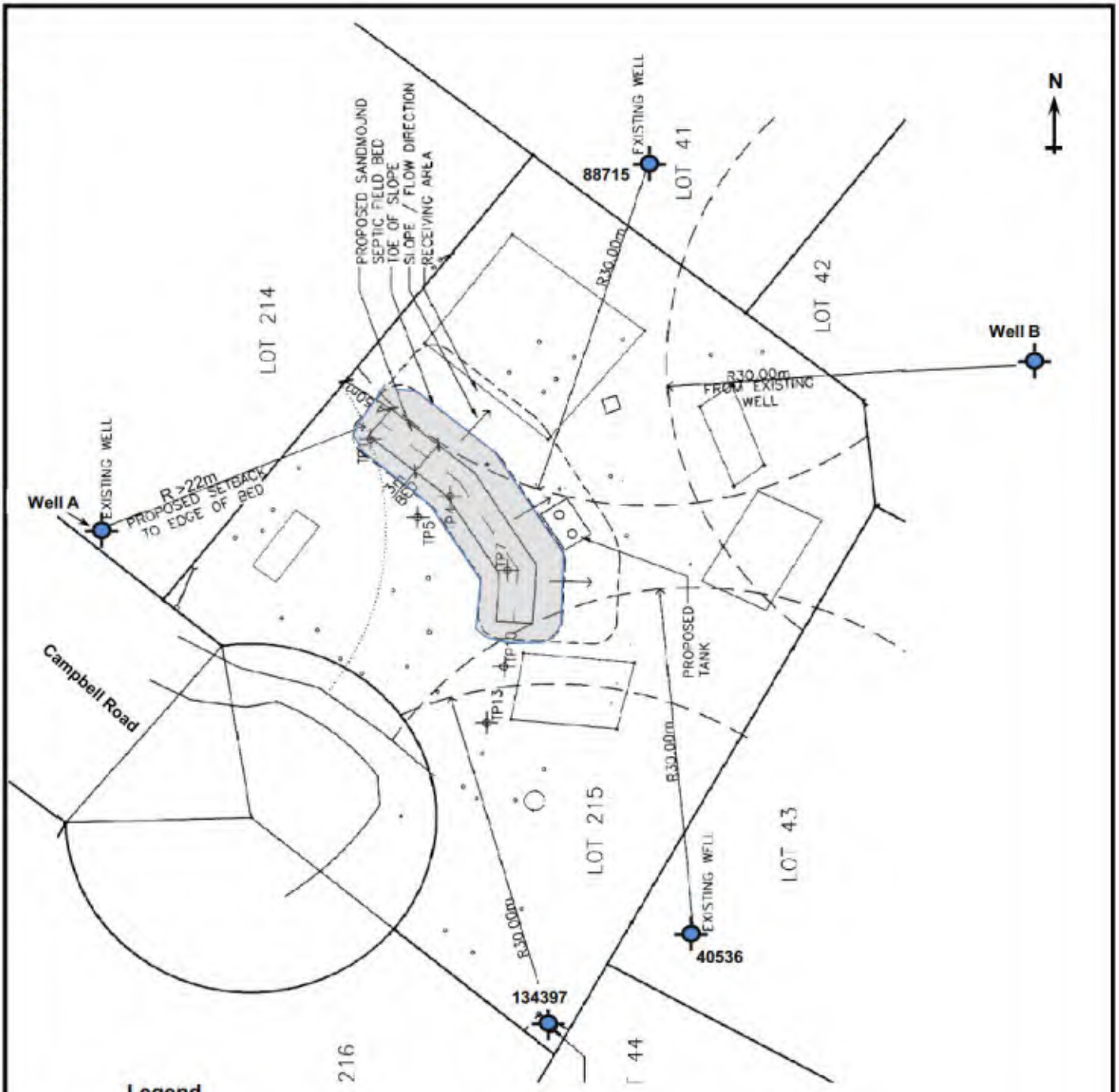
Assessment of Setback Distance Between Wastewater Dispersal Field and Water Supply Well, 5445 Campbell Road, Hornby Island, B.C.

Property Location Map.

Drawn:	Date
RAD	Apr. 2026
Approved:	Fig. 2

File:2600 \ 355 Figs and Tables.xlsx 2 Well location map 4/16/2026 1:25 PM

JOB NUMBER: 355



NOTES
1) Base map from Ron McMurtrie & Associates wastewater filing documents. (see Appendix B)

Davies and McMorran Families

ELANCO ENTERPRISES LTD.
Victoria, B.C. (250 744-1357)
Permit to Practice No: 1001505

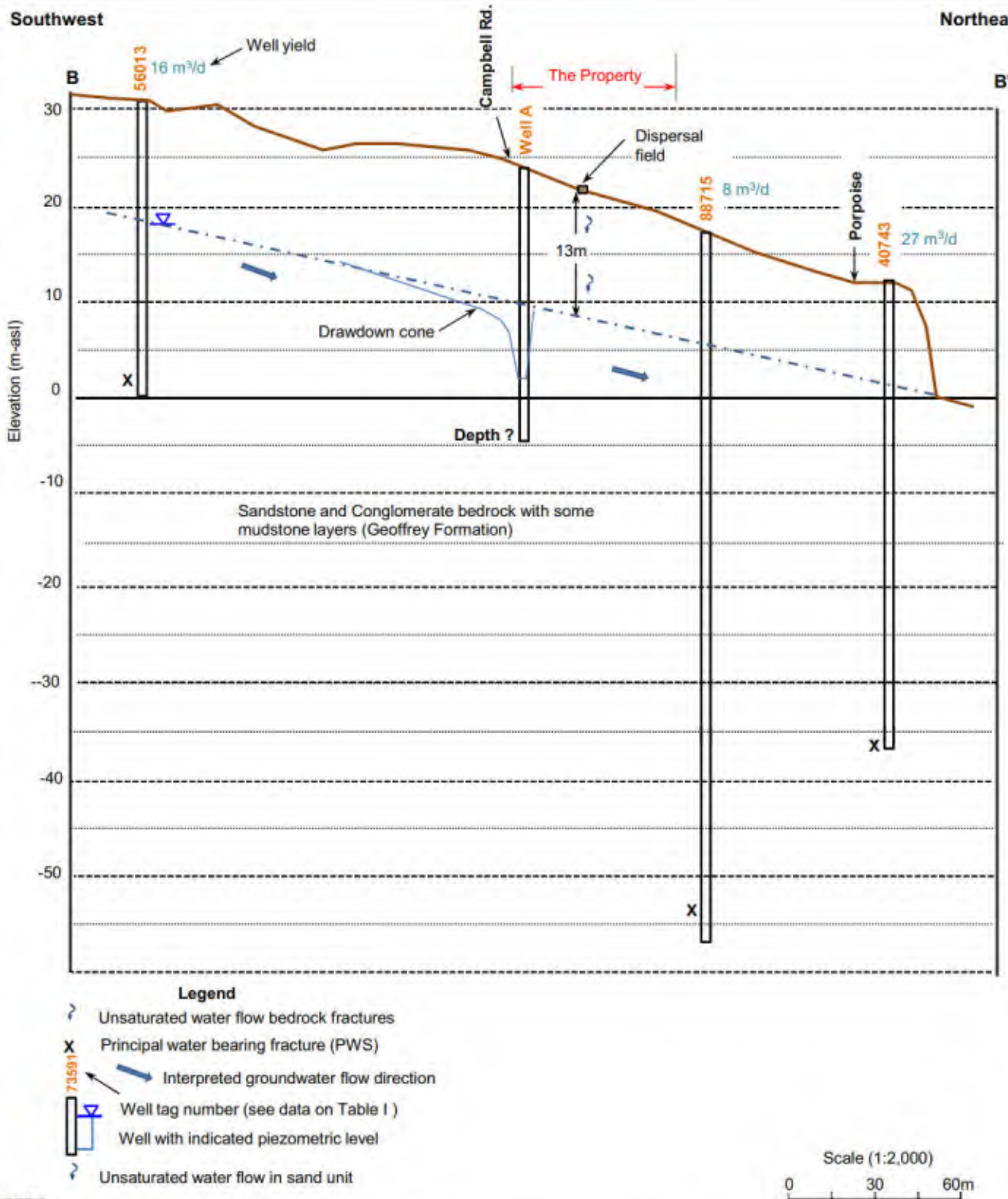
Assessment of Setback Distance Between Wastewater Dispersal Field and Water Supply Well, 5445 Campbell Road, Hornby Island, B.C.

Property Location Map.

Drawn:	Date
RAD	Apr. 2026
Approved:	Fig. **3**

File:2600 \ 355 Figs and Tables.xlsx 3 Plan of Property 4/16/2026 10:34 PM

JOB NUMBER: 355



NOTES
1) See location of section on Fig. 2 and details of wells on Table I.

Davies and McMorran Families

ELANCO ENTERPRISES LTD.
Victoria, B.C. (250 744-1357)
Permit to Practice No: 1001505

Assessment of Setback Distance Between Wastewater Dispersal Field and Water Supply Well, 5445 Campbell Road, Hornby Island, B.C.

HYDROGEOLOGICAL SECTION B - B'

Drawn: RAD
Date: Apr. 2026
Approved:
Fig. **4**

File:2600 \ 355 Figs and Tables.xlsx 4 Section 4/16/2026 1:32 PM

Appendix A

Standard Practice Manual Guidelines for Horizontal Separation Distances and Information Required Where a Departure from the Guideline is Proposed.

Table II- 19. Minimum required horizontal separation distances

MINIMUM HORIZONTAL DISTANCE TO	FROM DISPERSAL SYSTEM	FROM WATERTIGHT TREATMENT OR PUMP TANK
	METRES	METRES
Water sources and wells		
Surface source of drinking water	30	15
Domestic water supply well[1]	30	30
Domestic water supply well, high pumping rate[2]	60	30
Domestic water supply well, high pumping rate, in unconfined aquifer[2]	90	30
Irrigation well or open loop geothermal well	15	7.5
Deep monitoring well or closed loop geothermal well[3]	6	6
Shallow monitoring well[4]	3	0
Drinking water lines and cisterns		
Drinking water suction line	30	15
Drinking water suction line, sleeved[5]	7.5	3
Drinking water line, under pressure	3	3
Drinking water line, under pressure, sleeved[5]	1	1
Drinking water supply cistern, below ground	15	3
Water bodies and surface breakout		
Permanent fresh water body[6]	30	10
Intermittent fresh water body[7]	15	10
Marine water body[8]	15	7.5
Break-out point or downslope drain[9]	7.5	0

Notes:

[1] For drinking water well, see the SSR s3.1 and Section II- 2.1.2.2 of this Manual for special considerations. Domestic water supply wells include excavated or dug wells.

[2] For definitions of "high pumping rate well" and "unconfined aquifer" see the glossary.

[3] The horizontal separation to a deep monitoring well or to a closed loop geothermal well is based on a well with an annular seal that complies with the Ground Water Protection Regulation (GWPR). If the well does not comply with the GWPR, follow horizontal separation standards for drinking water wells.

[4] The horizontal separation to a shallow monitoring well is based on a well which is shallower than 4.6 m and constructed with an annular seal that complies with the GWPR.

[5] Sleeved water lines (suction or pressure) use continuous pipe sleeving within the normal standard HS to allow reduced HS, see Volume III for details.

Volume III Guidelines

III- 1 INTRODUCTION

This volume is intended to be used as a companion to Volume II (standards). It contains explanatory material to support the standards as well as guidelines for planning, installation and maintenance of onsite systems. This volume is not intended to be read without reference to Volume II.

The main headings of this volume correspond to main headings in Volume II (e.g. III-2.1 corresponds to II-2.1). In some cases minor headings in this volume may be stand-alone (e.g. III-4.1.3.1 does not have a corresponding section in Volume II).

This volume contains some simplified rationale statements; refer to Volume IV for further details of rationale and for the performance base used to develop the standards.

Nothing in this volume should be taken to overrule the standards set out in Volume II.

III- 1.1 Departure from Volume III guidelines

When departing from the **guidelines in this volume**, write out a rationale for that departure. In the rationale, explain the following:

- The reasons for departing from the SPM guidelines.
- Which SPM guideline is being varied or departed from.
- Why compliance with the guideline is deemed impractical.
- Reference to another source of standard practice or to a professional opinion that supports the alternative approach.
- Any other changes made to design or installation to compensate for the departure.
- How performance objectives have been considered.

III- 2 GENERAL GUIDELINES

III- 2.1 Existing systems and system repair

III- 2.1.1 EMERGENCY MEASURES

Notify the Health Authority of all situations that may present a health hazard (for example, sewage surfacing on the land or discharging into a body of water or a water supply). This allows the Health Authority to provide guidance on measures to prevent or contain the hazard.

Emergency measures to reduce a health risk could potentially include:

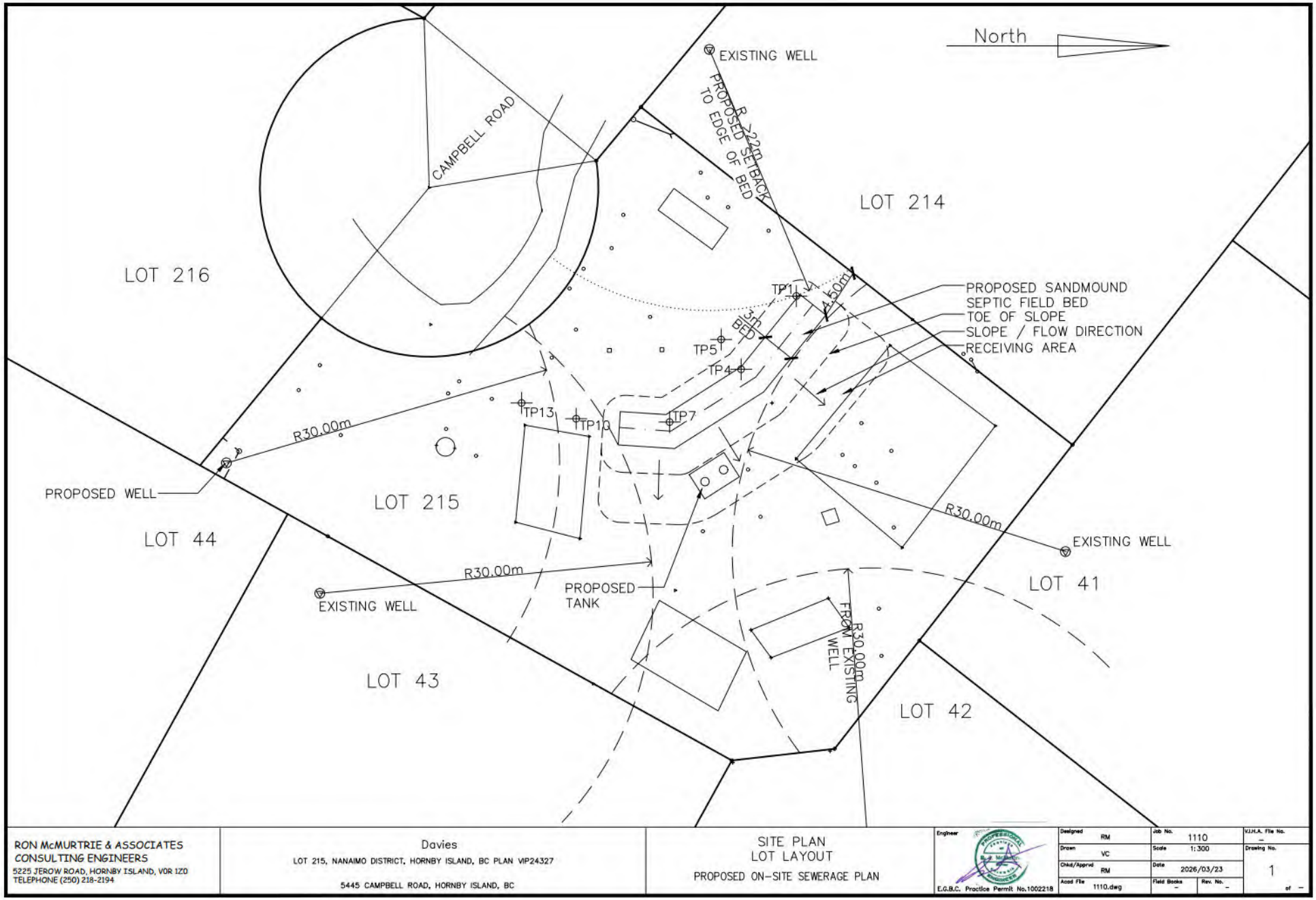
- Placing cover soil over a breakout area; or
- building a temporary dispersal trench or bed to divert flows during repair.

If it is not practical to reduce the risk from a malfunctioning system, then recommend to the owner that they use pump and haul until the system can be repaired.

Inform the owner that the system should be permanently repaired as soon as is feasible, and in any case within 12 months. The Health Authority may issue an order to repair sooner than 12 months, depending on the circumstances.

Appendix B

Wastewater System Filing Prepared by Ron McMurtrie, P.Eng.


North
EXISTING WELL
PROPOSED SETBACK
TO EDGE OF BED
R 24.0m
CAMPBELL ROAD
LOT 214
LOT 216
TP1
4.50m
BIG FIELD
TP5
TP4
TP13
TP10
TP7
PROPOSED SANDMOUND
SEPTIC FIELD BED
TOE OF SLOPE
SLOPE / FLOW DIRECTION
RECEIVING AREA
R30.00m
PROPOSED WELL
LOT 215
LOT 44
R30.00m
EXISTING WELL
R30.00m
EXISTING WELL
PROPOSED
TANK
LOT 41
FROM EXISTING
WELL
R30.00m
LOT 43
LOT 42
RON McMURTRIE & ASSOCIATES
CONSULTING ENGINEERS
5225 JEROW ROAD, HORNBY ISLAND, V0R 1Z0
TELEPHONE (250) 218-2194
Davies
LOT 215, NANAIMO DISTRICT, HORNBY ISLAND, BC PLAN VIP24327
5445 CAMPBELL ROAD, HORNBY ISLAND, BC
SITE PLAN
LOT LAYOUT
PROPOSED ON-SITE SEWERAGE PLAN
Engineer
E.G.B.C. Practice Permit No.1002218
Designed RM
Drawn VC
Chkd/Approv RM
Acad File 1110.dwg
Job No. 1110
Scale 1:300
Date 2026/03/23
Field Books –
Rev. No. –
V.I.H.A. File No. –
Drawing No. 1
of –

Ron McMurtrie and Associates, Consulting Engineers
Wastewater System Specialists
Comox/Hornby Island, BC 250-335-2685 jasbreez@island.net

Client: Davies et al	Job No: 0110	5445 Campbell Road, Hornby Island	
Date: 2026-04-01	By: RM		

PRELIMINARY DRAINFIELD DESIGN

Design Calculations	Design	Unit	
Peak Design flow (DDF):	1,900	Lpd	
Peaking factor:	2.0		
Estim. Average flow (ADF):	950	Lpd	
Treated Effluent type:	Type 1	(Septic Tank)	
Drainfield Design:			
Native Soil Vertical Separation (VS):			
Limiting Layer	*29*	*cm*	*bedrock TP1*
SPM standard:	25	cm	sand mound
As-designed Vertical Separation			
Trench depth:	-60	cm	mound sand
Total VS, as-designed:	*89*	*cm*	
SPM standard:	60	cm	micro-dose to sand mound
Loading rates as designed:			
Mound Sand Surface			
Effluent Type	1		
Length:	22	m	
Width:	3	m	
Infiltration Area:	66.0	sqm	
Soil HLR (peak):	*28.8*	*Lpd/sqm*	
SPM recommended:	40	Lpd/sqm	Type 1 to Mound Sand
Native Soil infiltration surface			
Effluent Type	2		at base of sand mound
Length:	22	m	
Width:	3	m	
Infiltration Area:	66.0	sqm	
Soil HLR (peak):	*28.8*	*Lpd/sqm*	
SPM recommended:	50	Lpd/sqm	Type 2 to Loam Favourable
Hydraulic application rate (Dosing Frequency)			
Pumping rate	215	lpm	
Pump ON time	0.5	minutes	
Dose volume	107.5	litres	
Number of fields	1.0		
Number of zones	1.0		

Dose Frequency at DDF:	*18*	*doses/day*	
SPM recommended:	14	doses/day	Micro dose 55cm mound sand
Custom guided performance design - see pathogen reduction calculations attached			
Lineal loading rate			
Bedrock slope	10	%	
Soil Depth	57	cm	Average in dispersal area
Soil Type	Loam	Favourable	
Contour Length	22	m	
LLR (peak):	*86*	*Lpd/m*	
SPM recommended maximum:	55	Lpd/m	
Custom recommended maximum	110	lpd/m	*Reference below
*Higher Linear Loading Rates based on Water Table Mounding Measured during Full-scale			
Multi-day Testing", Payne and Ralston, 2024			
Horizontal Setback distances:			
	FIELD		
Well	*>20**	*m*	
SPM recommended:	30	m	
**Well setback reduction - see attached report by A. Dakin, P.Eng.*			
Potential Breakout	*>7.5*	*m*	
SPM recommended:	7.5	m	
Waterline	*>3*	*m*	
SPM recommended:	3	m	
Marine High Water	*>150*	*m*	
SPM recommended:	15	m	
	TANK		
Well	*>25**	*m*	
SPM recommended:	30	m	
**Well setback reduction - see attached report by A. Dakin, P.Eng.*			
Waterline	*>3*	*m*	
SPM recommended:	3	m	
Marine High Water	*>150*	*m*	
SPM recommended:	7.5	m	

Ron McMurtrie and Associates, Consulting Engineers
Wastewater System Specialists
Comox/Hornby Island, BC 250-335-2685 jasbreez@island.net

Client:	Davies et al
Job No:	1110
Project Address:	5445 Campbell Road, Hornby Island
Date:	2026-03-31
By:	Ron McMurtrie, P.Eng.

Pathogen Reduction in Unsaturated Soil

Method: Design Guidance (Minnesota Pollution Control Agency, 2005).
FCB = Fecal coliform bacteria (as indicator of pathogen density)

	Daily Design	
	Flow (DDF)	
	1,900	litres /day
Layer 1: C33 Mound Sand		
Mound Sand	Sandy Soil Class	
Pathogen density (FCB) in effluent:	1,000,000	CFU / 100 mL
Pathogens as a log value, top of Layer 1:	6.00	
Estimated reduction in FCB in clogging mat:	2.0	log reduction
Dosing frequency:	18	doses / day
Soil HLR:	29	mm / day
	0.71	US gpd /sqft
FCB reduction in unsaturated soil (from chart):	0.188	log / inch
Soil depth	60	cm
Log reduction of FCB in Layer 1:	4.44	log
Expected FCB density at bottom of Layer 1:	-0.44	log
	0.36	CFU / 100 mL
Layer 2: Native Basal Soil		
Loam	Loamy Soil Class	
Pathogen density (FCB) in effluent:	0.36	CFU / 100 mL
Pathogens as a log value, top of Layer 2:	-0.44	
Estimated reduction in FCB in clogging mat:	0.0	log reduction
Dosing frequency:	18	doses / day
Soil HLR:	29	mm / day
	0.71	US gpd / sqft
FCB reduction in unsaturated soil (from chart):	0.226	log / inch
Soil depth	25	cm
Log reduction of FCB in Layer 2:	2.22	log
Expected FCB density at bottom of Layer 1:	-2.67	log
	0.002	CFU / 100 mL

Conclusion

<1 CFU/100ml at base of sand mound/top of native soil

Approaches non-detectable at limiting layer = 25cm depth in native loam soil.

Ron McMurtrie and Associates, Consulting Engineers
Wastewater System Specialists
Comox/Hornby Island, BC 250-218-2194 jasbreez@island.net

May 19, 2026

Islands Trust
700 North Road
Gabriola Island, BC
V0R 1X3
Sent via e-mail : icox@islandstrust.bc.ca

ATTENTION: MR. IAN COX
RE: DEVELOPMENT VARIANCE PERMIT – ONSITE SEWERAGE SYSTEM, 5445 CAMPBELL ROAD, HORNBY ISLAND
OUR FILE: 1110

Dear Sir:

Further to our recent telephone conversation I have prepared the following letter in support of the Development Variance Application for the above noted property on Hornby Island.

The DVP application is for a well setback reduction from the proposed septic field. A well setback reduction assessment report in accordance with the Sewerage System Regulation (SSR) has been prepared and submitted by Mr. Allan Dakin, P.Eng. for this project. The report is based on my site and soil evaluation and proposed sewerage system design as noted in Mr. Dakin's report.

I have completed my site and soil evaluation, feasibility and preliminary design for the proposed system. A Site Plan of the proposed system has been submitted to you by my client, Katherine Davies. I report that the design is in accordance with the SSR and meets the requirements of the regulation with respect to the well setback. The proposed setback from the dispersal field to the neighbouring well is >22m as noted on the plan.

In conclusion, the design meets Standard Practice as defined in the SSR and if operated and maintained in accordance with the regulation will not cause nor contribute to a health hazard.

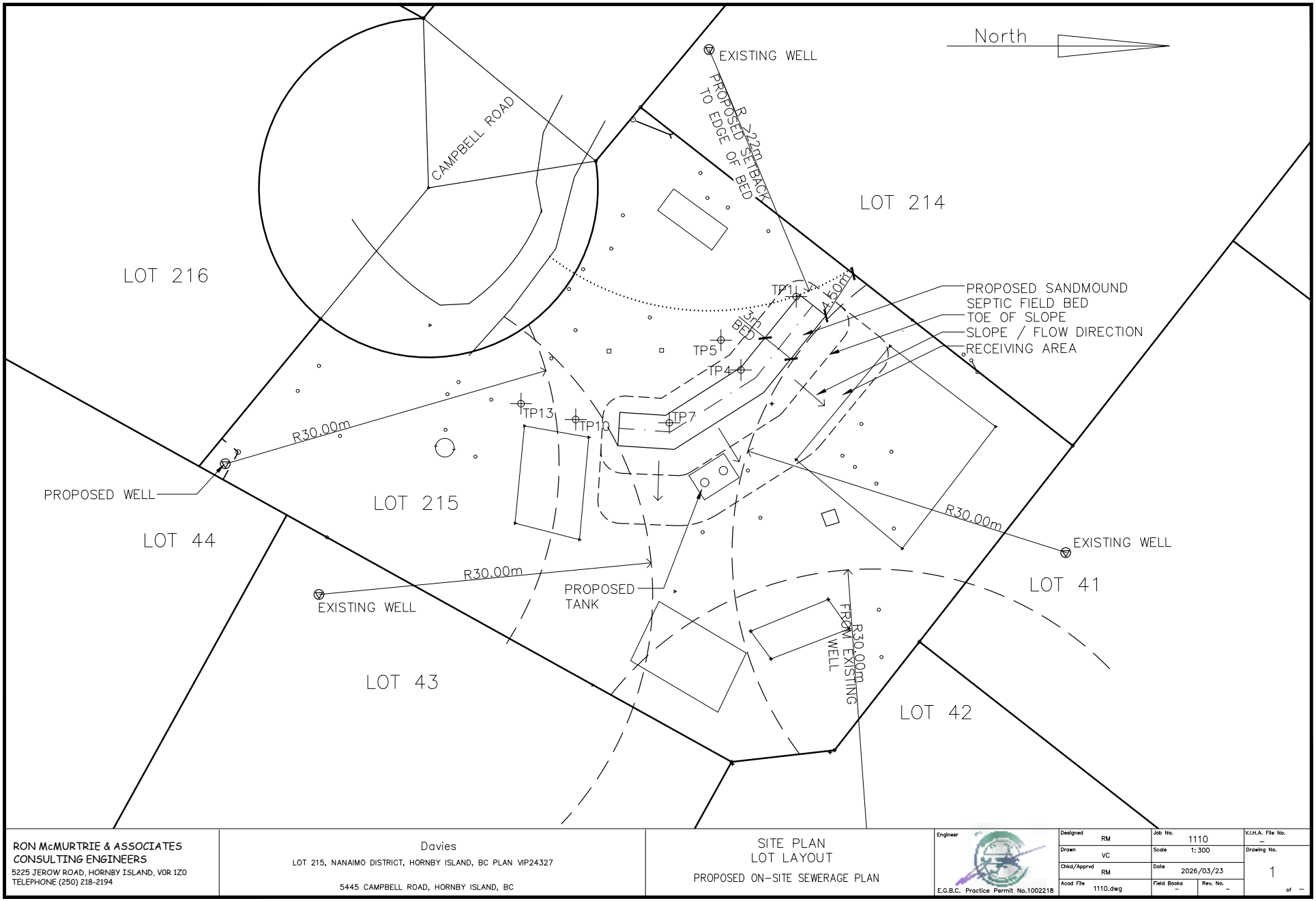
I trust the foregoing meets your needs for the DVP application. Please contact me if you have any questions or require further information.

