

Hornby Island Local Trust Committee Regular Meeting Agenda

Date: January 23, 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. **COMMUNITY INFORMATION MEETING - POLICY STATEMENT BYLAW 183** 11:35 AM - 12:05 PM
 - 4.1 **Planner Presentation**
 - 4.2 **Question & Answer Period**
 - 4.3 **Public Comments**
5. **REPORTS** 12:05 PM - 12:20 PM
 - 5.1 **Trustee Reports**
 - 5.2 **Chair's Report**
 - 5.3 **Electoral Area Director's Report**
 - 5.4 **Islands Trust Conservancy Report**
6. **PUBLIC COMMENTS** 12:20 PM - 12:35 PM
7. **MINUTES**
 - 7.1 **Local Trust Committee Minutes dated September 5, 2025 - for adoption** 4 - 11
 - 7.2 **Section 26 Resolutions-without-meeting Report dated January 16, 2026** 12 - 12
 - 7.3 **Advisory Planning Commission Minutes - none**

7.4	Hornby Island Board of Variance Minutes and Order dated January 5, 2026 - for information	13 - 29
8.	BUSINESS ARISING FROM MINUTES	12:35 AM - 12:50 PM
8.1	Follow-up Action List Report dated January 16, 2026	30 - 31
~ BREAK 12:50 PM - 1:20 PM ~		
9.	DELEGATIONS	1:20 PM - 1:25 PM
9.1	J. Zamluk regarding Request for Standing Non-Enforcement Resolution	32 - 34
10.	APPLICATIONS AND REFERRALS	1:25 PM - 2:00 PM
10.1	PLDVP20250405 (Mid Island Co-op) - Staff Report	35 - 46
10.2	Referral Response to Comox Valley Regional District regarding Proposed Regional Growth Strategy Minor Amendment	47 - 47
10.3	LTC Referral: Trust Council Bylaw No. 183 - Policy Statement - Memorandum	48 - 90
11.	LOCAL TRUST COMMITTEE PROJECTS	2:00 PM - 2:30 PM
11.1	Major Project: Hornby Island Official Community Plan and Land Use Bylaw Review - Staff Report	91 - 99
12.	CORRESPONDENCE - none	
	<i>Correspondence received concerning current applications or projects is posted to the LTC webpage</i>	
13.	NEW BUSINESS	2:30 PM - 2:40 PM
13.1	Letter of Support for Hornby Island Community Economic Enhancement Corporation - Trustee Allen for Discussion	100 - 101
14.	STAFF REPORTS	2:40 PM - 3:10 PM
14.1	Hornby 2026/27 Annual Meeting Schedule - Staff Report	102 - 107
14.2	Public Notification Bylaw - Request for Decision	108 - 112
14.3	Hornby Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 179 - Request for Decision	113 - 115
14.4	Trust Conservancy Report - none	
14.5	Applications Report dated January 16, 2026	116 - 121

14.6	Trustee and Local Expense Report dated November, 2025	122 - 122
14.7	Adopted Policies and Standing Resolutions	123 - 126
14.8	Local Trust Committee Webpage	
15.	WORK PROGRAM	3:10 PM - 3:25 PM
15.1	Active Projects Report dated January 16, 2026	127 - 127
15.2	Future Projects Report January 16, 2026	128 - 129
16.	UPCOMING MEETINGS	
16.1	Next Regular Meeting Scheduled for Friday, March 20, 2026 at 11:30 am at Hornby Island Community Hall, 4305 Central Road, Hornby Island, BC	
	<i>Schedule has been revised as attached.</i>	
~ BREAK 3:25 PM - 4:00 PM ~		
17.	COMMUNITY INFORMATION MEETING - HORNBY ISLAND PROPOSED BYLAWS 176 (OFFICIAL COMMUNITY PLAN) AND 177 (LAND USE BYLAW)	4:00 PM - 6:00 PM
17.1	Planner Presentation	
17.2	Question & Answer Period	
17.3	Public Comments	
18.	LOCAL TRUST COMMITTEE PROJECTS	6:00 PM - 6:30 PM
18.1	Major Project: Hornby Island Official Community Plan and Land Use Bylaw Review - Discussion for Next Steps	
19.	ADJOURNMENT	6:00 PM - 6:00 PM



Hornby Island Local Trust Committee

Minutes of Regular Meeting

Date: September 5, 2025
Location: Hornby Island Community Hall
 Central Road, Hornby Island, BC

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

Staff Present: Sonja Zupanec, Island Planner (electronic)
 Lisa Millard, Meeting Administrator/Recorder (electronic)

Others Present: There were approximately 20 members of the public in attendance.

1. CALL TO ORDER

Chair Peterson called the meeting to order at 11:32 a.m.

2. TERRITORIAL ACKNOWLEDGEMENT

Chair Peterson acknowledged that the meeting was held on the territory of the Coast Salish First Nations and recognized that Hornby Island is located in the unceded traditional territory of the K'omoks First Nation.

3. APPROVAL OF AGENDA

By general consent, the agenda was approved as presented.

4. REPORTS

4.1 Trustee Reports

Trustee Allen reported attendance at a joint Hornby/Denman Local Trust Committee meeting which focussed on building relationship with K'omoks First Nation and protection of cultural heritage sites, shorelines, waterways, and ecosystems.

Trustee Scott reported ongoing conversations with community members regarding the short-term vacation rental cap and noted there is need for balance between vacation rentals and sustainability.

4.2 Chair's Report

Chair Peterson reported the following:

- The draft Trust Policy Statement was given first reading in July, referrals have been issued to First Nations and other agencies, a six-month engagement period has commenced, and the Hornby Island Local Trust Committee will include an in-meeting presentation for public information and input;

- The next Trust Council meeting will be held on Gabriola during which Douglas White III will be speaking about Islands Trust and First Nations relationships and partnerships;
- The Executive Committee will be meeting with the new Minister of Housing and Municipal Affairs in the coming weeks; and
- Members of the Executive Committee will be attending the upcoming Union of BC Municipalities conference, during which they will meet with staff from the Ministry of Land, Water, and Resource Stewardship, speak with representatives from BC Assessment regarding Gulf Island assessments processes, and meet with staff from the Ministry of Housing and Municipal Affairs staff about housing needs assessments and approaches to housing needs on islands and rural communities.

4.3 Electoral Area Director's Report - none

4.4 Islands Trust Conservancy Report - none

5. PUBLIC COMMENTS

A member of the public noted that over a period of three years many documents have been received by the Local Trust Committee regarding proposed amendments to the Official Community Plan and Land Use Bylaw including correspondence from the Advisory Planning Commission, consultants, planners, and several community organizations; however, only the August 15, 2025 letter from the Hornby Island Short-Term Rental Association has been proposed for inclusion at the upcoming Community Information Meeting.

A Trustee noted they considered the letter to represent community voices and requested the Planner include it on the website as a piece of correspondence related to the project and they are unsure why it is the only correspondence considered for inclusion at the Community Information Meeting.

A member of the public stated that they operate a business renting holiday homes and they vet guests prior to arrival, meet them at the rental unit, ensure the number of renters matches the booking information, provide education about water and septic systems, and attend the properties during the rental period. They agree with the proposed regulations and ask that the allowed number of short-term rentals start at the current level of operations to ensure no business or family loses their current rental income.

A member of the public inquired if they could provide information on local housing initiatives to the Chair for inclusion in the discussion during the upcoming meeting with representatives from the Ministry of Housing and Municipal Affairs.

The Chair indicated there might be opportunities to pass information along.

A member of the public spoke to the Local Trust Committee's decision to deny issuance of a temporary use permit for a proposed rugby field and clubhouse and the following comments were noted:

- There was conjecture on behalf of one of the Trustees who suggested there was not an adequate septic system and the proponent would have responded that \$80,000 of upgrades were put into the system but they were not called upon to comment;
- A complaint letter referred to the proponent being a part-time resident and many part-time residents have been instrumental to the development of the island;

- Several facilities are no longer available to the public and there are limited places for the community to gather socially;
- No members of the Local Trust Committee have had a conversation with the applicants to gather more information and open dialogue did not occur; and
- Athletics are supported on the island and the facility could have brought children and activities to the community.

A Trustee responded that reasons for denying the application were listed at the time the application was heard.

The applicant for a temporary use permit spoke to the denial of the application and stated the following:

- The temporary use permit application was made at the suggestion of Islands Trust staff;
- There appears to be misperceptions about their intentions including an allegation that they did not intend to farm the property even though they applied for farm status;
- They completed fencing to make the property cattle safe, built an irrigation pond and cattle yard, were working on getting a barn built, started clearing fields, and they intend to move forward with farming on the property;
- It appeared the application was pre-judged and decisions already made;
- They are only aware of one objection to the application and received several letters of support;
- Their goals are to be part of the community, possibly facilitate some community events, and provide field access to the school;
- The process was not fair and they had their hand up the entire time to speak but were not called upon to address points that were raised.

The Chair provided clarity on the process and stated an applicant is invited to speak to the application and once they have the Trustees are welcome to ask questions of the applicant during their discussion but will not necessarily do so.

A member of the public spoke to the temporary use permit denial and the following comments were noted:

- The Islands Trust Procedural Fairness in Rezoning states before a Local Trust Committee makes a decision about a zoning change those whose interests are affected by the decision must be given an opportunity to hear and respond to those who present information;
- They watched the meeting recording multiple times and noted at least 20 occasions in which the Chair recognized hands being raised;
- The Chair and the Planner referred to the five options noted in the staff report on several occasions;
- Many of the reasons the Local Trust Committee provided for denying the application could have been answered if the proponents were asked to provide clarification; and
- They requested the Local Trust Committee review the recording and the correspondence submitted by Mr. Law to determine if the procedure was fair.

A member of the public made the following comments:

- The Tribune Bay campsite will be forty sites short next year which will result in an economic impact to the community and this might be a consideration when the number of vacation rental caps is determined;

- They have been unable to obtain data from the provincial registry for short-term vacation operators and asked that Islands Trust staff share the data if it is available to them;
- It is important to acknowledge short-term rental operators that register their rental and pay into the Municipal and Regional District Tax on accommodations;
- They requested that the Local Trust Committee advocate with the K'omoks First Nation for support around the affordable housing workforce initiatives; and
- They have had difficulty getting a response on the Crown Land application.
The Chair noted the Crown Land issue would be discussed with the Minister of Housing and Municipal Affairs at the upcoming meeting and provincial registry data will be available to Islands Trust.

A member of the public expressed support of moving the bylaw revisions forward and read out the recommendations put forward by the Hornby Island Short-Term Rental Association which were also included as part of the meeting agenda package.

A member of the public stated a survey of permanent island residents conducted in 2003 recorded 83% of respondents felt the island had reached, or passed, the carrying capacity in the summer, ferry traffic volume had grown in the summer months by 24% between 2015 and 2024, and there needs to be an opportunity to pause, measure, and reboot.

6. MINUTES

6.1 Local Trust Committee Minutes dated July 4, 2025 - for adoption

By general consent, the Local Trust committee meeting minutes of July 4, 2025 were adopted.

6.2 Local Trust Committee Special Meeting Minutes dated August 21, 2025 - for adoption

By general consent, the Local Trust committee special meeting minutes of August 21, 2025 were adopted.

6.3 Section 26 Resolutions-without-meeting Report dated August 29, 2025

Received for information.

6.4 Advisory Planning Commission Minutes - none

7. BUSINESS ARISING FROM MINUTES

7.1 Follow-up Action List Report dated August 29, 2025

Received for information.

8. DELEGATIONS - none

9. APPLICATIONS AND REFERRALS

9.1 Trust Council Bylaw 183 - Policy Statement Referral - Memorandum

The Planner summarized the briefing and noted the request for referral responses has been changed due to the timing of local engagement events. A Town Hall will be held during the November, 2025 Hornby Local Trust Committee business meeting to

allow the public to speak to the draft Trust Policy Statement and a referral response can be provided during that meeting or through a resolution without meeting.

The meeting was recessed for a break at 12:27 p.m. and reconvened at 12:48 p.m.

9.2 Proposed Denman Island Bylaw No. 256 (OCP) and 257 (LUB) Referral

HO-2025-036

It was MOVED and SECONDED

that the Hornby Island Local Trust Committee respond to the Denman Island Local Trust Committee that interests are unaffected by Bylaw No. 256 (Official Community Plan) and 257 (Land Use Bylaw).

CARRIED

10. LOCAL TRUST COMMITTEE PROJECTS

10.1 Major Project: Hornby Island Official Community Plan and Land Use Bylaw Review - Staff Report

The Planner summarized the staff report and highlighted the following:

- Provincial registry data is available for the May to July 2025 period which will be combined with the August and September data and a full season of rental activity information will be presented in a report at the November meeting;
- The proposed bylaws, currently at second reading, represent an accumulation of public engagement responses and Advisory Planning Commission recommendations, will be presented to the community with an opportunity for questions at the October Community Information Meeting; and
- Recent correspondence from the Hornby Island Short-Term Rental Association may be included as part of the presentation to solicit feedback on those particular options; however, the Trustees may choose to have staff present the bylaws only and refer back to the correspondence posted on the website.

Trustees indicated the proposed bylaws should be presented at the Community Information Meeting but the recommendations provided by the Hornby Island Short-Term Rental Association should not as there are many voices to be considered.

HO-2025-037

It was MOVED AND SECONDED

that the Hornby Island Local Trust Committee request staff to report on the Provincial short term rental registry data from May to September 2025 at the November regularly scheduled business meeting of the Local Trust Committee.

CARRIED

HO-2025-038

It was MOVED and SECONDED

that the Hornby Island Local Trust Committee direct staff to present proposed Bylaw Nos. 176 and 177 at the October 2025 Community Information Meeting for public feedback on potential bylaw amendments.

CARRIED

10.2 Major Project: Hornby Island Official Community Plan and Land Use Bylaw Review - Business Case for 2026/27 Fiscal - Staff Report

The Planner summarized the staff report and highlighted the following:

- The draft business case will be submitted to the Regional Planning Committee and Financial Planning Committee for consideration of budget for the next fiscal year;
- The budget requested is typical for the final bylaw drafting stage of the project; and
- The proposed workplan for the second phase of the project, which would be addressing the K'omoks First Nations recommendations implementation and revisiting housing options, and is not related to funding for the short-term vacation rental bylaws.

The Local Trust Committee had no comments or questions for the Planner.

HO-2025-039

It was MOVED and SECONDED

that the Hornby Island Local Trust Committee endorse the attached business case for the Official Community Plan/Land use Bylaw Review Project and that staff forward the business case to the relevant committees and to Trust Council.