Yours truly,



Ron McMurtrie, P.Eng.
E.G.B.C. Permit to Practice No. 1002218

cc Katherine Davies



RON McMURTRIE & ASSOCIATES CONSULTING ENGINEERS 5225 JEROW ROAD, HORNBY ISLAND, V0R 1Z0 TELEPHONE (250) 218-2194	Davies LOT 215, NANAIMO DISTRICT, HORNBY ISLAND, BC PLAN VIP24327 5445 CAMPBELL ROAD, HORNBY ISLAND, BC	SITE PLAN LOT LAYOUT PROPOSED ON-SITE SEWERAGE PLAN	Engineer E.G.B.C. Practice Permit No.1002218

Designed RM	Job No. 1110		V.I.H.A. File No. –	
Drawn VC	Scale 1:300		Drawing No. 1	
Chkd/Apprvd RM	Date 2026/03/23			
Acad File 1110.dwg	Field Books –	Rev. No. –		of –

ATTACHMENT 5 – SITE CONTEXT PLDVP20260162

LOCATION

Legal Description	LOT 215, SECTION 1, HORNBY ISLAND, NANAIMO DISTRICT, PLAN 24327
PID	003-011-305
Civic Address	5445 Campbell Road, Hornby
Lot Size	0.23 hectares/0.56 acres

LAND USE

Current Land Use	Residential
Surrounding Land Use	Residential 1 – Small Lot (R1) Zone (Galleon Beach, Shingle Spit, Sandpiper, Whaling Station Bay/Anderson Drive and portion of Klaver Lot)

HISTORICAL ACTIVITY

File No.	**Purpose**
PLSUP20260165	Installation of a BC Hydro, power pole, and electrical service connection, a temporary power and utility sea can, a bathroom and sanitary facility sea can, and an on-site well.

POLICY/REGULATORY

Hornby Island Official Community Plan Bylaw No. 149, 2014	**Small Lot Residential (SR)** Development Permit Area: None
Hornby Island Land Use Bylaw No. 150, 2014	Zone: **Small Lot Residential (R1) Zone** Applicable regulations to this DVP request: **3.3 Siting and Setback Regulations** (7) Feeding troughs, manure piles, buildings and structures for housing animals and sewage disposal fields must be set back at least 30.0 metres from any well or from the natural boundary of any lake, watercourse or the sea. **"structure"** means any object or construction fixed to, supported by or embedded in land, including retaining walls and stairs and excludes loose stones and concrete, other paved surfaces, storage of building materials, septic fields, tanks, absorption fields and related appurtenances.
Other Regulations	N/A
Covenants	None (Stat Building Scheme only, 419988G)
Bylaw Enforcement	N/A

SITE INFLUENCES

Islands Trust Conservancy	N/A – This application does not directly affect an ITC-owned property or conservation covenant; nor does it directly affect a property adjacent to an ITC-owned property or conservation covenant. It also does not pertain to terrestrial or intertidal Crown Land located within 100m of an ITC-owned property or conservation covenant. Therefore referral to ITC as per Policy 3.3.ii for comment is not required.
ITC Regional Conservation Strategy	The Regional Conservation Plan 2018-2027 estimated importance of habitat composition in the area of the subject property is **LOW**. This application does not appear to be inconsistent or contrary to the goals and objectives set out in the ITC Regional Conservation Plan.
Species at Risk	**SAR Critical Habitat:** Northern Myotis and Little Brown Myotis. See the Little Brown Myotis (Myotis lucifugus), the Northern Myotis (Myotis septentrionalis), and the Tri-colored Bat (Perimyotis subflavus): recovery strategy 2018 for more information. **SAR (Public) Ecological Community:** Coastal Douglas-Fir/Dull Oregon Grape ecosystems identified on the subject property. Threats to this public Species at Risk include urban and semi-rural development, small-scale but intensive agriculture, forest harvesting, livestock (sheep and goats) grazing, the introduction and spread of invasive species (e.g., daphne laurel, Scotch broom in early seral stages), and probably climate change.
Sensitive Ecosystems	Sensitive Ecosystem Inventory: None Currently Mapped Heron Rookery/Raptor Nest/Sea Bird Colony: None Currently Mapped RAR Watercourse: None Mapped Environmentally Sensitive Areas: None Mapped See Schedule D1 of the Hornby Island Official Community Plan Bylaw No. 149: https://islandstrust.bc.ca/document/hornby-island-schedule-d1-map-ocp-bylaw-149/
Hazard Areas	None mapped.
Archaeological Sites	Remote Access to Archaeological Data (RAAD) mapping indicates that subject property does not contain archaeological sites or in the immediate vicinity, but are present within 100 metres of the lot boundaries. The applicant initiated the K'ómoks CHIP process via SUP application PL-SUP-2026-0165. Notwithstanding the foregoing, and by copy of this report, the owners and applicant should be aware that there is a chance that the lot may contain previously unrecorded archaeological material that is protected under the *Heritage Conservation Act*. If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a Heritage Conservation Act permit may be needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work.
Climate Change Adaptation and Mitigation	This DVP application seeks to lawfully site a residential septic system on the property and as such does not propose any additional intensity of use or development beyond what is currently permitted by zoning. GHG emissions can be expected to be commensurate with normal

	levels associated with Single Family Residential development patterns and use, including the use of personal vehicles for transport on and off island.
Shoreline Classification	Not Applicable
Shoreline Data in TAPIS	Not Applicable – Not a waterfront property
Groundwater	IIA - Lightly developed, high vulnerability

NOTICE
PL-DVP-2026-0162
HORNBY ISLAND LOCAL TRUST COMMITTEE

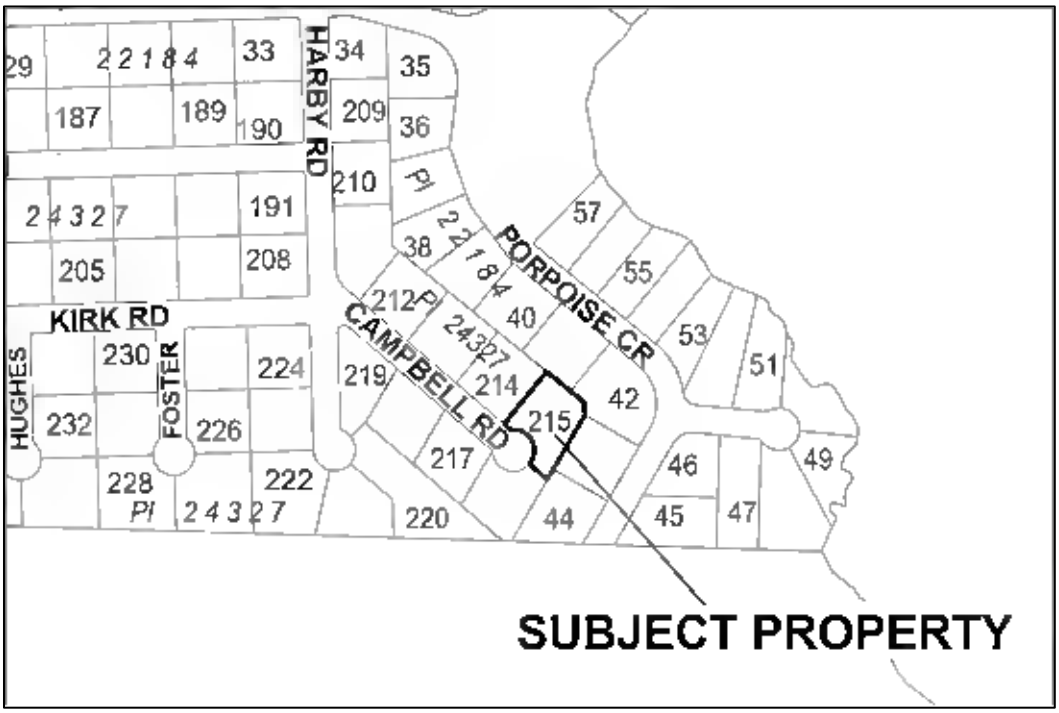
NOTICE is hereby given that pursuant to Section 499 of the *Local Government Act*, the Hornby Island Local Trust Committee (LTC) will be considering a development variance permit (DVP) to allow the siting of a residential septic system designed and installed by a Registered Wastewater Technician and professional engineer, not less than 22 meters from neighbouring property water wells (Attachment 1 – Septic Site Plan).

The lot has a unique configuration and is located at the end of a cul-de-sac, with six other properties abutting the subject lot boundaries (see subject property sketch map below). It is the last remaining undeveloped lot in the immediate vicinity; the other lots have all had wells installed in close proximity to the subject property lot lines. As a result, the property is encircled by existing neighbouring water wells, all of which require a 30-meter setback to septic systems per Hornby Island Land Use Bylaw No. 150, section 3.3, subsection (7). It is not possible to meet the regulation in this instance due to the conditions described above and that form the applicant's rationale for the variance request.

The property is located at **5445 Campbell Road, Hornby Island** and is legally described as:

LOT 215, SECTION 1, HORNBY ISLAND, NANAIMO DISTRICT, PLAN 24327 (PID: 003-011-305)

The general location of the subject property is shown on the following sketch:



A copy of the proposed permit may be inspected at the Islands Trust Office, 700 North Road, Gabriola Island, BC V0R 1X3 between the hours of 8:30 a.m. to 4:00 p.m. Monday to Friday inclusive, excluding statutory holidays, commencing **June 12, 2026** and continuing up to and including **June 25, 2026.**

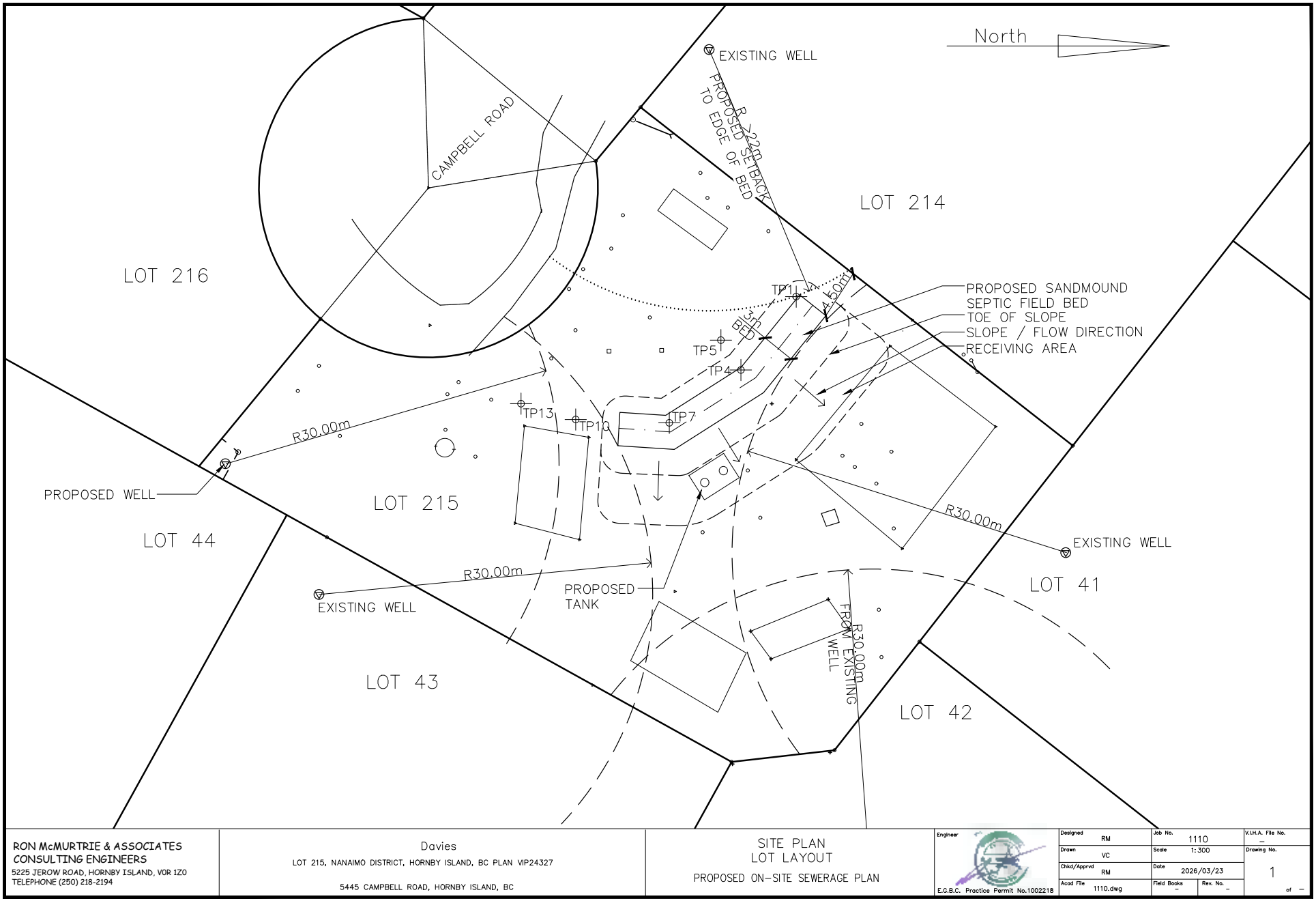
A copy of the proposed Development Variance Permit may be found online at https://islandstrust.bc.ca/island-planning/hornby/current-applications/

Enquiries or comments should be directed to Planner, Ian Cox, at (250) 247-2207, for Toll Free Access, request a transfer via Enquiry BC: In Vancouver 660-2421 and elsewhere in BC 1-800-663-7867; or by fax (250) 405-5155; or by email to: northinfo@islandstrust.bc.ca before 4:00 pm, **June 25, 2026**.

The Hornby Island Local Trust Committee may consider issuance of the proposed Permit at its Business Meeting to be held at **11:30 a.m., June 26, 2026 at the Hornby Community Hall, 4305 Central Road, Hornby Island**.

All applications are available for review by the public with prior appointment. Written comments made in response to this notice will also be available for public review.

Nadine Mourao, Deputy Secretary



RON McMURTRIE & ASSOCIATES
CONSULTING ENGINEERS
5225 JEROW ROAD, HORNBY ISLAND, V0R 1Z0
TELEPHONE (250) 218-2194

Davies
LOT 215, NANAIMO DISTRICT, HORNBY ISLAND, BC PLAN VIP24327
5445 CAMPBELL ROAD, HORNBY ISLAND, BC

SITE PLAN
LOT LAYOUT
PROPOSED ON-SITE SEWERAGE PLAN

Engineer
E.G.B.C. Practice Permit No.1002218

Designed RM	Job No. 1110	V.I.H.A. File No. –
Drawn VC	Scale 1:300	Drawing No. 1
Chkd/Apprvd RM	Date 2026/03/23	
Acad File 1110.dwg	Field Books –	Rev. No. –

of –

STAFF REPORT

File No.: PLTUP20260103 (Hornby Festival)

DATE OF MEETING:	June 26, 2026
TO:	Hornby Island Local Trust Committee
FROM:	Ian Cox, Planner 2 Local Planning Services
SUBJECT:	TUP application for Non-farm Use Applicant: Dierdre Atkinson Location: 9926 Central Road, Hornby Island

RECOMMENDATION

1. **That the Hornby Island Local Trust Committee approve issuance of Temporary Use Permit PL-TUP-2026-0103 for a term of 3 years.**

REPORT SUMMARY

The purpose of this report is to seek Local Trust Committee (LTC) approval for a Temporary Use Permit (TUP) to allow the use of the property for two annual community-oriented events: The Hornby [Island Music] Festival, and the Hornby Island Fall Fair. Staff recommend approval of the permit as presented in **Attachment 1**.

BACKGROUND

The proposal is to allow the non-farm use of land that is currently zoned Agriculture (A1), for the annual Hornby Festival and the Hornby Island Fall Fair, both which draw more attendance than is permitted under the Agricultural Land Reserve (ALR) Use Regulation governing "Gathering For An Event" in the ALR. The property is 26.27 hectares (64.9 acres) in size, shown in Figure 1. The use is also not permitted under the Hornby Island Land Use Bylaw (LUB) whose regulations are in accordance with the ALR Use Regulation.

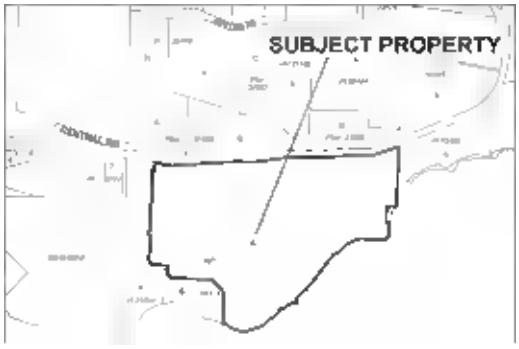


Figure 1 *- Subject Property*

The LTC previously reviewed a staff report for the Agricultural Land Commission (ALC) referral portion of this application in the agenda package for its regular business meeting on March 20, 2026. The

report provided site context, compressive analysis of the proposed land uses, ALR regulations, OCP and LUB policies and regulations, and described the application timeline and sequence of administrative approvals. The following sections of this report provide a condensed version of that information for reference, as well as the staff recommendation on the TUP issuance and the available alternatives. The LTC passed the following resolution on March 20th, forwarding the ALR application to the Agricultural Land Commission (ALC) with support:

> **HO-LTC-2026-016**
>
> that the Hornby Island Local Trust Committee supports application PLALR20260065 for non-farm use in the Agricultural Land Reserve and directs staff to forward the application to the Agriculture Land Commission for further consideration including a letter of support with the following comment:
>
> Subject to Local Trust Committee approval of a Temporary Use Permit, the property has an open Temporary Use Permit application in-process to allow the events within zone which will be considered subsequent to any Agricultural Land Commission approval.
>
> **CARRIED**

ANALYSIS

Policy/Regulatory

Islands Trust Policy Statement:

Directive policies relevant to this application include the following. A comprehensive analysis of the TUP Guidelines is included in **Attachment 2**.

Agricultural Land

4.1.8 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address land uses and activities that support the economic viability of farms without compromising the agriculture capability of agricultural land.

Recreation

5.5.1 It is Trust Council's policy that recreational activities in the Trust Area should be compatible with preservation and protection of the environment, natural amenities, resources and community character.

Economic Opportunities

5.7.1 Trust Council holds that economic opportunities should be compatible with the conservation of resources and protection of community character. Directive Policy.

5.7.2 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.

Official Community Plan:

The OCP provides the following Broad Community Objectives:

> *To limit or reduce present and future stresses upon natural and community resources, particularly those generated by increasing seasonal uses*

To encourage a self-reliant rural community based on agriculture, low impact businesses and home occupations that are sustainable and non-polluting.

To ensure changes, growth and development are gradual and support the sustainability of the community

The Objectives and Policies for Sustainable Land Use section includes the following items of note:

Agriculture

6.4.2.4 To support existing agricultural operations, accessory uses should be permitted where such uses do not impinge on the principal farm use and will not degrade the land nor reduce its capability for agricultural production, provided such uses are authorized by the ALC Act.

6.4.2.5 Temporary non-agricultural uses of existing buildings on agricultural land involving no impact upon the land itself or the principal farm use, may be considered upon application for a Temporary Use Permit which may include specific conditions to address impacts such as noise, parking, water supply and waste disposal.

Visitor Accommodations and Tourism

6.5.2.9 New developments and promoted events are encouraged to focus upon year-round and off-season activity rather than upon attracting more visitors during the summer peak season.

Outdoor Recreation

6.6.1.8 Organizers of outdoor recreation activities or events should ensure that these do not unduly interfere with the public access and enjoyment of the land and should provide adequate toilet facilities that comply with Provincial regulations.

6.6.1.9 Activities that have little or no impact upon the environment are considered preferable forms of outdoor recreation.

The property is not subject to currently enacted Development Permit Areas (DPAs).

Land Use Bylaw:

The subject property is zoned **Agriculture 1 (A1)** under the Hornby Island Land Use Bylaw No. 150. The following is an excerpt:

8.5 Agriculture 1 (A1) Zone

Permitted Uses

8.5 (8) Where land is in the Provincial Agricultural Land Reserve, non-farm uses permitted by this Bylaw within a zone are permitted only:

a) if also approved by the Provincial Agricultural Land Commission by written order and only to the extent provided by the written order; or
b) if also permitted by the Agricultural Land Reserve Use Regulation and only to the extent permitted by this Bylaw.

Agricultural Land Reserve:

ALC regulations pertaining to 'Gathering For An Event' as defined in the ALC Act and Regulations, are explained in ALC Policy L-22.

The Commission released its Reasons For Decision for Non-Farm-Use Application 106809 on May 21, 2026, included as **Attachment 3** to this report.

Issues and Opportunities

The Hornby Festival and Hornby Island Fall Fair have been operating on the property for many years and are generally accepted as having broad community support. The ALR and TUP applications were initiated due to a separate ALC enforcement issue on the property. There is no active Islands Trust bylaw enforcement file open for the festival/event uses on the property.

Accommodation for these types of events is supported by the OCP, considering they have been demonstrated to support existing agricultural operations and do not impinge on principal farm use, will not degrade the land nor reduce its capability for agricultural production, and so on as outlined in the ALC Reasons For Decision.

Conditions of the proposed TUP are taken from the Hornby OCP TUP Guidelines (**Attachment 2**) and the ALC decision conditions themselves, for closest alignment and clarity for the applicant.

Consultation

Notice of the TUP was circulated to surrounding property owners and residents on June 12, 2026 and published in the Hornby Island Tribune on June 17, 2026 in accordance with the *Local Government Act*. No correspondence in response to the notice was received at the time of preparing this report, but may be received before the LTC meeting on June 26, 2026.

Two letters of support for the ALC Non-Farm Use application were provided by the applicant, one from the Comox Valley regional District Area Director and another from the Hornby Island Farmland Trust Society (**Attachment 4**). Any submissions received after the agenda is published will be sent to the LTC prior to the meeting and will be raised by the planner at the meeting. Correspondence should be sent to northinfo@islandstrust.bc.ca.

Rationale for Recommendation

Staff recommend issuance of the proposed permit as found on page 1 of this report under the flowing rationale:

- The proposal is supported by the objectives and policies of the OCP.
- The proposal does not result in any permanent structures on the property.
- The ALC has allowed the Non-Farm-Use application subject to conditions, for a period of twelve (12) years.

ALTERNATIVES

1. **Request additional information**

   The LTC may request further information prior to making a decision. If selecting this alternative, the LTC should describe the specific information needed and the rationale for this request. Recommended wording for the resolution is as follows:

   That the Hornby Island Local Trust Committee request that the applicant submit to the Islands Trust the following information prior to making a decision on PLTUP20260103 [insert information request].

2. **Deny the application**

   The LTC may deny the application. The decision should be accompanied by reasons. Recommended wording for the resolution is as follows:

   That the Hornby Island Local Trust Committee deny application PLALR20260103 for the following reasons [list and describe reasons].

NEXT STEPS

- If approved, the application will be forwarded to the ALC for consideration.

Submitted By:	Ian Cox, Planner 2	June 9, 2026
Concurrence:	Renee Jamurat, RPP MCIP, Regional Planning Manager	June 9, 2026

ATTACHMENTS

1. Proposed TUP
2. TUP Guidelines
3. Agricultural Land Commission – Reasons for Decision (NFU)106809
4. Letters of Support for ALC application 106809 (CVRD, HIFTS)

Islands Trust	**HORNBY ISLAND LOCAL TRUST COMMITTEE** **TEMPORARY USE PERMIT** **PL-TUP-2026-0103 (Hornby Festival/Fall Fair)** **9926 Central Road, Hornby Island**

To: 0859430 BC Ltd.

1. This Permit applies to the land described below:

   PID 027-554-660
   LOT A, SECTIONS 2 AND 18, HORNBY ISLAND, NANAIMO DISTRICT, PLAN VIP85172

   a) Pursuant to Section 493 of the *Local Government Act* and Section 6.10 of the *Hornby Island Official Community Plan Bylaw No. 149, 2014*, and despite *Hornby Island Land Use Bylaw No. 150, 2014*, this Permit is issued to **allow temporary events in the form of the annual "Hornby [Island Music] Festival" and "Hornby Island Fall Fair"**, conducted in accordance with the *Agricultural Land Commission Act*, *Agricultural Land Reserve Use Regulation* and the Agricultural Land Commission Reasons For Decision (Non-Farm Use) 106809.

2. This permit is subject to the following conditions:

   a) The general layout of the temporary events (parking and event activities) shall be in substantial accordance with Schedule "A"- Subject Property Map and Schedule "B"- Site Plan attached to and forming part of this permit, as signed and dated by the Deputy Secretary, Islands Trust.

   b) All temporary events authorized under this Permit must comply with the Agricultural Land Commission Reasons for Decision 106809.

   c) Potable water delivery must be provided for all events to ensure adequate water supply on site in accordance with public health guidance.

   d) Off-road parking must be provided in accordance with Section 5.4 of the *Hornby Island Land Use Bylaw No. 150, 2014*. For the purposes of this permit, parking requirements shall be calculated based on "community hall, church, social hall" uses relative to the size of the event and designed to the standards of that bylaw.

   e) All garbage and recycling generated by the events must be taken to the Hornby Island Recycling Depot or to an appropriate off-island facility immediately following the event. Compostable waste shall be disposed of appropriately.

   f) Portable toilets must be provided based on the expected attendance and duration of each event, in accordance with public health guidance, at a minimum ratio of one toilet per 50 attendees. All units must be promptly removed following each event.

g) Events must be reasonably screened from adjacent residential uses to minimize visual impacts and maintain privacy.

h) Proposed events must comply with the Comox Valley Regional District Electoral Areas Noise Control Regulations Bylaw No. 102. Events shall conclude no later than 12:00 a.m., and noise levels must be actively monitored and managed throughout the duration of the event.

i) The holder of the Permit will be responsible for any violation of the conditions of this Permit. For the purpose of investigating a complaint, Islands Trust staff may enter the property during business hours to ensure compliance with the Temporary Use Permit.

3. It is the responsibility of the landowner to obtain any required authorization under the *Water Sustainability Act,* the *Public Health Act,* the *Sewerage System Regulation* or any other relevant legislation pertaining to groundwater, public health and safety, and waste management.

4. This Permit is valid for a period of three years from the date of issuance.

5. This is not a Building Permit or a Siting and Use Permit, nor does it relieve the Permittee from the need to secure all other approvals necessary for the proposed land use.

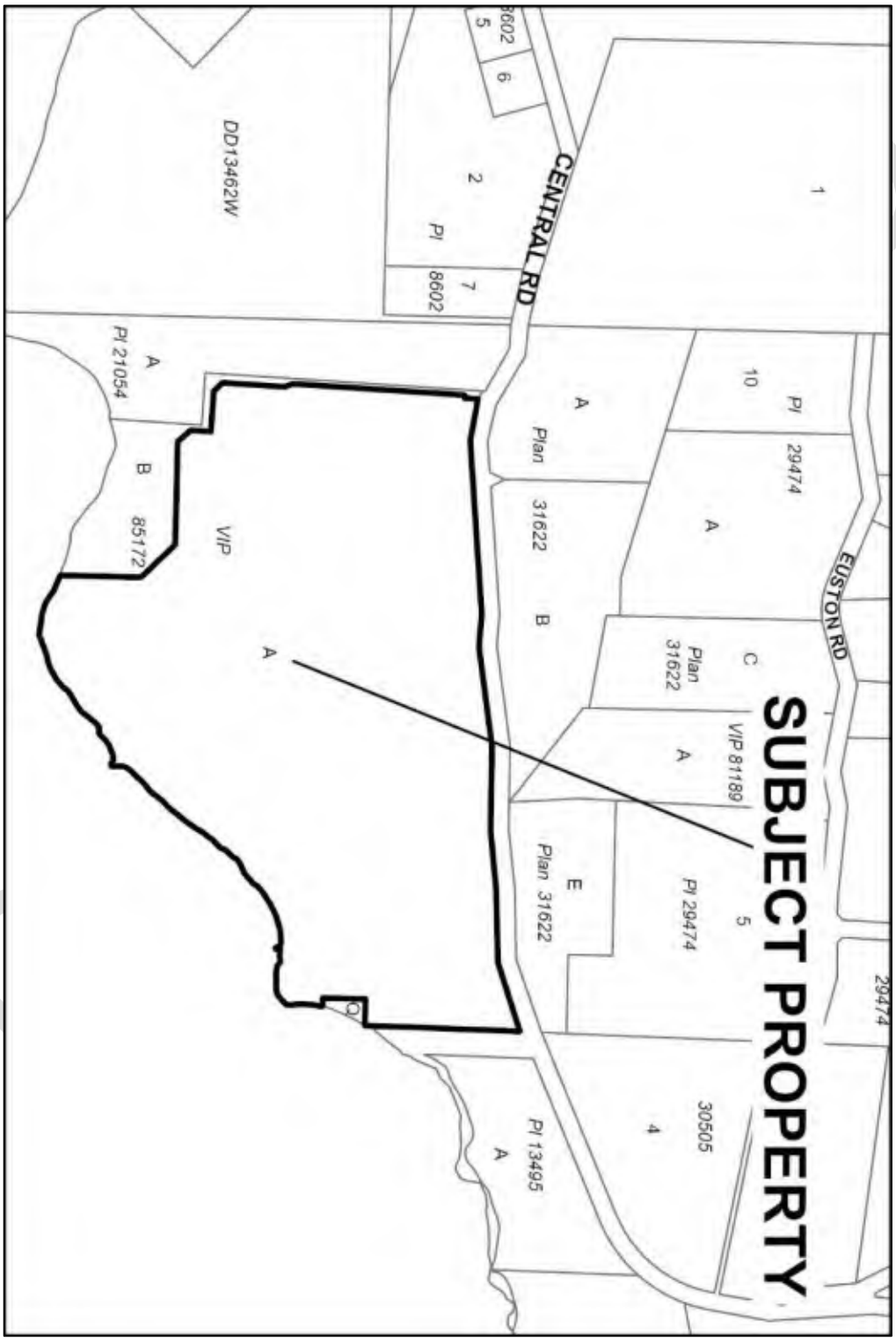
AUTHORIZING RESOLUTION PASSED BY THE HORNBY ISLAND LOCAL TRUST COMMITTEE THIS 26th DAY OF June, 2026.