CARRIED

11. CORRESPONDENCE

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

11.1 Email dated July 8, 2025 from Liquor and Cannabis Regulation Branch regarding Invitation to the Liquor and Cannabis Regulation Branch's Engagement on Cannabis Market Controls and Sales at Events

Received for information.

11.2 Letter dated July 24, 2025 from T. Law regarding Administrative Fairness and Natural Justice

Received for information.

12. NEW BUSINESS - none

13. STAFF REPORTS

13.1 Trust Council Bylaw No. 197 - Local Trust Committee Meeting Procedures Bylaw, Update Hornby Island Local Trust Committee Procedure Bylaw - Request for Decision

A new Meeting Procedures Bylaw was adopted by Trust Council, which applies to all Local Trust Committees. Readings are required to repeal the current Hornby Meeting Procedures Bylaw, which has been superseded by the Trust Council Bylaw.

HO-2025-040

It was MOVED and SECONDED

that the Hornby Island Local Trust Committee give Bylaw 179, cited as “Hornby Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 179, 2025”, First Reading.

CARRIED

HO-2025-041

It was MOVED and SECONDED

that the Hornby Island Local Trust Committee give Bylaw 179, cited as “Hornby Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 179, 2025”, Second Reading.

CARRIED

HO-2025-042

It was MOVED and SECONDED

that the Hornby Island Local Trust Committee give Bylaw 179, cited as “Hornby Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 179, 2025”, Third Reading.

CARRIED

HO-2025-043

It was MOVED and SECONDED

that the Hornby Island Local Trust Committee forward Bylaw 179, cited as “Hornby Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 179, 2025” to the Islands Trust Executive Committee for consideration of approval.

CARRIED

13.2 Trust Conservancy Report - none

13.3 Applications Report dated August 29, 2025

Received for information.

13.4 Trustee and Local Expense Report dated June, 2025

Received for information.

13.5 Adopted Policies and Standing Resolutions

Received for information.

13.6 Local Trust Committee Webpage - none

14. WORK PROGRAM

14.1 Active Projects Report dated August 29, 2025

Received for information.

14.2 Future Projects Report dated August 29, 2025

Received for information.

15. UPCOMING MEETINGS

**15.1 Next Regular Meeting Scheduled for Friday, November 14, 2025 at 11:30 am at
Hornby Island Community Hall, 4305 Central Road, Hornby Island, BC**

16. ADJOURNMENT

By general consent, the meeting was adjourned at 1:23 p.m.

Tim Peterson, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder

Resolutions Without Meetings Log

Hornby Island

Resolution Number	Action	Date
2025-003 Cancel November 14, 2025 and November 15, 2025 meetings. that the Hornby Island Local Trust Committee request staff to cancel the November 14, 2025 Local Trust Committee regular meeting and November 15, 2025 Community Information Special Meeting due to staff capacity after the weeks-long provincial government British Columbia General Employees Union strike."	Carried	30-Oct-2025
2025-002 Reschedule Special Meeting "that the Hornby Island Local Trust Committee request Staff to reschedule the special meeting to hold a Community Information Meeting regarding proposed Bylaw No. 176 and 177 Short Term Vacation Rentals to November 15, 2025, 11:00 am at the Hornby Community Hall."	Carried	27-Sep-2025



200 – 1627 Fort Street, Victoria BC V8R 1H8
Telephone **(250) 405-5151** Fax (250) 405-5155
Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC **1.800.663.7867**
Email information@islandstrust.bc.ca
Web www.islandstrust.bc.ca

File Number: PLBOV20250358

January 9, 2026

Alex Russell
[Redacted]
[Redacted]

Dear Alex Russel

Re: Board of Variance Order

5335 MACLEAN RD, HORNBY ISLAND, BC V0R 1Z0

PID: 000-157-422

Legal Description: LOT 1, SECTION 10, HORNBY ISLAND, NANAIMO DISTRICT, PLAN 32518

This correspondence is to confirm the outcome of the Hornby Island Board of Variance hearing held on January 5, 2026 pertaining to your appeal, Islands trust application PLBOV20250358. The following resolution was passed:

HO-BOV-2026-001

It was Moved and Seconded,

That the Board finds that undue hardship would be caused to the applicant by strict compliance with the Hornby Island Land Use Bylaw No. 150, section 3.3(2), due primarily to the topography and environmental features of the subject property, and orders that appeal PLBOV20250358 be allowed with the following conditions:

- The boathouse shall be used for the storage and launch of a sailing dinghy only;
- The boathouse shall be of the size, dimensions, and in the location as shown on the building and survey plans as submitted by the applicant and attached as “Schedule A” and “Schedule B” to this order.

CARRIED

If you have any questions, please contact me.
Sincerely,



Ian Cox

Planner II

Islands Trust

700 North Road | Gabriola BC V0R 1X3

T 250-247-2207 | www.islandstrust.bc.ca

You can also reach us toll-free via Service BC 1-800-663-7867 | 604-660-2421

Attachments:

- Schedule A – Building Plans
- Schedule B - Survey Plan
- Notice of Hearing

Cc: Hornby Island Board of Varinace
Hornby Island Local Trust Comittee
Nadine Mourao, Legislative Clerk, Islands Trust

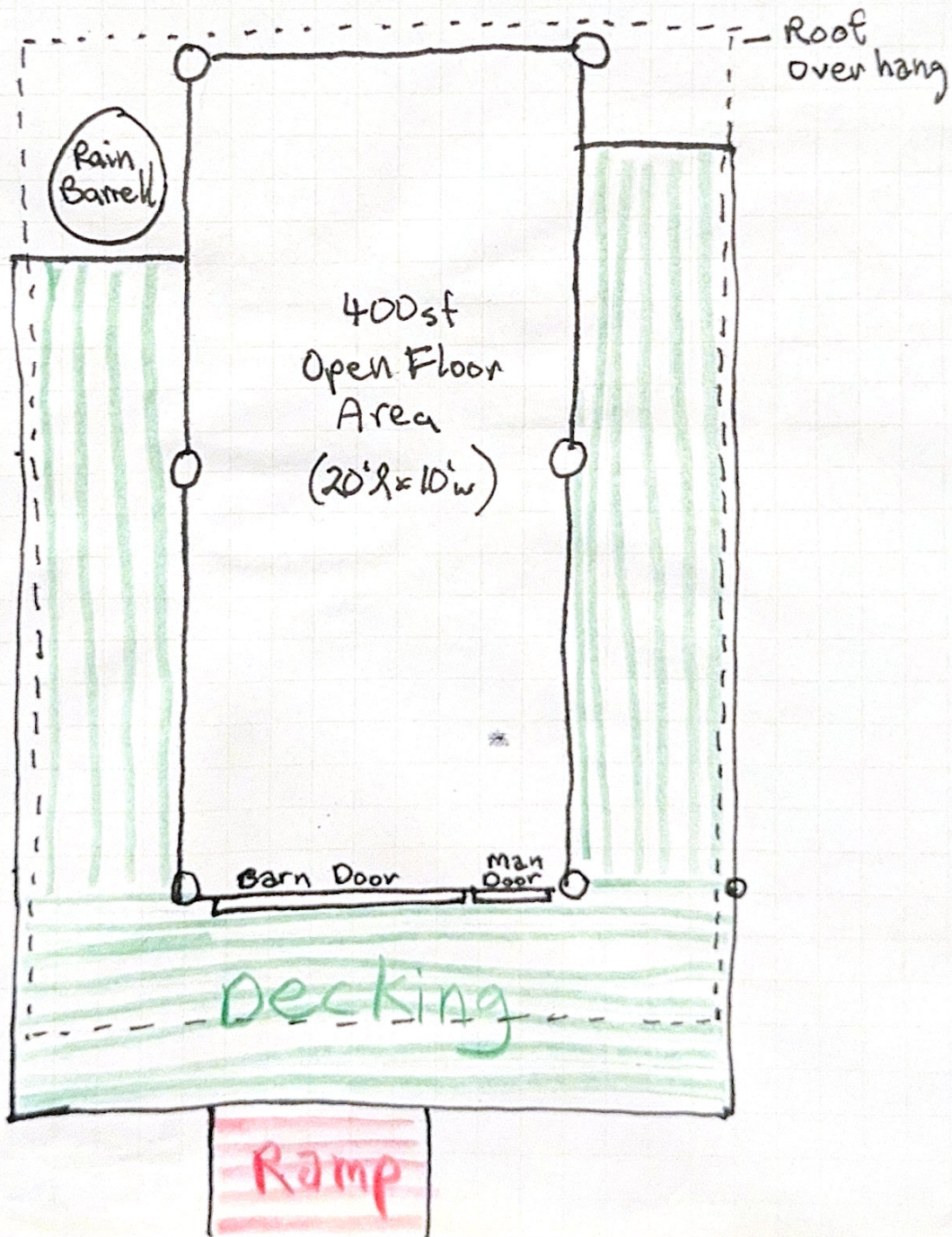
Hornby Island Board of Varinace
Application: PLBOV20250358
Resolution: HO-BOV-2026-001

Schedule A – Building Plans

(Begins on next page)