_____
Deputy Secretary, Islands Trust

_____
Date Issued

PROPOSED

HORNBY ISLAND LOCAL TRUST COMMITTEE
PLTUP-2026-0103
SCHEDULE "A"
Subject Property Map



HORNBY ISLAND LOCAL TRUST COMMITTEE
PL-TUP-2026-0103
SCHEDULE "B"
Site Plan



ATTACHMENT 2 – TEMPORARY USE PERMIT GUIDELINES

HORNBY ISLAND OFFICIAL COMMUNITY PLAN BYLAW NO. 149, 2014 AND LAND USE BYLAW NO. 150, 2014

Guideline Not Met		***Guideline Met Subject to LTC Decision***		***Guideline Met***	

Temporary Use Permits Objective 6.10(1) - OCP:

to consider allowing a temporary event as per Policy 6.5.1.10;

Temporary Use Permit Objective 10.2(1) – LUB*:

to consider allowing a temporary event as per OCP Policy 6.5.1.10;

OCP Guideline	LUB Guideline	Complies?	Planner Comments
6.10.1: Upon application, Temporary Use Permits may be considered for all parcels of land within the Hornby Island Local Trust Area, with the following exclusions: a) properties less than one quarter of a hectare, except when the application is for vacation home rental use; b) land designated as Park, as shown on Schedule B; and c) a parcel identified as containing an environmentally sensitive area, as shown on Schedule D1 or D2, unless information is provided by the owner that establishes that the proposed land use does not negatively impact the environmentally sensitive features or is located outside of the sensitive area on the parcel.	**10.3(1):** Upon application, Temporary Use Permits may be considered for all parcels of land within the Hornby Island Local Trust Area, with the following exclusions: (a) properties less than one quarter of a hectare except when the application is for vacation home rental use; (b) land zoned as public park, ecosystem management area or water supply protection, as shown on Schedule B; and (c) a parcel identified as an environmentally sensitive area, as shown on Schedule D1 or D2 of the Hornby Island Official Community Plan Bylaw No. 149, unless information is provided to illustrate that the proposed land use does not negatively impact the environmentally sensitive features.		Schedule D1 mapping shows that the property has occurrences of both Mature Forest and Woodland ecosystems. However, the property has been largely cleared for gricultural purposes. Schedule D2 mapping shows the subject property is in the **IIIA** – Moderately developed, high vulnerability Environmentally Sensitive Areas Aquifer. The property is located outside a **Recharge Zone**. Staff determine that no further environmental assessment is required, primarily due to the fact that the property is cleared and in agricultural production.
6.10.2: Applications for Temporary Use Permits may be referred to the Advisory Planning Commission which may be requested to provide an opportunity for public input to be received and considered	**10.3(2)**: Applications for Temporary Use Permits may be referred to the Advisory Planning Commission which may be requested to provide an opportunity for public input to be received and considered		**For LTC Decision:** Determine whether to refer this application to the Advisory Planning Commission.

OCP Guideline	LUB Guideline	Complies?	Planner Comments
in preparing its recommendations.	in preparing its recommendations.		
6.10.3: Temporary Use Permits for parcels within the Agricultural Land Reserve should only be issued for uses that do not conflict with Agricultural Land Commission policies and regulations.	**10.3(3):** Temporary Use Permits for parcels within the Agricultural Land Reserve should only be issued for uses that do not conflict with Agricultural Land Commission policies and regulations.		• The subject parcel is located within the ALR. • The applicant has applied for and obtained a Non-Farm Use approval from the ALC, Reasons for Decision 106809, included in Attachment 3 to the staff report.
6.10.4: A professional assessment of hydrological impacts may be required when the proposed use is within an identified groundwater recharge area or an aquifer classified as heavily developed as shown on Schedule B or D2 and if the proposed use involves more than minimal potential impacts upon the groundwater resource.	**10.3(4):** A professional assessment of hydrological impacts may be required when the proposed use is within an identified groundwater recharge area or an aquifer classified as heavily developed.		Schedule D2 mapping shows the subject property is in the **IIIA** – Moderately developed, high vulnerability Environmentally Sensitive Areas Aquifer. The property is located outside a **Recharge Zone**. Not within a recharge zone. Aquifer is Moderately developed.
6.10.5: Where approvals are required from other agencies, these should be obtained prior to the issuing of a Temporary Use Permit.	**10.3(5):** Where approvals are required from other agencies, these should be obtained prior to the issuance of a Temporary Use Permit.		See ALC Non-Farm Use Reasons for Decision 106809.
6.10.6: The general conditions for issuing a Temporary Use Permit are as follows: **a)** adequate off-road parking should be provided;	**10.3(6):** The general conditions for issuing a Temporary Use Permit are as follows: **(a)** adequate off-road parking should be provided;		**Included as a condition of the proposed permit.** The applicant has indicated that parking will occur off-road on the field. In accordance with Section 5.1(1) of the Hornby Island Land Use Bylaw (LUB), all required off-road parking spaces will be located on the lot. Per Table 5.4 of the Hornby Island LUB, where a particular use is not specifically listed, the number of parking spaces required for the most similar listed use applies. The closest use in this case is item 11. community hall, church, social hall.
6.10.6.b) there should be adequate provision for approved waste disposal before consideration is given by the Local Trust Committee;	**10.3(6)(b)** confirmation that site conditions allow for adequate provisions for approved waste disposal;		**Included as a condition of the proposed permit.** Applicant has indicated that garbage and recycling will be taken to the Hornby Island Recycling Depot

OCP Guideline	LUB Guideline	Complies?	Planner Comments
			immediately following events. Compostable waste will be disposed of appropriately, and portable toilets will be provided for duration of the events.
6.10.6.c) commercial uses (other than very short term uses or vacation home rentals) should be screened from adjacent residential uses;	**10.3(6)(c):** commercial uses (other than very short term uses or vacation home rentals) should be screened from adjacent residential uses;		Hornby Festival and Fall Fair are both considered very short term uses.
6.10.6.e) there should be adequate setbacks of the use to minimize impacts upon adjacent properties;	**10.3(6)(e)** there should be adequate setbacks of the use to minimize impacts upon adjacent properties;		**Screening included as a condition of the proposed permit.** Parking and event activities are to be located as centrally as possible on the 26 hectare/65-acre property, with the festival and fair grounds located in the lower southeast portion of the lot adjacent to 10005 Central Road which is under the same ownership.
6.10.6.f) noise generation should be addressed to prevent disturbance of the neighbourhood and to ensure compliance with regional district regulations;	**10.3(6)(f)** noise generation should be addressed to prevent disturbance of the neighbourhood and to ensure compliance with regional district regulations;		**Included as a condition of the proposed permit.** • Events shall be compliant with the Comox Valley Regional District (CVRD) Electoral Areas Noise Control Regulations Bylaw No. 102. • Staff recommend the events to conclude no later than 12:00 am, and noise levels to be actively monitored and managed throughout.
6.10.6.g) the use should be conducted so as to not risk contamination of the land, surface water or groundwater, including by making adequate provision for the safe storage of toxic materials;	**10.3(6)(g)** the use should be conducted so as to not risk contamination of the land, surface water or groundwater, including by making adequate provision for the safe storage of toxic materials;		Event does not involve the storage or use of any toxic or hazardous materials. As such, there is no anticipated risk of contamination. All waste will be managed through appropriate disposal measures, including the use of portable washrooms and on-site garbage collection.
6.10.6.h) water supply should be addressed so as to not create negative impacts upon existing common water sources;	**10.3(6)(h)** water supply should be addressed so as to not create negative impacts upon existing common water sources;		**Included as a condition of the proposed permit.** Potable water will be delivered for events.
	10.3(6)(i) other potential impacts upon the neighbourhood should be mitigated, including by limitations upon the hours of operation where appropriate		**Included as a condition of the proposed permit.** Staff recommend that events do not run past 12am.

OCP Guideline	LUB Guideline	Complies?	Planner Comments
6.10.6.j) the owner of the property may be required to provide a security to guarantee the performance of the terms of the permit and should be required to provide an undertaking to demolish or remove any building or structure and to restore the land to a condition specified in the permit, especially in circumstances where temporary housing is provided and such housing is no longer used for the temporary purposes; and	**10.3(6)(j)** the owner of the property may be required to provide a security to guarantee the performance of the terms of the permit and should be required to provide an undertaking to demolish or remove any building or structure and to restore the land to a condition specified in the permit, especially in circumstances where temporary housing is provided and such housing is no longer used for such temporary purposes; and		The events do not involve the construction of permanent or semi-permanent structures or include any form of temporary housing or land alteration. The requirement for a security deposit or post-event site restoration undertaking does not apply in this case. See Also ALC Reasons for Decision 106809.
6.10.6.k) lands with good agricultural potential should not be compromised by any use permitted by a Temporary Use Permit.	**10.3(6)(k)** lands with good agricultural potential should not be compromised by any use permitted by a Temporary Use Permit.		Events use is subject to mitigation and restoration measures imposed by the conditions of ALC Reasons for Decision 106809.
6.10.7: Applicants for Temporary Use Permits should address the issues identified in these policies in their applications and are strongly encouraged to consult with neighbours about the proposed use prior to making application.	**10.3(7):** Applicants for Temporary Use Permits should address the issues identified in these policies in their applications and are strongly encouraged to consult with neighbours about the proposed use prior to making application.		Events are long standing, multi-year initiatives which are understood to have broad community support, both from residents and organizations. Letters of support have been received from the CVRD and Hornby Island Farm
6.10.9: The Local Trust Committee should consider the climate change impacts of any proposed temporary use when reviewing Temporary Use Permit applications.	**10.3(9):** The Local Trust Committee should consider the climate change impacts of any significant change in reviewing temporary use permit applications.		No anticipated long term increased GHG emissions beyond current festival attendance for the temporary events.

PROVINCIAL AGRICULTURAL LAND COMMISSION

T: 604-660-7000
E: ALCBurnaby@Victoria1.gov.bc.ca
201 – 4940 Canada Way
Burnaby, BC, Canada V5G 4K6

May 21, 2026

ALC File: 106809

Dierdre Atkinson
Hornby Festival Society
Delivered by e-mail

Dear Dierdre Atkinson:

Re: Reasons for Decision - ALC Application 106809

Please find attached the Reasons for Decision of the Island Panel for the above noted application (Resolution #434/2026). As the agent, it is your responsibility to notify the applicants accordingly.

Please note that the submission of an administrative fee may be required for the administration, processing, preparation, review, execution, filing or registration of documents required as a condition of the attached Decision in accordance with section 11(2)(b) of the ALR General Regulation.

Under section 33 of the ALCA, a person affected by a decision (e.g. the applicant) may submit a request for reconsideration. A request to reconsider must meet the following criteria:

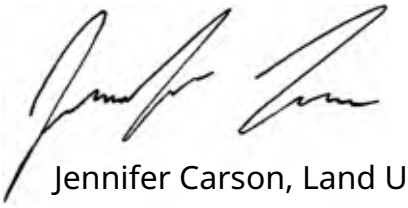
- No previous request by an affected person has been made, and
- The request provides either:
  - Evidence that was not available at the time of the original decision that has become available, and that could not have been available at the time of the original decision had the applicant exercised due diligence, or
  - Evidence that all or part of the original decision was based on evidence that was in error or was false.

The time limit for requesting reconsideration of a decision is one year from the date of the decision's release, as per ALC Policy P-08: Request for Reconsideration.

Please refer to ALC Information Bulletin 08 – Request for Reconsideration for more information.

Please direct further correspondence with respect to this application to ALC.Island@gov.bc.ca

Yours truly,



Jennifer Carson, Land Use Planner

Enclosure: Reasons for Decision (Resolution #434/2026)

cc: Islands Trust (File: PLALR20260065). Attention: Rob Pingle

106809d1

Agricultural Land Commission File 106809

Reasons for Decision of the Island Panel

Non-Farm Use Application Submitted Under s.20(2) of the *Agricultural Land Commission Act*

Applicants:	Hornby Festival Society & Hornby Island Fall Festival Committee
Property Owner:	0859430 B.C. LTD., INC.NO. BC0859430
Agent:	Dierdre Atkinson, Hornby Festival Society
Property:	Parcel Identifier: 027-554-660 Legal Description: Lot A, Sections 2 and 1, Hornby Island District, Plan VIP85172 Civic: 9925 Central Road, Hornby Island, BC Area: 26.3 ha (Entirely within the ALR)
Panel:	Jennifer Dyson, Chair Jeff McCallum Jan Slomp

OVERVIEW

[1] The Property is located within the Agricultural Land Reserve ("ALR") as defined in section 1 of the *Agricultural Land Commission Act* ("ALCA").

[2] The Applicant is applying to the Agricultural Land Commission (the "Commission" or "ALC") under s. 20(2) of the ALCA to continue to use 6 ha of the Property, called Rosemuir Farm, for the six-day Hornby MusicFest and the one-day Hornby Island Fall Fair (the "Events") including festival fairgrounds and parking area on an annual basis for up to 2,500 people, for the next 20 years (the "Proposal").

[3] The Proposal was considered in the context of the purposes and priorities of the Commission set out in section 6 of the ALCA:

6 (1) The following are the purposes of the commission:

(a) to preserve the agricultural land reserve;

(b) to encourage farming of land within the agricultural land reserve in collaboration with other communities of interest; and,

(c) to encourage local governments, first nations, the government and its agents to enable and accommodate farm use of land within the agricultural land reserve and uses compatible with agriculture in their plans, bylaws and policies.

(2) The commission, to fulfill its purposes under subsection (1), must give priority to protecting and enhancing all of the following in exercising its powers and performing its duties under this Act:

(a) the size, integrity and continuity of the land base of the agricultural land reserve;

(b) the use of the agricultural land reserve for farm use.

EVIDENTIARY RECORD

[4] The Proposal, along with related documentation from the Applicants, Agent, local government, third parties, and Commission is collectively referred to as the "Application". All documentation in the Application was disclosed to the Agent in advance of this decision.

BACKGROUND

[5] The Application notes that the Property is Class 9 – Farm under the BC *Assessment Act* and is used for cattle and hay production.

[6] On February 5, 2026, ALC Compliance and Enforcement attended the Property for another matter. During their visit, it came to light that the Events had not received authorization of the Commission. The Applicant submitted the Application shortly after that visit.

[7] The Application explains that the Hornby MusicFest and the Hornby Island Fall Fair are two long-standing, community-based events. In

particular, the Application notes that the Hornby MusicFest has been running for 44 years and has been located on the Property for the last 30 years, and the Hornby Island Fall Fair has been held on the Property for over 20 years. The Application explains that the Hornby Island Fall Fair celebrates local agriculture and farmers through competitions, harvest displays, community meals, and educational activities. The Application further explains that all the event infrastructure is temporary, no fill is required, and that the parking is not permanent and site use are carefully managed to avoid interference with agricultural production.

[8] The Islands Trust Administrative Report dated March 20, 2026 (the "Islands Trust Report") states that the Property is designated as Agricultural under the Official Community Plan Bylaw No. 149, 2014. The Island Trust Report notes that the Proposal is in line with the OCP designation. The Islands Trust Report notes that allowance for these Events on the Property is supported by the OCP as the events have been found by the Islands Trust to support existing agricultural operations, and that they do not impinge on the principal farm use and will not degrade the land nor reduce its capability for agricultural production.

[9] The Islands Trust Report also states that the Property is zoned Agriculture 1 (A1), under the Land Use Bylaw No. 150, 2014. The Island Trust Report notes that the Proposal is not line with the current zoning designation, however, the owners of the Property have applied for

Temporary Use Permit ("TUP") to ensure compliance with the Land Use Bylaw if the Events are approved by the Commission.

[10] At its meeting of March 20, 2026, the Hornby Island Local Trust Committee resolved to forward the Application to the ALC for further consideration with a letter of support. Its letter of support states that the Events are important for locals and visitors to celebrate growing, harvesting, preserving and foraging on Hornby. The letter of support further notes that the Events have demonstrated careful stewardship of the land in that all infrastructure is temporary, parking is managed to avoid interference with farm use, and there have been no concerns raised about impacts on agricultural production or the integrity of the farmland.

[11] The Application also provided a letter dated February 11, 2026 from Marilyn Kopansky who is the Chair of the Hornby Island Farmland Trust Society who has hosted an information booth at both the proposed events. The letter indicates that, the events have not caused "undue stress on the farm and that all appropriate measures are taken to ensure than land is respected and used lightly".

ANALYSIS AND FINDINGS

[12] The Applicant is proposing to continue hosting the two Events on the Property for the next 20 years.

[13] The Panel first gave consideration to whether to allow the Events on the Property. The Panel considered the nature of the proposed Events and their agricultural and rural focus including celebrating local agriculture and famers, competitions, harvest displays, community meals, and educational activities. The Application also states that the Events provide direct and indirect benefits to agriculture as the Events bring hundreds of residents and visitors onto working farmland, which aids in fostering an appreciation for local agriculture, food production, and land stewardship.

[14] Given the above, the Panel finds that the Events have provided visibility for local agriculture in Gulf Islands.

[15] To assess agricultural capability on the Property, the Panel referred to agricultural capability ratings. The ratings are identified using the Canada Land Inventory (CLI), 'Soil Capability Classification for Agriculture' system. The improved agricultural capability ratings applicable to the Property are Class 2 and Class 3, more specifically more specifically 70% of Class 3 with the limitation of soil moisture deficiency (M) and 30% of Class 3 with the limitation of stoniness (P).

Class 2 - land is capable of producing a wide range of crops. Minor restrictions of soil or climate may reduce capability but pose no major difficulties in management.

Class 3 - land is capable of producing a fairly wide range of crops under good management practices. Soil and/or climate limitations are somewhat restrictive.

[16] Based on the improved agricultural capability ratings, the Panel finds that the Property has prime agricultural capability which can support a wide range of agricultural activities with minimal limitations.

[17] The Panel then considered the potential physical impact of allowing the Events to continue on the Property. The Panel considered that holding large events on ALR land, particularly prime agricultural land, comes with certain risks of short-term or long-term damage if not property mitigated and reclaimed.

[18] The Panel notes that, although the Events have operated without Commission approval, the Applicants have demonstrated a consistent record of stewardship that has maintained the Property's agricultural use between events and has worked with the Property owners to preserve the integrity of the Property. More specifically, the Application notes that all tents, staging, fencing and other infrastructure are temporary, and site use is carefully managed. The Application submits that over the decades of the Events, there have been no incidents or concerns affecting the agricultural viability of the land. ensuring that the Events have not adversely impacted the agricultural use of the Property.

[19] With respect to mitigation of the Event impacts on the Property, the Agent has provided information discussing the Applicants' approach to mitigating impacts including:

- Hosting events during August and September when the ground is hard and dry;
- Events not exceeding 6 hours per day;
- Volunteers ensuring that no vehicles with visible signs of leakage or unsafe conditions are permitted entry; and,
- Thoughtful placement of the different stages, parking areas, circulation roots and portable toilets.

[20] The Agent provided additional information regarding the set up and clean up for the Events. For the Fall Fair, one day on either side of the mid-September event is required for set up and clean up. For the MusicFest approximately four days on either side of the six-day event for set up and clean up.

[21] With respect to reclamation measures after the Events, the Agent advised that a formal post-event reporting process will begin this year to document site inspections, confirm removal of all event-related infrastructure and materials, and verify that the land has been returned to its original condition.

[22] The Panel will allow the Events to continue on the Property provided that mitigation measures are in place such as posting signage along fencelines to avoid trespass to neighbouring properties, designating

vehicle corridors and parking areas to limit traffic impacts; geotextiles be used under stages, dance floors, and other high traffic areas if necessary; portable washrooms be sited away from drainage channels, a post-event report confirming reclamation for agricultural use. The Panel finds that with the appropriate conditions in place, the continuation of the Events are unlikely to negatively impact the integrity of the land.

[23] The Panel finds that approving the Events for 20 years is too long. The Commission cannot assume that site conditions, surrounding land uses, or compliance with conditions will remain unchanged over that period. A shorter approval term is more appropriate because it allows the Events to continue on a timeline that supports medium-term planning, while also giving the Commission an opportunity to revisit the use, confirm that conditions have been followed, and ensure the land's integrity has been maintained before considering any further approval. In this case, the Panel considers 12 years to be appropriate because it aligns with two TUP terms, including renewals.

[24] The Panel wishes to clarify that approval of the two Events does not prohibit the Property owners from hosting events under section 17 of the ALR Use Regulation "Gathering for an Event" provided that all criteria are met.

DECISION

[25] For the reasons given above, the Panel alternately approves the Events to continue to use 6 ha of the Property for the annual six-day Hornby MusicFest and the one-day Hornby Island Fall Fair for up to 2,500 people for the next 12 years subject to the following conditions:

General Conditions

(a) The Property maintains Class 9 - Farm status under the BC *Assessment Act;*
(b) The MusicFest has an overall timeframe of no more than three weeks, and the Fall Fair has an overall timeframe of no more than one week, these timeframes encompass the event set-up, the event days, and post-event clean-up;
(c) Siting of the Events and event areas must be in accordance with Schedule A of this decision;
(d) No permanent parking area or permanent facilities may be constructed or fill placed; and all temporary structures must be removed after each event;
(e) Signage must be placed along shared fencelines to mitigate trespass to adjacent properties;
(f) Geotextile mats must be placed under the stage, dance floor, and high-traffic zones, if necessary;
(g) Portable washrooms must be sited away from drainage channels;
(h) Post-event reclamation must be completed with 30 days of the last each year;

End by November 30, 2037

(i) The use of the Property for the Events as proposed is for 12 years.

Pre-Event Assessment

(j) A one-time baseline assessment, as conducted by a Professional Agrologist **before the first event**. The pre-event assessment should include:

a. Agricultural capability ratings;

b. Existing soil conditions (structure, compaction, drainage, any existing disturbance);

c. Pre-event photographs of Event areas;

Post-Event Assessment – Due November 30 each year

(k) Submission of an annual post-event report by **November 30th each year** for review and approval by the ALC. The post-event report should include:

- Comparison of agricultural capability ratings and soil conditions to pre-event assessment;
- Post-event photographs to compare to pre-event photographs;
- Weed/invasive species inventory;
- Description of any disturbance (compaction, rutting, erosion, drainage impacts, weed introductions) resulting from the Events; and,
- Reclamation actions taken (methods, seed mix, application rates).

[26] This decision does not relieve the owner or occupier of the responsibility to comply with applicable Acts, regulations, bylaws of the local government,

and decisions and orders of any person or body having jurisdiction over the land under an enactment.

[27] Should the above conditions of approval not be completed to the satisfaction of the ALC within the timeframe(s) specified, the approval will expire and a new application may be required.

[28] This decision does not relieve the owner or occupier of the responsibility to comply with applicable Acts, regulations, bylaws of the local government, and decisions and orders of any person or body having jurisdiction over the land under an enactment.

[29] These are the unanimous reasons of the Panel.

[30] A decision of the Panel is a decision of the Commission pursuant to s. 11.1(3) of the ALCA.

[31] Resolution #434/2026

Released on May 21, 2026

Jennifer Dyson, Chair

On behalf of the Island Panel

Enclosure: Schedule A: Decision Map


PARKING
FESTIVAL &
FAIR
GROUNDS

Daniel Arbour, Director
Electoral Area A (Baynes Sound - Denman/Hornby Islands)
Tel: 250-650-8480 E-mail: darbour@comoxvalleyrd.ca

File: 0360-20

February 13, 2026

Sent via email only: ALCBurnaby@Victoria1.gov.bc.ca

Agricultural Land Commission
133-4940 Canada Way
Burnaby, BC V5G 4K6

To the Agricultural Land Commission,

Re: Letter of Support – Application for Event Exemptions at Rosemuir Farm, Hornby Island

I am writing in my capacity as Director for Electoral Area A (Baynes Sound, Denman and Hornby Islands) of the Comox Valley Regional District to express my support for the application submitted by the Hornby Festival Society and the Hornby Island Fall Fair Committee (a volunteer committee of the Hornby Island Residents and Ratepayers Association - HIRRA) regarding community events at Rosemuir Farm, ALC land.

The application seeks limited exemptions from the ALR Non-farm Use Regulations to allow the long-standing Hornby Festival and the Hornby Island Fall Fair to continue to be held at this location. Specifically, the request is for an exemption from 1. the 150-person capacity limit and 2. for the six consecutive days of the Hornby Festival to be counted as a single annual event rather than six separate 24-hour events. The application also requests that these exemptions be granted for a twenty-year period, as the need to apply annually would create undue administrative and financial hardship for both the landowners and the non-profit organizations that host these community events.

Both events have deep roots in the community and have taken place at Rosemuir Farm for decades. The Hornby Festival has been a central cultural event on the island for more than forty years, and the Fall Fair has been held at the site for over twenty years, celebrating local farmers, harvest traditions, and agricultural life. Together, these events are beloved, intergenerational gatherings that play a significant role in the social, cultural, and economic vitality of the island.

Importantly, these events are closely aligned with the purposes of the Agricultural Land Commission. They bring residents and visitors onto working farmland in a respectful and

temporary manner, fostering a deeper understanding of agricultural land, local food systems, and the importance of preserving farmland. The Fall Fair is explicitly focused on agriculture, while the Festival provides opportunities for agricultural education and outreach.
Hornby Island is a small, rural, and remote community with very limited land suitable for large gatherings outside the ALR. There are no practical alternative sites of sufficient size, amenities or accessibility. The continued use of Rosemuir Farm, with the generous support of the landowners, is essential to the viability of these non-profit, community-driven events.

Over many years of operation, both events have demonstrated careful stewardship of the land. All infrastructure is temporary, parking is managed to avoid interference with farm use, and there have been no concerns raised about impacts on agricultural production or the integrity of the farmland.

In my view, allowing these events to continue under the requested exemptions would support community well-being while remaining consistent with the Commission's mandate to preserve agricultural land and encourage its use. These events help build public awareness, appreciation, and long-term support for farming and farmland protection.

Thank you for your consideration of this request.

Sincerely,

D. Arbour

Daniel Arbour
Director, Comox Valley Regional District
Baynes Sound / Denman & Hornby Islands

cc: Dierdre Atkinson, artisticdirector@hornbyfest.com

Hornby Island Farmland Trust Society
1350 Sollans Road,
Hornby Island, BC V0R1Z0

February 11, 2026

Agricultural Land Commission

Re: Hornby Island ALR Event Regulations (BC Regulation 30/2019)

We are writing to express our support for the Community Events held annually at Rosemuir Farm, Central Road, Hornby Island. We understand that the Hornby Festival and the Hornby Island Fall Fair comply with Event Regulations, with the exception of the limit on number of attendees. We are writing to request that you grant an exemption for these events in the interests of supporting Agriculture on Hornby Island.

The Farmland Trust Society is a BC Incorporated Society S-0061166 (CRA Charitable status #811858240RR00011166). We were incorporated in 2013, with a strong mandate to promote agriculture and horticulture on Hornby Island.

Hornby Island has a long tradition of agricultural production, delivering supplies by steamship to Victoria and Vancouver. Now many of the heritage farms are not active or producing hay crops only. Many of the smaller farms are suffering some decline as the owners' age and cannot keep up production. We are committed to seeing more of our farmland returned to production. Information and outreach about farm transition, the young agrarians program, sharing farm equipment and undertaking a Hornby Island Agricultural Plan are part of our current activities.

The Hornby Island Fall Fair and the Festival are important opportunities for locals and visitors to the island to celebrate growing, harvesting, preserving and foraging on Hornby and learn about the abundance of our island. Rosemuir Farm is a beautiful site, with an active cattle farm and resident farm manager. It is also a significant Heritage Farm, dating from the union of an early settler, George Ford, and his indigenous wife, who settled here in the 1850s. Descendents of the Ford Strachan family still reside on the island. Acknowledgement and reconciliation are always part of the events.

We have had the opportunity to host a booth at events, allowing us to reach out with information about the crucial importance of farmland and food production for island self-reliance. The Fall Fair has been held at the site for over 20 years, bringing the community together annually to celebrate the farmers with competitions, harvest basket auction, pie table, games and Market booths. The Hornby Festival also contributes to agricultural awareness by bringing residents and visitors onto a working farm in a respectful, temporary way. Experiencing performances and community gatherings in this setting fosters a deeper appreciation and emotional connection to farmland, local food systems, and the importance of protecting agricultural land.

We are so grateful for Rosemuir Farm to continue the tradition of this farm and to share it with the community within the ALR rules. In our view, the attendance causes no undue stress on the farm and that all appropriate measures are taken to ensure than land is respected and used lightly.

Thank you in advance for considering the variance on numbers for this exceptional event.

Sincerely,

Marilyn Kopansky

Marilyn Kopansky

Chair, Hornby Island Farmland Trust Society.

STAFF REPORT

File No.: PL-TUP-2026-0135

DATE OF MEETING:	June 26, 2026
TO:	Hornby Island Local Trust Committee
FROM:	Ian Cox, Planner 2 Northern Team
SUBJECT:	**Temporary Use Permit application – food service trailer** Applicant: Hummingbird Bread Co. (Olivia Bailey) Location: 3005 St. John's Point Road; PID 003-869-008; LOT A, SECTION 10, HORNBY ISLAND, NANAIMO DISTRICT, PLAN 18085

RECOMMENDATION

1. **That the Hornby Island Local Trust Committee approve issuance of Temporary Use Permit PL-TUP-2026-0135 for the operation of a mobile bakery food truck for a period of three years.**

REPORT SUMMARY

The Hornby Island Local Trust Committee (LTC) is asked to consider a Temporary Use Permit (TUP) application for the operation of a mobile bakery food trailer on the subject property. Pursuant to Section 6.10 of the Hornby Island Official Community Plan (OCP) Bylaw No. 149, a TUP may be issued to allow temporary uses for a period of time to enable impacts to be assessed before any further permitting of the use, as per OCP Policy 6.5.1.10. Staff recommend approval of the permit subject to conditions, as noted in the draft permit (**Attachment 1**).

BACKGROUND

The subject property is located at 3005 St. John's Point Road, at the corner of Central Road and St. John's Point Road as shown in *Figure 1*. The property is approximately 1.62 hectares (4 acres) in area, and is surrounded by residential, agricultural, park, and retail and commercial use properties. The intersection of Central Road and St. John's Point Road encompasses the island's busiest commercial area. Site context information is provided in **Attachment 2**.

The applicant proposes to operate a 2.4-meter wide by 9.1-meter long food service trailer with takeout window and has provided that parking for the use would be shared with the existing Hornby Island Pizza operation on the property, which itself operates under an existing TUP. The parking area is reserved for up to twelve (12) off-road parking spaces. The proposed truck would be located adjacent to the pizzeria as a "…separate but complementary food service business" as stated in the applicant's Project Narrative (**Attachment 3**). No permanent buildings are proposed as part of the application. There is an existing residence on the property located approximately 130 metres from the proposed site of the food trucks.



Figure 1 - Subject Property.

ANALYSIS

Policy/Regulatory

Islands Trust Policy Statement:

The following policies from the Islands Trust Policy Statement (ITPS) are relevant to this application:

- ***Directive Policy 5.7.2*** *Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.*

Official Community Plan:

The subject property is designated **Rural Residential (RR)** and is within Development Permit Area No. 6-Riparian Areas.

Relevant OCP policies include:

- ***Policy 6.5.1.10*** *Temporary Use Permits may be permitted for:*
  a) temporary use;
  b) a period of evaluation of a new commercial venture (that does not involve significant new development) prior to application for rezoning;
  c) uses for a period of time to enable impacts to be assessed before any further permitting of the use; or
  d) seasonal activities.

Section 6.10 of the OCP sets out objectives for issuance of TUPs, including:

> ***(3)*** *to allow particular uses for a period of time to enable impacts to be assessed before any further permitting of the use as per policy 6.5.1.10;*

Both Section 6.10 in the OCP and Section 10.3 of the LUB provide guidelines when considering issuance of a TUP. Based on the information provided by the application and through issuance of the TUP, subject to conditions, staff consider the application to be consistent with the guidelines - see **Attachment 4.**

Land Use Bylaw:

The subject property is zoned **Residential 2 – Large Lot Residential (R2)** under the LUB. The applicant's proposal for the operation of the food service trailer does not comply with permitted uses in the R2 zone, nor with the Home Occupation regulations in Section 3.6 in the LUB; thus, the applicant is applying for the permit to allow the use as required by LUB Section 10.1.

Issues and Opportunities

DP-6 – Riparian Areas

Areas of the subject property are within Development Permit Area No. 6 – Riparian Areas (DP-6). In relation to the TUP application, staff note that the identified riparian area along St. John's Point Road is of interest. The "RAR Stream Identification of the Ford Creek and Lower Beulah Creek Watersheds" report by Mimulus Biological Consultants, dated December 2011, identifies the roadside watercourse along the west side of St. John's Point Rd., flowing south under a culvert at Central Road, as a non-fish bearing ditch. The Mimulus report provides, "None of the roadside ditches contained instream habitat for fish. However, as these watercourses contribute water and nutrients to downstream fish habitat, they were classified as streams under RAR." The LUB provides the following exemption from the requirement for a development permit:

9.6.2 *The following activities are exempt from any requirement for a development permit:*

(s) Any development more than 8.0 metres from a stream that is a roadside ditch which does not contain instream habitat for fish according to the Stream identification Reports prepared for Hornby Island by Madrone Environmental Services (January 2014) and Mimulus Biological Consultants (March 2012).

The proposed siting of the food truck and trailer are approximately 16.7 meters from the lot line along St. John's Point Road and the proposed siting of the septic field approximately 47 m from the lot line along St. John's Point Road.

A Development Permit is not required for this proposal.

Solid and Waste Water Disposal

The protection of Hornby Island's groundwater resource is a high priority within the OCP. The OCP directs the LTC to consider groundwater protection when considering applications for permits through OCP Policy 2.2.2:

2.2.2 *In order to protect the groundwater resource of the Island, the following should be addressed: a) wherever possible through zoning and land use regulations and where appropriate through Development Permit Areas; b)* ***when considering applications for permits****, re-zoning and subdivision; and c) through information and advocacy directed to residents, property owners and agencies with jurisdiction on Hornby Island:*

ii) ***maintaining the quality of the groundwater resource by preventing contamination from: sewage and grey water****, concentrated animal feeding operations, intensive fertilizer or pesticide application, improper use or storage of toxic chemicals, improper waste disposal, such as burning and open dumps, inadequate protection of wells, inadequate*

sealing of abandoned wells, over-pumping of groundwater in areas where salt-water intrusion is likely to occur;

The operator of Hornby Island Pizza previously installed a Type 1 septic system on the lot, consisting of a septic tank with effluent filter and pump to a dispersal field, in accordance with the provincial *Sewerage System Regulation* (SSR). The septic field is sited approximately 47 meters and 65 m from the front and exterior lot lines, respectively. Staff consider OCP Policy 2.2.2 to be addressed through TUP Guideline 10.3(6)(b) of the LUB and TUP Guideline 6.10.6(b) of the OCP, which require confirmation that site conditions allow for adequate provisions for approved waste disposal. The applicant provides that wastewater will be directed to the on-site system. The onus is on the applicant, operator, and owner of the system for compliance with provincial and Island Health requirements pertaining to wastewater.

Staff have included a requirement for an emergency spill kit on site within the proposed TUP to mitigate potential risk of contamination to land, surface, or groundwater.

A condition has been added to the proposed permit requiring the applicant to provide a letter of assurance and/or an assessment of the septic system by a qualified professional, that the Type 1 system is capable of accepting effluent levels from both food trucks on the lot. Is the LTC approves the permit, the applicant would be required to provide a copy of the assessment to staff prior to issuance of the permit.

Garbage, recycling, and compost will be stored in containers on site and hauled to the Hornby depot on a regular basis.

Water Use

The applicant states that water will be delivered to the site and stored in holding tanks located behind the trailer. Again, the onus is on the operator for compliance with provincial and Island Health regulations regarding water supply, handling, and quality. As included in the analysis of the TUP Guidelines, staff consider this option to be compliant with the Guidelines, since there will be no additional draw on the aquifer on the lot.

Parking

The applicant intends to share the existing twelve (12) off-road parking spaces that are currently used by the Horny Island Pizza on the lot. This does not appear to satisfy the LUB parking requirement under section 5.3(1), depending on how many seats in total will be provided for “dine-in” guests. A condition is included in the proposed permit stating that parking must meet the LUB requirement to provide the total number of parking spaces, calculated as the sum of the requirements for the uses calculated separately. The closest use per LUB table 5.4, line item 3., is “restaurant, pub, café” which requires 1 parking space per two seats. The number of seats has not been provided for the baker or pizza operation. A condition of the proposed permit requires the use to be compliant with the aforementioned section of the LUB.

Consultation

Notice of the TUP (**Attachment 5**) was circulated to surrounding property owners and residents on June 12, 2026 and published in the Hornby Island Tribune on June 17, 2026 in accordance with the Local Government Act. No correspondence in response to the notice was received at the time of preparing this report, but may be received before the LTC meeting on June 26, 2026.

Two letters of support for the ALC Non-Farm Use application were provided by the applicant, one from the Comox Valley Regional District Area Director and another from the Hornby Island Farmland Trust Society (Attachment 4). Any submissions received after the agenda is published will be sent to the LTC prior to the meeting and will be raised by the planner at the meeting. Correspondence should be sent to northinfo@islandstrust.bc.ca.

First Nations

Islands Trust reviews all applications to ensure the preservation and protection of cultural heritage, archaeological sites, and ancestral places. Staff consider the TUP application to be consistent with respect to LTC Standing Resolutions on reconciliation. Notwithstanding, to provide applicants with awareness about unknown archaeological and cultural areas of significance, staff forwarded the Islands Trust Chance Find Protocol and the provincial Archaeological Branch guidelines on Heritage Act responsibilities directly to the applicant when the application file was opened.

Rationale for Recommendation

As found on page 1, staff consider the proposal to meet the TUP guidelines outlined in the OCP and LUB, provided the applicant abides by the conditions of the permit and as such, recommend approval of the TUP for a period of three (3) years (**Attachment 1**).

ALTERNATIVES

1. Request additional information

The LTC may choose to request further information before making a decision on the permit. Recommended wording for the resolution is as follows:

That the Hornby Island Local Trust Committee request that the applicant for PL-TUP-2026-0135 provide the following information to the Hornby Island Local Trust Committee [insert information request].

2. Deny the application

The LTC may deny the application. Recommended wording for the resolution is as follows:

That the Hornby Island Local Trust Committee deny application PL-TUP-2026-0135 for the following reasons… [insert reasons].

NEXT STEPS

If the LTC decides to issue the permit, the proposed TUP in **Attachment 1** will be issued.

Submitted By:	Ian Cox, Planner 2	June 15, 2026
Concurrence:	Renée Jamurat, RPP MCIP, Regional Planning Manager	June 15, 2026

ATTACHMENTS

1. Draft TUP
2. Site Context
3. Project Narrative
4. TUP Guidelines
5. Public Notice

PROPOSED

Islands Trust	**HORNBY ISLAND LOCAL TRUST COMMITTEE** **TEMPORARY USE PERMIT** **PL-TUP-2026-0135** **(Hummingbird Bakery)** **3005 St John's Point Road, Hornby Island**

To: HORNBY ISLAND CO-OPERATIVE ASSOCIATION, INC. NO. CP0000710

1. This Permit applies to the land described below:

   PID: 003-869-008
   LOT A, SECTION 10, HORNBY ISLAND, NANAIMO DISTRICT, PLAN 18085

2. Pursuant to Section 493 of the *Local Government Act* and Section 6.10 of the Hornby Island Official Community Plan Bylaw No. 149, 2014, and despite Hornby Island Land Use Bylaw No. 150, 2014, this Permit is issued to allow the following:

   2.1 Operation of a commercial mobile bakery trailer/food truck with service window, approximately 2.5 meters in width by 9.5 meters in length, including the preparation and sale of baked goods and light food items from the subject property.

3. This permit is subject to the following conditions:

   a) The general layout of the mobile bakery trailer and trailer shall be in substantial accordance with Schedule "A" – Site Plan, which are attached to and form a part of this permit, as signed and dated by the Deputy Secretary, Islands Trust.

   b) The applicant must provide to Islands Trust, a copy of an assessment and/or letter of assurance by a Registered Onsite Wastewater Practitioner (ROWP) or septic engineer, stating that the system to which the operation is connected, is capable of accepting the intended effluent volume from two food truck operations on the lot.

   c) The operation may consist of one approximately 2.5 meter X 9.5 meter mobile bakery tailer with roof covering, and a limited, low-intensity outdoor seating area consistent with the surrounding uses as shown on Schedule "A" – Site Plan.

   d) The operation of the food truck and trailer shall be restricted to between the hours of 8:00 a.m. and 8:00 p.m. and in accordance with Comox Valley Regional District noise control bylaws.

   e) A total of twelve (12) vehicle parking spaces shall be provided on site designed to the standards of Hornby Island Land Use Bylaw No. 150, 2014.

   f) Signage shall meet the sign regulations in the Hornby Island Land Use Bylaw No. 150,

PROPOSED

2014.

g) An emergency spill kit shall be kept on site for the period of the operation of the food truck and trailer, it shall be kept fully supplied at all times and the operator shall ensure that there is personnel on site at all times during the operation of the food truck and trailer that are familiar with its use.

h) The holder of the Permit will be responsible for any violation of the conditions of this Permit. For the purpose of investigating a complaint, Islands Trust staff may enter the property during business hours to ensure compliance with the Temporary Use Permit.

4. It is the responsibility of the permit holder to obtain any required authorization under the *Sewerage System Regulation* or any other relevant legislation pertaining to wastewater.

5. It is the responsibility of the permit holder to obtain any required authorization under the *Water Sustainability Act* or any other relevant legislation pertaining to groundwater.

6. This Permit is valid for a period of three years from the date of issuance.

7. This is not a Building Permit or a Siting and Use Permit, nor does it relieve the Permittee from the need to secure all other approvals necessary for the proposed land use.

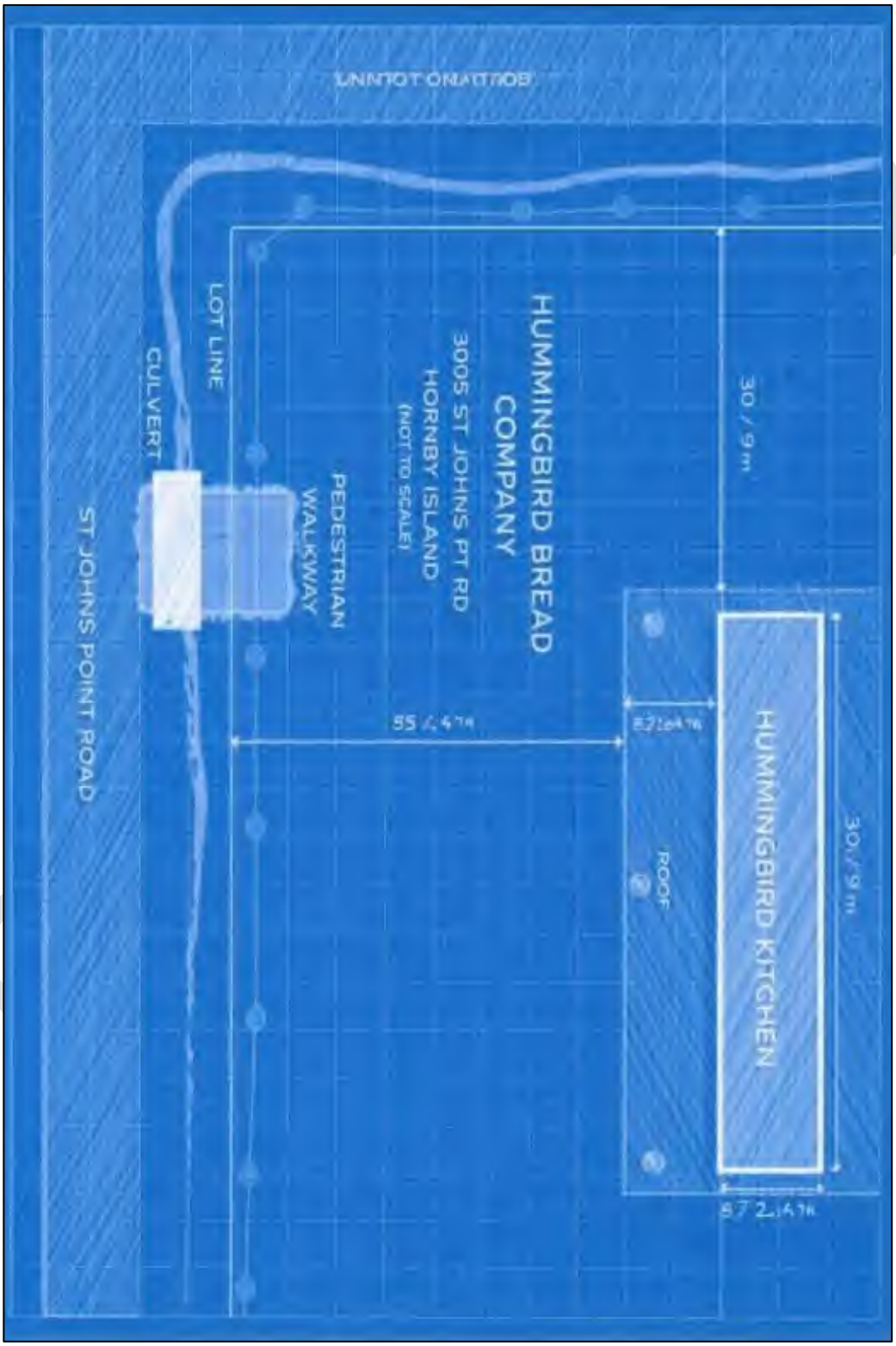
AUTHORIZING RESOLUTION PASSED BY THE HORNBY ISLAND LOCAL TRUST COMMITTEE THIS XXth DAY OF XX, 202X.

_____
Deputy Secretary, Islands Trust

_____
Date Issued

PROPOSED

HORNBY ISLAND LOCAL TRUST COMMITTEE
PL-TUP-2026-0135
SCHEDULE "A"
Site Plan



ATTACHMENT 2 – SITE CONTEXT

LOCATION

Legal Description	LOT A, SECTION 10, HORNBY ISLAND, NANAIMO DISTRICT, PLAN 18085
PID	003-869-008
Civic Address	3005 St. John's Point Road
Lot Size	1.62 ha (4 acres)

LAND USE

Current Land Use	Residential
Surrounding Land Use	Residential, Commercial, Agricultural, Park (provincial)



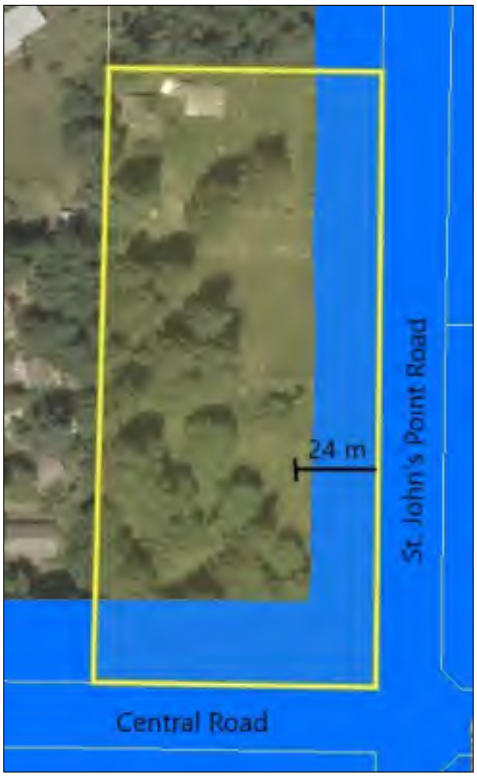
Figure 1 – Subject Property Air Photo

HISTORICAL ACTIVITY

File No.	**Purpose**
HO-RZ-2009.1	For a 17-strata lot subdivision (proceed no further).

POLICY/REGULATORY

Official Community Plan Designations	Land Use Designation: **RR – Rural Residential** ***6.3.3 Rural Residential***

	6.3.3.3 *The principal use in this category should be residential with any accessory uses consistent with the residential character.* ***6.5 Retail and Personal Service*** ***6.5.1.10*** *Temporary Use Permits may be permitted for:* *a) temporary use;* *b) a period of evaluation of a new commercial venture (that does not involve significant new development) prior to application for rezoning;* *c) uses for a period of time to enable impacts to be assessed before any further permitting of the use; or* *d) seasonal activities.* ***6.10 Temporary Use Permits*** *The objectives of this subsection are:* *(3) to allow particular uses for a period of time to enable impacts to be assessed before any further permitting of the use as per policy 6.5.1.10;* See Attachment 2 for a full review of Temporary Use Permits (TUP) guidelines. Development Permit Area: **DPA 6 – Riparian Areas** See Land Use Bylaw regulations below.  **Figure 2 -** DPA 6 on subject property (shown in blue)
Land Use Bylaw	Zone: **Residential 2 – Large Lot (R2)**

	Permitted Principal Uses in the R2 zone include: • Residential use of a dwelling; • Secondary suite in a dwelling on lots 2 ha or larger; • Horticulture, agriculture or silviculture accessory to a principal residential use; • Accessory uses, buildings and structures, including but not limited to home occupations; • Vacation home rental use. ***3.6 Home Occupation Regulations*** ***3.6 (1)*** *Only the uses expressly permitted in Subsections 3.6(3), 3.6(9) and 3.6(20)* inclusive are permitted as home occupations. Without limiting the generality of the foregoing the following uses are prohibited as home occupations:* *(a) restaurant, food take-out service;* *(b) retail store;* *(c) salvage, junk or incineration business;* *(d) chemical manufacturing;* *(e) storage of toxic or flammable materials other than for use in small quantities in carrying out a home occupation;* *(f) winery involving a lounge other than on ALR land;* *(g) extraction and sale or delivery of groundwater;* *(h) high-pressure cleaning, laundry, laundromat, shower or bathing facility or other activity that involves the use of groundwater as a primary element of the home occupation or that causes total domestic water use to exceed 350 litres per day;* *(i) any activity that creates vibration, glare, fumes, odours, electrical interference or any other nuisance ordinarily detectable off the lot on which the home occupation is operated; and* *(j) any activity that is prohibited elsewhere in this bylaw.* ***Development Permit Area No. 6: Riparian Areas*** ***9.6.2*** *The following activities are exempt from any requirement for a development permit:* *s) Any development more than 8.0 metres from a stream that is a roadside ditch which does not contain instream habitat for fish according to the Stream identification Reports prepared for Hornby Island by Madrone Environmental Services (January 2014) and Mimulus Biological Consultants (March 2012).* The LUB provides the following definitions: ***restaurant*** *means an establishment providing primarily for the preparation and sale of food for eating in the establishment or taking out, and may include the serving of alcoholic beverages in conjunction with food.* ***structure*** *means any object or construction fixed to, supported by or embedded in land including retaining walls and stairs and excludes loose*

	stones and concrete, other paved surfaces, storage of building materials, septic fields, tanks, absorption fields and related appurtenances. *Staff note there is a typo in this regulation, and should read "…Subsections 3.6(3), 3.6(9), 3.6(11) and 3.6(22)…". Proposed Bylaw 162 corrects this error.
Other Regulations	**Sewerage System Regulation (SSR)** *6(1) A person must not construct or maintain a sewerage system that uses a treatment method classified as Type 1 or Type 2 unless the person is* *(a) qualified as an authorized person, or* *(b) an owner constructing or maintaining a sewerage system on his or her land under the supervision of an authorized person.* The applicants have submitted a Septic System Evaluation by Ron McMurtrie and Associates, P.Eng., dated December 16, 2019, detailing the plans to install a Type 1 system in accordance with the SSR. **Island Health** Operation of a food premises under the *Food Premises Regulation* requires an application to Island Health prior to construction or operation. **Agricultural Land Reserve** Lots to the south and northeast are within the Agricultural Land Reserve (ALR).
Covenants	None
Bylaw Enforcement	HO-BE-2010.1 (closed)

SITE INFLUENCES

Islands Trust Fund	This proposal does not directly affect an Islands Trust Conservancy Board (ITC)-owned property or conservation covenant, nor directly affects a property adjacent to an ITC-owned property or conservation covenant. Therefore referral to ITC for comments is not required.
Regional Conservation Strategy	The ITC – Regional Conservation Plan 2018-2027 identifies this area of Hornby Island as MEDIUM to LOW priority for conservation purposes.
Species at Risk	Islands Trust mapping indicates that no Species at Risk (SAR) are within this area.
Sensitive Ecosystems	Schedule D2 of the OCP identify the subject property within a Recharge area, and the aquifer is classified as IIA – Lightly developed*, high vulnerability (*correction: moderately developed, high vulnerability). The ditches adjacent to the subject property that run along St. John's Point Road and Central Road, are identified as Riparian Areas Regulation (RAR)-applicable watercourses, according to the Mimulus Report dated December 2011. It is noted that the Mimulus report identifies Ditch 4 (along St. John's `Point Road) as requiring an 8 m setback.
Hazard Areas	None mapped.
Archaeological Sites	Remote Access to Archaeological Data (RAAD) information does not identify any archaeological sites within the property or within 100 metres.

	Notwithstanding the foregoing, and by copy of this report, the owners and applicant should be aware that there is still a chance that the lot may contain previously unrecorded archaeological material that is protected under the *Heritage Conservation Act*. If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a *Heritage Conservation Act* permit may be needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work.
Climate Change Adaptation and Mitigation	n/a
Shoreline Classification	n/a
Shoreline Data in TAPIS	n/a
Groundwater Vulnerability	Aquifer Intrinsic Vulnerability - HIGH

Temporary Use Permit Application

Hummingbird Bread Company
3005 St. Johns Point Rd
Hornby Island, BC

Applicant: Olivia Bailey on behalf of The Hornby Island Coop
Date: March 2026

Table of Contents

1. Property Information
2. Description of Proposed Temporary Use
3. Site Plan
4. Suitability of the Location
5. Project Rationale
6. Servicing (Water, Waste, Power)
7. Potential Impacts and Site Management
8. Owner Authorization Letter

---

1. Property Information

Civic Address
3005 St. Johns Point Road
Hornby Island, BC V0R 1Z0
Canada

Parcel Identifier (PID)
003-869-008

Legal Description
LOT A, PLAN VIP18085, SECTION 10, NANAIMO LAND DISTRICT, HORNBY ISLAND

Current Zoning
R2 – Residential Two Zone

Land Size
Approximately 4 acres

The property is located at the intersection commonly known as Four Corners on Hornby Island. The site is a corner lot with frontage along St. Johns Point Road and an intersecting central road.

The property currently hosts Hornby Island Pizza, which operates under an existing Temporary Use Permit. The proposed bakery would be located adjacent to this operation as a separate but complementary food service business.

---

2. Description of Proposed Temporary Use

The proposed temporary use is a small-scale bakery operation operating from one mobile trailer located on the property.

This trailer will function as the **bakery kitchen**, where baked goods and light food items are prepared. The bakery kitchen trailer measures approximately **30 feet in length by 8 feet in width**.

Customers will order from the service window of the "storefront" side of the trailer and may enjoy their food in a modest outdoor seating area.

The seating area will be simple, charming, and informal, providing a small gathering space for residents and visitors.

No permanent buildings are proposed as part of this application.

Reason for Temporary Use Permit

This use requires a Temporary Use Permit because the preparation and sale of food is not currently permitted within the existing zoning of the property.

The applicant is requesting a **three-year Temporary Use Permit**.

Operating Schedule

The business will operate year-round with seasonal variation in hours.

Spring and Summer
- Approximately 5 days per week
- Hours generally between 8:00 AM and 3:00 PM

Fall and Winter
- Reduced operating days and hours depending on seasonal demand

Customer Activity

Customer activity is expected to remain modest and similar to a small takeaway bakery.

At peak times there may be approximately **10–20 visitors on site at one time**.

---

3. Site Plan

You can find the site plan in the application package.

---

4. Suitability of the Location

The proposed location is well suited to small-scale bakery use.

The bakery will complement the existing Hornby Island Pizza and other surrounding operations while maintaining a separate and distinct offering focused on sourdough bread and sweet and savoury baked goods.

Parking on the property is shared between the two businesses using the existing parking area.

The bakery operation occupies a very small physical footprint, consisting of one kitchen trailer and a modest outdoor seating courtyard.

---

5. Project Rationale

The proposed Hummingbird Bread Company bakery builds on the existing small-scale commercial activity at the Four Corners.

Hummingbird previously operated on Hornby Island and became a well-loved part of the local food community. Many residents and visitors have expressed enthusiasm about the possibility of the bakery reopening.

The project supports Hornby Island's local food culture and small business economy while remaining modest in scale and compatible with surrounding uses.

---

6. Servicing (Water, Waste, Power)

Water Supply
Water will be delivered to the site and stored in large holding tanks located behind the bakery trailer. And will comply with VIHA guidelines.

Wastewater
The property is serviced by an existing septic system. Wastewater generated from the bakery operation will be managed in accordance with Island Health requirements and will be directed to the on-site septic system.

Waste Management
Garbage, recycling, and compost will be stored in designated containers on site and hauled to the depot on a regular basis.

Electrical Service
Electrical power will be supplied through the existing electrical service available on the property.

---

7. Potential Impacts and Site Management

Traffic and Parking
Customer traffic is expected to be modest and typical of a small takeaway bakery.

Parking will be shared with the existing parking area serving Hornby Island Pizza.

There is existing bicycle parking available at the Four Corners location.

Noise
The bakery will operate during daytime hours and will not involve amplified music or late-night activity.

---

8. Owner Authorization Letter

You can find the owner authorization letter in the application package.

Project Narrative
Hummingbird Bread Company
3005 St. Johns Point Road, Hornby Island, BC
Applicant: Olivia Bailey (on behalf of The Hornby Island Co-op)
Date: March 2026

Project Narrative

Existing Uses, Buildings, and Structures

The subject property, located at 3005 St. Johns Point Road on Hornby Island, is approximately 4 acres in size and is zoned R2 – Residential Two Zone. The property is situated at the Four Corners intersection and is currently developed with a small-scale commercial food service use (Hornby Island Pizza), which operates under an existing Temporary Use Permit.