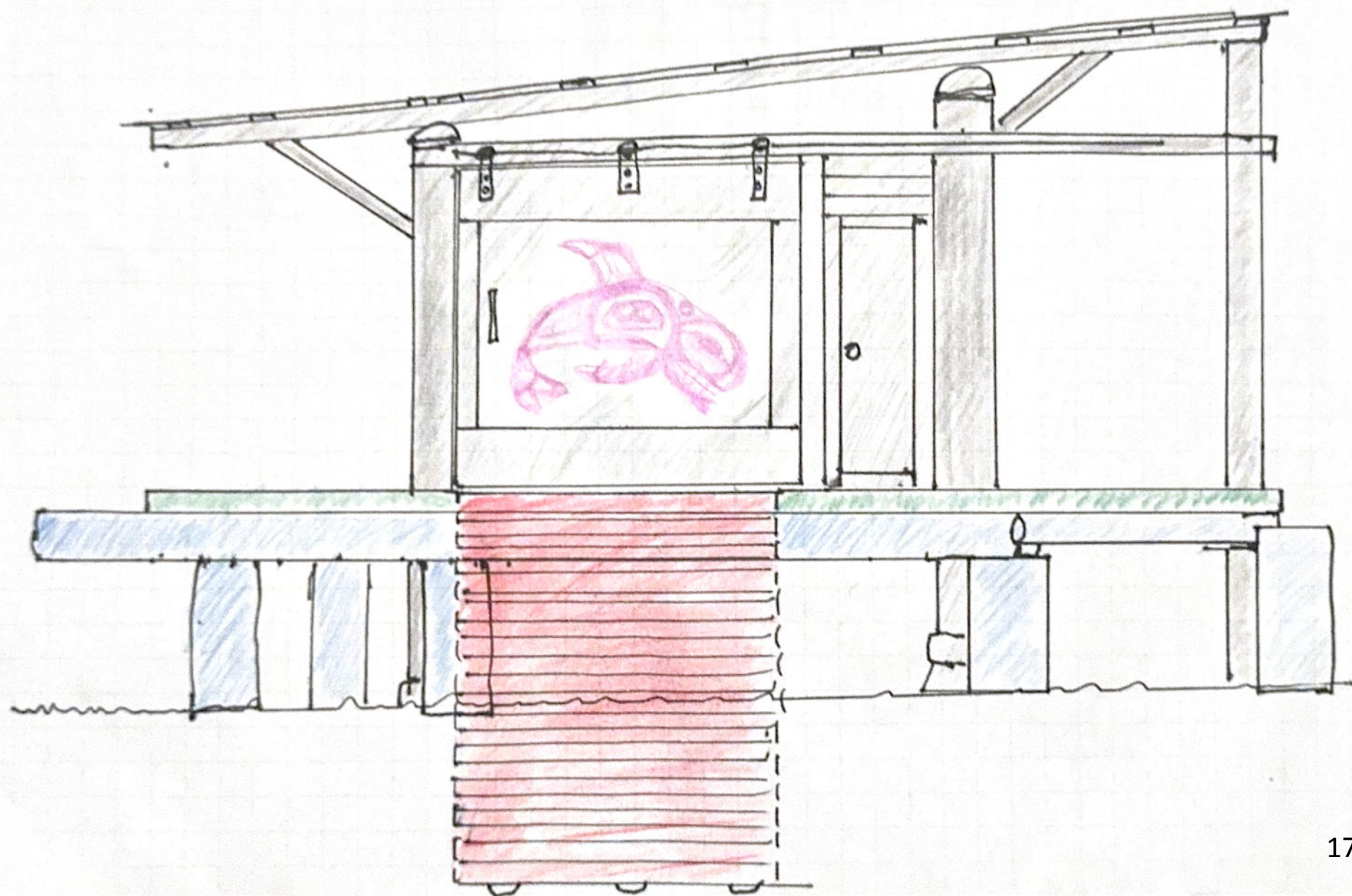
Floor Plan

Boatshed 5335 Mclean Rd
Pebble Beach



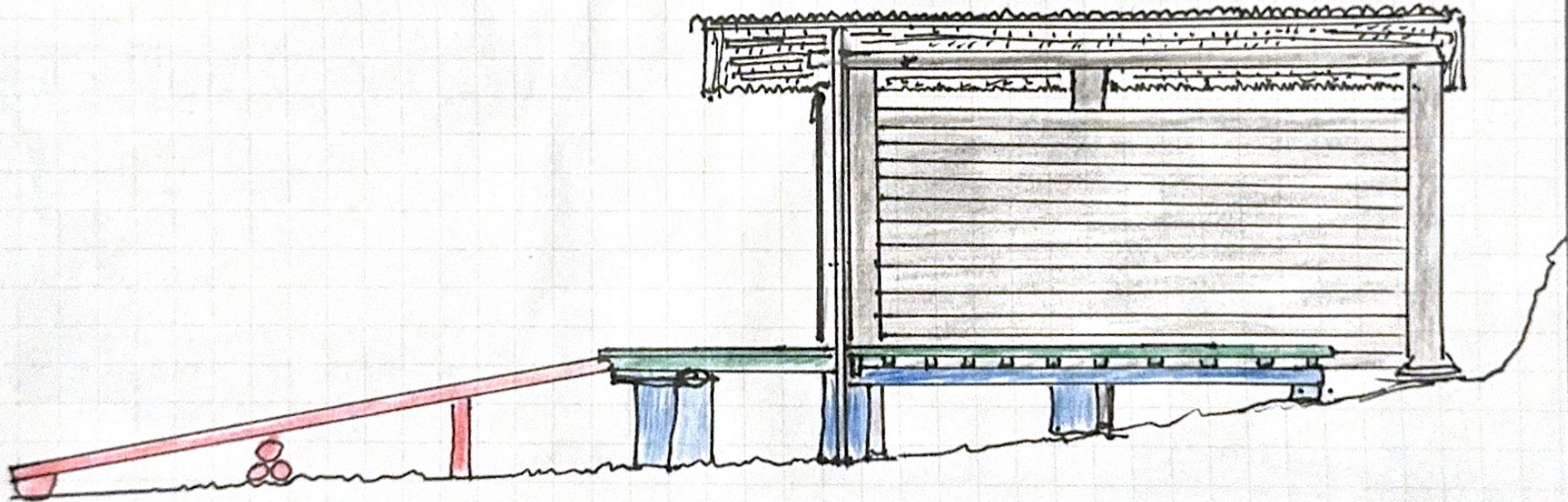
Boatshed 5335 McLean Rd Pebble Beach

North Elevation Scale 1:30

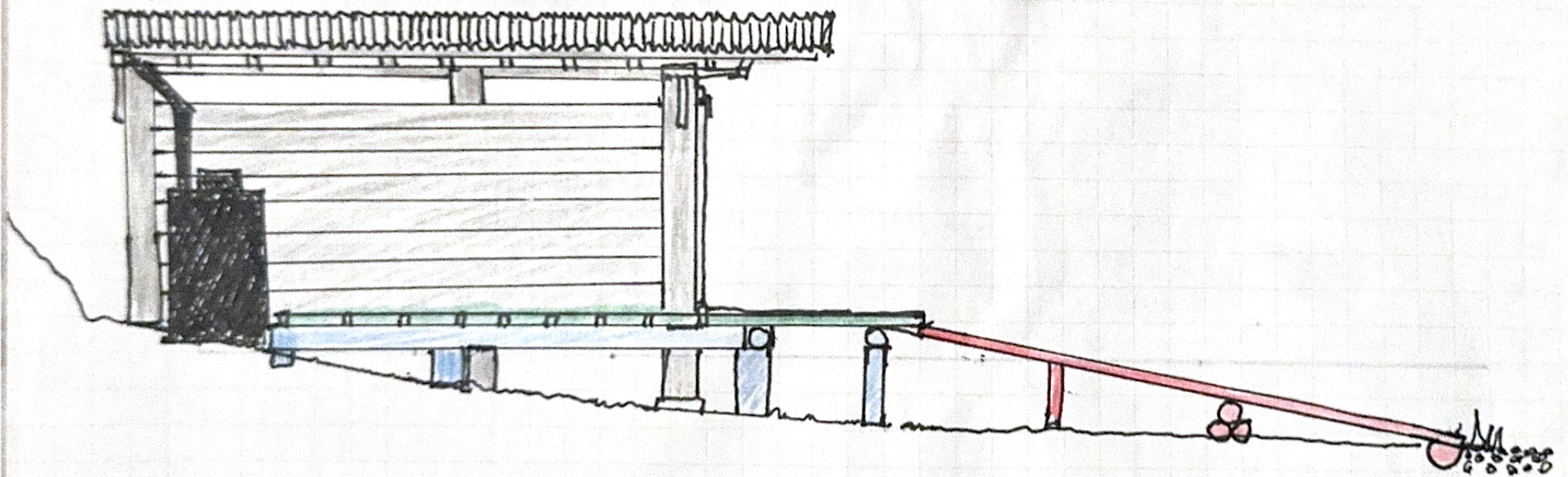


Boatshed 5335 Mclean Rd. Pebble Beach

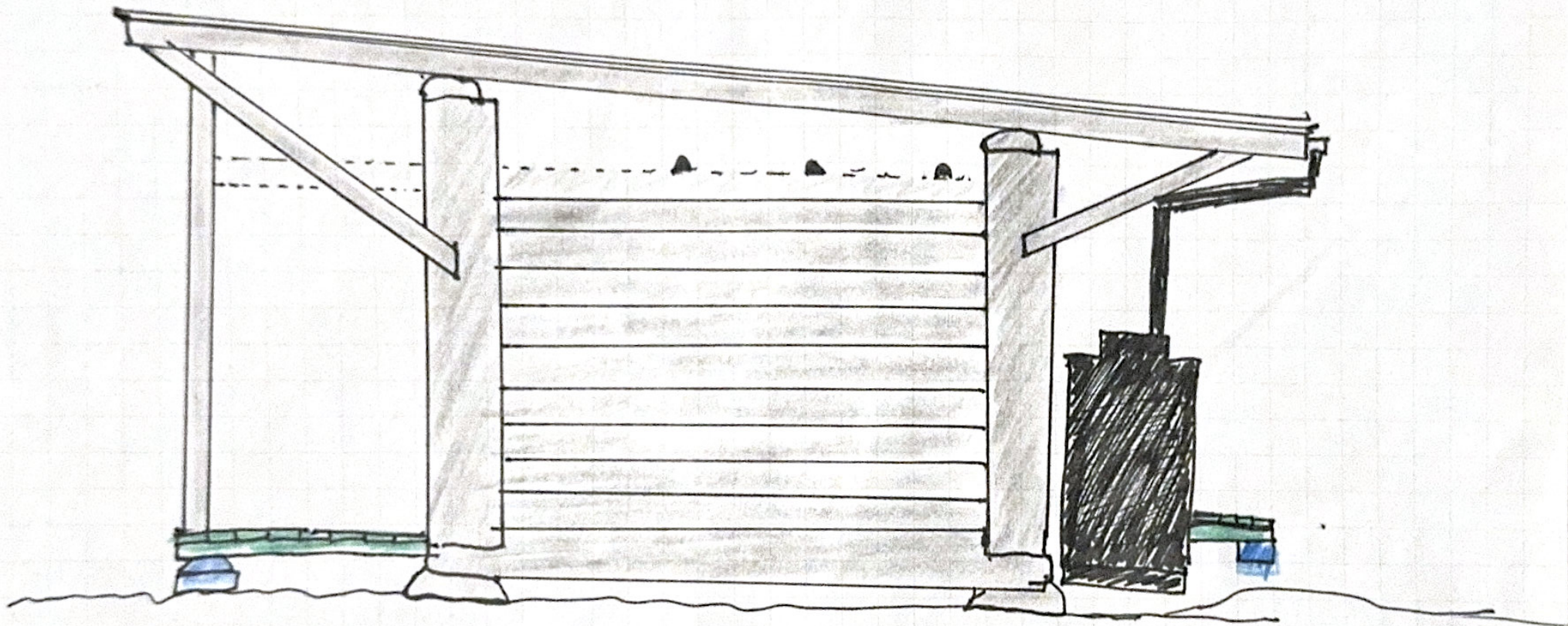
West Elevation Scale 1:60



Boat shed 5335 Mclean Rd. Pebble Beach
East Elevation Scale 1:60



Boatshed 5335 Mclean Rd. Pebble Beach
South Elevation Scale 1:30



Hornby Island Board of Varinace
Application: PLBOV20250358
Resolution: HO-BOV-2026-001

Schedule B – Survey Plan

(Begins on next page)

B.C. LAND SURVEYOR'S CERTIFICATE OF LOCATION OF STRUCTURES ON: LOT 1, SECTION 10, HORNBY ISLAND, NANAIMO DISTRICT, PLAN 32518

PID: 000-157-422
Address: 5335 MacLean Road
Owner: Alex & Madhvi Russell

LEGEND:

PNB - DENOTES - PRESENT NATURAL BOUNDARY
PP - DENOTES - POSTING PLAN

SCALE = 1 : 2000

50 0 50 100 150

All distances are in metres and decimals thereof unless otherwise stated
PROPERTY LIES WITHIN THE COMOX VALLEY REGIONAL DISTRICT
AND THE ISLANDS TRUST (HORNBY ISLAND)



NOTES:

BRUCE LEWIS LAND SURVEYING INC. AND BRUCE V. LEWIS
ACCEPT NO RESPONSIBILITY FOR AND HEREBY DISCLAIM ALL
OBLIGATIONS AND LIABILITIES FOR DAMAGES INCLUDING, BUT
NOT LIMITED TO, DIRECT, INDIRECT, SPECIAL, AND CONSE-
QUENTIAL DAMAGES ARISING OUT OF OR IN CONNECTION
WITH ANY DIRECT OR INDIRECT USE OR RELIANCE UPON
THE PLAN BEYOND ITS INTENDED USE.

THIS PLAN IS FOR THE USE OF THE BUILDING INSPECTOR
AND/OR MORTGAGEE AND IS NOT TO BE USED FOR THE
RE-ESTABLISHMENT OF PROPERTY BOUNDARIES.

I HEREBY CERTIFY THAT THE SKETCH BELOW SHOWS THE
REGISTERED DIMENSIONS OF THE ABOVE DESCRIBED PROPERTY
AND THE RELATIVE LOCATION OF THE BUILDINGS THEREON.

LOT 1 IS SUBJECT TO THE FOLLOWING NON-FINANCIAL
CHARGES AND INTERESTS WHICH MAY AFFECT THE POSI-
TIONS OF STRUCTURES ON THE PROPERTY

STATUTORY RIGHT OF WAY J21086 (BC HYDRO)
UNREGISTERED INTERESTS HAVE NOT BEEN INCLUDED OR
CONSIDERED

UNLESS OTHERWISE STATED OFFSET DIMENSIONS ARE TO
EXTERIOR FACE OF SIDING/CORNER CAPS AND ARE
PERPENDICULAR TO PROPERTY LINES

CERTIFIED CORRECT ACCORDING TO LAND TITLE AND
SURVEY AUTHORITY RECORDS.

PARCEL BOUNDARY DIMENSIONS ARE DERIVED FROM
PLAN 32518

Field Survey the 6th day of August, 2025.
CERTIFIED CORRECT this 19th day of August, 2025.

Bruce V Lewis, BCLS®

This document is not valid unless digitally signed

FRACTIONAL
SOUTH EAST 1/4
SECTION 17
POSTING PLAN VIP45822

FOWLER ROAD

**STRAIT OF
GEORGIA**

4 PLAN 30844

GULL ROAD

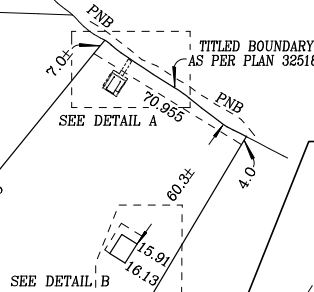
REM SE 1/4 OF NW 1/4 OF SEC 10

MACLEAN ROAD

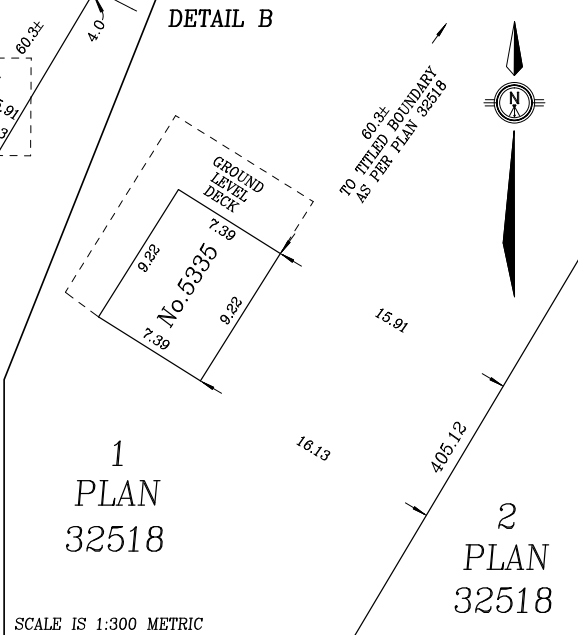
PARK
PLAN
32518
(PP EPP35753)

1
PLAN
32518

13
PLAN
32518

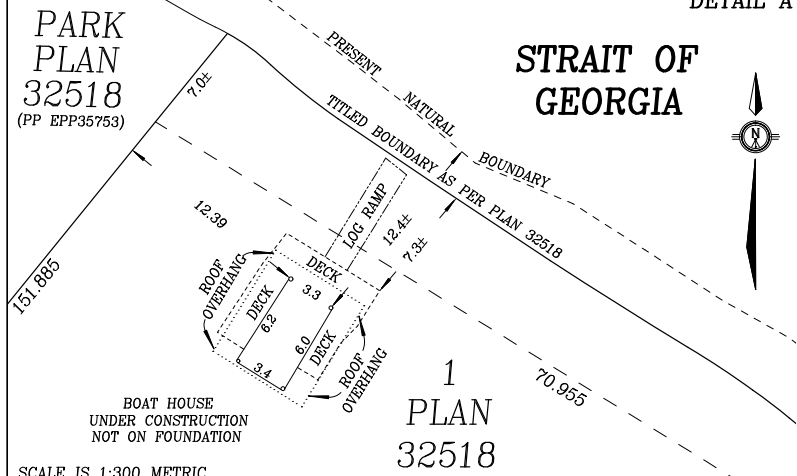


DETAIL B



PARK
PLAN
32518
(PP EPP35753)

**STRAIT OF
GEORGIA**



HORNBY ISLAND BOARD OF VARIANCE
NOTICE OF HEARING
PLBOV20250358

NOTICE is hereby given pursuant to Section 541 of the *Local Government Act* to the persons who deem that their interest in property is affected that there will be a hearing of the Hornby Island Board of Variance at the Hornby Island Community Hall, 4305 Central Rd, Hornby Island on **January 5, 2026 starting at 11:00 a.m.**

The Board will consider the following appeal for the subject property described as:

- 5335 Maclean Point Road, Hornby Island
- PID: 000-157-422
- LOT 1, SECTION 10, HORNBY ISLAND, NANAIMO DISTRICT, PLAN 32518
- Application PLBOV20250358

The purpose of the appeal is to request a variance to the Hornby Island Land Use Bylaw No. 150, 2014 (LUB) as shown on the attached Schedules, specifically:

- 1) Section 3.3 Siting and Setback Regulations, subsection (2), which states that “no building or structure may be located within 15.0 metres of, nor less than 1.5 metres above, the natural boundary of any lake, watercourse or the sea.”,

is requested to be varied as shown in Schedule A and Schedule B to allow the siting of a boathouse used for the storage and launch of a sailing dinghy.