Existing improvements on the property include the pizza operation, associated outdoor seating, and a shared parking area. The site functions as a modest local gathering place and is already established as a small-scale food service location.

Proposed Uses, Buildings, and Structures

The proposed use is a small-scale bakery operation known as Hummingbird Bread Company. The bakery will operate from a single mobile trailer measuring approximately 30 feet in length by 8 feet in width.

The trailer will function as both a bakery kitchen and service area, where baked goods and beverages are prepared and sold. Customers will order from a service window and may enjoy food in a modest outdoor seating area located adjacent to the trailer.

No permanent buildings or structures are proposed as part of this application. The bakery trailer is fully mobile and relocatable, minimizing site disturbance and long-term impact.

Site Layout and Function

The bakery will be located adjacent to the existing Hornby Island Pizza operation and will share the existing parking area. The layout is designed to be compact and efficient, with a small footprint that integrates into the existing site without requiring significant changes.

Outdoor seating will be informal and limited in scale, supporting a low-intensity use consistent with the surrounding area.

Home Occupation

This proposal does not include a home occupation.

ATTACHMENT 4 – TUP GUIDELINES IN THE HORNBY ISLAND LAND USE BYLAW AND HORNBY ISLAND OFFICIAL COMMUNITY PLAN

LUB Section 10.3 Guideline	OCP Section 6.10 Guideline	Submitted	Compliant?	Planner Comments
(1) Upon application, Temporary Use Permits may be considered for all parcels of land within the Hornby Island Local Trust Area, with the following exclusions: a) properties less than one quarter of a hectare except when the application is for vacation home rental use, b) land zoned as public park, ecosystem management area or water supply protection, as shown on Schedule B, and c) a parcel identified as an environmentally sensitive area, as shown on Schedule D1 or D2 of the Hornby Island Official Community Plan Bylaw No. 149, unless information is provided to illustrate that the proposed land use does not negatively impact the environmentally sensitive features.	6.10.1 Upon application, Temporary Use Permits may be considered for all parcels of land within the Hornby Island Local Trust Area, with the following exclusions: a) properties less than one quarter of a hectare (0.63 acre), except when the application is for vacation home rental use, b) land designated as Park, as shown on Schedule B, and c) a parcel identified as containing an environmentally sensitive area, as shown on Schedule D1 or D2, unless information is provided by the owner that establishes that the proposed land use does not negatively impact the environmentally sensitive features or is located outside of the sensitive area on the parcel.	*TBD by LTC* Schedule D1 does not indicate the subject property contains an environmentally sensitive area. Schedule D2 indicates the subject property is within an **IIA – Moderately developed*, high vulnerability** aquifer area and is within a **Recharge area**. The proposed siting of the food service trailer will be on a previously cleared area, measured approx. 16.7 meters from the lot line, which borders the outer perimeter of the Recharge area identified on Schedule D2. The applicant intends to discharge effluent to an existing Type 1 septic system in accordance with the *Sewerage System Regulation*. *Staff note that, per a previous TUP report for the same property, Schedule D2 of the OCP incorrectly identifies IIA as "lightly developed, high vulnerability" and should be amended as "moderately developed, high vulnerability" according to the Ministry of Environment's: http://www.env.gov.bc.ca/wsd/plan_protect_sustain/groundwater/aquifers/Aq_Classification/Aq_Class.html.		
(2) Applications for Temporary Use Permits may be referred to the Advisory Planning Commission which may be requested to provide an opportunity for public input to be received and considered in preparing	6.10.2 Applications for Temporary Use Permits may be referred to the Advisory Planning Commission which may be requested to provide an opportunity for public input to be received and considered in preparing	*TBD by LTC* For LTC to determine since there is currently no APC appointments.		

LUB Section 10.3 Guideline	OCP Section 6.10 Guideline	Submitted	Compliant?	Planner Comments
its recommendations.	its recommendations.			
(3) Temporary Use Permits for parcels within the Agricultural Land Reserve should only be issued for uses that do not conflict with Agricultural Land Commission policies and regulations.	6.10.3 Temporary Use Permits for parcels within the Agricultural Land Reserve should only be issued for uses that do not conflict with Agricultural Land Commission policies and regulations.	*n/a*		
(4) A professional assessment of hydrological impacts may be required when the proposed use is within an identified groundwater recharge area or an aquifer classified as highly developed.	6.10.4 A professional assessment of hydrological impacts may be required when the proposed use is within an identified groundwater recharge area or an aquifer classified as heavily developed as shown on Schedule B or D2 and if the proposed use involves more than minimal potential impacts upon the groundwater resource.	*TBD by LTC* Staff note that Schedule D2 indicates the subject property is **within a Recharge area**. Lot is within an identified **Moderately developed** area. The applicant intends to discharge effluent to an existing Type 1 septic system for greywater disposal that meets the requirements of the *Sewerage System Regulation*. The applicant proposes to have water delivered to the property and use storage tanks behind the mobile trailer for fresh water. Therefore a hydrological assessment has not been provided in the application materials. Staff consider the proposed hauled water and waste disposal to meet the intent of the guideline since there will be no draw on the groundwater. The owner and applicant should be sure that the system is designed for the amount of effluent from the two food truck operations. This is an Island Health matter.		
(5) Where approvals are required from other agencies, these should be obtained prior to the issuing of a Temporary Use Permit.	6.10.5 Where approvals are required from other agencies, these should be obtained prior to the issuing of a Temporary Use Permit.	No	*TBD*	**Included as a condition of the permit.** The applicant has been advised of requirements under the *Sewerage System Regulation*. An evaluation/assurance letter from a Registered Onsite Wastewater Practitioner (ROWP) and/or septic engineer is a condition of the proposed permit.

LUB Section 10.3 Guideline	OCP Section 6.10 Guideline	Submitted	Compliant?	Planner Comments
(6) The general conditions for issuing a Temporary Use Permit are as follows: a) adequate off-road parking should be provided; b) confirmation that site conditions allow for adequate provisions for approved waste disposal; c) commercial uses (other than very short term uses or vacation home rentals) should be screened from adjacent residential uses; d) industrial uses should be screened from adjacent properties and roads; e) there should be adequate setbacks of the use to minimize impacts upon adjacent properties; f) noise generation should be addressed to prevent disturbance of the neighbourhood and to ensure compliance with regional district regulations; g) the use should be conducted so as to not risk contamination of the land, surface water or groundwater, including by making adequate provision for the safe storage of toxic materials; h) water supply should be addressed so as to not create negative impacts upon existing common water sources; i) other potential impacts upon the	6.10.6 The general conditions for issuing a Temporary Use Permit are as follows: a) adequate off-road parking should be provided; b) there should be adequate provision for approved waste disposal before consideration is given by the Local Trust Committee; c) commercial uses (other than very short term uses or vacation home rentals) should be screened from adjacent residential uses; d) industrial uses should be screened from adjacent properties and roads; e) there should be adequate setbacks of the use to minimize impacts upon adjacent properties; f) noise generation should be addressed to prevent disturbance of the neighbourhood and to ensure compliance with regional district regulations; g) the use should be conducted so as to not risk contamination of the land, surface water or groundwater, including by making adequate provision for the safe storage of toxic materials; h) water supply should be addressed so as to not create negative impacts upon existing common water sources; i) other potential impacts upon the neighbourhood should be mitigated, including by limitations	*Yes*	*TBD*	**Included as conditions of the permit.** The applicant intends to share the existing twelve (12) off-road parking spaces that are currently used by the Horny Island Pizza on the lot. This does not appear to satisfy the LUB parking requirement under section 5.3(1), depending on how many seats in total will be provided for "dine-in" guests. A condition is included in the permit stating that parking must meet the LUB requirement to provide the total number of parking spaces, calculated as the sum of the requirements for the uses calculated separately. The closest use listed in the LUB is restaurant, pub, café = 1 space per 2 seats. Screening not required, proposed siting of food truck is across from and beside existing commercial operations. Proposed siting of food truck and trailer is approx. 16.7 meters from lot line. Staff have included the requirement for an emergency spill kit so as to mitigate any potential risk of contamination to land, surface water or groundwater. The applicant proposes to

LUB Section 10.3 Guideline	OCP Section 6.10 Guideline	Submitted	Compliant?	Planner Comments
neighbourhood should be mitigated, including by limitations upon the hours of operation where appropriate; j) the owner of the property may be required to provide a security to guarantee the performance of the terms of the permit and should be required to provide an undertaking to demolish or remove any building or structure and to restore the land to a condition specified in the permit, especially in circumstances where temporary housing is provided and such housing is no longer used for such temporary purposes; and k) lands with good agricultural potential should not be compromised by any use permitted by a Temporary Use Permit.	upon the hours of operation where appropriate; j) the owner of the property may be required to provide a security to guarantee the performance of the terms of the permit and should be required to provide an undertaking to demolish or remove any building or structure and to restore the land to a condition specified in the permit, especially in circumstances where temporary housing is provided and such housing is no longer used for the temporary purposes; and k) lands with good agricultural potential should not be compromised by any use permitted by a Temporary Use Permit.			install storage tanks for delivered water. Staff note that authorization under the *Water Sustainability Act* or any other relevant legislation pertaining to groundwater, may be required should the applicants make use of groundwater or surface water. Staff recommend hours of operation be from 8:00 a.m. to 8:00 p.m. as included in the proposed permit as a condition, as well as compliance with CVRD noise bylaw regulations. Requirement for a security – *TBD by LTC.*
(7) Applicants for Temporary Use Permits should address the issues identified in these policies in their applications and are strongly encouraged to consult with neighbours about the proposed use prior to making application.	6.10.6* Applicants for Temporary Use Permits should address the issues identified in these policies in their applications and are strongly encouraged to consult with neighbours about the proposed use prior to making application. *Staff note the numbering in this section of the OCP is incorrect from Guideline 6.10.6 to 6.10.9. This was identified in the staff report for the Hornby Island Pizza TUP	No	Appears to be	*TBD by LTC* At the time of staff report completion, no objections or concerns were received in response to the public notice.

LUB Section 10.3 Guideline	OCP Section 6.10 Guideline	Submitted	Compliant?	Planner Comments
	in 2020.			
(8) Light Industrial activities which require specific consideration of impacts with respect to environmental protection, water use, waste generation, noise, odour, parking, or neighbourhood character, may be allowed upon application for a Temporary Use Permit that will contain specific conditions to address these impacts.	6.10.7 Light Industrial activities require specific consideration of impacts with respect to environmental protection, water use, waste generation, noise, odour, parking, or neighbourhood character, but may be allowed upon application for a Temporary Use Permit that contains specific conditions to address these impacts.	*n/a*	*n/a*	
(9) The Local Trust Committee should consider the climate change impacts of any significant change in reviewing temporary use permit applications.	6.10.8 The Local Trust Committee should consider the climate change impacts of any proposed temporary use when reviewing temporary use permit applications.	*n/a*	*n/a*	
(10) In consideration of applications for vacation home rentals the Local Trust Committee may consider the following: a) the cumulative effects, both positive and negative, on the neighbourhood and island of all temporary use permits issued for vacation home rentals; b) limitations on any signage that may be placed on the property; c) a requirement for information to be posted that will inform guests regarding the location of property lines by way of a map, any applicable noise bylaws, measures	6.10.9 In consideration of applications for vacation home rentals the Local Trust Committee may consider the following: a) The cumulative effects, both positive and negative, on the neighbourhood and island of all temporary use permits issued for vacation home rentals; b) Limitations on any signage that may be placed on the property; c) A requirement for information to be posted that will inform guests regarding the location of property lines by way of a map, any applicable noise bylaws, measures to	*n/a*	*n/a*	

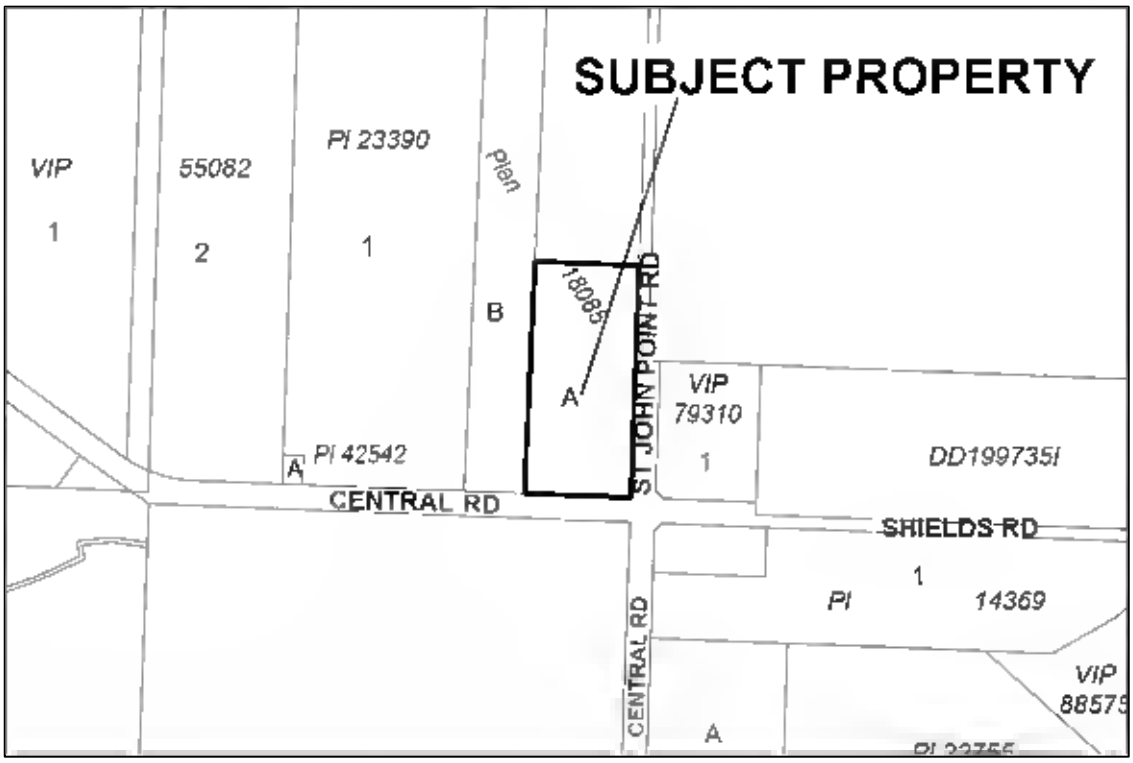
LUB Section 10.3 Guideline	OCP Section 6.10 Guideline	Submitted	Compliant?	Planner Comments
to address water conservation, fire safety, storage and management of garbage, septic system care and control of pets (if pets are permitted) in accordance with standards applicable by regional district bylaw, as stated in the permit or as determined by the owner or manager to effectively manage the site; d) the proposed maximum number of occupants; e) the proposed time periods that dwelling will be available for rental or months of the year when the rental will occur; and (f) other considerations the LTC considers appropriate.	address water conservation, fire safety, storage and management of garbage, septic system care and control of pets (if pets are permitted) in accordance with standards applicable by bylaw, as stated in the permit or as determined by the owner or manager to effectively manage the site; d) The proposed maximum number of occupants; e) The proposed time periods that the dwelling will be available for rental or months of the year when the rental will occur; and. f) Other requirements that the Local Trust Committee may consider appropriate.			

NOTICE
PL-TUP-2026-0135
HORNBY ISLAND LOCAL TRUST COMMITTEE

NOTICE is hereby given pursuant to Section 494 of the *Local Government Act* that the Hornby Island Local Trust Committee (LTC) will be considering a resolution allowing for the issuance of a Temporary Use Permit (TUP). The permit seeks to expand the permitted uses on a lot zoned Residential 2 – Large Lot (R2), to allow for a commercial bakery operation involving the preparation and sale of baked goods and light food items, conducted from a kitchen trailer with a service window, approximately 2.4 meters in width by 9.1 meters in length. The proposed permit would apply to:

PID: 003-869-008
LOT A, SECTION 10, HORNBY ISLAND, NANAIMO DISTRICT, PLAN 18085
3005 St. John's Point Road, Hornby Island.

The general location of the subject property is shown on the following map:



A copy of the proposed permit may be inspected at the Islands Trust Office, 700 North Road, Gabriola Island, BC V0R 1X3 between the hours of 8:30 am to 4:00 pm Monday to Friday inclusive, excluding statutory holidays, and on the Islands Trust website https://islandstrust.bc.ca/island-planning/hornby/current-applications/ commencing **June 12, 2026** and continuing up to and including **June 25, 2026**.

Enquiries or comments should be directed to Ian Cox, Planner 2 at (250) 247-2207, for Toll Free Access, request a transfer via Enquiry BC: In Vancouver 660-2421 and elsewhere in BC 1-800-663-7867; or by fax (250) 405-5155; or by email to: northinfo@islandstrust.bc.ca before **4:00 pm, June 25, 2026**.

The Hornby Island Local Trust Committee may consider a resolution allowing for the issuance of the permit during the business meeting to be held **in person at 11:30 am, June 26, 2026, Hornby Island Community Hall, 4305 Central Road, Hornby Island, BC.**

Written comments made in response to this notice will also be available for public review.

Nadine Mourao, Deputy Secretary

STAFF REPORT

File No.: PL-DP-2026-0063 (Sea Breeze Lodge)

DATE OF MEETING:	June 26, 2026
TO:	Hornby Island Local Trust Committee
FROM:	Ian Cox, Planner 2 Northern Team
SUBJECT:	Commercial Development Permit Application Applicant: Seabreeze Lodge Agent: Susan Bishop Location: 5205 Fowler Road

RECOMMENDATION

1. **That the Hornby Island Local Trust Committee approve issuance of PL-DP-2026-0063 subject to the conditions therein as presented in Attachment 1.**

BACKGROUND

The Hornby Island Local Trust Committee (LTC) is asked to consider development permit (DP) application PL-DP-2026-0063 that seeks to authorize construction of three new guest accommodation units within one building complex on the Seabreeze Lodge property, located within the Commercial Centres (Retail and Visitor Accommodations) Development Permit Area (DPA). Staff find that the application meets the DPA Guidelines as analysed in **Attachment 1** and recommend approval of the proposed permit in **Attachment 2** under the included conditions.

As stated in the application, the purpose of the project is to build out the maximum allowable accommodation use density on the Sea Breeze Lodge Property. Under the Hornby Land Use Bylaw (LUB), the property is permitted a maximum of 20 accommodation units per Commercial 4 (C4) zoning regulations. The property operates currently with 17 units on site. The DP is required because the property is within the Commercial Centres DPA and would facilitate utilization of the property's full density capacity by constructing the new 3-unit complex. A site context analysis is provided in **Attachment 3**.



Figure 1 *- Subject Property Air Photo*

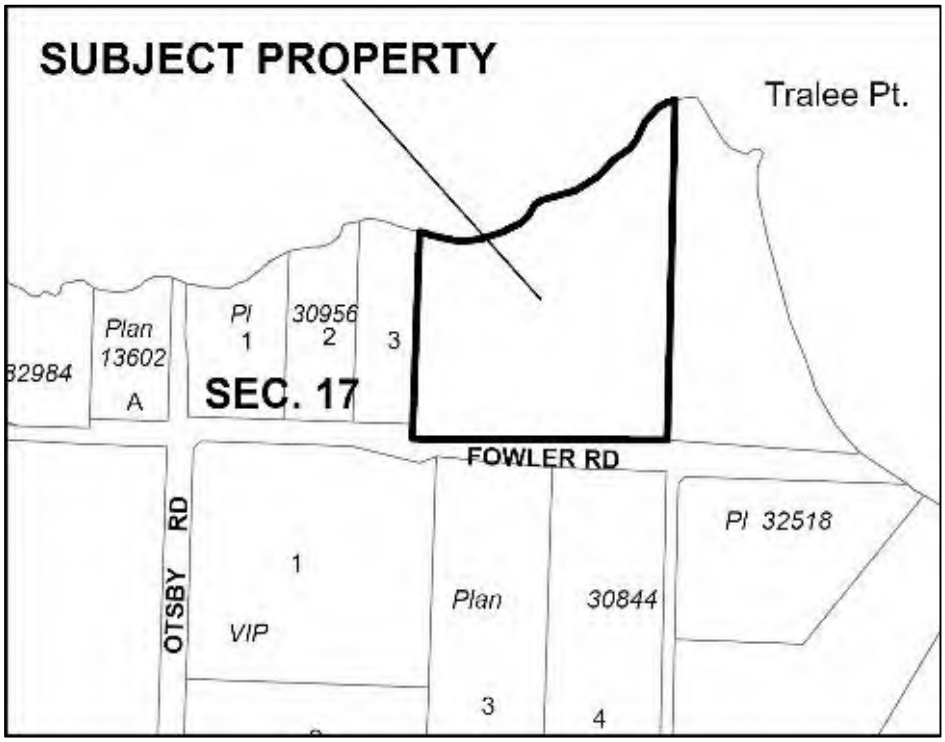


Figure 2 *- Subject Property Location*

ANALYSIS

K'ómoks First Nation

Islands Trust reviews all applications to ensure the preservation and protection of cultural heritage, archaeological sites, and ancestral places. To provide applicants with awareness about unknown archaeological and cultural areas of significance, staff forwarded the Islands Trust Chance Find Protocol and the provincial Archaeological Branch guidelines on Heritage Act responsibilities directly to the applicant when the application file was opened.

The K'ómoks Cultural Heritage Policy specifies expectations for managing impacts to archaeological sites across K'ómoks territory. A Cultural Heritage Investigation Permit (CHIP) is required where there is ground disturbing activity taking place as part of any development activity.

The property contains and is in proximity to, areas of cultural significance identified by both K'omoks First Nation and the Provincial Archaeology Branch, with material protected under the *Heritage Conservation Act*. Provincial Chance Find Procedures [1] are in place and must be followed. The applicant/property owner has been made aware that they should contact K'ómoks Archaeology prior to any development in order to determine what may be required for the project.

Islands Trust Policy Statement

Staff has reviewed the Islands Trust Policy Statement (ITPS) conclude that the application is not at variance to those policies.

Official Community Plan

The Hornby Island Official Community Plan Bylaw No. 149, 2014 (OCP) designates the subject property as VA (Visitor Accommodation). The property is located within the Commercial Centres (Retail and Visitor Accommodations) DPA as shown in **Figure 2** below, with Guidelines as analysed in **Attachment 1**.



Figure 2 *- Development Permit Area (teal polygon)*

[1] https://islandstrust.bc.ca/document/province-of-bc-archaeology-chance-find-procedure/

Land Use Bylaw

Permitted Uses

The property is zoned Commercial 4 – Resort (C4) Zone (Sea Breeze) under the LUB which permits retail, restaurant, and visitor accommodation uses. The proposal is an expansion of the accommodation use that is compliant with these zoning regulations.

Density

The C4 zone allows a maximum of five visitor accommodation units for each 1.0 hectare of lot area, to a total maximum of twenty visitor accommodation units per lot. The property is permitted the maximum 20 units by virtue of its size at approximately 4.3 hectares.

Siting - Height | Floor Area

The site plan shows the proposed 3-unit building located close to within 100 meters from the natural boundary of the sea, where a maximum of 7.0 meters in height for buildings and structures is permitted per LUB section 3.4(2).

The LTC could request further information before making a decision on the permit, i.e., a scaled/dimensioned site plan with accurate measurements showing the exact location of the proposed complex in relation to the natural boundary. A condition of the proposed DP has been included to address this issue so that the applicant would be obligated to comply with the height regulations if the permit was issued as presented in the draft. Further, a Siting and Use Permit (SUP) is required for the project and as such, staff would review the plans for compliance with the LUB height regulations prior to its issuance.

LUB section 8.12(5) stipulates a maximum floor area of 80 square meters for visitor accommodation units in the C4 Zone. Each 2-floor unit in the complex is proposed to be 59.6 square meters (642 square feet) according to the site plan provided and included in the proposed permit as Schedule A.

Consultation

Statutory Requirements

Development Permits do not require statutory public notification or agency referrals per the *Local Government Act*.

Rationale for Recommendation

Staff consider the application to generally meet the DPA Guidelines as reflected on Page 1 of this report and therefore recommend issuing the permit. Conditions of the proposed DP address the DPA Guidelines where there is an absence of information provided by the applicant.

ALTERNATIVES

The LTC may consider the following alternatives to the staff recommendation:

1. **Request Additional Information**

   The LTC may find that it requires additional information before making a decision. Recommended wording for the resolution is as follow:

   That the Hornby Island Local Trust Committee request the applicant provide the following additional supporting information prior to further consideration of PL-DP-2026-0063 [describe information]

2. Approve Permit with additional Condition(s)

The LTC may wish to impose further conditions on the permit beyond what has been included in the proposed DP. If selecting this alternative, the LTC should clearly describe the conditions. Recommended wording for the resolution is as follows:

That the Hornby Island Local Trust Committee approve issuance of PL-DP-2026-0063 and include the following additional conditions [insert conditions]

2. Deny the Permit

The LTC may determine that the application does not meet the DPA Guidelines and in this case, must clearly state its reasons. Recommended wording for the resolution is as follows:

That the Hornby Island Local Trust Committee deny development permit application PL-DP-2026-0063 for the following reasons [describe reasons]

NEXT STEPS

Staff will issue the DP as drafted or with conditions as resolved by the LTC. If the permit is denied, the application will be closed.

Submitted By:	Ian Cox, Planner 2	June 18, 2026
Concurrence:	Renee Jamurat, RPP MCIP, Regional Planning Manager	June 18, 2026

ATTACHMENTS

1. DPA Guidelines
2. Proposed DP
3. Site Context

ATTACHMENT 1
DPA GUIDELINES - COMMERCIAL CENTRES (RETAIL AND VISITOR ACCOMMODATIONS)

Prior to undertaking any development, subdivision or land alteration, an owner of property within the Commercial Centres (Retail and Visitor Accommodations) Development Permit area shall apply to the Hornby Island Local Trust Committee for a development permit. Development Permits issued in this area should be in accordance with the following guidelines:

	Guideline	Complies	Notes
1	The character of each development (including campgrounds) should be in keeping with the rural environment and blend in with the aesthetic qualities of the natural surroundings.	Yes	Materials used to match existing 'west coast' style board and batten wood siding to match other units: 
2	The form of the development should incorporate low, small-scale building designs with such amenities as public walkways and outdoor open spaces for use by the public, and include sufficient services.	TBD	LUB maximum of 7 m for buildings and structures within 100 metres of the natural boundary of the sea. Proposed 3-unit building must be sited >100 metres if constructed according to elevation plan drawings as submitted at 7.5 m height. **Condition of proposed permit.** Site plan as provided includes amenities and outdoor spaces, washroom facilities, etc.
3	Natural vegetation and trees should be maintained for screening of parking and storage areas and to enhance the	n/a	Proposed 3-unit construction does not include significant changes to landscaped areas.

	privacy and rural flavour of public open spaces.		
4	In order to minimize light pollution to neighbouring properties, lighting should be softer and lower than supplied by mercury vapour lighting towers, and alternatives that do not light up adjacent private properties shall be required.	Yes	**Included as a condition of the proposed permit.**
5	Off-street automobile parking should be provided as required by bylaw and the Permit should ensure that it is adequately screened and unobtrusive and, if possible, is located to the rear of the parcel and away from public open spaces and eating places.	Yes	Proposed 3-unit construction does not include changes to parking areas, however there is adequate area on the lot currently.
6	Adequate convenient toilet and washroom facilities should be provided for the number of customers anticipated.	TBD	Proposed alteration to cabins does not include changes to public washroom facilities. Must be provided per Island Health requirements for commercial accommodation use.
7	Clustering of businesses in order to share in the provision of parking, services, and public facilities and open space should be encouraged.	n/a	Proposal does not include additional businesses.
8	A landscape plan incorporating natural landscaping should be required.	Yes	Proposal does not include significant changes to landscaped areas.
9	Neon or internally lit signs should not be permitted.	Yes	None proposed. **Condition of permit.**
10	All buildings should be finished in natural products such as wood or brick.	Yes	Vertical wood board and batten siding to be used per existing unit cladding materials.
11	On any lot where residential use is permitted the sequence of construction should be that buildings to be used only for commercial purposes should be constructed prior to any construction of any building that may accommodate residential use, with the exception that one building to be used for commercial purposes that includes one dwelling unit may be constructed, if authorized by zoning regulation, in any sequence of construction on the lot.	n/a	Commercial and residential building already constructed.

12	Universal access design principles should be incorporated into the built environment to support the provision of equitable access for all abilities.	Yes	No alteration to existing access for units proposed as part of this DP application.

PROPOSED

HORNBY ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT PERMIT
PL-DP-2026-0063

To: Sea Breeze Lodge Ltd.

1. This Development Permit (the "Permit") applies to the land described below:

   THE EAST Ll2 OF THE EAST Ll2 OF THE SOUTH WEST Ll4 OF SECTION 17, HORNBY ISLAND, NANAIMO DISTRICT (PID: 009-649-506)

2. This Development Permit PL-DP-2026-0063, authorizes the following only:

   - Construction of a new 3-unit visitor accommodation complex building within the Commercial Centres (Retail and Visitor Accommodations) Development Permit Area, subject to the following requirements and conditions.

   CONDITIONS

   a) The proposed development shall be consistent with Schedule "A" – Site Plan and Schedule "B" – Floor Plan, attached to and forming part of this permit;

   b) All buildings must be finished in natural products such as wood, stone, brick, or comparable materials;

   c) The building must comply with the Hornby Island Land Use Bylaw regulations section 3.4(2), that require all buildings and structures within 100 metres of the natural boundary of the sea must not exceed 7 meters in overall height;

   d) To minimize light pollution to neighbouring properties and for adherence to Dark Skies principals, any lighting installed on the building should be softer and lower than supplied by mercury vapour lighting, such that adjacent private properties are not affected by light pollution emanating from the property;

   e) Neon or internally lit signs are not be permitted to be installed on the building;

3. Any further development within designated Development Permit Areas will require a new Development Permit, or a Development Permit Amendment.

4. The area described herein shall be developed in accordance with the terms, conditions and provisions of this Permit, and any plans and specifications attached to this Permit, which shall form a part thereof.

5. This permit does not relieve the applicant from complying with the provisions of the Hornby Island Land Use Bylaw unless varied by this Permit.

PROPOSED

PROPOSED

This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of Hornby Island Land Use Bylaw No. 150, 2014 and to obtain other approvals necessary for completion of the proposed development.

AUTHORIZING RESOLUTION PASSED BY THE HORNBY ISLAND LOCAL TRUST COMMITTEE THIS 26th DAY OF June, 2026.

_____

Deputy Secretary, Islands Trust

_____

Date of Issuance

IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE 26th DAY OF June, 2028, THIS PERMIT AUTOMATICALLY LAPSES.

PROPOSED

PROPOSED

HORNBY ISLAND LOCAL TRUST COMMITTEE
PL-DP-2026-0063
SCHEDULE 'A' - Site Plan

PROPOSED

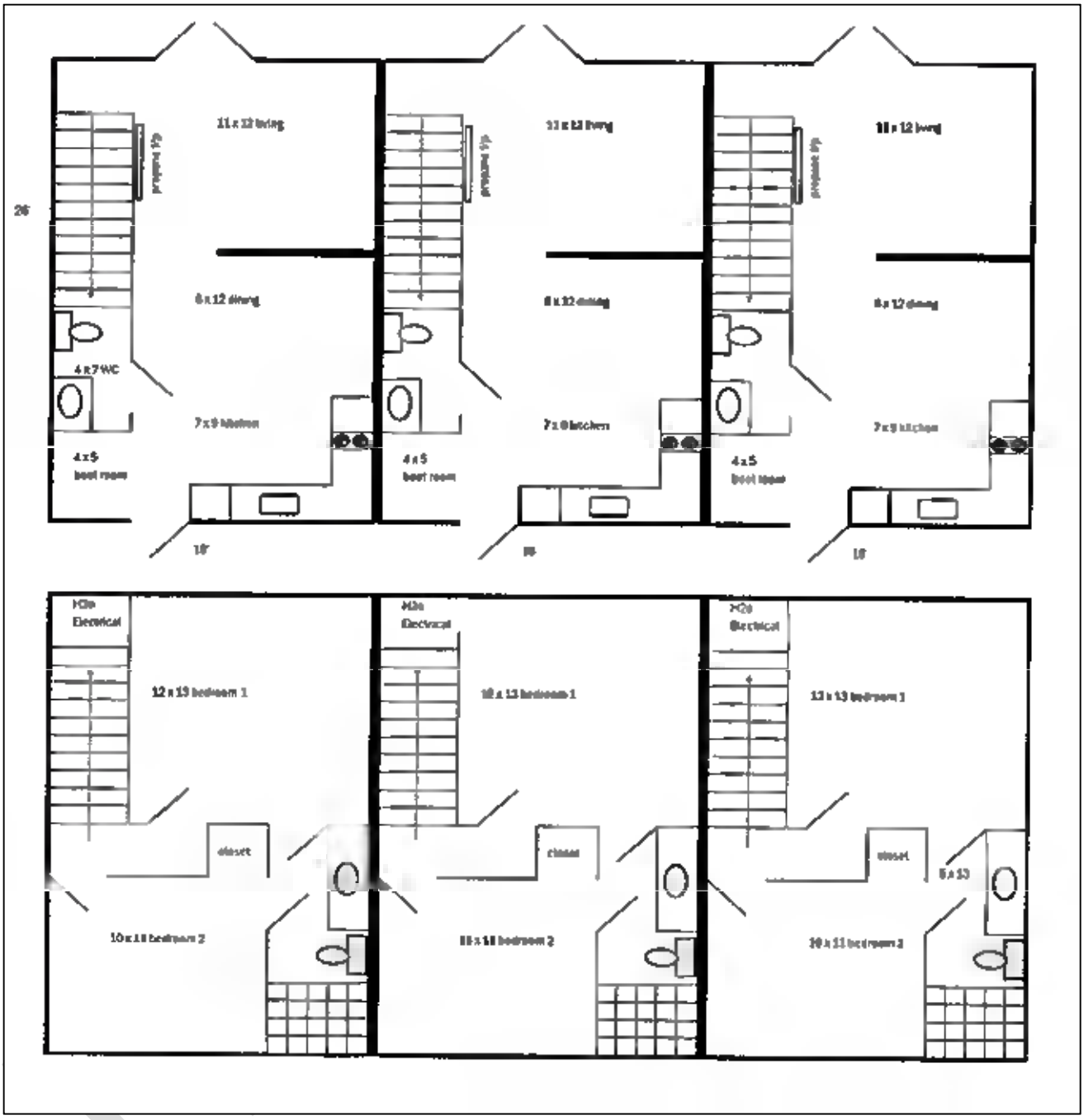
PROPOSED



HORNBY ISLAND LOCAL TRUST COMMITTEE
PL-DP-2026-0063
SCHEDULE 'B' - Floor Plan

Islands Trust

PROPOSED



LOCATION

Legal Description	THE EAST 1/2 OF THE EAST 1/2 OF THE SOUTH WEST LI4 OF SECTION 17, HORNBY ISLAND, NANAIMO DISTRICT
PID	009-649-506
Civic Address	5205 Fowler Road
Lot Size	4.3 hectares

LAND USE

Current Land Use	Commercial – retail, visitor accommodations, restaurant and accessory residential
Surrounding Land Use	Marine – north Residential – east, south, west Community Park – southeast 

HISTORICAL ACTIVITY

File No.	
HO-CL-2018.3	Closed
HO-DVP-1989.22	Closed
HO-LCB-2016.1	Closed
PLSUP20260044	In progress for 3-unit complex
UN-DP-1981.13	Closed
UN-DP-1981.19	Closed
UN-DP-1987.19	Closed
UN-DP-1990.32	Closed

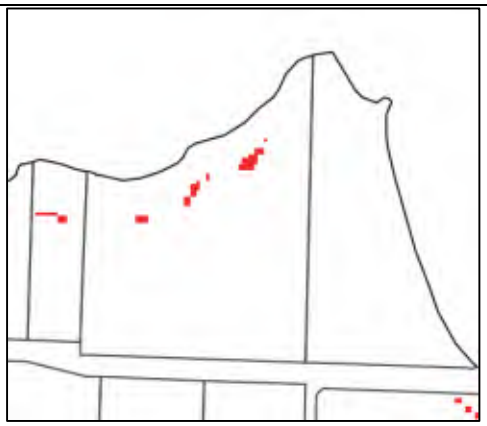
POLICY/REGULATORY

Islands Trust Policy Statement	**a) Commitments of Trust Council 5.1.2** It is Trust Council's policy that the intensity of noise and lighting in and through the Trust Area should be compatible with community character. **b) Directive Policy 5.1.3** Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area. **c) Recommendation 5.1.4** Trust Council encourages property owners, residents and visitors to reduce the burning of wood and fossil fuels by adopting alternative or innovative technologies. **d) Commitments of Trust Council 5.2.1** Trust Council holds that growth and development in the Trust Area should be compatible with preservation and protection of the environment, natural amenities, resources and community character. **e) Directive Policy 5.2.3** Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development. **f) Directive Policy 5.2.4** Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.
Hornby Island Official Community Plan	Subject property is located within the Commercial Centres (Retail and Visitor Accommodations) DPA. Relevant OCP objectives include: **6.5 Commercial and Home Occupations** Section 6.5.1 Retail and Personal Service Objectives (1) To support the existing pattern of one major and three lesser centres for general or limited commercial uses; (2) To protect the environment from degradation and resources from depletion while providing opportunity for commercial activities; (3) To protect the integrity of quiet residential and rural neighbourhoods; (4) To prevent commercial strip development; and (5) To ensure the scale, form and character of all commercial development harmonize with the natural surroundings and the rural character of the island 6.5.1.4 The degree of servicing, including roads and parking, the provision of open space, signage and the form and character of any new commercial development shall be regulated through Development Permit. **6.9.1 Development Permits to Define the Form and Character of Commercial Development** Objective: To ensure that the form and character of commercial development are compatible with the quiet rural atmosphere of the community and to encourage continuation of that trend and to maintain the island's rural atmosphere.
Hornby Island Land Use Bylaw, No. 150	**Commercial 4 – Resort (C4) Zone (Sea Breeze)** **Permitted Buildings, Structures and Density**

	(2) The following buildings and structures are permitted, subject to the regulations set out in this Section and Part 3, and all other buildings and structures are prohibited: (a) accessory buildings and structures; (b) a maximum of five visitor accommodation units are permitted for each 1.0 hectare of lot area, to a maximum of twenty visitor accommodation units per lot; (c) a maximum of ten camp spaces; and (d) a maximum of one residential dwelling unit is permitted per lot. (3) Lot coverage must not exceed 10% of any lot having an area of 1.0 hectare or more, nor 15% of any lot having an area less than 1.0 hectare. **Siting and Size** (5) The floor area of a visitor accommodation unit must not exceed 80 m^2 **3.4 Height Regulations** (1) Buildings and structures other than agricultural buildings and structures must not exceed a height of 8.0 metres. (2) Buildings and structures, other than agricultural buildings and structures, located within 100.0 metres of the natural boundary of the sea must not exceed a height of 7.0 metres.
BC Sewerage System Regulation	Sewerage system capacity and maintenance required per the Health Act and regulations
Covenants	none recorded
Bylaw Enforcement	none

SITE INFLUENCES

Islands Trust Conservancy	This proposal does not directly affect an Islands Trust Conservancy Board (ITC)-owned property or conservation covenant nor directly affects a property adjacent to an ITC-owned property or conservation covenant. Therefore, referral to ITC for comment is not required.
Islands Trust Regional Conservation Plan (2018-2027)	
Species at Risk	**Mapped occurrence on eastern portion of lot. Not in area of new construction.**
Sensitive Ecosystems	Schedule D1 Environmentally sensitive areas – Mature Forest, eastern portion of lot
Hazard Areas	Schedule D2 Environmentally Sensitive Areas Aquifers **IIIA – moderately developed, high vulnerability** Schedule F Hazard Areas **Property identified as having slopes > 30% in some small areas**

	
Archaeological Sites	Owner to contact K'ómoks First Nation Archaeology regarding CHIP process and BC Archaeological Branch **prior to any ground disturbance**. Owner aware of requirement via staff communication and information sharing at time of file opening and subsequent email.
Climate Change Adaptation and Mitigation	Sea level rise Motor vehicle traffic increase to the property expected for tourist accommodation/cabin use Increased aquifer draw for water use (3 new units)
Shoreline Data in TAPIS	Low Rock/Boulder

MEMORANDUM

DATE OF MEETING:	June 26, 2026	File No.: DE BL 260 & 264
TO:	Hornby Island Local Trust Committee	
FROM:	Nadine Mourao, Legislative Clerk / Deputy Secretary	
SUBJECT:	Referral for Response: Proposed Denman Bylaw No. 260 & 264	

PURPOSE

The Denman Island Local Trust Committee has referred proposed Bylaw No. 260 (cited as "Denman Island Official Community Plan, 2008, Amendment No. 1, 2026") & 264 (cited as "Denman Island Land Use Bylaw No. 264, 2026") to the Hornby Island Local Trust Committee.

BACKGROUND

Islands Trust Policy 4.1.9 Inter-Local Trust Committee Community Planning Bylaw Referral delineates how a local trust committee will implement a local trust committee referral process for community planning bylaws affecting another local trust committee or island municipality.

Additional information regarding this application including the preliminary staff report with site context, photos, correspondence, and other information can be found on the Denman Island Current Projects webpage: https://islandstrust.bc.ca/island-planning/denman/projects/

NEXT STEPS

The following draft resolutions have been provided for consideration:

1. **If the LTC considers their interests unaffected by the bylaw:**
   That the Hornby Island Local Trust Committee respond to the Denman Island Local Trust Committee that interests are unaffected by Bylaw No. 260 & 264.

2. **If the LTC wishes to recommend proceeding with the bylaw for specific reasons:**
   That the Hornby Island Local Trust Committee recommend to the Denman Island Local Trust Committee that proposed Bylaw No. 260 & 264 proceed for the following reasons:
   - *[list reasons] ...*

3. **If the LTC wishes to recommend proceeding with the bylaw subject to conditions:**
   That the Hornby Island Local Trust Committee recommend to the Denman Island Local Trust Committee that proposed Bylaw No. 260 & 264 proceed, subject to the following recommendations:
   - *[list recommendations] ...*

4. **If the LTC wishes to recommend not proceeding with the bylaw:**
   That the Hornby Island Local Trust Committee recommend to the Denman Island Local Trust Committee that proposed Bylaw No. 260 & 264 not proceed for the following reasons:
   - *[list reasons] ...*

Submitted By:	Nadine Mourao, Legislative Clerk	June 12, 2026

STAFF REPORT

File No.: Hornby OCP/LUB Review

DATE OF MEETING:	June 26, 2026
TO:	Hornby Island Local Trust Committee
FROM:	Sonja Zupanec, RPP, MCIP Northern Team
SUBJECT:	Amendments to Proposed BL No. 177

RECOMMENDATION

1. **That Hornby Island Local Trust Committee amend Proposed Bylaw No. 177 cited as "Hornby Island Land Use Bylaw No. 150, 2014, Amendment No. 1, 2024" as per attachment #1 of the staff report dated June 26, 2026.**

2. **That the Hornby Island Local Trust Committee Proposed Bylaw No. 177 cited as "Hornby Island Land Use Bylaw No. 150, 2014, Amendment No. 1, 2024" be given second reading as amended.**

3. **That the Hornby Island Local Trust Committee request staff to schedule a Community Information Meeting and Public Hearing for proposed Bylaws 176 (OCP) and 177 (LUB) at the earliest available opportunity following Executive Committee approval of the resource implications associated with the proposed Temporary Use Permit approach to regulating short-term vacation rentals.**

REPORT SUMMARY

The purpose of this report is to present amendments to BL 177 (LUB) to:

- Correct the permitted uses in the PU(a) site specific zone;
- Remove the reference to a maximum of 87 temporary use permits being issued at any given time by an LTC;

and recommend Second Reading as amended for Proposed Bylaw No. 177, as part of the OCP/LUB project.

BACKGROUND

The Hornby Island Local Trust Committee (LTC) passed the following resolution at the May 1, 2026 regular business meeting:

> ***HO-2026-030 It was MOVED and SECONDED*** *that the Hornby Island Local Trust Committee request staff to prepare draft amendments to Proposed Bylaw No. 177, cited as "Hornby Island Land Use Bylaw No. 150, 2014, Amendment No. 1, 2024" consistent with implementing the public correspondence*

suggested revisions received from T. Law dated April 17, 2025 and K. Ross dated March 25, 2026.
CARRIED

The requested amendments for the PU(a) zone have been incorporated into Proposed Bylaw No. 177 as shown in tracked changes in Attachment 1. Additional staff recommended amendments are discussed below.

AMENDMENTS TO PROPOSED BYLAW NO. 177

Regulating Maximum Number of TUPs:

The Islands Trust Director of Legislative Services has confirmed that the LTC cannot use the OCP or LUB to establish a fixed limit on the number of Temporary Use Permits (TUPs) that may be issued. Doing so would improperly restrict the discretion of a future Local Trust Committee.

Under section 460(2) of the *Local Government Act*, the LTC must consider every TUP application it receives. As a result, the LTC cannot establish a 'cap' of 87 issued permits or the number of applications that may be submitted and considered.

While the LTC must consider each application, it is not required to approve it. TUPs are discretionary permits, similar to Development Variance Permits, and the LTC may approve or refuse an application based on its individual merits. Staff reports would continue to identify previously issued TUPs and assess any cumulative impacts as part of the LTC's consideration of each application.

Attachment 1 contains the amendments required to Proposed Bylaw No. 177 to remove the reference to a TUP cap of a maximum of 87 issued permits at any given time. No other changes to the TUP provisions are anticipated at this time.

PU Zone:

The amendments to the 'Public Use' zone as shown in Attachment 1 include:

- All permitted uses in the PU zone to also be permitted in the PU(a) site specific zone;
- Permitting public utility storage yard and highway maintenance yard specifically in the PU(a) site specific zone; and
- Including the community housing use and density as originally drafted.

Staff propose minor changes to the PU(a) regulation text for brevity and clarity in comparison with the public correspondence received in May 2026 and June 2026 (Attachment 2).

ALTERNATIVE OPTIONS

If the LTC does not concur with the staff recommendation on page 1 of this report, the LTC can decide whether to: (1) request additional information, (2) remove the proposed TUP regulations and proceed only with the PU(a) amendment, or (3) defer the matter to the next LTC following the 2026 election.

OPTION 1: Reconsider Regulatory Options - Review All Short-Term Rental Options Considered Since 2022

If the LTC wants a complete summary of all short-term rental regulatory approaches considered during the current term before deciding on next steps the recommended resolution is:

"That the Hornby Island Local Trust Committee request staff to prepare a report for the September 1, 2026 regular business meeting summarizing all short-term vacation rental regulatory options considered by the LTC during the current term."

The result/implications of this option is:

- No immediate changes are made to Proposed Bylaw Nos. 176 and 177.
- The LTC receives a comprehensive review of all options previously considered before determining future direction.
- To recognize the substantial completion of this project, staff suggest that should the LTC not achieve Third Reading by March 2026, that this project not proceed further because the intention of the new LTC is unknown as to whether they will want to continue with this project.
- Staff suggest at the September LTC meeting that the LTC give direction on the project whether to proceed next fiscal (make a budget request), or add the 'short-term vacation rental regulation' matter back on the future projects list.

OPTION 2: Proceed with Some Changes - Remove Temporary Use Permit (TUP) Regulations and Proceed Only with the PU(a) Zone Amendment

If the LTC no longer wishes to regulate short-term rentals through Temporary Use Permits and instead wishes to proceed only with the proposed correction to the PU(a) zone, the recommended resolution is:

"That the Hornby Island Local Trust Committee request staff to prepare amendments to Proposed Bylaw Nos. 176 and 177 to remove all Temporary Use Permit provisions."

The result/implications of this option is:

- All proposed TUP regulations are removed from the bylaws.
- The proposed cap on TUPs would no longer be considered.
- The PU(a) zone amendment may continue independently.
- To recognize the substantial completion of this project, staff will prepare next steps for the bylaws to target Third Reading by March 2026.

OPTION 3: Proceed No Further - Defer the Project to the Next Local Trust Committee

If the LTC does not wish to proceed further at this time, nor make further decisions on Proposed Bylaw Nos. 176 and 177 before the October 2026 local government elections, the recommended resolution is:

"That the Hornby Island Local Trust Committee defer further consideration of the OCP/LUB Review Project and Proposed Bylaw Nos. 176 and 177 until November 2026."

The result/implications of this option is:

- No further work or decisions will occur before the election.
- The incoming LTC will determine whether and how to proceed with the project, and may require a budget request for a new project in a subsequent fiscal year.

NEXT STEPS

If the LTC supports the staff recommendations on page 1, the proposed bylaws, when amended, could advance to Public Hearing. Before that occurs, two things are needed:

1. LTC direction on the staffing and resources required to implement the proposed Temporary Use Permit (TUP) program for short-term vacation rentals (see the June 26, 2026 report from the Regional Planning Manager).

2. Executive Committee approval of the resourcing implications.

If Executive Committee approval is granted, staff require a LTC resolution to proceed to Public Hearing for Bylaws 176 and 177 at the next available opportunity, anticipated to be either September 1, 2026, or November 20, 2026 following the local government election as per recommendation #3 on page 1 of this report.

Submitted By:	Sonja Zupanec, RPP, MCIP, Island Planner	June 19, 2026
Concurrence:	Renée Jamurat, RPP, MCIP, Regional Planning Manager	June 19, 2026

ATTACHMENTS

1. Proposed Bylaw No. 177 (LUB) at Second Reading - Annotated with draft amendments
2. Public Correspondence T. Law, June 2026

HORNBY ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 177

A BYLAW TO AMEND HORNBY ISLAND LAND USE BYLAW, 2014

The Hornby Island Local Trust Committee, being the Trust Committee having jurisdiction in respect of the Hornby Island Local Trust Area under the *Islands Trust Act,* enacts as follows:

1. This bylaw may be cited for all purposes as "Hornby Island Land Use Bylaw No. 150, 2014, Amendment No. 1, 2024".

2. Hornby Island Local Trust Committee Bylaw No. 150, cited as "Hornby Island Land Use Bylaw, 2014," is amended as per Schedule "1" attached to and forming part of this bylaw.

READ A FIRST TIME THIS	9TH	DAY OF	AUGUST	, 2024
READ A SECOND TIME THIS	20TH	DAY OF	MARCH	, 2026
PUBLIC HEARING HELD THIS	-	DAY OF	-	, 202x
READ A THIRD TIME THIS	-	DAY OF	-	, 202x
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS				
	-	DAY OF	-	, 202x
ADOPTED THIS	-	DAY OF	-	, 202x

Chair **Secretary**

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 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 deleted.

1.5 **PART 8, ZONE REGULATIONS**, Section **8.2 Residential 2- Large Lot (R2) Zone**, Subsection **(1) (h)** is deleted.

1.6 **PART 8, ZONE REGULATIONS**, Section **8.4 Residential 4- Forest (R4) Zone**, Subsection **(1) (g)** is deleted.

1.7 **PART 8, ZONE REGULATIONS**, Section **8.5 Agriculture 1 (A1) Zone**, Subsection **(1) (f)** is deleted.

1.8 **PART 8, ZONE REGULATIONS**, Section **8.21 Public Use (PU) Zone**, Subsection **(9) table** text under the column heading "Site Specific Regulations" is deleted and replaced with the following text: "In addition to the uses specified in 8.21(1), the following uses are also permitted:

(a) Utility storage yard;

(b) Highways maintenance yard; and

(c) Community housing, to a maximum density of 10 units per hectare and 24 live/work units per lot."

1.9 **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."

1.10 **PART 10, TEMPORARY USE PERMIT AREAS,** Section **10.2 Objectives** is deleted and subsequent section renumbered accordingly.

1.11 **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 impacts of vacation home rentals on both the neighbourhood and the island as a whole shall be considered. Applications may be refused where the concentration or cumulative effect of vacation

home rentals would result in unacceptable land use impacts, including but not limited to impacts on residential character, traffic, or housing availability.

(b) Applicants for a Temporary Use Permit should provide:

i) Confirmation from an authorized person that the wastewater management system serving the vacation rental has been inspected within the previous six (6) months and complies with the Sewerage System Regulation, or confirmation identifying what upgrades or construction would be required for the system to achieve compliance. Where alternative wastewater systems (such as composting or waterless toilets) are proposed, documentation must demonstrate that the system complies with applicable regulations or has been designed and assessed by a qualified professional.

ii) Where the vacation rental is served by a water system supplying more than one dwelling, a copy of a valid operating permit issued under the Drinking Water Protection Regulation, if applicable.

iii) Confirmation from a qualified professional, within the previous six (6) months, that the groundwater or rainwater supply serving the vacation rental meets, or can be made to meet through specified treatment or management measures, the Guidelines for Canadian Drinking Water Quality for microbial and chemical quality.

iv) Where groundwater is the whole or partial water supply serving the vacation rental, confirmation from a qualified professional that the quantity of groundwater available to serve the vacation rental is sufficient for the intended use.

v) Where rainwater is the whole or partial water supply serving the vacation rental, documentation of the rainwater collection system and quantity of the storage is sufficient for the intended 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 home 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."

Tony Law
[redacted]
Hornby Island, BC [redacted]
[redacted]

To: Hornby Island Local Trust Committee 1 June 2026

Dear LTC members:

I urge you to immediately revisit your 1st May resolution to slow-track the correction of the long-standing error in the Public Use zone of the Land Use Bylaw which has now become an impediment to moving forward on a diligently pursued opportunity to enable a community housing project.

A representative of HCEEC spoke at the May meeting of the time-sensitive situation with respect to government entities facilitating the availability of Crown land for housing, which cannot readily happen without the appropriate zoning in place.

This time-sensitivity only exists because, for the past 8 years (two full terms!), the LTC failed to correct this error, despite regular reminders from a former trustee, the APC and HCEEC. As a result of past non-action, what was the error's potential future negative impact has now morphed into a significant barrier that needs to be addressed urgently.

At the May meeting, staff advised that *"the time sensitivity cannot be accomplished through the OCP/LUB process because it is a much longer project."*

Despite this advice, the LTC chose to include the needed error-correction within the OCP/LUB project (Option 1 in the staff report) rather than directing it to be dealt with immediately.

The LTC Chair stated completion of this project (adoption of bylaws 176 and 177) cannot be expected in this term, noting that there are only two more LTC meetings scheduled before the election, and that the bylaws require public hearings, third readings, approval, and adoption.

However, I believe the much simpler process for a stand-alone amending bylaw, specific to the public use area, CAN be completed this term.

Here is a comparison of the two processes:

1. Pre-Public Hearing

- Bylaws 176/177

A revised version of proposed Bylaw 177, to add in changes to the PU zoning, will have to be drafted and will require an amended second reading at a public meeting.

- Stand-alone bylaw

An amending bylaw (involving similar measures as those that would have to be incorporated into Bylaw 177) will have to be drafted. First and second readings can happen at the same meeting.

2. Public Hearing

- Bylaws 176/177

A date will have to be set, notice provided, and a public hearing held for the two bylaws

- Stand-alone bylaw

No public hearing is required. This is because the *Local Government Act* does not require a public hearing if a proposed zoning bylaw is consistent with the OCP – see section 464 (2)b) -

(The *Local Government Act* requires that public notice be given "not more than ten days and not less than three days" before first reading - see sections 466 and 467.)

Instead of a public hearing, all three readings can be given on the same day.

3. Post public hearing – third reading

- Bylaws 176/177

As a result of considering the input at the public hearing, the LTC could either:

a) give third reading to the bylaws
b) make minor amendments and then give third reading, or
c) make amendments to the bylaw involving use and density, which would require a second public hearing, likely in the next term, or
d) postpone consideration, likely to the next term

(it should be noted that the main issue in the bylaws is the permitting process for vacation rentals which has always been controversial. At the January 2026 LTC meeting, a trustee noted that based on averages from other islands, information received from the Province indicating 65 [TUPs for vacation rentals] would be the highest number in proportion to the population of the island compared to other gulf islands". The number has since been increased to 87. Community concerns may well lead to public requests for the issue to be addressed by the incoming rather than outgoing LTC, which will significantly delay the OCP/LUB project.)

- Stand-alone bylaw

Third reading can be given at the same time as first and second reading

4. Approval of bylaws

- Bylaws 176/177

In addition to he usual policy check list, staff would need to prepare for the Executive Committee a report advising of financial and resource implications of handing vacation rental TUPs.

Because Bylaw 176 amends the OCP, it will require ministerial approval before Bylaws 176 and 177 can be considered by the Executive Committee. Ministerial approval usually takes one to three months.

Once this is received, Executive Committee approval can take up to a month.

- Stand-alone bylaw

The approval process should be straight forward and take less than a month.

4. Adoption of bylaws

- Bylaws 176/177

Because of the times required for public hearings, consideration of third reading, ministerial approval and Executive Committee approval, adoption is extremely unlikely this term, even if everything goes as smoothly as possible.

- Stand-alone bylaw

As soon as the bylaw receives Executive Committee approval it can be immediately adopted by Resolution Without Meeting in accordance with Section 26 of the *Islands Trust Act.*

Possible timeline for a stand-alone bylaw

Given the above, the following timeline should be possible for a stand-alone bylaw:

1) Drafting of bylaw and public notice of first reading:

- June 2026

2) First, second, and third readings of the bylaw

- 26 June, if draft bylaws are ready n time
- or July through rescheduling of the 26 June meeting
- or July through a Special Meeting

3) Executive approval of the bylaw

- July/August

4) Adoption of the bylaw by RWM

- August/September

The above suggests that a stand-alone bylaw can be readily completed in this term, something that was not carefully explored in the May meeting in advance of making a decision.

Action needed!