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

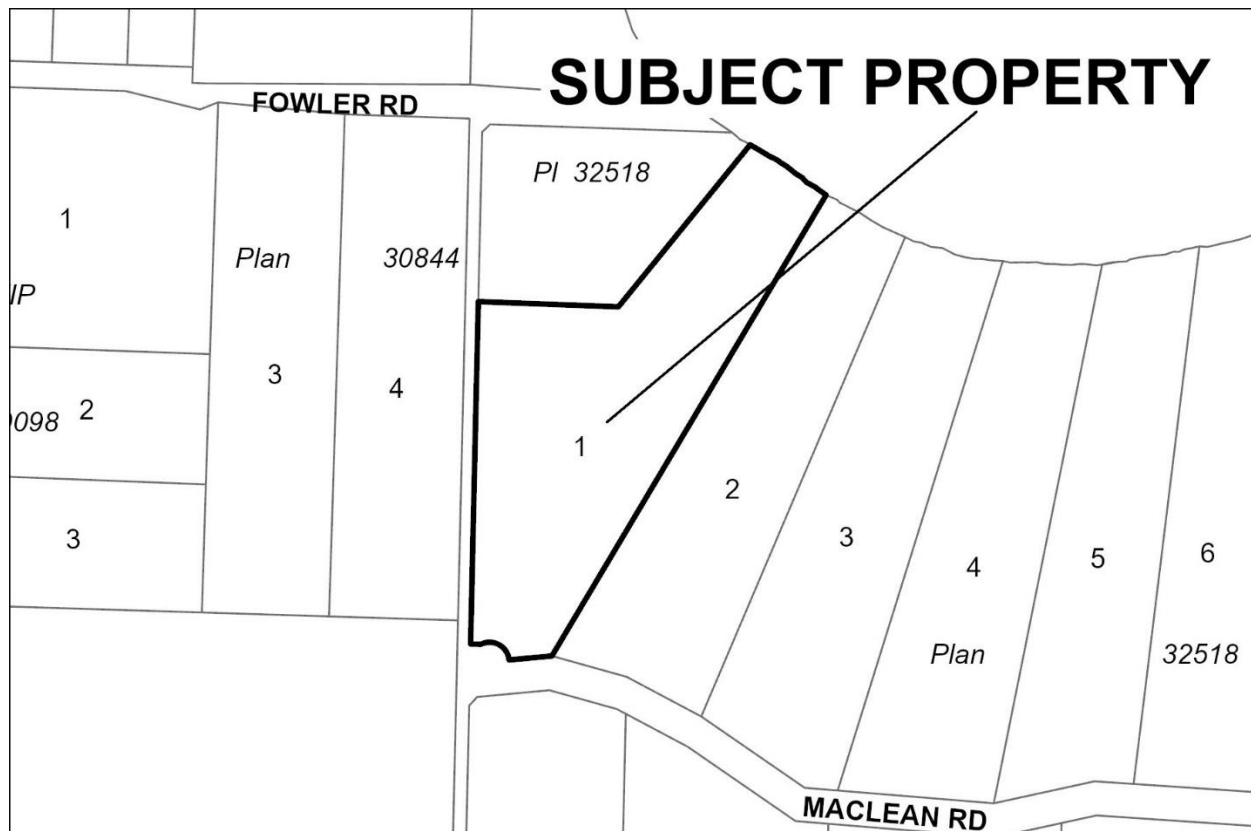


Figure 1 - subject property location



HORNBY ISLAND BOARD OF VARIANCE
NOTICE OF HEARING
PLBOV20250358

Any person whose property may be affected by an appeal to the Board has the right to be heard and give evidence at the hearing, or to be represented by some other person authorized by them in writing to do so.

Written submissions may be delivered as follows:

1. To the Secretary to the Hornby Island Board of Variance, at the office of Islands Trust 700 North Road, Gabriola, BC V0R 1X3, or by email to northinfo@islandstrust.bc.ca before **4:30 p.m. Friday, January 2, 2026**.
2. After **4:30 p.m. January 2, 2026**, by attending the hearing on **January 5, 2026** and making a representation to the Hornby Island Board of Variance.

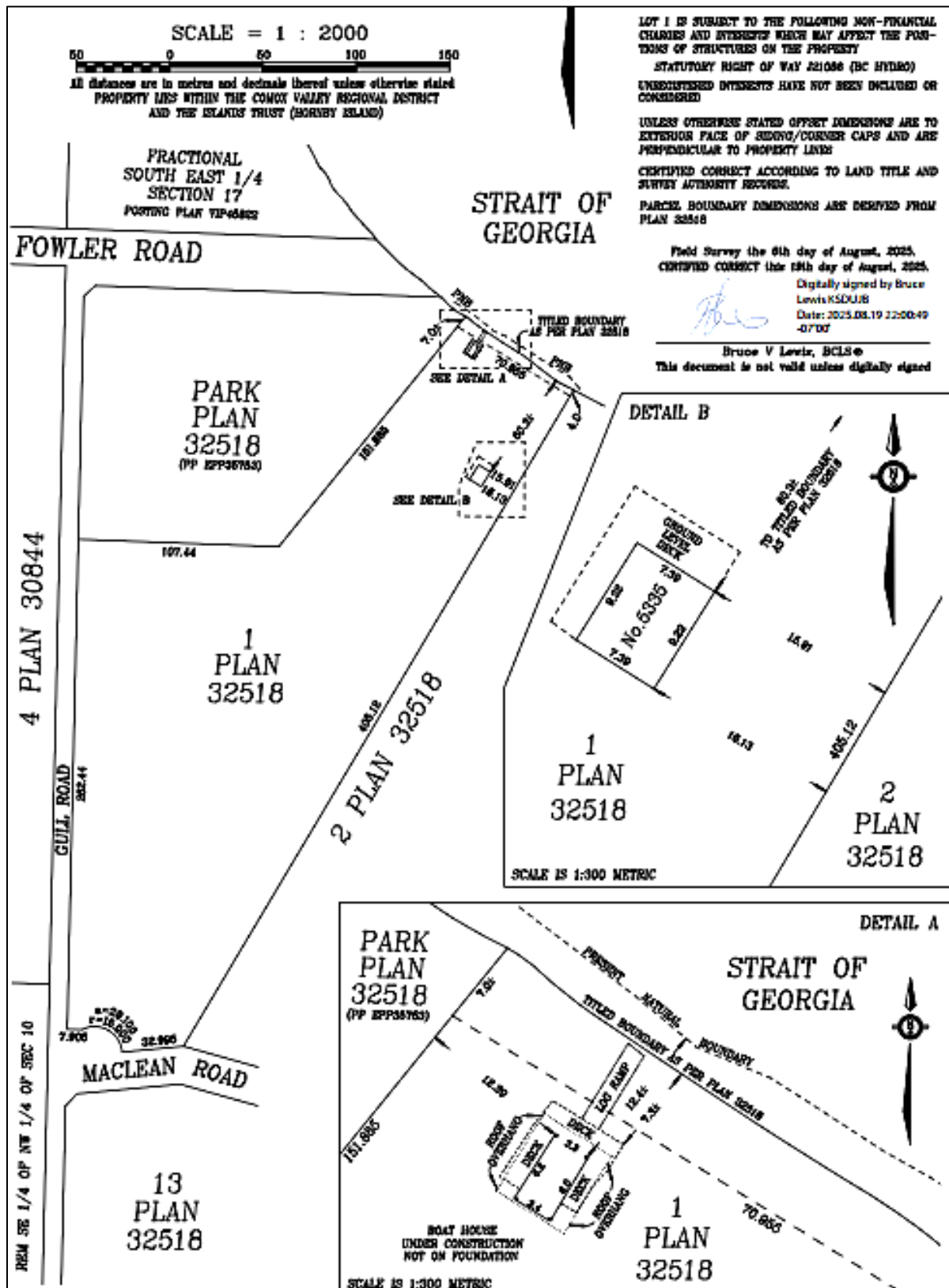
Enquiries or questions should be directed to Planner Ian Cox at (250) 247-2207. For Toll Free Access, request a transfer via Enquiry BC: In Vancouver 604-660-2421 and elsewhere in BC 1-800-663-7867; or by email to: icox@islandstrust.bc.ca.

All applications are available for review by the public. Written comments made in response to this notice will also be available for public review. A copy of the notice and additional information can also be viewed on the Islands Trust webpage www.islandstrust.bc.ca by following the links to the Hornby Island LTC applications webpage.

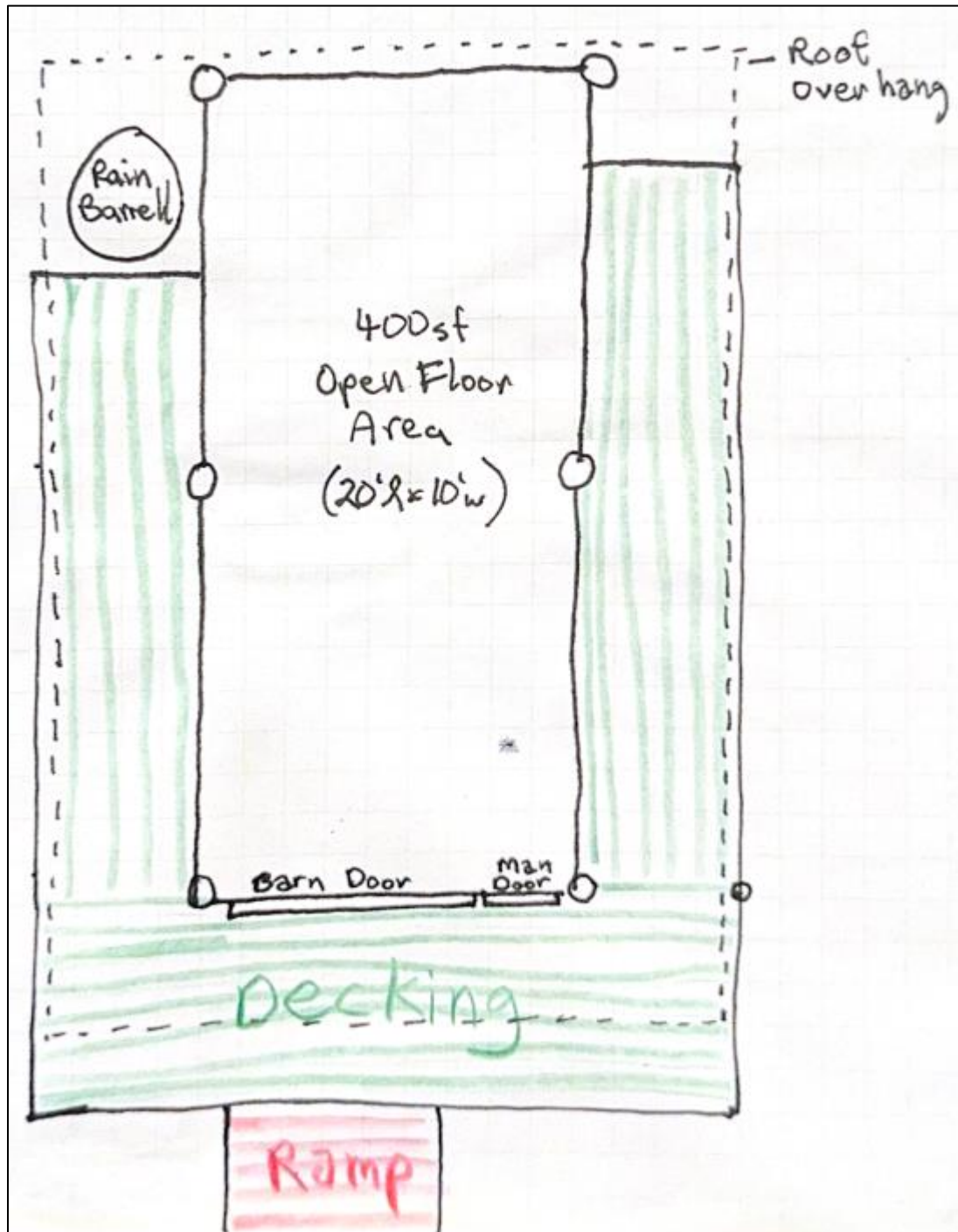
Nadine Mourao
Secretary to the Hornby Island Board of Variance

HORNBY ISLAND BOARD OF VARIANCE
NOTICE OF HEARING
PLBOV20250358

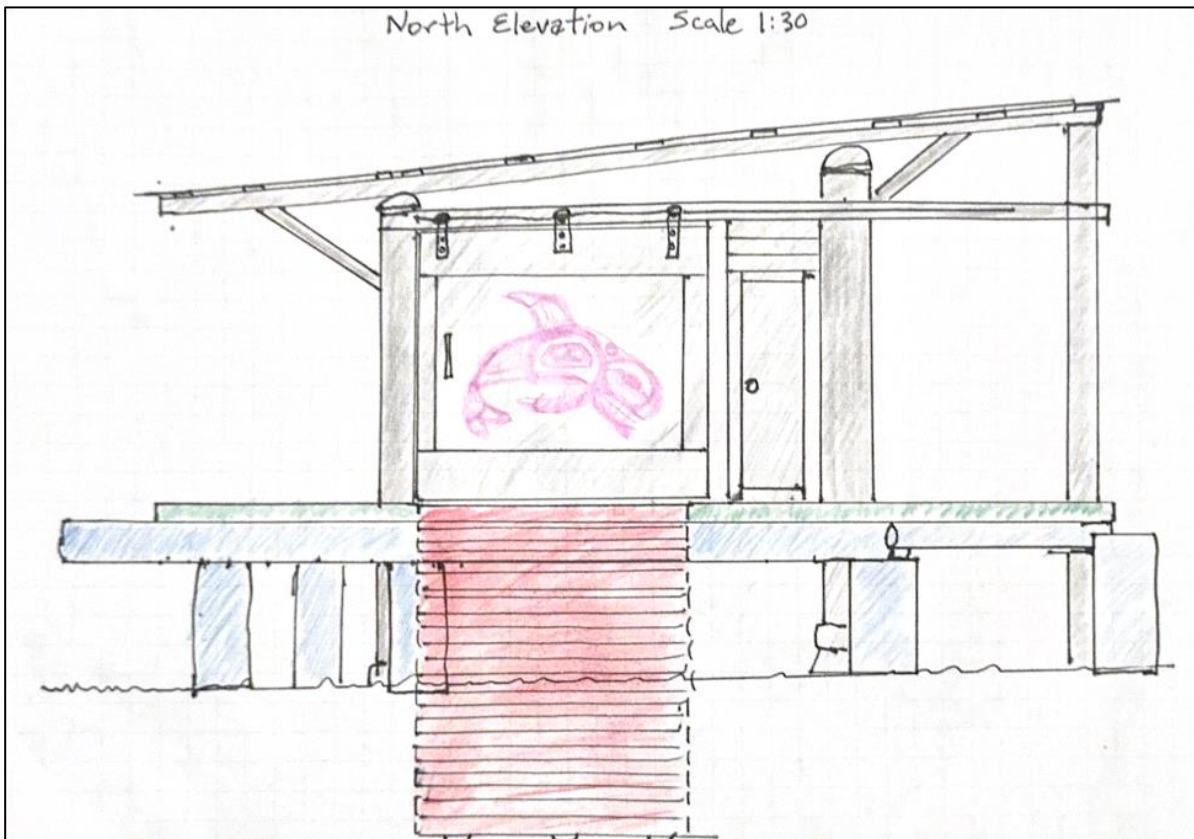
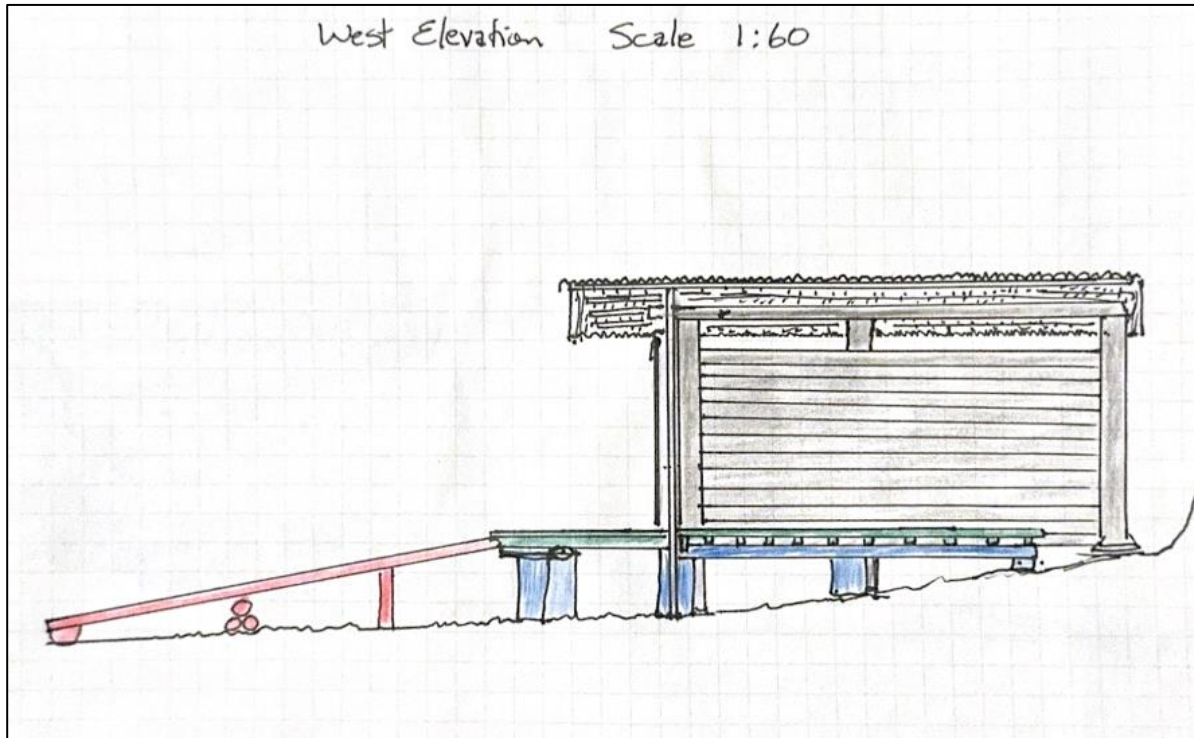
Schedule A - Site Plan Survey



Schedule B – Building Plans



HORNBY ISLAND BOARD OF VARIANCE
NOTICE OF HEARING
PLBOV20250358





Hornby Island Board of Variance Meeting Minutes

Date: January 5, 2026
Location: Hornby Island Community Hall
 Central Road, Hornby Island, BC

Members Present: Jack Woodward, Member
 George Buvyer, Member

Regrets: Laurie Jackson, Member

Staff Present: Ian Cox, Planner
 Nadine Mourao, Legislative Clerk / Deputy Secretary

1. CALL TO ORDER

Planner Cox called the meeting to order at 11:21 a.m.

2. TERRITORIAL ACKNOWLEDGEMENT

Jack Woodward 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. PROCEDURAL BUSINESS

4.1 Election of Chair

Jack Woodward was elected Chair.

5. BUSINESS ITEMS

5.1 Board of Variance Application for Siting of Boathouse PLBOV20250358 (Russell) - Staff Report

The Planner presented a Staff Report to allow the siting of a boathouse/dinghy shed within the 15-meter setback to the natural boundary of the sea.

The applicant spoke to the application.

Discussion ensued and the following was noted by members:

ADOPTED

- Hardship due to the location and the desire to avoid impact and modification to the escarpment;
- Would like to reduce risks of boathouses being turned into beach front cottages etc.;
- Interested in defining limited use of boathouse in perpetuity; and
- Supported non-invasive, organically built boathouse that blended in with the landscape.

HO-BOV-2026-001

It was MOVED and SECONDED,

that the Board finds that undue hardship would be caused to the applicant by strict compliance with the Hornby Island Land Use Bylaw No. 150, section 3.3(2), due primarily to the topography and environmental features of the subject property, and orders that appeal PLBOV20250358 be allowed with the following conditions:

- The boathouse shall be used for the storage and launch of a sailing dinghy only;
- The boathouse shall be of the size, dimensions, and in the location as shown on the building survey plans as submitted by the applicant and attached as “Schedule A” and “Schedule B” to this order.

CARRIED

6. ADJOURNMENT

By general consent the meeting was adjourned at 11:50 a.m.

Jack Woodward, Chair

Certified Correct:

Nadine Mourao, Recorder

Follow Up Action Report

Hornby Island

13-Sep-2024

Progress	Activity	Responsibility	Dates	Status
0%	1 Staff to prepare briefing on farm stand regulations using other LTC bylaw examples. On hold until OCP/LUB project completed.	Renee Jamurat		In Progress

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
100%	2 that the Hornby Island Local Trust Committee rescind standing resolutions HO-2020-013 & HO-2023-46.	Nadine Mourao		Completed

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.			In Progress
100%	2 Report back to HO and DE LTC on whether K'omoks meeting is in person or online; whether opportunity for shared meal or gift can be finalized.	Renee Jamurat		Completed

Follow Up Action Report

Hornby Island

05-Sep-2025

Progress	Activity	Responsibility	Dates	Status
0%	1 DE Bylaw Referral 256 and 257 - Hornby LTC interests are unaffected.	Marlis McCargar Nadine Mourao		In Progress
0%	2 Staff to report back on Provincial short term rental registry data at November 14 regular business meeting and present proposed bylaws 176 an 177 at Oct 24 CIM for public input.	Sonja Zupanec		In Progress
100%	3 LTC gave 1, 2, 3 readings to BL 179 meeting procedures repeal bylaw. Forward to EC for approval.	Nadine Mourao		Completed
100%	4 The Hornby LTC endorsed the draft business case as presented.	Renee Jamurat		Completed

To: Hornby Island Local Trust Committee
Cc: Islands Trust Planning Staff (Hornby Island)
Date: September 17, 2025

Subject: Request for Standing Non-Enforcement Resolution (via RWM) — Farm-Based Agri-Tourism Accommodation Use

Dear Chair and Members of the Local Trust Committee,

We are writing on behalf of several farms operating under the **Hornby Island Agricultural Association (HIAA)** to respectfully request that the Hornby Island Local Trust Committee (LTC) pass a **Resolution Without Meeting (RWM)** to:

1. **Direct bylaw enforcement staff to take no enforcement action** with respect to existing and proposed **farm-based agri-tourism accommodation uses, during the period that this matter is under review by the Advisory Planning Commission (APC)** (see Section 7.2 of the May 6, 2024 LTC Special Meeting minutes).
-

Background

Several properties within the **Agricultural Land Reserve (ALR)** on Hornby Island are active farms (as defined by BC Assessment) and have offered small-scale **farm-based agri-tourism accommodation** to help sustain their agricultural operations.

Many of these farms began offering seasonal agri-tourism accommodation following **significant ALR policy changes in February 2019**, when the **Agricultural Land Reserve Use Regulation (B.C. Reg. 30/2019)** came into force.

Under **Section 33**, this regulation allows up to **10 temporary, seasonal, non-permanent sleeping units for agri-tourism accommodation provided they are not prohibited by local government bylaws**.

At the time, **Islands Trust bylaws did not specifically prohibit such uses**, and farms proceeded in good faith.

In **January 2020**, the ALC updated **Information Bulletin 06: Tourist and Agri-tourism Accommodation in the ALR**, adding this key clarification:

“The local government may expressly prohibit these uses or, alternatively, the local government may simply not list those uses among uses that can occur in a particular zone, which accomplishes the same purpose.”

— [Information Bulletin 06](#)

Many farms only became aware of this change recently when contacted by bylaw enforcement staff regarding alleged zoning contraventions.

In response, on **May 6, 2024**, the HIAA formally requested that the LTC align the Hornby Island **Land Use Bylaw No. 150** for **A1-zoned ALR properties** with the provincial framework. The **LTC moved and seconded to refer the matter to the Hornby Island Advisory Planning Commission (APC)** for review and comment.

However, the farms involved are now under active bylaw investigation while the APC has not yet completed its review.

Urgency

Bylaw notifications were issued **near the end of the short summer operating season** for these farms.

The ability to **invest in key off-season infrastructure (water, septic, fire safety, etc.) crops, and equipment** depends on being able to take bookings for the following season now. If operations must be suspended pending the APC process, **critical farm revenue will be lost and infrastructure improvements may be abandoned**, threatening the long-term viability of these farms.

Precedent and Process Option

At the **Hornby Island LTC Special Meeting on May 6, 2024**, the committee expressly noted:

“The LTC could direct non-enforcement of the use through standing resolution.”
— [Hornby LTC Special Meeting Minutes, Section 7](#)

This is a **reasonable, lawful, and low-risk interim solution**.

It would allow operations to continue while the APC reviews the matter, **without prejudicing the final decision** or requiring immediate rezoning or a Temporary Use Permit (TUP).

Proposed Motion

We respectfully propose that the LTC pass the following **as a Resolution Without Meeting (RWM)**:

That the Hornby Island Local Trust Committee direct bylaw enforcement staff to take no enforcement action with respect to farm-based agri-tourism accommodation uses on A1-

zoned ALR properties on Hornby Island, until the Advisory Planning Commission completes its review and the LTC considers its recommendations, on the condition that:

- The use complies with all applicable requirements under Section 33 of the ALR Use Regulation, including but not limited to:

- No more than 10 sleeping units
- The use is accessory to and directly supports active farm use

- All Island Health, water, septic, and fire safety regulations are met

Purpose

This **interim non-enforcement resolution** would:

- Allow the **APC and staff time to evaluate** and recommend an appropriate regulatory path (bylaw amendment or TUP),
 - **Align Islands Trust bylaws** more closely with the **provincial ALR framework** under the Agricultural Land Commission Act and ALR Use Regulation,
 - **Support the financial viability of local farms** while maintaining the environmental and rural character goals of the Islands Trust.
-

Thank you for your consideration. We would be happy to provide any additional technical information to assist the APC and Islands Trust staff.

Sincerely,



Jeff Zamluk
On behalf of the Hornby Island Agricultural Association



File No.: PLDVP20250405

DATE OF MEETING: January 23, 2026

TO: Hornby Island Local Trust Committee

FROM: Ian Cox, Planner 2
Northern Team

SUBJECT: Development Variance Permit application

Applicant: Hornby Island Co-operative Association Inc. No. 710, AFC
Construction (agent)

Location: 5875 Central Road, Hornby Island (PID 026-371-791)
Lot 1, Sections 6 and 10, Hornby Island, Nanaimo District, Plan
VIP79310

RECOMMENDATIONS

1. That the Hornby Island Local Trust Committee approve issuance of Development Variance Permit PLDVP20250405.

REPORT SUMMARY

The report provides the LTC with information for consideration of a development variance permit that is required to facilitate the redevelopment of the Hornby Co-op property at 5875 Central Road. As described in previous staff reports related to the project, the development includes construction of a new Co-op Store building with a grocery and hardware store, Canada Post, liquor store, deli, office rooms, and loading areas. The LTC has already issued development variance permits (DVPs) for relaxation of setbacks and a slight increase in the maximum height for buildings related to HVAC equipment, and a development permit (DP) required by the location within the Commercial Centres (Retail and Visitor Accommodations) Development Permit Area (DPA).

This additional DVP seeks to relax the minimum interior side and exterior side lot line setbacks, to allow the siting of a servicing area which was not finalized at the time of the other permits. The area includes a water pump and tanks for fire suppression, a backup generator, and other hydro-related equipment.

A full analysis of the proposed project was provided to the LTC in the previous staff reports for applications [PLDVP20240155](#), [PLDVP2050341](#), [PLDP20240156](#) relating to the southern portion of the property where the new store building will be located. **This report asks the LTC to consider only the DVP for a servicing area**, since the other variances and the DP have already been considered and approved. Staff recommends issuing the permit under the analysis and rationale provided in the following sections.

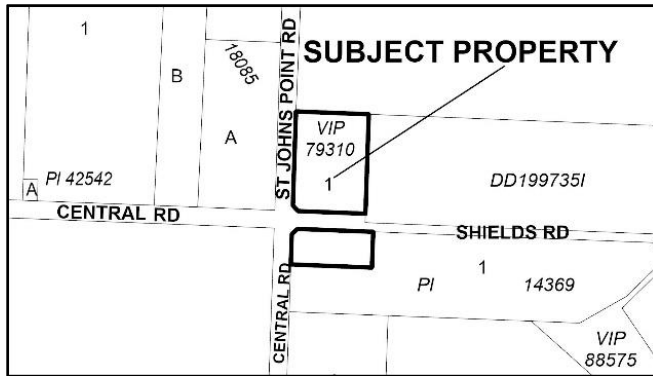


Figure 1 – Subject Property



Figure 2 – Servicing Area (red outline)

BACKGROUND

Site Context

The property is located at the intersection of Central Road and Shields Road and is a “hooked” lot across those roadways. The Co-op Store and Ringside Market areas are located on the southern portion of the property, with services extending to the northern portion where the gas/service station and parking lot is located. The LTC issued an additional DP for an electric vehicle charging station on the northern portion at its meeting in September, 2024. Complete site and context information is found in **Attachment 1**.