I therefore strongly encourage one of the members of the LTC to immediately initiate a Resolution Without Meeting to:

a) Rescind the resolution made at the 1st May meeting,

b) Request staff to

i) pause work on the OCP/LUB

ii) prepare a draft bylaw for consideration of first, second, and third reading to amend Schedule "A" of Hornby Island Land Use Bylaw No. 150, 2014 along these lines:

1) PART 8, ZONE REGULATIONS, Section 8.21 Public Use (PU) Zone

Replace the following wording under:- (2) *Permitted Buildings, Structures and Density*

(2) The following buildings and structures are permitted, subject to the regulations set out in this Section and Part 3, and all other buildings and structures are prohibited:
(a) buildings and structure for the principal permitted uses;
(b) a maximum of one accessory residential dwelling unit is permitted per lot and a maximum of two accessory residential dwelling units are permitted on a lot on which there is a police station; and
(c) accessory buildings and structures

- with (additional new words in bold):

(2) The following buildings and structures are permitted, subject to the regulations set out in this Section and Part 3, and all other buildings and structures are prohibited:
(a) buildings and structure for the principal permitted uses;
(b) a maximum density of 10 community housing units per hectare and 24 live/work units per lot.
(c) a maximum of one accessory residential dwelling unit is permitted per lot and a maximum of two accessory residential dwelling units are permitted on a lot on which there is a police station; and
(d) accessory buildings and structures

2) PART 8, ZONE REGULATIONS, Section 8.21 Public Use (PU) Zone

Replace the following wording in the table under:- *(9) Site Specific regulations:*

8.21(9) Site Specific Regulations:
Despite 8.21(1), the only permitted uses are:
(a) Cemetery;
(b) Public utility storage yard;
(c) Highways maintenance yard; and
(d) Recycling depot

- with:

8.21(9) Site Specific Regulations:
In addition to 8.21(1), the following uses are permitted:
(a) Public utility storage yard; and
(b) Highways maintenance yard;

iii) Provide public notice of first reading in accordance with the *Local Government Act*

iv) If the draft bylaws cannot be available for readings at the 21st June meeting, consult with the Chair about rescheduling the meeting, or scheduling a Special Meeting..

I believe the suggested two amendments will be the simplest way to restore the intended permitted use regulations as stated in the previous Land Use Bylaw before the error was made, while also adding density provisions for community housing.

It would be good to get staff advice before finalizing the wording of an RWM.

Background information

Listening to the comments made by all three trustees at the 1st May meeting, it seemed to me that there was a lack of understanding about this issue. The following information may be helpful;

- Revelent LTC legislation:

Land Use Bylaw No. 86, 1993 - creation of the PU-a) subzone

The Public Use zone is divided by Central Road into two areas.

The Bylaw created Sub-zone PU-a for the portion south of Central Road. In this sub-zone, additional site specific uses were permitted: Highways maintenance yard; Recycling depot; Public utility storage yard; Cemetery; and Community trades and services, including associated retail.

Official Community Plan Bylaw No. 104, 2002 – policy support for community housing in the PU

When this OCP was adopted, it included the following new policy for all land in the "Public Use" designation:

6.2.7 The development of seniors, affordable, or special needs housing for Island residents, including summer temporary facilities for displaced year-round residents, operated by a community non-profit society, shall be permitted on land designated public use and shall be regulated by development permit and land use bylaw regulations. Other residences shall only be permitted for the purpose of accommodating a caretaker or operator.

Bylaw No. 134, 2008 - community housing added as a permitted use for the whole PU zone

This Bylaw amended Land Use Bylaw 86 by adding "Community Housing" as a permitted use in the Public Use zone – this applied throughout the zone. The amendment also added a density regulation for community housing: *"9.12.2.1 A maximum of 5 community housing units per hectare to a maximum of 20 per lot"*.

(The part of the zone where a community housing project was most likely to happen is south of Central Road, the PU.a) sub-zone. North of Central Road, the land is already intensely used for the school, preschool, community hall, arts centre, credit union, framers' market, health centre, clinic, recreation centre, and now fire hall with the remaining land identified for treaty settlement. South of Central Road is a significant amount of vacant Crown land that has potential for community housing. In fact, what prompted this zoning amendment was discussions with BC Housing about potential low income housing on an identified site in the PU-a portion of the Public Use zone.)

Hornby Island Land Use Bylaw No. 150, 2014 – the error appears!

When this new Land Use Bylaw was drafted and adopted, inexplicably the site specific regulations for the PU-a) sub-zone were changed by specifying the previous additional uses as the only uses. This meant that community housing, among other uses was no longer officially permitted in the one part of the island where they were most likely to be a possibility! This change did not come about as a result of public input nor LTC direction and, regrettably, went unnoticed at the time.

- Relevant LTC Directions

Two terms ago -error identified and direction given

The error was identified when it was realized that zoning mistakenly prevented the proposed use for the old Fire Hall, being considered by CVRD:

March 2018:

HO-2018-008 It was MOVED and SECONDED, that staff be requested to contact Comox Valley Regional District with respect to any issues regarding the permitted uses of the sub area of the PU zone which includes the Old Fire Hall and provide recommendations to the Local Trust Committee on timing and process for amending the Land Use Bylaw.

April 2018

Planner Rittemann reported that the Comox Valley Regional District (CVRD) is considering a repurposing of the old Firehall into a community space for artist and communal studios. She advised of an inconsistency between the stated and intended permitted uses of the PU(a) zone in the LUB which would affect this potential repurposing. A Trustee confirmed that the intent of the PU(a) zone was to permit uses in addition to the others already permitted in the regular PU zone and suggested that a "housekeeping" amendment might be considered in order to correct this error.

- LTC Direction:

HO-2018-024
It was MOVED and SECONDED, that the Top Priorities of the Work Program be amended by replacing "Housing amendments" with "Land Use Bylaw amendments" as a Description with the Activity "Bylaw amendments to address issues with respect to the Public Use Area and MALA in the large lot residential zone and other housekeeping amendments".

Last term – correction of error at first a priority, then dropped

At the beginning of the term, in January 2019, this was the #1 priority on the LTC work program:

Land Use Bylaw Amendments
A Bylaw amendments to address issues with respect to the Public Use Area and MALA in the large lot residential zone and other housekeeping amendments

In July 2019, staff provided a report and project charter which divided potential LUB amendments into two phases, the first to address minor (eg typographical) changes and the second to address more substantive changes. The Public Use amendment was *"to be decided" - "the issue requires more research".*
- The LTC endorsed the Project Charter without the inclusion of the Public Use issue.

In February 2022, Advisory Planning Commission Chair Wendy Burton *described the clerical error in the Hornby Island Land Use Bylaw 150 Section 8.21(1) Public Use Zone (a) which precludes The Hornby Spark from operating in their present location and precludes the possibility for multi-family dwellings on a piece of community land in the area.*

- LTC direction:

HO-LTC-2022-016 It was MOVED and SECONDED, that the Hornby Island Local Trust Committee request staff to review the recommended changes from the Advisory Planning Commission to the current Public Use Zone (a) bylaw wording and determine if there needs to be an administrative correction or a bylaw recommendation. CARRIED

This term – an intent was stated, but not acted upon in a timely way

11.1 Housing and Land Use on Hornby Island prepared by Tony Law, dated August 2023
Trustees acknowledged the 48-page document from former Trustee Tony Law, submitted to the LTC on August 27, 2023, that 1) proposes a comprehensive approach to land use planning for housing on Hornby Island; and 2) provides a description and context for the error in the "Public Use Zone" which needs correction for the HICEEC proposal for community housing in the public use zone south-west of Central Road to be permitted.
HO-LTC-2023-040
It was MOVED and SECONDED,
that the Hornby Island Local Trust Committee direct staff to amend the current Land Use Bylaw Project Charter to correct the error in the Public Use Zone to provide for community housing. CARRIED

April 2024

Ross Birchall, Managing Partner of Wellesley Consulting Group (WCG) headquartered in Victoria, provided the following update on various housing initiatives of the Hornby Island Community Economic Enhancement Corporation (HICEEC).

Rural Economic Diversification Infrastructure Program (REDIP) Grant Application application was successful and HICEEC was recently granted $100,000.00 for project costs, such as feasibility studies and business planning, for safe affordable housing on Hornby. Thank you to the Local Trust Committee (LTC) for their letter of support, to Islands Trust staff, and to others who contributed to this successful outcome. Lisa Helps, the Executive Lead for BC Builds Project Origination, is working with HICEEC toward Hornby Island being a Partner Community; and exploring funding and investment opportunities.

- WCG is advising the HICEEC board on the preparation of a formal Crown land use application to the provincial government and is seeking help from the LTC for an amendment to Land Use Bylaw (LUB) 150 Public Use (PU) (a) section to allow for additional permitted uses so that housing might be permitted on this Crown land in the future.
- Planner Cox asked if the request to the LTC was to sponsor a rezoning application. Ross Birchall responded that the intent was for the language in the bylaw to be less restrictive for a possible future housing application.

HO-LTC-2024-013 It was MOVED and SECONDED, that the Hornby Island Local Trust Committee schedule a Special Meeting in May to discuss future usage of the parcel of Crown Land in the Public Use Zone, given the new information received that the land use authority is under three jurisdictions, in order to 1. Respond in a timely manner when we receive referral from the province on the Rogers Cell Tower proposal, 2. Respond to the Hornby Island Community Economic Enhancement Corporation (HICEEC) and the local Housing Society's request to amend the bylaws governing the Public Use Zone given for much needed affordable housing based on the needs of the community, and 3. To discuss additional permitted uses in the Public Use Zone

May 2024

LTC Direction:

HO-2024-017 It was MOVED and SECONDED that the Hornby Island Local Trust Committee request that a letter of support be drafted to the Hornby Island Community Economic Enhancement Corporation (HICEEC), stating its intent to consider amendments to the Hornby Island Land Use Bylaw No. 150 to support inclusion of community housing as a permitted use in the Public Use - PU(a) Zone site specific regulations.

LTC Direction:

HO-2024-018 It was MOVED and SECONDED that the Hornby Island Local Trust Committee request staff to explore adding additional permitted uses in the Public Use, PU(a) site specific zone, community trades and services and community and workforce housing in the major project charter draft bylaws

Final words

I realize what I have suggested will slow down the OCP/LUB process, but this is a consequence of the LTC not taking appropriate action over the past eight years despite reminders. The error is now blocking implementation of a key OCP policy which reflects the community's priority for affordable and accessible housing.

Taking this action can positively benefit the LTC as follows:

1) The LTC can take pride in resolving a long-standing issue rather than yet again passing it on to a new term.

2) The LTC will be honouring the intent it stated two years ago.

2) The LTC will become a partner with other agencies in supporting a possible community housing option, rather being perceived as presenting an obstacle.

3) The LTC will be honouring, rather than blocking, the diligent work conducted over many years to advance a community housing proposal supported by the OCP.

4) The LTC will conclude this term with an important bylaw enacted, given that the OCP/LUB bylaws are extremely unlikely to be ready for adoption this term.

Good luck with this!
Thank you so much for considering this letter.

Sincerely,

Tony Law

Hornby Island Resident
and former
- Hornby Island Local Trustee
- Vice Chair of Islands Trust Council
- Chair, Islands Trust Council Community Housing Task Force
- Member, Comox Valley Standing Committee on Homelessness and Housing
- President, Islanders Secure Land Association (a community housing land trust)
- Executive Director, Hornby Island Economic Enhancement Corporation
- Chair, Islands Trust Conservancy (Trust Fund Board as it was at the time)

STAFF REPORT

File No.: Hornby OCP/LUB Review

DATE OF MEETING:	June 26, 2026
TO:	Hornby Island Local Trust Committee
FROM:	Renée Jamurat, Regional Planning Manager Northern Team
COPY:	Sonja Zupanec, Island Planner – Project Planner Mary Storzer, RPM, Regional Planning Team support
SUBJECT:	Administrative TUP Processing Considerations for Proposed Bylaws 176 (OCP) and 177 (LUB)

RECOMMENDATIONS

1. **That the Hornby Island Local Trust Committee has reviewed the staff analysis of administrative capacity, financial resourcing and regulatory requirements, and implementation processes associated with Proposed Bylaw Nos. 176 and 177, and confirms its satisfaction that these considerations have been evaluated sufficiently to forward.**

2. **That the Hornby Island Local Trust Committee endorses the securement of additional human resources in the form of new temporary staff or independent contractors to support the processing of expected excess volume of short-term vacation rental – Temporary Use Permit applications, and forward to the Executive Committee for endorsement.**

3. **That the Hornby Island Local Trust Committee request staff to draft a business case based on the indicated option and forward to the Executive Committee for budget endorsement.**

REPORT SUMMARY

New information has been presented through an earlier staff report on this June LTC agenda, which explains that the LTC cannot establish a limit on the number of TUP applications it will receive, and therefore cannot establish a 'cap'; or maximum number of TUPs in the Land Use Bylaw as a regulation.

Staff note that the LTC direction made from this earlier staff report on proposed changes will inform the relevancy and recommendation of the options for this report. Based on that direction for the proposed amendments and the overall project progression, staff can advise on the relevant motions and recommend that the LTC consider the options and confirm its desired approach for endorsement.

The purpose of this report is to provide information in order for the LTC to approve an approach to implement the Proposed Bylaws Nos. 176 and 177, should they be adopted. The report provides an assessment of the regulatory, financial, administrative, and implementation implications of the proposed bylaw amendments.

[Update on this information is subject to LTC direction at June 26 regular meeting] The proposed bylaw amendments could result in Temporary Use Permits being issued by a future LTC, with renewals after three years.

In respecting the LTC's time and consideration for this issue, the LTC has asked staff to look into this further.

Staff have some concern with anticipating an influx of TUP applications to process because:

- Staff anticipate budget challenges with Trust Council supporting a staffing budget request for a Planner 2, which may not be revenue neutral, and more information may be needed.
- Staff do not anticipate support from Hornby Island community or LTC to increase taxes.
- Staff would need to explore other options to pursue: rollout phased approach over 3 yrs, enforcement implications with TUPs, Provincial opt-in / enforcement, feasibility request to the Regional District to explore business licensing with zoning regulations.

This LTC direction is required in order to seek Executive Committee endorsement to support the approach for the TUP processing which has wider resource implications to Planning Services. Should the EC endorse the approach, the proposed bylaw amendment will be prepared for a Public Hearing and Third Reading.

Staff also seek direction to proceed with preparing a business case for Hornby's project to request temporary staff support for processing Temporary Use Permits for next fiscal year 2027-2028, subject to Third Reading by the end of this fiscal year (March 2026).

BACKGROUND

On March 20, 2026, the LTC passed the following resolutions:

> **HO-2026-020 It was MOVED and SECONDED**
> that the 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 as amended. **CARRIED**

The proposed bylaw has been updated to reflect the LTC's requested amendment to allow a maximum of 87 temporary use permits to be issued at any given time.

> **HO-2026-021 It was MOVED and SECONDED**
> that the Hornby Island Local Trust Committee request staff to schedule a community information meeting and Public Hearing for Proposed Bylaw Nos. 176 (OCP) and 177 (LUB). **CARRIED**

A community information meeting (CIM) and public hearing (PH) would be scheduled following EC endorsement if the LTC is satisfied with the considerations provided in the analysis section of this report.

Staff also note that any motion for direction made leading up to this report at this June LTC regular meeting will also inform the consideration of options and recommendations by staff.

ANALYSIS

Staff have identified the following regulatory, financial, administrative, and implementation considerations for the LTC's review and in relation to the proposed Temporary Use Permit framework outlined in Proposed Bylaw Nos. 176 (OCP) and 177(LUB):

1. Regulatory Framework and Decision-Making Authority in Application/Renewal Process

The Hornby Island Local Trust Committee has authority under the *Local Government Act* section 493 to issue TUPs, including for short-term vacation rental use. Decisions to approve or refuse TUPs remain at the discretion of the LTC as elected decision-makers. New TUP applications would continue to require full review and decision by the LTC due to their discretionary nature.

Staff note that any further consideration of zoning changes will be addressed in a previous staff report for the June 26 LTC regular meeting agenda.

Staff also note that the nature of a TUP is to allow a temporary land use for a limited time, and with the intent of allowing time to consider a zoning amendment to make a temporary land use a permanent one.

However, the Act (section 154) also allows the LTC to delegate certain administrative functions to staff (i.e. Director or designate) through a bylaw. This means the LTC can retain overall approval authority for new applications while choosing to streamline parts of the process, such as TUP renewals, if clear rules and limits are established in advance. Renewal applications could be designed as a simplified process where staff confirm whether basic conditions are still met (such as no complaints, no changes to the use, and compliance with original permit terms). Where these conditions are met, renewals could be processed administratively; where the basic conditions are not met, the file could be referred back to the LTC for decision. A delegation bylaw approach for renewals could reduce administrative pressure while maintaining LTC oversight where needed.

All complete Temporary Use Permit applications could be compiled and presented to the LTC as a single consolidated batch at one dedicated special meeting for decision.

2. Administrative and Financial Considerations

Proposed TUP Processing:

The proposed system would involve two types of processing: new applications and renewals.

Based on the estimated processing times, each new application may require approximately 22 hours of staff time, while each renewal may require approximately 5.5 hours. Using a scenario of anticipated volume of up to 87 new permits in Year 1 and up to 87 renewals on a three-year cycle, this equates to a peak workload of approximately 1,914 staff hours in the initial intake years and approximately 479 staff hours in renewal years.

A general assumption is made that the current staffing levels for the northern office can process between 20-30 new TUP applications before more staff were needed to assist with an increasing number of applications submitted (over 30). It is anticipated that there will be reduced service levels impacting projects and applications for the northern LTAs in order to process these TUP applications with the current team of planners.

This scenario translates to a shortcoming of staffing resources of approximately 1,254 hours which would be needed to process an additional 57 TUP applications (or over the threshold of 30 TUP

applications). To help reduce impact to staffing resource the LTC may also consider prioritizing the processing of STVR TUP applications during this timeframe. It is this 'shortcoming' that will inform the staffing budget request to Trust Council for a staffing resource to support the processing over 30 TUP applications.

Another factor, is that the LTC must consider all TUP applications that come in after the target 'administrative intake' date, in order for an STVR to be approved in time for the 2028 rental season. Staff must process all TUP applications that come in, and the LTC must consider those TUP applications on its merits; and approval is at the LTC discretion.

Overall, this represents a concentrated workload with an anticipated higher administrative demand in the initial years followed by lower but recurring cyclical renewal activity, and with corresponding revenues to potentially offset the costs of hiring additional temporary staff.

The TUP applications would be presented to the LTC in a series of dedicated meeting with no other agenda items scheduled to allow full focus on this matter. Staff could prepare a standardized presentation package for each application, including a summary of the proposal, compliance history, and a clear recommendation (approve, not approve, or defer pending additional information). To support LTC deliberations, presentation materials could also include mapping and visual slides showing the geographic distribution of all applications, enabling the LTC to consider spatial patterns, cumulative impacts, and community distribution in their decision-making.

Financial Implications:

The Hornby Island Fees Bylaw currently sets the fee for a Temporary Use Permit application at $2,327 and $758 for a renewal application (both subject to a 2% increase each April 1). No amendments to the fees bylaw are anticipated as part of this review project although Trust Council has requested a general fee review with options being targeted for presentation at the September 2026 Trust Council.

In financial terms, Year 1 (and subsequent intake years) could generate approximately $202,449 in application fee revenue (87 TUP scenario × $2,327), while a full renewal cycle would generate approximately $65,946 in renewal fee revenue (87 TUP scenario × $758). These estimates are based on processing 87 applications.

Options for LTC Decision:

The following options are available to the LTC. ***Staff are seeking LTC endorsement on the preferred option which will inform the overall approach for Executive Committee endorsement.***

OPTION 1: Existing staff resources. No requested budget.

Overall, staff cannot process an influx of TUP applications (i.e. over 30 applications) in a timely manner without substantial impacts to service levels.

Anticipated implications include:

- A general assumption is made that the current staffing levels for the northern office can process between 20-30 new TUP applications before more staff were needed to assist with the increasing number of applications submitted (i.e. up to 87).
- Re-allocation of staff from Hornby projects to processing applications.
- Increased processing time for all applications in the North office in order to accommodate a scenario of 87 additional permits within a possibly shorter processing timeframe, affecting all northern LTCs.

- May include reduced service levels for other services like enquiries, affecting all northern LTCs.
- Do not have capacity to process over 30 TUPs for LTC decision for early 2028 given need to also support all other Planning applications and the 6 northern LTCs' work programs.
- This option does not allow adequate time to increase staff resources for timely processing should an influx of TUP applications come in.

(Recommended) OPTION 2: Request budget from Trust Council for staffing support

The LTC could request the needed staffing be funded from the base budget of Trust Council in order to hire temporary or contracted staff to process TUP applications. Part of this request would be to ask to use TUP fee revenues to fund the new staffing position(s) needed to process the applications.

Anticipated implications include:

- Requiring Trust Council approval for new staff, funded by the base budget.
- Request the STVR TUP processing as an enhanced service level of the LTC to fund from the Trust Council base budget for the next fiscal budget (2027-2028).
- The LTC must submit a business case(s) to Trust Council for the budget request for new temporary staff position(s) as part of the budgeting process and note using the fees revenue generated through the TUP application fees to justify the request for the staff support. Temporary staff support is anticipated for about 5 months to help with processing new TUP applications.
- Hiring process would be initiated after budget approval by TC and bylaw adoption by LTC.
- Must allow time to coordinate hiring new staff and start of application intake, ahead of the targeted season.
- STVR TUPs intake could occur as early Fall 2027; approvals in Winter 2028 for May 2028 rental season.
- This would require less administrative resources to execute vs Option 3 but still requires resources to implement.

OPTION 3: Special property tax requisition to the Hornby LTA in 2027/28

The LTC could request a Hornby Local Trust Area special property tax requisition to pay for additional staffing to process the increased volume of applications.

A special property tax requisition is an extra tax collected only within one Local Trust Area to fund a program or service the Local Trust Committee wants to deliver that qualifies as an "additional operation"—meaning it is not offered in all local trust areas, represents an enhanced service level due to unique local demands or delegated powers, or exceeds the capacity of the base budget. Only residents of that area pay the tax, and it may be used solely for the purpose approved by Trust Council. (Refer to Attachment 1: Trust Council Policy 6.3.2 Special Property Tax Requisitions)

The special property tax requisition does not divert fee revenue. It adds special taxes to the LTA properties to get this work done. This would result in the following:

- Increased fee revenue coming from Hornby Island LTA properties due to processing the number of TUPs as allowed under the TUP regulations.
- Increased tax revenue coming from Hornby Island LTA properties due to Special Taxes.

Anticipated implications include:

- Trust Council approval is required to hire staff, which would be funded by the special property tax requisition.

- Special tax requisitions can only be considered through Trust Council's annual budget process, with the next opportunity falling in the 2027–2028 fiscal cycle.
- The LTC must submit a project funding request to Trust Council as part of the annual budget cycle, and note a request for special property tax requisition, following Trust Council's Special Property Tax Requisition Policy #6.3.2.
- For this option, the land use bylaw adoption is contingent on the March 2027 budget decisions, and so the bylaw adoption would occur after that.
- The hiring process for any newly approved temporary staff would begin after Trust Council's budget approval in March 2027, and after the LTC adopts the amended bylaw.
- This option must account for time to coordinate hiring new staff and starting the intake of applications, ahead of the targeted season. Staff support is anticipated for about 4 months.
- With these above factors in mind, this would mean that the adoption of the proposed bylaw should occur after April 1, 2027.
- STVR TUPs intake could occur as early Summer 2027; approvals in Winter 2028 for May 2028 rental season; subject to when the bylaw is adopted.
- This approach will require administrative resources and assistance from finance services to pursue budget request.
- In light of these factors, staff is concerned that there will not be appropriate time to prepare operationally and accounting for the timing of the bylaw adoption, before the start of the season.

Staff do not suggest this option because of low to no support anticipated from Hornby Island community or LTC to increase taxes, however the option is available to consider.

OPTION 4: The LTC proceed no further.

Should the LTC require further time to consider proposed changes to the Land Use Bylaw for short-term vacation rentals as it relates to TUP application processing, then staff advise that the budget request will not be submitted in time for the 2027-2028 budget cycle. Staff will require LTC direction given through the major project workplan.

3. Implementation, Opportunities and Challenges

Recall that special property tax requisitions do not divert fee revenue; they add special taxes to the Local Trust Area properties to get this work done. If this approach is chosen, this would result with the following:

- Increased fee revenue coming from HO due to TUPs.
- Increased tax revenue coming from HO due to Special Taxes.

Assuming that Trust Council approves the temporary hiring of staff based on the recommended Option 2 (Request funds from base budget), additional implementation challenges and factors include:

- The influx to the volume of applications submitted, particularly in the intake years, will create a significant workload and require careful coordination to avoid delays. This includes not just

planning resources to process applications and support project, but also administrative resources to support notifications.

- Other options may need to be explored to mitigate the increased processing demand such as exploring a phased approach, or delegating TUP renewals. This would likely require amendments to Hornby LTC's administrative bylaws such as Development Procedures Bylaw No. 74.
- In renewal years, without delegation to staff, all renewals would require LTC decisions, increasing meeting and agenda demands.
- An application guide/checklist with submission requirements should be created so that expectations are clear and intake is consistent and fair. Examples exist for other LTAs such as North Pender.

  Staff strongly recommend before bylaw adoption, to develop a clear public communication package and application guide that sets out submission requirements in detail to require complete applications at intake, reduce delays and applicant frustration, and improve transparency regarding the process and expectations.
- It should also be clearly communicated that issuance of Temporary Use Permits remains at the discretion of the LTC, and any number of permits may be issued.

Anticipated Timing:

- Ahead of the May 2028 rental season, the adoption of proposed bylaws should occur by early Spring 2027 to allow adequate time for communications and administration ahead of a summer 2027 intake. This anticipated timing may not allow adequate time to do that.
- In order to work through the direction above, the Public Hearing will need to wait until the EC endorsement, and adoption should wait until Trust Council budget approval is in place. The Public Hearing cannot be scheduled until this work happens over the coming months. Staff anticipate EC consideration and business case submission before the LTC's next regular business meeting in September.

RATIONALE FOR RECOMMENDATIONS

In consideration of the recommended motions, and before proceeding to Public Hearing, the LTC should be satisfied that staff capacity, processing systems, and decision pathways are clear, feasible, and address the factors noted so that implementation of Proposed Bylaw Nos. 176 and 177 could proceed without unexpected service disruption that extend beyond the LTC work program impacting the ability to support the work programs of other Local Trust Committees. Staff recommendation is provided on page 1 of this report.

The LTC should indicate a preferred option by resolution and forward this report to EC for endorsement. At that stage, the EC may have further questions of the LTC.

Next Steps:

If the LTC concurs with the staff recommendations, this report will be forwarded to EC for endorsement, along with a draft business case for the budget request for temporary staff resources. Subject to LTC direction, if required a business case will be drafted to request funding for the completion of the project, should it receive Third Reading by the end of this fiscal year (March 2026). These business cases may come back to the LTC for endorsement at the September 1st regular business meeting.

Following EC endorsement, a community information meeting immediately prior to a Public Hearing can be scheduled for the following regular business meeting (likely September 1, 2026 or January 15, 2027).

Submitted By:	Renée Jamurat, RPP, MCIP, Regional Planning Manager	June 17, 2026

ATTACHMENTS

1. Trust Council Policy 6.3.2 Special Property Tax Requisitions.
2. Islands Trust 2022 FAQ on Special Property Tax Requisitions.
3. Trust Council Policy 5.6.1 Application Processing Services – For Information.
4. Trust Council Policy 5.9.1 Best Management Practices for Delivery of Local Planning Services – For Information.
5. Hornby Island LTC Fees Bylaw No. 169 – For Information.
6. Hornby Island LTC Development Procedures Bylaw No. 74 – For Information.

Policy:	6.3.2
Approved By:	Trust Council
Approval Date:	December 10, 2004
Amendment Date(s):	June 16, 2005; September 11, 2013; September 24, 2024
Policy Holder:	Director, Administrative Services

SPECIAL PROPERTY TAX REQUISITIONS

Purpose

To permit an individual local trust committee (LTC) to request a special property tax requisition for additional operations that are not included within the general operations of all LTCs, or that require an enhanced level of service or funding beyond the capacity of the base budget. Special property tax requisitions are approved by the Islands Trust Council.

A. Definitions

Special property tax requisition – a property tax requisition levied to taxable properties within a specified local trust area.

Financial Plan Bylaw – The bylaw that approves the financial plan (i.e. the budget) for any given fiscal year.

B. Policy

1. General

1.1 The *Islands Trust Act* (s. 47*)* provides the Islands Trust Council with the necessary authority to implement a special property tax requisition in respect of a local trust area;

1.2 A proposed special requisition related to a local trust area must be incorporated into the annual Islands Trust Financial Plan Bylaw and approved by the Islands Trust Council and the Minister;

1.3 The *Islands Trust Act* (s. 10) enables the Islands Trust Council to delegate by bylaw additional powers to a LTC subject to any restrictions or conditions specified in the bylaw.

2. Budget Submission

2.1 "Additional operations" of a LTC are those programs or services that are deemed by the Islands Trust Council to be:

2.1.1 programs or services not offered in all local trust areas;

2.1.2 enhanced service levels that reflect unique demands or additional powers that Trust Council has delegated to a LTC by bylaw; and

2.1.3 beyond the capacity of the base budget.

2.2 LTCs wishing to propose and undertake a LTC program or service valued at $5,000 or higher must develop a business case to support the budget request to be presented for preliminary consideration by Trust Council in December of each year. Trust Council will determine if the proposed project constitutes an additional program or service requiring special requisition for funding under this policy.