Project Overview

As explained in the previous reports, the project will be carried out in two phases. Phase one includes the construction of the new Hornby Island Co-op store while maintaining operations at the existing building. On completion of the new store, the existing building would be demolished. Phase 2 includes plans to construct the front landscaped area and entrance canopy following demolition of the old building.

ANALYSIS

Official Community Plan

The subject property is designated Retail and Personal Service and included in the Commercial Centres (Retail and Visitor Accommodations) DPA per the [Hornby Island Official Community Plan Bylaw No. 149](#) (OCP) land use and development permit areas maps, Schedule “B” and “E” to the OCP, respectively. Staff consider the current uses on the property and proposed development to be compatible with OCP policies and objectives under section 6.5.1 for this designation. The LTC issued PLDP20240156 on November 1, 2024, which authorized the redevelopment including the servicing area, through its specific location was not known at the time. i.e. exact distance from lot lines.

Land Use Bylaw (LUB)

Zoning

The subject property is zoned Commercial 1 -Retail (C1) (Co-op and Service Station) under LUB section 8.9, where retail, restaurants, service stations, personal services, and offices are permitted principal uses.

Development Variance Permit

The applicant is requesting the following relaxations to the LUB setback regulations as detailed in the proposed DVP in **Attachment 2**:

- **Section 8.9, Subsection 4(c)** which states that the minimum setback for any building or structure, except for a fence or pump/utility house shall be 3.0 meters from an interior side lot line, **is requested to be varied to allow** the siting of a “servicing area” for a pad-mounted transformer, electrical generator, fire pump, and above ground water tanks, **a minimum of 1.2 metres of the southern interior side lot line.**
- **Section 8.9, Subsection (4)(d)** which states that the minimum setback for any building or structure, except for a fence or pump/utility house shall be 6.0 meters from any exterior side lot line, **is requested to be varied to allow** the siting of a “servicing area” for a pad-mounted transformer, electrical generator, fire pump, and above ground water tanks, **a minimum of 4.0 metres of the western exterior side lot line.**

Intent of regulation being varied

The purpose of setback regulations is to minimize impacts on adjacent properties related to:

- Establishing a consistent development pattern within a local area.
- Limiting the visual impact of development on adjacent properties.
- Protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
- Maintaining a rural character.
- Ensuring that the environmental integrity and amenity of adjacent lots, public roads and public land are not adversely affected.
- Separation of incompatible uses on adjacent lots.

The applicant submits that the location of the servicing area is necessary to enable the continued operation of services and stores at the Co-op with site constraints and limited design options, particularly given the existing building will remain in operation until the new one is completed. This leaves few options for siting new servicing equipment.

Impact of granting variance

The greatest impact would be to the BC Parks Tribune Bay campground property directly to the east and south of the new building. Staff understand the applicant has been in contact with the BC Parks throughout the project to address the province’s concerns related park users’ trail access to and from the site, visual disturbance, etc. The applicant has responded to these concerns and is in dialog with BC Parks to improve the interface between the properties.

The specific implications of denying the lot line variances may be best articulated by the applicant. However, staff understand that if the DVP is denied, it could impact the project timeline and cause service interruptions to the store. As with the previous DVP applications, the applicant has the option to apply to the Board of Variance if the DVP is denied.

CIRCULATION

Notification of the DVP was sent to property owners and residents within the vicinity on January 8, 2026 in accordance with the *Local Government Act* (**Attachment 3**). Public comments can be received up to and including the LTC meeting on January 23, 2026.

As of the date of this report, no correspondence has been received in response to the notification. Any submissions received prior to the LTC meeting date will be forwarded to the LTC and reported at the meeting for information and consideration.

First Nations

Islands Trust reviews all applications to ensure the preservation and protection of cultural heritage, archaeological sites, and ancestral places. As reviewed, the application is consistent with respect to LTC Standing Resolutions on reconciliation. Notwithstanding, to provide applicants with awareness regarding unknown archaeological areas, staff forwarded the Islands Trust Chance Find Protocol and the provincial Archaeological Branch guidelines on the Heritage Conservation Act directly to the applicant at the time the file was opened, as was the case for the previous applications.

The applicant has been in contact with K'ómoks First Nation staff from the outset of the project regarding the Nation's Cultural Heritage Investigation Permit (CHIP) process and was notified that a CHIP was not required for the work to date. However, if during construction potential archaeological material is identified, the applicant must halt work and contact KFN immediately as required by the Nation's policies.

Rationale for Recommendation

Staff recommend approval of the variance (DVP) request as found on page 1 of this report, considering the following:

- the location of the servicing area is necessary to enable the continued operation of services and stores at the Hornby Co-op within site constraints;
- the proposed variance would not contradict Hornby OCP policies;
- The applicant had worked with neighbouring property owner/operator, BC Parks, to reach an agreement on the location; and
- the use and structures are consistent with the LUB C1 zoning regulations.

ALTERNATIVES

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 [describe information] prior to further consideration of PLDVP20250405.

2. Deny the application

The LTC may deny the application. If this alternative is selected, the LTC should state the reasons for denial. Recommended wording for the resolution is as follows:

That the Hornby Island Local Trust Committee deny application PLDVP20250405 for the following reasons [insert reasons].

NEXT STEPS

If the LTC grants the DVP, staff will issue the permit and the project may proceed with phased construction.

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

ATTACHMENTS

1. Site Context
2. Proposed DVP
3. Statutory Public Notice

ATTACHMENT 1 – SITE CONTEXT

LOCATION

Legal Description	LOT 1 SECTIONS 6 AND 10 HORNBY ISLAND NANAIMO DISTRICT PLAN VIP79310
PID	026-371-791
Civic Address	5875 Central Road

LAND USE

Current Land Use	Commercial (Co-op gas station and retail sales)
Surrounding Land Use	Park (Tribune Bay) to NE, Campground to SE, Agriculture to SW, Residential to W and SW

HISTORICAL ACTIVITY

File No.	Status
HO-ALR-2002.2	Closed
HO-CL-2020.7	Closed
HO-DP-1997.3	Closed
HO-DP-2004.2	Closed
HO-DP-2006.1	Closed
HO-DP-2017.1	Closed
HO-DVP-2017.2	Closed
HO-RZ-2003.6	Closed
HO-SUB-2003.2	Closed
HO-SUP-2004.23	Closed
HO-SUP-2006.15	Closed
HO-SUP-2018.5	Closed
HO-TUP-2020.3	Open
UN-DVP-1990.16	Closed
UN-DVP-1990.2	Closed
UN-DVP-1991.5	Closed
PL-DVP-2024-0155	Closed
PL-DP-2024-0156	Closed
PL-SUP-2024-0157	Closed
PL-DVP-2024-0341	Closed
PL-DP-2025-0004	Closed

POLICY/REGULATORY

Official Community Plan Designations	Designation: Retail and Personal Service DPA: Commercial Centres (Retail and Visitor Accommodations) DPA: Riparian Areas
--------------------------------------	--

Land Use Bylaw	Commercial 1 – Retail (C1) Zone (Co-op and Service Station)
Other Regulations	C1 setback for interior side lot lines = 3.0 meters, maximum height for accessory structures = 6.0 meters
Covenants	Restrictive Covenant/Easement: EC26582, EC26583 (Tribune Bay access) Undersurface Rights: 220624G
Bylaw Enforcement	HO-BE-2014.2 – siting (Closed)

SITE INFLUENCES

Islands Trust Conservancy	No ITC interests adjacent to subject parcel.
Regional Conservation Strategy	Regional Conservation Strategy (2018) identifies the parcel as having Medium and High conservation values and priority. The new store building is to be installed in an existing developed/disturbed parking lot area.
Species at Risk	None mapped
Sensitive Ecosystems	Developed/Young Forest: IT SEM mapping
Hazard Areas	None mapped
Archaeological Sites	By copy of this report and as provided at the time the DP application was opened, 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 <i>Heritage Conservation Act</i> . If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a <i>Heritage Conservation Act</i> 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	New store to be constructed under current BC Building Code for commercial structures, no increased GHG emissions anticipated as directly related to the new structure apart from increase during construction phase. Building is well set back from natural boundary and storm water/drainage to be included in landscaping/parking plan.
Shoreline Classification	Not Applicable
Shoreline Data in TAPIS	N/A



Islands Trust

PROPOSED

HORNBY ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT VARIANCE PERMIT
PLDVP20250405

To: HORNBY ISLAND CO-OPERATIVE ASSOCIATION, INC.NO.710

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

LOT 1 SECTIONS 6 AND 10 HORNBY ISLAND NANAIMO DISTRICT PLAN VIP79310
(PID: 026 -371-791)

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

- a) **Section 8.9, Subsection 4(c) which states that the minimum setback for any building or structure, except for a fence or pump/utility house shall be 3.0 meters from an interior side lot line, is varied to** allow the siting of a “servicing area” for a pad-mounted transformer, electrical generator, fire pump, and above ground water tanks, **a minimum of 1.2 metres of the southern interior side lot line.**
- b) **Section 8.9, Subsection (4)(d) which states that the minimum setback for any building or structure, except for a fence or pump/utility house shall be 6.0 meters from any exterior side lot line, is varied to** allow the siting of a “servicing area” for a pad-mounted transformer, electrical generator, fire pump, and above ground water tanks, **a minimum of 4.0 metres of the western exterior side lot line.**

The development shall be consistent with Schedule ‘A’ - Dimensioned Site 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 XX DAY OF January, 2026.

Deputy Secretary, Islands Trust

Date of Issuance

IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE XX DAY OF January, 2026 (2 YEARS FROM DATE OF ISSUANCE) THIS PERMIT AUTOMATICALLY LAPSES.



HORNBY ISLAND LOCAL TRUST COMMITTEE
PLDVP20250405





NOTICE
PLDVP20250405
HORNBY ISLAND LOCAL TRUST COMMITTEE

NOTICE is hereby given that the Hornby Island Local Trust Committee will be considering a resolution allowing for the issuance of a Development Variance Permit, pursuant to Section 499 of the *Local Government Act*. The proposed permit seeks to vary the Hornby Island Land Use Bylaw No. 150, 2014 to allow the following:

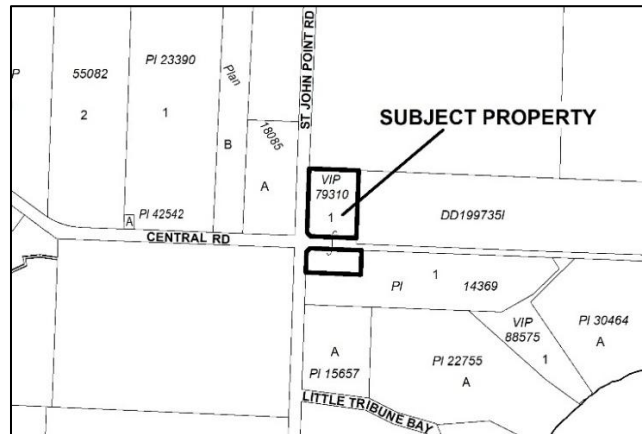
Siting of a “servicing area” containing equipment for hydro, backup power generation, water tanks and a pump for fire suppression required for the construction of the new Hornby Co-operative Association grocery store building. The servicing area is proposed to be located on the smaller portion of the property which abuts Shields Road to its north:

- a minimum of 4.0 meters of the western exterior side lot line; and
- a minimum of 1.2 meters of the southern interior side lot line.

The property is located at **5875 Central Road, Hornby Island, BC** and is legally described as:

LOT 1 SECTIONS 6 AND 10 HORNBY ISLAND NANAIMO DISTRICT PLAN VIP79310 (PID: 026-371-791)

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 **January 9, 2026** and continuing up to and including **January 22, 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 4:30 pm, **January 22, 2025**.

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., January 23, 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



Islands Trust

PROPOSED

HORNBY ISLAND LOCAL TRUST COMMITTEE DEVELOPMENT VARIANCE PERMIT PLDVP20250405

To: HORNBY ISLAND CO-OPERATIVE ASSOCIATION, INC.NO.710

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The development shall be consistent with Schedule ‘A’ - Dimensioned Site 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 XX DAY OF XX, 202X.

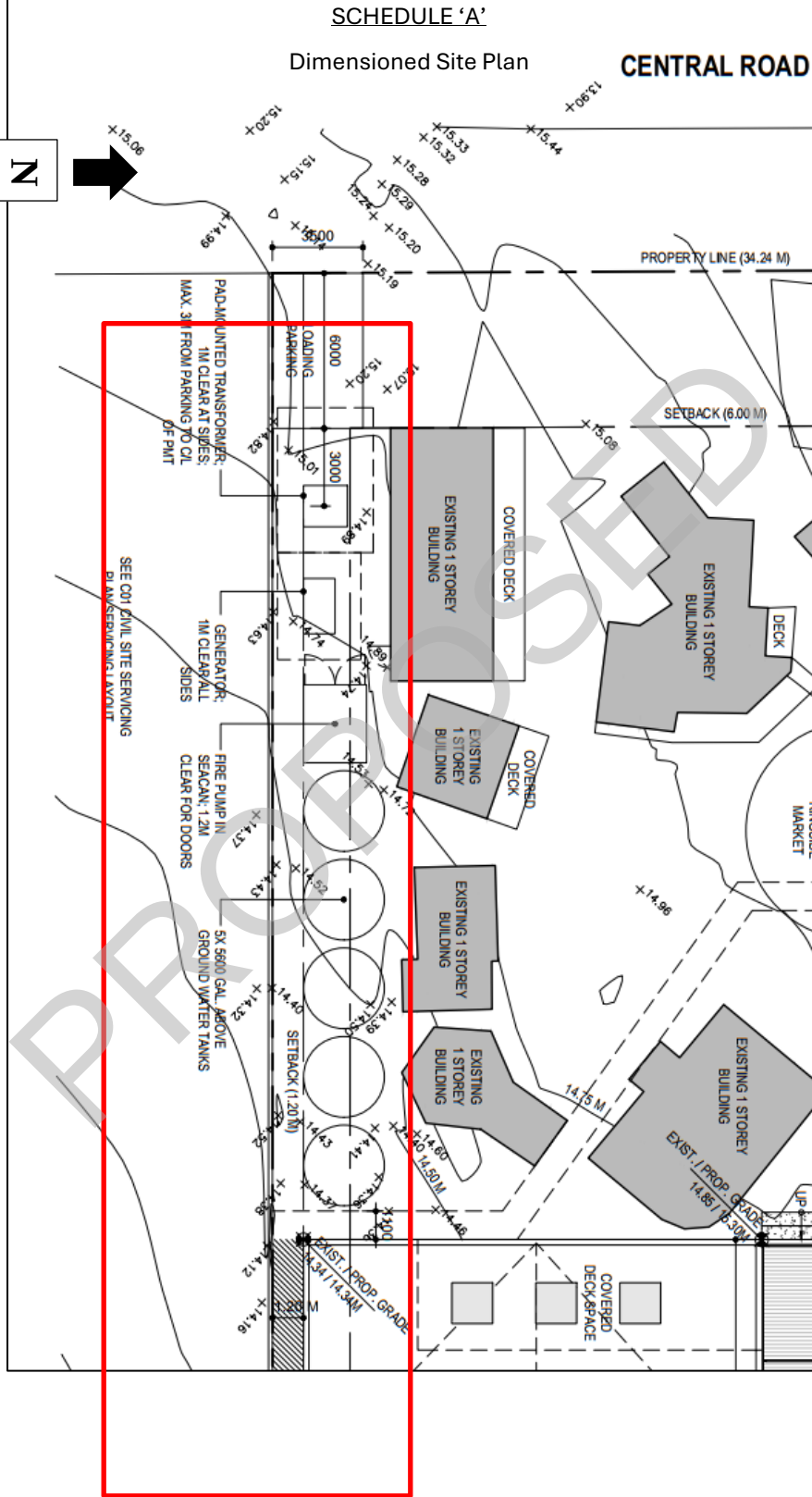
Deputy Secretary, Islands Trust

Date of Issuance

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



HORNBY ISLAND LOCAL TRUST COMMITTEE
PLDVP20250405





700 North Road, Gabriola Island, BC V0R 1X3
Telephone 250-247-2063 Fax 250-247-7514
Toll Free via Enquiry BC in Vancouver 660-2421.
Elsewhere in BC **1.800.663.7867**
Email northinfo@islandstrust.bc.ca
Web www.islandstrust.bc.ca

September 18, 2025

CVRD File: 6410-20

Via email: bchow@comoxvalleyrd.ca

Brian Chow

Planning and Development Services
Comox Valley Regional District
770 Harmston Avenue
Courtenay, BC, V9N 0G8

Re: Proposed Regional Growth Strategy Minor Amendment

Dear Mr. Chow,

Thank you for the opportunity to comment on the Comox Valley Regional Growth Strategy Minor Amendments Referral as it relates to the Denman and Hornby LTCs responsibilities for their Island Local Trust Areas.

Planning Services staff have reviewed the proposed scope of changes in consideration of the Islands Trust's applicable enabling legislation, and the applicable Denman and Hornby Local Trust Committee Official Community Plan Bylaws, and have no concerns or comments to share.

The Islands Trust Council is committed to fulfilling the Islands Trust Object to preserve and protect the Trust Area and its unique amenities and environment for the benefit of residents of the Trust Area and of British Columbia more broadly. We do this in cooperation with First Nations, municipalities, regional districts, improvement districts, other persons and organizations, and the Government of British Columbia.

Sincerely,

Renée Jamurat
Regional Planning Manager
Gabriola (Northern) Office

Cc:

Denman Island Local Trust Committee
Hornby Island Local Trust Committee

DATE OF MEETING: September 5, 2025

TO: Hornby Island Local Trust Committee

FROM: Nadine Mourao, Legislative Clerk/Deputy Secretary

SUBJECT: Referral: Proposed Trust Council Bylaw No. 183 Policy Statement

File No.: TC BL 183
Policy Statement

PURPOSE

The Islands Trust Council has referred proposed Bylaw No. 183 (cited as "Islands Trust Policy Statement Bylaw, 2025") 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.

Your response to this referral will help to ensure that the Policy Statement advances the mandate of the Islands Trust, in cooperation with the Province, other agencies and Indigenous Governing Bodies. The Islands Trust Policy Statement requires the approval of the Minister of Municipal Affairs and Housing if it is to be used by Islands Trust Executive Committee and Trust Council to evaluate and approve bylaws submitted by local trust committees and island municipalities.

The proposed new Policy Statement contains policies that may affect your agency's interests. We would encourage you to review the Islands 2050 project webpage for additional information about the Policy Statement Amendment Project, including an FAQ.

For more information on the Islands 2050 Policy Statement Amendment Project, including the draft Policy Statement: <https://islandstrust.bc.ca/programs/islands-2050/>

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 Islands Trust Council that interests are unaffected by Bylaw No. 183.
- 2. If the LTC wishes to recommend proceeding with the bylaw for specific reasons:**
That the Hornby Island Local Trust Committee recommend to the Islands Trust Council that proposed Bylaw No. 183 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 Islands Trust Council that proposed Bylaw No. 183 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 Islands Trust Council that proposed Bylaw No. 183 not proceed for the following reasons:
 - *[list reasons] ...*

MEMORANDUM

Submitted By:	Nadine Mourao, Legislative Clerk	August 13, 2025
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ATTACHMENTS

1. BYLAW REFERRAL FORM



ISLANDS TRUST POLICY STATEMENT BYLAW REFERRAL FORM

Islands Trust – Islands 2050
200 – 1627 Fort Street
Victoria, BC V8R 1H8
islands2050@islandstrust.bc.ca
www.islandstrust.bc.ca

Island: Islands Trust Area Bylaw No.: TC 183 Date: August 6, 2025

You are requested to comment on the attached Bylaw for potential effect on your agency's interests. We would appreciate your response within 60 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected.

PURPOSE OF BYLAW:

The Islands Trust Act requires that Islands Trust Council adopt a Policy Statement. The current Policy Statement has not been substantively updated in over 30 years. The purpose of this bylaw is to update the Policy Statement through the lenses of reconciliation, climate change, and affordable housing.

GENERAL LOCATION:

The Islands Trust Policy Statement is a general policy that applies to all of the Islands Trust Area, including Bowen Island. For a map of the Islands Trust Area, please visit: <https://islandstrust.bc.ca/mapping-resources/mapping/>

YOUR RESPONSE IS RESPECTFULLY REQUESTED:

Your response to this referral will help to ensure that the Policy Statement advances the mandate of the Islands Trust, in cooperation with the Province, other agencies and Indigenous Governing Bodies. The Islands Trust Policy Statement requires the approval of the Minister of Municipal Affairs and Housing if it is to be used by Islands Trust Executive Committee and Trust Council to evaluate and approve bylaws submitted by local trust committees and island municipalities.

The proposed new Policy Statement contains policies that may affect your agency's interests. We would encourage you to review the [Islands 2050 project webpage](#) for additional information about the Policy Statement Amendment Project, including an FAQ. Please return the response form to islands2050@islandstrust.bc.ca

OTHER INFORMATION:

For more information on the Islands 2050 Policy Statement Amendment Project, including the draft Policy Statement: <https://islandstrust.bc.ca/programs/islands-2050/>

Please fill out the Response Summary on the back of this form. If your agency's interests are "Unaffected", no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your response and, if necessary, outline any conditions related to that response. Please note any legislation or official government policy that would affect our consideration of this Bylaw.

(Signature)

Name: David Marlor

Title: Secretary, Islands Trust

This referral has been sent to the following agencies:

Federal Agencies

Environment and Climate Change Canada
Fisheries & Oceans, Canada (Fish Protection and Aquaculture - Pacific Region)
Transport Canada
Parks Canada

Regional Agencies

Capital Regional District
Comox Valley Regional District
Cowichan Valley Regional District
Metro Vancouver Regional District
Nanaimo Regional District
qathet Regional District
Sunshine Coast Regional District

School District Boards

School District No. 45 (West Vancouver – Gambier)
School District No. 46 (Gambier)
School District No. 64 (Gulf Islands: Galiano, Mayne, North Pender, South Pender, Salt Spring, Saturna)
School District No. 68 (Gabriola/Ballenas Winchelsea)
School District No. 69 (Lasqueti/Ballenas Winchelsea)
School District No. 71 (Denman/Hornby)
School District No. 79 (Thetis)

Improvement District Boards

Gabriola Fire Protection District
Graham Lake Improvement District
Schmidt Improvement District
Galiano Estates Improvement District
Gossip Island Improvement District
Montague Improvement District
Spanish Hills Improvement District
Wise Island Improvement District
Bennett Bay Waterworks District
Campbell-Bennett Bay Improvement District
Lighthouse Point Waterworks District
Mayne Island Improvement District
Village Point Improvement District
Georgina Improvement District
Razor Point Improvement District
Trincomali Improvement District
Harbour View Improvement District
Mount Belcher Improvement District
North Salt Spring Waterworks District
Piers Island Improvement District
Salt Spring Island Fire Protection District
Scott Point Waterworks District
Saturna Shores Improvement District
Thetis Island Improvement District
Vaucroft Improvement District

Adjacent Local Trust Committees and Municipalities

Ballenas-Winchelsea Islands Local Trust Committee
Bowen Island Municipality
Denman Island Local Trust Committee
Gabriola Island Local Trust Committee
Galiano Island Local Trust Committee
Gambier Island Local Trust Committee
Hornby Island Local Trust Committee
Lasqueti Island Local Trust Committee
Mayne Island Local Trust Committee
North Pender Island Local Trust Committee
Salt Spring Island Local Trust Committee
Saturna Island Local Trust Committee
South Pender Island Local Trust Committee
Thetis Island Local Trust Committee
Islands Trust Conservancy Board

Provincial Agencies

Agricultural Land Commission
Attorney General (Housing Policy Branch)
BC Ferries
Ministry of Agriculture and Food
Ministry of Energy and Climate Solutions
Ministry of Energy and Climate Solutions (Climate Action Secretariat)
Ministry of Mining and Critical Minerals
Ministry of Environment and Parks
Ministry of Environment and Parks (BC Parks and Conservation Officer Service Division)
Ministry of Forests
Ministry of Water, Land and Resource Stewardship (South Coast Office, Crown Lands, Water Licensing (Watershed Stewardship & Security Branch, Ecosystems, Archaeology)
Ministry of Health
Ministry of Indigenous Relations and Reconciliation (West Coast Office; South Coast Office)
Ministry of Housing and Municipal Affairs (Governance and Structure Branch and Land Use Planning and Regional Impacts Branch)
Ministry of Transportation and Transit on Vancouver Island and South Coast (via electronic Development Approvals System)

BYLAW REFERRAL FORM
RESPONSE SUMMARY

- ☐ Approval Recommended for Reasons Outlined Below
- ☐ Approval Recommended Subject to Conditions Outlined Below
- ☐ Interests Unaffected by Bylaw
- ☐ Approval Not Recommended Due to Reason Outlined Below

Islands Trust Area (Islands 2050)

(Island)

(Signature)

(Date)

TC 183

(Bylaw Number)

(Printed Name and Title)

(Agency)

ISLANDS TRUST COUNCIL

BYLAW NO. 183

A BYLAW TO ADOPT A POLICY STATEMENT FOR THE TRUST AREA

The Islands Trust Council, having jurisdiction in respect of the Trust Area in the Province of British Columbia pursuant to the *Islands Trust Act* S.B.C. 1996 c.239, enacts as follows:

TITLE

1. This Bylaw may be cited for all purposes as “Islands Trust Policy Statement Bylaw, 2025”.

APPLICATION

2. This Bylaw applies to the Trust Area, as defined in Schedule A of the *Islands Trust Act* S.B.C. 1996 c.239.

ORGANIZATION

3. Schedule A (Islands Trust Policy Statement) attached to and forming part of the bylaw is hereby adopted as the trust policy statement pursuant to S.15(1) of the *Islands Trust Act*.

SEVERABILITY

4. If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

REPEAL

5. “Islands Trust Policy Statement, 1993” is hereby repealed upon adoption of this bylaw.

READINGS

READ A FIRST TIME THIS 29TH DAY OF JULY, 2025

READ A SECOND TIME THIS DAY OF ,2025

READ A THIRD TIME THIS DAY OF ,2025

APPROVED BY THE MINISTER OF HOUSING AND MUNICIPAL AFFAIRS PURSUANT TO SECTION 15(2)(c) OF THE ISLANDS TRUST ACT THIS DAY OF ,2025

RECONSIDERED AND FINALLY ADOPTED THIS DAY OF ,2025

Secretary

Chairperson



Islands Trust

Islands Trust Policy Statement

Acknowledgement

Islands Trust Council respectfully acknowledges that the lands and waters that encompass the Islands Trust Area have been home to Indigenous Peoples since time immemorial and that their relationship to these lands and waters continues to this day. Islands Trust Council acknowledges that residential schools, forced removal, and colonial laws and restrictions on Indigenous governance and cultural practices have displaced and dispossessed Coast Salish peoples and disrupted their relationships with the islands and waters of the Salish Sea. Islands Trust Council acknowledges that a healthy environment is essential for Indigenous Peoples to be able to exercise their inherent and treaty rights. Islands Trust Council is committed to reconciliation and to working together to preserve and protect this ecologically, culturally, and spiritually significant region in the Salish Sea.