2.3 The proposed program or service must be within the LTC's jurisdiction pursuant to the *Islands Trust Act* or be within powers delegated to it by Trust Council. Legal advice on that matter may be obtained and handled in accordance with Trust Council policies 2.1.6 *Legal Advice* and 6.9.2 *Legal Services Access.*

3. Evaluation Criteria

3.1 The Islands Trust Council will evaluate and consider including a local trust committee's local initiative program or service in the preliminary Islands Trust's general budget based on the following criteria:

3.1.1 the program is considered to be a base service of the local trust committee;

3.1.2 the program is a scheduled official community plan review or land use bylaw update; and

3.1.3 the program has Trust-wide implications and benefits.

3.2 If none of the above criteria apply or if Trust Council does not approve a LTC budget funding request, then the LTC can propose a special requisition for its local trust area as a means of funding the proposed program or service.

3.3 Despite section 3.1 and 3.2 of this policy, where a delegation bylaw adopted by Trust Council pursuant to section 10 of the *Islands Trust Act* specifies that all or part of a LTC's operations related to delegated powers are to be funded by a special tax requisition within a local trust area, related requests from a LTC that are included in the preliminary Islands Trust budget must be in accordance with the requirements of the delegation bylaw.

3.4 A special property tax requisition will not be considered by Trust Council for an amount totaling less than $5,000 per local trust area.

3.5 The process for development and approval of special property tax requisitions is subject to the provisions of Trust Council Policy 6.3.1 – *Budget Process*.

4. Public Consultation

4.1 The LTC must solicit feedback from the public in the local trust area, minimally through a mechanism of advertising and otherwise advising the public of the purpose and the cost of the proposed special requisition.

4.2 Section 4.1 conditions may be met via Trust Council's solicitation for general budget feedback so long as the public in the relevant local trust area can clearly distinguish the purpose and cost of the proposed special requisition, and their feedback can be separated from the general budget feedback for separate consideration by Trust Council.

4.3 Programs or services funded through special requisition that extend into multiple fiscal years must solicit feedback in accordance with section 4.1 in each fiscal year where the special requisition is proposed.

4.4 The feedback received, if any, must be considered by the Islands Trust Council prior to the final adoption of any bylaw that incorporates the special property tax requisition.

4.5 Trust Council will not approve special requisition funding for programs or services that have not undergone public consultation.

5. Approval

5.1 The proposed special property tax requisition must be formally requested by resolution of the LTC before being considered by the Islands Trust Council.

5.2 The proposed special requisition will be presented for approval to Trust Council in March of each year.

5.3 When presented to Trust Council, the special requisition program or service must be accompanied by a completed Special Property Tax Requisition Checklist outlined in section 7.

5.4 The special requisition(s) will be included in the Islands Trust Financial Plan Bylaw and forwarded by the Islands Trust Council to the minister responsible for the *Islands Trust Act* for approval. If the minister approves, the minister and Islands Trust staff will subsequently forward the requisition(s) to the Minister of Finance for collection within the relevant jurisdictions.

5.5 The Minister of Finance adds a collection fee to the requisition in calculating the amount of the levy to be assessed to property owners.

6. Funds Allocation

6.1 Once approved by Islands Trust Council within the annual Financial Plan Bylaw, the LTC is authorized to undertake the approved initiative at its discretion.

6.2 The LTC must not authorize the expenditure of funds generated through a special property tax requisition for any purpose other than that for which the requisition was approved.

6.3 Any funds generated through the special requisition which are unspent at the conclusion of the fiscal year will be held in reserve for the LTC's use in the subsequent fiscal year:

6.3.1 for any purpose for which the requisition was approved;

6.3.2 to reduce the amount of the special requisition for the program or service in the next fiscal year;

6.3.3 to complete the previously approved program or service; or

6.3.4 in the event the previously approved program or service is complete, to undertake a new program within the local trust area at the request of the LTC.

6.4 Any special requisition funds held in reserve under section 6.3 that the LTC wishes to spend in the fiscal year must be included in the approved financial plan bylaw and approved by Trust Council as a transfer from the reserve fund prior to any expenditures being incurred. If a transfer from this reserve fund was not included in the financial plan bylaw, a budget amendment may be required under Policy 6.5.2 Budget Control and Adjustment Authority.

6.5 Unspent special requisition funds cannot be used to offset a general property tax requisition.

7. Special Property Tax Requisition Checklist

Annual Budget Submission

Description of Task	Deadline	Date Completed
Recommended:		
LTCs request staff to develop additional budget funding proposals. Planning staff communicate to finance staff base funding assumptions for FPC and TC information / awareness.	July - September	
Required:		
Planning Services staff develop 'additional operations' budget funding proposal for LTC's approval and submit them to Financial Planning Committee (FPC) for review prior to December Trust Council meeting.	October or November FPC meeting	

Director of Planning Services presents 'additional operations' budget funding proposals to Financial Planning Committee, with input from LTCs, indicating whether any of the proposed 'additional operations' are related to delegated powers.	October or November FPC Meeting & December Trust Council meeting	
Financial Planning Committee makes recommendations to Trust Council regarding budget funding proposals made by LTCs, identifying: • Any that must be funded through a special property tax requisition pursuant to a Trust Council delegation bylaw (e.g. Bylaw 154). • Any other LTC proposals that it recommends be funded through a special property tax requisition, rather than through inclusion in the general Islands Trust budget. Director of Planning Services provides additional information to Trust Council about LTC proposals, as needed.	November FPC Meeting & December Trust Council meeting	
If Trust Council does not approve the LTC 'additional operations' budget funding proposal for inclusion in the general Islands Trust budget at their December meeting, or if the LTC additional operations are related to delegated powers that must be funded through a special property tax requisition, each of the following is required to receive approval of a special property tax requisition:		
• If not previously done, LTC passes resolution to pursue special property tax requisition to fund the proposed program:	Mid- December – early-January	
- Copy of resolution attached		
• LTC requests staff to conduct the required public consultation on the program proposed under the special tax requisition (see Section 4 of Policy 6.3.2):	Before consultation begins in late January to mid-February	
- Copy of advertisement attached		
- If a public meeting is held regarding the proposed program or service, minutes of the meeting and related discussion attached		
- Written summary of public feedback attached		

• Staff prepare Request for Decision (RFD) proposed by LTC for the March Trust Council meeting, requesting a bylaw to authorize a special property tax requisition. The RFD will include an assessment of organizational and other implications, and a completed copy of this checklist along with any attached documentation noted throughout the checklist.	February FPC meeting (mid-February)	

C. Legislated References

Islands Trust Act, S.10, S.14(3)(c)(iii), and S.47(5)

Community Charter, Part 6, Division 4, S.189 (1) and (2)

D. Links to Supporting Forms, Documents, Websites, Related Policies and Procedures

Islands Trust Council Delegation Bylaw 154, 2013

Islands Trust Council Policy *2.1.6 – Legal Advice*

Islands Trust Council Policy *6.5.1 – Reserves and Surplus*

Islands Trust Council Policy *6.5.2 – Budget Control and Adjustment Authority*

Islands Trust Council Policy 6.9.2 - *Legal Services Access*

Islands Trust Council Policy *7.2.6 – Municipal Tax Requisition Calculation*

Local Trust Committee Special Property Tax Requisitions
Frequently Asked Questions

WHAT IS A SPECIAL PROPERTY TAX REQUISITION?

Trust Council can approve a special property tax requisition for a local trust area to fund special initiatives taking place only in that particular local trust area. The tax is levied only on the property owners of that local trust area. The option to request special property tax requisition is available to all local trust committees.

The tax can be used when a local trust committee (LTC) wishes to take on a large initiative with local significance or additional operations. Although meant to support special projects, initiatives must still remain within the legislated jurisdiction of the Islands Trust, and be:

- a program or service not offered in all local trust areas;
- an enhanced service level that reflects a unique demand or additional power (authority) that Trust Council has delegated to an LTC by bylaw; and/or
- 'not included in the base budget.

HOW MUCH CAN A LOCAL TRUST COMMITTEE REQUEST?

There is no limit. Trust Council policy does set a minimum of $5,000 for any single special requisition.

DOES THERE HAVE TO BE PUBLIC CONSULTATION ABOUT PROPOSED SPECIAL TAX REQUISITIONS?

Yes. Trust Council policy requires that local trust committees ask the public for feedback in the relevant local trust area about the purpose and cost of the proposed special requisition. LTCs are obliged to advertise and promote that they are looking for feedback. Trust Council will consider any feedback received before it provides final approval or denial of a special requisition.

DOES EACH PROPERTY OWNER PAY THE SAME AMOUNT FOR A SPECIAL PROPERTY TAX?

Not necessarily. While the same tax rate for the requisition will be applied across the local trust area, the resulting dollar amount collected may be different for each property. The final amount is based on a number of factors, including tax rate, the type of property, and the assessed value of a property.

The Province collects the special requisition tax at the same time and in the same way as the general property tax levy that funds the Islands Trust.

CAN PROPERTY OWNERS "OPT OUT" IF THE INITIATIVE DOESN'T BENEFIT THEM DIRECTLY?

No. A special levy is requisitioned from all taxable properties on all islands within the local trust area in question. A single property or island cannot opt out of a special requisition.

WHAT HAPPENS IF A LOCAL TRUST COMMITTEE DOESN'T SPEND THE REQUISITIONED FUNDS?

If any funds are unspent at the end of the fiscal year, they will be put into a special reserve fund for future use by the local trust committee. Unspent funds can only be used to complete the special project or initiative for which they were collected. In the event the project is complete, the funds can be used for other work of the local trust committee, with Trust Council's approval. The funds cannot go into the Islands Trust's general revenues.

WHAT ARE EXAMPLES OF SPECIAL TAX REQUISITIONS?

In 2013, the Islands Trust Council delegated certain coordination powers to the Salt Spring Island Local Trust Committee for the purposes of preserving and protecting water resources in the Salt Spring Island Local Trust Area. Each year since 2014, the Salt Spring Island Local Trust Committee has requested a special local tax requisition from the Salt Spring Island Local Trust Area to fund the coordination of initiatives to preserve and protect freshwater on Salt Spring Island.

HOW IS A SPECIAL PROPERTY TAX LEVY DECIDED UPON?

- The local trust committee must submit a business case and detailed budget for the initiative to Trust Council's Financial Planning Committee by October 31st.
- At its November meeting, Financial Planning Committee will review whether the initiative meets the criteria for the special tax levy and will consider its recommendation to Trust Council.
- In December, Trust Council will consider whether to approve funding the initiative through the Islands Trust general budget for the following fiscal year.
    - If Trust Council decides the initiative is funded through the general budget, then there is no need for a special tax levy.
    - If Trust Council decides the initiative is not appropriate for support through the general budget but could funded be through a special tax levy, it is referred back to the local trust committee.
    - By the end of December, the local trust committee would need to pass a resolution to pursue a special property tax requisition.
    - The local trust committee will undertake public consultation on the proposed initiative during January and mid-February.
- Financial Planning Committee considers the public feedback on the special requisition at their February meeting and make a recommendation to Trust Council as to whether or not the initiative should be funded via special requisition.
- Trust Council considers the public feedback and Financial Planning Committee's recommendation when reviewing the draft budget at its March meeting.
- If Trust Council approves the special property tax requisition, it includes the special levy amount in the Islands Trust budget bylaw for the following fiscal year.

WHERE CAN I FIND ADDITIONAL INFORMATION?

For more detailed information please refer to Policy 6.3.2 – Special Property Tax Requisition.

BRIEF

File No.: 3050-20 (APC)

DATE OF MEETING:	June 26, 2026
TO:	Hornby Island Local Trust Committee
FROM:	Shalini Nakai, Planning Team Assistant, Northern Team
SUBJECT:	Advisory Planning Commission Appointment - Update

SUMMARY

At the May 1st regular business meeting, the Hornby Island Local Trust Committee directed staff to send letters to Advisory Planning Commission (APC) members whose term expired on June 14, 2026. The letters thanked members for their service and invited them to submit their expression of interest in order to be considered for re-appointment. Staff were also directed to advertise for new APC members.

To date, only one expression of interest has been received.

As a result, there are currently not enough members to form an Advisory Planning Commission for Hornby Island.

Should the Local Trust Committee wish to refer applications or projects to an APC in the future, it may either:

- refer them to an APC from another Local Trust Area, or
- pass a resolution requesting staff to advertise for members a second time and bring forward expressions of interest received for consideration.

NEXT STEPS

Should the LTC wish to seek Expressions of Interest a second time, then staff suggest the following motion:

That the Hornby Island Local Trust Committee request staff to advertise a second Expression of Interest for APC members and prepare a report on the applications for the September 1, 2026 business meeting.

Submitted By:	Shalini Nakai, Planning Team Assistant	June 15, 2026
Concurrence:	Renée Jamurat, RPP, MCIP, Regional Planning Manager	June 15, 2026

ATTACHMENTS

1. Hornby Island Local Trust Committee Bylaw No. 158

HORNBY ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 158

A BYLAW TO ESTABLISH ADVISORY PLANNING COMMISSIONS FOR THE HORNBY ISLAND LOCAL TRUST AREA PURSUANT TO THE *LOCAL GOVERNMENT ACT* AND THE *ISLANDS TRUST ACT*

The Hornby Island Trust Committee, being the Local Trust Committee having jurisdiction on and in respect of the Hornby Island Local Trust Area in the Province of British Columbia, pursuant to the *Islands Trust Act*, enacts as follows:

1. Establishment

a) The Hornby Island Local Trust Committee may appoint one or more Advisory Planning Commissions to advise the Local Trust Committee on all matters referred by the Local Trust Committee respecting land use, the preparation and adoption of an Official Community Plan or a proposed bylaw or permit that may be enacted or issued under Part 14 of the *Local Government Act*.

2. Appointment of Members

a) The Local Trust Committee may, by resolution, appoint up to seven members to an Advisory Planning Commission (APC) to serve a two-year term, and may reappoint those members for a subsequent two-year term.

b) At least two thirds of APC members must be residents of the Local Trust Area.

c) The Local Trust Committee may, by resolution, remove a member of an APC at any time.

d) If a member is removed or resigns from an APC, the Local Trust Committee may, by resolution, appoint a new member to serve the balance of the term of the appointment.

3. Roles

a) The APC members must, from among the members, elect a Chairperson, a Deputy Chairperson and a Secretary, during the first meeting after their appointment.

b) The Chairperson will:

i) Receive referrals from the Local Trust Committee and, in response, determine when and where meetings will be held;

ii) Ensure that meetings are conducted in accordance with the requirements of this Bylaw and the *Local Government Act*;

iii) Sign meeting minutes to certify that they are true and correct following approval by the APC.

iv) Record a member's declaration of conflict of interest or potential conflict of interest, once a member has declared it;

v) In the absence of the Secretary, act in the role of Secretary or appoint another member of the APC to act in the role of Secretary.

c) The Deputy Chairperson will:

i) Undertake the duties listed in 3b) above, in the Chairperson's absence.

d) The Secretary will:

i) Assist the Chairperson, as needed, to arrange meetings;

ii) Ensure that public notice is posted or public advertisements are placed in advance of APC meetings;

iii) Except where the Islands Trust has retained a professional minute taker to support the APC, record and maintain legible minutes of all APC meetings; forward copies of draft minutes to the Islands Trust office; ensure minutes are approved by the APC at a subsequent meeting; and provide copies of adopted minutes to the public upon request;

iv) Inform the Local Trust Committee of the resignation of any APC member, within thirty (30) days of the resignation.

4. Referrals

a) An APC will receive referrals on matters respecting land use, community planning or proposed bylaws and permits under Part 14 of the *Local Government Act*, which are referred directly to the Commission by the Local Trust Committee.

b) A meeting on any particular referral must be held not more than (40) days after the date of receipt of that referral unless the Local Trust Committee has, by resolution, requested a response by an earlier specified date or authorized the referral to be considered at a later date.

c) Although the recommendations must be received by the Local Trust Committee, the Local Trust Committee is not bound by the recommendations.

5. Notice of Meeting

a) The Islands Trust must provide documentation associated with any referral from the Local Trust Committee to all members of the APC.

b) If the APC has been referred an application, the Islands Trust must ensure that the applicant is notified of the date, time and place of the meeting at which their application will be discussed, at least five (5) calendar days prior to the meeting.

c) The Secretary must send a notice of meeting including a description of all referrals to be discussed to each member at least five (5) calendar days prior to the meeting.

d) The Secretary must post the notice of meeting indicating the date, time, and place of any APC meeting at least five (5) calendar days prior to the meeting on a bulletin board that is accessible to the public; such bulletin board to be the same as is used by the Local Trust Committee for the posting of any scheduled Local Trust Committee meeting.

6. Conduct of Meeting

a) All deliberations of the APC must take place in a meeting, and all meetings must be held in a public facility and must be open to the public.

b) A quorum is the lessor of three members or 50% of those appointed.

c) The Chairperson is to convene the meeting and may adjourn the meeting from time to time.

d) If the APC is considering an amendment to an Official Community Plan or a bylaw, or the issue of a permit, the applicant for the amendment or permit is entitled to attend the meeting and to be heard.

e) At the request of any APC member, the Chairperson must invite an elected official, Islands Trust staff, or member of the public present at the meeting to comment on the matters before the Commission.

f) The APC must not receive development proposals or other applications directly from applicants.

g) The APC must not consult directly with other government agencies or organizations.

h) If the Chairperson considers that another person at the meeting is acting improperly and in a manner that is disrupting the deliberations of the APC, the Chairperson may order that person expelled from the meeting.

7. Notice of Recommendation

a) All APC recommendations shall be recorded as part of the meeting minutes, and may be recorded as resolutions, provided that, where requested by any member, all dissenting opinions are also recorded.

b) Draft minutes will be forwarded directly to the Islands Trust Office within (7) days of an APC meeting.

c) Upon receipt of draft minutes, Islands Trust staff will conduct a review and revise the minutes insofar as to ensure that the draft minutes can be published in accordance with the Islands Trust policies and provincial legislation.

d) If the Local Trustees did not attend an APC meeting, they may request a verbal report from the Chairperson at a subsequent meeting of the Local Trust Committee.

8. Transition

a) Hornby Island Local Trust Committee Bylaw No. 89 cited as "Hornby Island Trust Committee Advisory Planning Commission Bylaw, 1987", is repealed.

9. Citation

a) This Bylaw may be cited as "Hornby Island Local Trust Committee Advisory Planning Commission Bylaw, 2019".

READ A FIRST TIME THIS	5TH	DAY OF	APRIL	, 2019
READ A SECOND TIME THIS	5TH	DAY OF	APRIL	, 2019
READ A THIRD TIME THIS	5TH	DAY OF	APRIL	, 2019
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS				
	17TH	DAY OF	APRIL	, 2019
ADOPTED THIS	24TH	DAY OF	MAY	, 2019

_____ _____

SECRETARY CHAIRPERSON

Hornby Local Trust Committee
Open Applications
Report

Print Date: June 19, 2026

Development Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20260195	Jonathan Bixby	5/5/2026	8180 ANDERSON DR, HORNBY ISL	Development Permit application for the existing shed and rainwater cistern installed on the property. These accessory structures are located within the Riparian Development Permit Area

Planner	Status	Most Recent Completed Activity
Ian Cox	Under Review	Generate Complete Application Letter

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20260159	Reina LeBaron	4/16/2026	4305 CENTRAL RD, HORNBY ISLA	<Optional, enter comments if required>

Planner	Status	Most Recent Completed Activity
Ian Cox	Under Review	Add Optional Referrals

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20260063	Susan Bishop	2/11/2026	5205 FOWLER RD, HORNBY ISLAN	<Optional, enter comments if required>

Planner	Status	Most Recent Completed Activity
Ian Cox	Local Trust Committee	Email Applicant of LTC Meeting

Development Variance Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20260196	Jonathan Bixby	5/5/2026	8180 ANDERSON DR, HORNBY ISL	Application to vary the lot line for the studio and lot coverage of the Single Family Dwelling. Cross-refer PLDP20260195.

Planner	Status	Most Recent Completed Activity
Ian Cox	Under Review	Generate Complete Application Letter

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20260162	Katherine Davies	4/19/2026	5445 CAMPBELL RD, HORNBY ISL	Requesting a Development Variance Permit to reduce the minimum setback from 30 metres to not less than 22 metres from the septic system to a neighbouring well.

Planner	Status	Most Recent Completed Activity
Ian Cox	Local Trust Committee	Email Applicant of LTC Meeting

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20250405	Scott Tory	10/8/2025	5875 CENTRAL RD, HORNBY ISLA	

Planner	Status	Most Recent Completed Activity
Ian Cox	Approved	Issue Permit & Send to Applicant

Rezoning

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20260072	COMOX VALLEY (R	2/18/2026	4315 SHINGLE SPIT RD, HORNBY	CVRD is requesting to amend the Hornby Island Land Use Bylaw (Bylaw Amendment application - Land use) to create a site-specific zone to allow a community boat launch use and to match the marine area boundaries of the provincial tenure to replace the boat launch.

Planner	Status	Most Recent Completed Activity
Stephen Baugh	Under Review	Generate Complete Application Letter

Siting and Use Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUP20260156	Behsheed Darvish; D	4/15/2026	2820 TEXADA DR, HORNBY ISLAN	Application to construct accessory building (studio) and relocate existing shed

Planner	Status	Most Recent Completed Activity
Rob Pingle	Waiting for Revisions	Generate Notice of Revisions

---

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUP20250360	Jonathan Bixby	9/1/2025	8180 ANDERSON DR, HORNBY ISL	Application for SUP required. Renovation on property in 2023 and applied for a temporary use permit but didn't get siting permit as well.

Planner	Status	Most Recent Completed Activity
Rob Pingle	Waiting for Revisions	Generate Notice of Revisions

---

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUP20240160	Angus Hayman	8/6/2024	4970 PORPOISE CRES, HORNBY I	demolition of existing home and build of a new 700 square foot cabin

Planner	Status	Most Recent Completed Activity
Rob Pingle	Waiting for Revisions	Generate Notice of Revisions

---

Hornby

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUP20260042	erik lockhart	2/3/2026	8140 WALTON PL, HORNBY ISLAN	Accessory unit built separate from existing home.. To include work area, storage, mini gym, restroom

Planner	Status	Most Recent Completed Activity
Rob Pingle	Waiting for Revisions	Generate Notice of Revisions

---

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUP20260044		2/5/2026	5205 FOWLER RD, HORNBY ISLAN	

Planner	Status	Most Recent Completed Activity
Rob Pingle	Waiting for Revisions	Generate Notice of Revisions

---

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUP20250311	Gunnar Neumann	7/29/2025	7250 CENTRAL RD, HORNBY ISLA	Construction of an essential agricultural shelter to support livestock housing and hay storage, contributing to the revitalization of farm operations. The structure will feature a simple shed-style roof on a concrete slab foundation, finished with locally sourced wood siding to complement the rural landscape.

Planner	Status	Most Recent Completed Activity
Ian Cox	Under Review	Add Optional Referrals

Hornby

Application Number	Applicant Name	Date Received	Address	Purpose
HO-SUP-2024.2	Brandon Scott	1/10/2024	7925 ANDERSON DR, HORNBY ISL	PID: 004-701-704 construction of new SFD at 7925 Anderson Drive on Hornby.

Planner	Status	Most Recent Completed Activity
Rob Pingle	In Abeyance	Waiting for Revisions

Subdivision

Application Number	Applicant Name	Date Received	Address	Purpose
HO-SUB-2022.3	Evert Steen	8/16/2022		PID 001-249-266 Two lot subdivision. 8550 Central Rd, Hornby Island.

Planner	Status	Most Recent Completed Activity
Marlis McCargar	In Abeyance	Add Optional Referrals

Application Number	Applicant Name	Date Received	Address	Purpose
HO-SUB-2018.1	Brian Brooke	12/13/2018		PID: 026-100-932 Two lot subdivision Civic address: 3750 Euston Road, Hornby Island, BC

Planner	Status	Most Recent Completed Activity
Marlis McCargar	In Abeyance	Verify Submittal / Fees

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUB20250188	Dan Hadden	5/8/2025	5705 CENTRAL RD, HORNBY ISLA	Conventional subdivision to create two new lots (MOTT #2025-00511).

Planner	Status	Most Recent Completed Activity
Marlis McCargar	Administrative Review	Generate and Send Referral Response Form

Hornby

Application Number	Applicant Name	Date Received	Address	Purpose
HO-SUB-2023.1	Michael & Cath	6/20/2023		PID: 000-095-826 subdivision of 10 acre lot into 2 5-acre parcels at 1305 Sollans Rd on Hornby Island.

Planner	Status	Most Recent Completed Activity
Marlis McCargar	Administrative Review	Generate and Send Referral Response Form

Temporary Use Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLTUP20260187	Ford's Cove Marina	4/29/2026	10835 CENTRAL RD, HORNBY ISLA	Application for TUP to construct staff accommodation

Planner	Status	Most Recent Completed Activity
Ian Cox	Under Review	Add Optional Referrals

Application Number	Applicant Name	Date Received	Address	Purpose
PLTUP20260161	Kyle Young	4/17/2026	4000 CENTRAL RD, HORNBY ISLA	Application for Temporary Use Permit to allow six recreational vehicles sites to be used for residential accommodation in RVs on the property.

Planner	Status	Most Recent Completed Activity
Ian Cox	Under Review	Add Optional Referrals

Application Number	Applicant Name	Date Received	Address	Purpose
PLTUP20260135	olivia bailey	3/31/2026	3005 ST. JOHN'S POINT RD, HORN	

Planner	Status	Most Recent Completed Activity
Ian Cox	Local Trust Committee	Email Applicant of LTC Meeting

Hornby

Application Number	Applicant Name	Date Received	Address	Purpose
PLTUP20260103	Dierdre Atkinson	3/10/2026	9925 CENTRAL RD, HORNBY ISLA	TUP to allow community events as non-farm use in ALR

Planner	Status	Most Recent Completed Activity
Ian Cox	Local Trust Committee	Generate Staff Report

Islands Trust

LTC EXP SUMMARY REPORT F2027

Invoices posted to Month ending April 2026

635 Hornby	Invoices posted to Month ending April 2026	Budget	Spent	Balance
LTC Local				
65050-635	LTC "Executive Expense on LTC's"	1,212.00	0.00	1,212.00
65200-635	LTC - Local Exp - LTC Meeting Expenses	2,260.00	33.30	2,226.70
65210-635	LTC - Local Exp - APC Meeting Expenses	2,970.00	0.00	2,970.00
TOTAL LTC Local Expense		6,442.00	33.30	6,408.70
Projects				
73001-635-2004	Hornby OCP/LUB	15,000.00	0.00	15,000.00
TOTAL Project Expenses		15,000.00	0.00	15,000.00

Hornby Island Local Trust Committee Policies & Standing Resolutions

No.	Meeting Date	Resolution No.	Issue	Policy
1.	January 27, 2017 **<u>UPDATES-below:</u>** September 28, 2018 November 6, 2020 October 8, 2021	HO-2017-011 **<u>UPDATES-below:</u>** HO-2018-070 HO-2020-081 HO-2021-053	Enforcement actions against three specific properties for unlawful dwellings	**It was MOVED and SECONDED** that the Hornby Island Local Trust Committee **adopt the following Standing Resolution:** 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: 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	**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: • 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.

No.	Meeting Date	Resolution No.	Issue	Policy
				• The public consultation process shall be determined by the Local Trust Committee after initial review of the proposal. • 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: o Name of the applicant and a description of the proposal in general terms o The location of the proposed establishment and the subject site o The place where, and date and time when, both a public meeting will be held and a resolution of the Local Trust Committee considered. o The name and contact information of the Islands Trust planning staff member who can provide copies of the proposed or amended license application o 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	**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.
4.	January 25, 2019	HO-2019-007	Notices of intention to apply for a federal cannabis license	**It was MOVED and SECONDED,** that the Hornby Island Local Trust Committee adopt the following standing resolution: "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."

No.	Meeting Date	Resolution No.	Issue	Policy
5.	May 24, 2019	HO-2019-038	First Nations Relationship Building	**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: 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: 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.	June 26, 2020	HO-2020-055	Standing Resolution regarding Restaurant Expansion during COVID Emergency Response - Staff Report	**It was MOVED and SECONDED,** that the Hornby Island Local Trust Committee adopt the following standing resolution: 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.

No.	Meeting Date	Resolution No.	Issue	Policy
7.	November 6, 2020	HO-2020-074	Proactive Enforcement of Year-Around Unlawful Housing	**It was MOVED and SECONDED,** that the 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, 2021.
8.	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.
9.	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.
10.	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.
11.	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.
12.	January 23, 2026	HO-2026-001	No bylaw enforcement on existing and proposed farm-based agri-tourism accommodation uses	**It was MOVED and SECONDED,** that the Hornby Island Local Trust Committee implement a Standing Resolution to direct Bylaw Enforcement staff to take no enforcement action with respect to existing and proposed farm-based agri-tourism accommodation uses until the Local Trust Committee completes the major project Official Community Plan/Land Use Bylaw review.

Print Date: June 19, 2026

Follow Up Action List

Active Projects Report

Hornby Island

1. *Major Project - Hornby Island OCP and LUB Review*	Responsible	Dates
Activity: 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.	Sonja Zupanec	Rec'd: 06-Nov-2020

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. *Administrative*	Responsible	Date Received
- 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. *Bylaw Enforcement*	Responsible	Date Received

7. *First Nations*	Responsible	Date Received
-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 agreemetn 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

Future Projects Report

Hornby Island

8. *OCP & LUB*	Responsible	Date Received
Staff to prepare briefing on farm stand regulations using other LTC bylaw examples. On hold until OCP/LUB project completed.		13-Sep-2024