The Islands Trust Area is located within Coast Salish Territory, in the treaty lands and territories of:

BOKÉĆEN (Pauquachin) First Nation

Da'naxda'xw/Awaetlala First Nation

K'ómoks (Comox) First Nation

Lhaq'temish (Lummi) Nation

MÁLEXEŁ (Malahat) First Nation

Mamalilikulla First Nation

Qualicum First Nation

Quw'utsun Nation (comprised of **Cowichan Tribes**, **Xeláltxw** (Halalt) First Nation, **Lyackson** First Nation, **Spune'luxutth'** (Penelakut Tribe) and **Stz'uminus** (Chemainus) First Nation)

scə́waθən (Tsawwassen) First Nation

səlilwətał (Tsleil-Waututh) First Nation

SEMYOME (Semiahmoo) First Nation

shíshálh (Sechelt) Nation

Skwxwú7mesh (Squamish) First Nation

Snaw-naw-as (Nanoose) First Nation

Snuneymuxw (Nanaimo) First Nation

Songhees First Nation

STÁUTW (Tsawout) First Nation

ṭaʔəmen (Tla'amin) First Nation

Tlowitsis Nation

Ts'uubaa-asatx (Lake Cowichan) First Nation

Wei Wai Kum (Campbell River) First Nation

We Wai Kai (Cape Mudge) First Nation

WJOLÉLP (Tsartlip) First Nation

WSIKEM (Tseycum) First Nation

Xwémalhkwa (Homalco) First Nation

Xwsepsum (Esquimalt) First Nation

xʷməθkʷəy̓əm (Musqueam) First Nation

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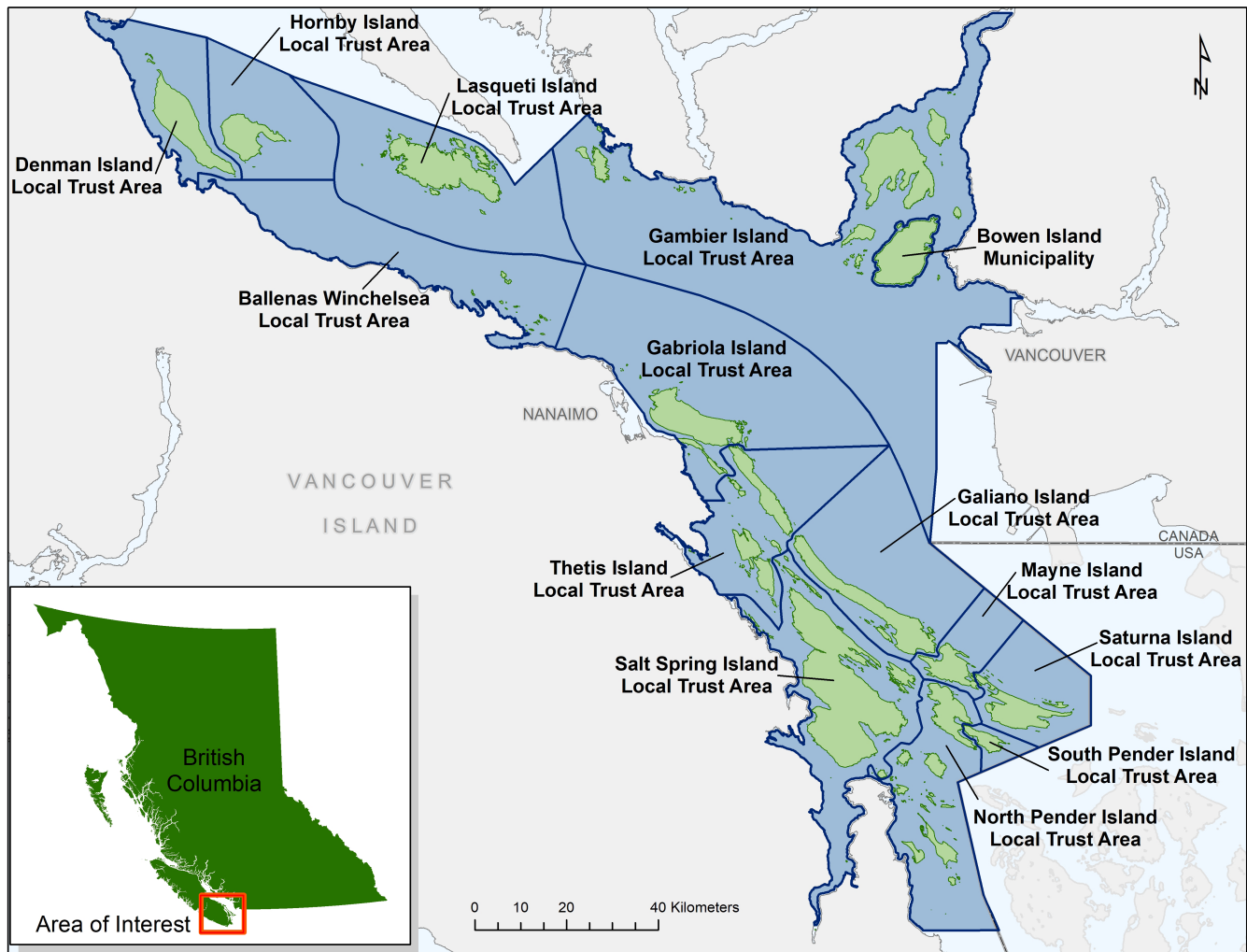
Part 1: The *Islands Trust Act*

In 1974, the Government of British Columbia established the *Islands Trust Act* to preserve and protect the Islands Trust Area and its unique amenities and environment against unrestrained growth and development. Islands Trust is a federated body responsible for the Trust Area, comprised of 13 major islands and more than 450 smaller islands and the surrounding waters in the Strait of Georgia and Howe Sound. Islands Trust regulates local land use, works with other levels of government, and, through the Islands Trust Conservancy, protects places of natural or cultural significance. This unique governmental mandate is defined in Section 3 of the *Islands Trust Act* and is commonly referred to as the “Islands Trust Object.”

1.1 — The Islands Trust Object

“**The object of the trust** is to preserve and protect the Trust Area and its unique amenities and environment for the benefit of the residents of the Trust Area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, First Nations, other persons and organizations and the government of British Columbia.” (Section 3, *Islands Trust Act*)

1.2 – Map of the Islands Trust Area



1.3 – Indigenous Inherent Rights Acknowledgment

Islands Trust Council respectfully acknowledges Indigenous inherent rights as protected under section 35 of the *Constitution Act, 1982*. Islands Trust Council respectfully acknowledges Indigenous rights to self-governance and the expressed interest of Indigenous Governing Bodies in working toward co-governance of the Islands Trust Area. Islands Trust Council is committed to advancing reconciliation with Indigenous Governing Bodies through ongoing discussion and recognition of these rights.

Given the *Declaration on the Rights of Indigenous Peoples Act* and the evolving legislative landscape in British Columbia, the Policy Statement serves as a starting point for improved cooperation with Indigenous Governing Bodies. Islands Trust Council commits to an ongoing effort to co-develop planning and land use management processes with Indigenous Governing Bodies within the Islands Trust Area and acknowledges that this document does not serve as an endpoint. Islands Trust Council will be informed by the United Nations Declaration on the Rights of Indigenous Peoples as a framework for its approach to reconciliation.

1.4 – Purpose and Structure of the Policy Statement

Section 15 of the *Islands Trust Act* states that Trust Council must adopt, by bylaw, a Trust Policy Statement that applies to the Islands Trust Area as a whole. The *Islands Trust Act* specifies that the Policy Statement must be a general statement of the policies of Trust Council to carry out the Islands Trust Object, that it may establish different policies for different parts of the Islands Trust Area, and that it must be approved by the provincial Minister responsible for Islands Trust prior to adoption.

Islands Trust Council is responsible for establishing and amending the Policy Statement, which in turn guides the development of more specific official community plans and regulatory bylaws by local trust committees and island municipalities across the region. The *Act* stipulates that official community plans and bylaws required to be submitted to Executive Committee or Trust Council under the *Act* must not be approved if they are contrary to or at variance with the Policy Statement. This ensures that the Islands Trust Object is at the core of all planning and land use management decision-making in the Islands Trust Area.

The Policy Statement represents Trust Council’s vision for the preservation and protection of the Islands Trust Area and its unique amenities and environment. It aspires to reflect the values and interests of island communities, Indigenous Governing Bodies and Indigenous Peoples, partner agencies, and all British Columbians, as well as the silent voices of island ecosystems, species at risk, and future generations.

Three Types of Policies in the Policy Statement:

Guiding Principles

(Part 2 of the Policy Statement) establish general commitments of Trust Council that centre the Islands Trust Object in all daily decision-making across the Islands Trust Area by Islands Trust Council, Islands Trust Executive Committee, local trust committees and island municipalities.

Directive Policies

(Part 3 of the Policy Statement) are integral to carrying out the Islands Trust Object. They are policies with which official community plans and regulatory bylaws of a local trust committee or island municipality should be consistent to avoid rejection or objection when presented by the local trust committee or island municipality for consideration or approval by Executive Committee or Trust Council. They are also policies that should be directly addressed, where possible, in all official community plans and bylaws of a local trust committee or island municipality.

Advisory Policies

(also in Part 3 of the Policy Statement) are policies expressing select objectives of Trust Council, that local trust committees and island municipalities are advised to consider in the development of official community plans, bylaws, and in discretionary land use decisions. Advisory policies are not intended to constitute a basis for Executive Committee or Trust Council review of local trust committee or island municipality bylaws, or for potential rejection of such bylaws.

Part 2: Guiding Principles

2.1 – General Guiding Principles

In its efforts to carry out the Islands Trust Object, Islands Trust Council commits to the following set of shared principles to guide daily planning and decision making by Islands Trust Council, Islands Trust Executive Committee, local trust committees and island municipalities:

Trust Council's Guiding Principles	
2.1.1	Acknowledge and Respect Indigenous Rights To grow understanding of the history and legacy of colonialism in the Islands Trust Area, to acknowledge and respect the rights of Indigenous Peoples, and to work together with Indigenous Governing Bodies and Indigenous Knowledge Holders to preserve and protect culturally significant areas, sites, and species.
2.1.2	Prioritize Environmental and Indigenous Cultural Heritage Protection To place priority on preserving, protecting and restoring the environment, and preserving, protecting, and supporting restoration of Indigenous cultural heritage in all decision making.
2.1.3	Limit the Rate and Scale of Development To define and maintain appropriate limits for the rate and scale of development in order to preserve and protect the Trust Area and its unique amenities and environment.
2.1.4	Foster Sustainable, Inclusive, and Resilient Communities To support planning and land use management decisions that foster sustainable, inclusive, and resilient communities, acknowledging the interdependencies between healthy communities and healthy ecosystems.
2.1.5	Take Guidance from the Precautionary Principle To be guided by the precautionary principle in all decision making to safeguard the environment and cultural heritage where there is uncertainty over the potential for serious or irreversible damage from development.
2.1.6	Account for Cumulative Effects To strive to account for the cumulative effects of existing and proposed development to avoid detrimental effects on watersheds, groundwater supplies, culturally sensitive areas and cultural heritage sites, and species and their habitats.
2.1.7	Foster Informed and Balanced Decision Making To be informed by a broad range of sources in its decision-making processes, including Indigenous Knowledge, institutional knowledge, local community knowledge, and science.

2.2 – Reconciliation Principles

Islands Trust Council has declared its commitment to reconciliation with Indigenous Peoples of the Islands Trust Area, with the understanding that this commitment is a long-term relationship-building process and is a commitment to be informed by these reconciliation principles to the extent that they engage the object of the trust.

Trust Council's Reconciliation Principles	
2.2.1	Guidance from <u>Truth and Reconciliation Commission</u> Be informed by the 10 principles established by the Truth and Reconciliation Commission of Canada (TRC).
2.2.2	Guidance from <u>United Nations Declaration on the Rights of Indigenous Peoples</u> Be informed by the articles established in the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP).
2.2.3	Guidance from <u>Missing and Murdered Indigenous Women and Girls Calls for Justice</u> Be informed by the Principles for Change used by the National Inquiry into Missing and Murdered Indigenous Women and Girls.
2.2.4	Guidance from <u>Indigenous Governing Bodies</u> Be informed by guidance from Indigenous Governing Bodies and Indigenous Knowledge Holders.

2.3 – Cooperation Principles

While Trust Council must provide the necessary leadership to carry out the Islands Trust Object, its mandate requires cooperation with partners who each have unique roles to play in preserving and protecting the region. Trust Council commits to be guided by the following principles in its cooperation efforts to advance the Islands Trust Object:

Trust Council's Cooperation Principles	
2.3.1	Collaborate with the Islands Trust Conservancy Board To collaborate closely with, and be informed by, the Islands Trust Conservancy Board, particularly in the areas of science-based conservation planning, ecosystem mapping, identification of core conservation areas and protected area networks, and protection of species and ecosystems at risk.
2.3.2	Collaborate with Island Municipalities To collaborate with island municipalities, particularly in the areas of conservation planning, communications and engagement, the Policy Statement, and other areas supporting the Islands Trust Object.
2.3.3	Work Towards Collaborative Governance with Indigenous Governing Bodies Develop strong relationships with Indigenous Governing Bodies and work toward building foundations for collaborative governance with Indigenous Governing Bodies, including through the development of shared decision-making agreements under the <i>Declaration on the Rights of Indigenous Peoples Act</i> .
2.3.4	Work Towards Strategic Inter-Agency Coordination To work towards establishing effective inter-agency coordination mechanisms with different levels of government, academic institutions and organizations who have important roles to play in supporting the Islands Trust Object.
2.3.5	Work Towards Accessible and Inclusive Public Communications and Engagement To work towards accessible and inclusive public communications and engagement strategies that engage a wide range of residents, communities, local organizations, and British Columbians.
2.3.6	Provide Public Education Opportunities To provide education opportunities to residents, communities, local organizations, and visitors, highlighting tangible ways they can contribute to preserving and protecting the Trust Area and its unique amenities and environment, while respecting the confidentiality interests of Indigenous Knowledge Holders and Indigenous Governing Bodies.

Part 3: Goals and Policies

Goal 1: Advance Reconciliation

Islands Trust Council is committed to reconciliation and to long-term relationship building with Indigenous Governing Bodies and Indigenous Peoples across the region. The policies in this section aim to acknowledge the history, legacy and continuing relationships of Indigenous Peoples to the area since time immemorial, to recognize and respect the interests of Indigenous Governing Bodies regarding planning and land use management decisions that impact their territories, and to build foundations for collaborative governance and shared decision making.

Directive Policies – Reconciliation

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.1.1 Engage with Indigenous Governing Bodies

Engage with Indigenous Governing Bodies and provide a record of the engagement at time of bylaw submission.

Advisory Policies – Reconciliation

Local trust committees and island municipalities should...

3.1.2 Engage with Indigenous Governing Bodies

Engage with Indigenous Governing Bodies on discretionary planning and land use management decisions.

3.1.3 Land Back

Through engagement with Indigenous Governing Bodies, support opportunities to direct land to Indigenous Governing Bodies, including, but not limited to, as amenity contributions in applications seeking additional development potential.

3.1.4 Information Sharing

Support and develop methods for regular and timely sharing of information with Indigenous Governing Bodies.

3.1.5 Respect Indigenous Protocols for Information and Data Provided

Respect Indigenous Governing Bodies' and Indigenous Knowledge Holders' protocols about how their data and information should be collected, protected, used and shared.

Goal 2: Preserve and Protect Indigenous Cultural Heritage and Culturally Significant Areas, Sites, and Species

Islands Trust Council recognizes Indigenous cultural heritage as a unique amenity in the Islands Trust Area that must be preserved, protected, and where possible, restored. The Islands Trust Area is home to many culturally significant areas, sites and species, including places that are the resting places of ancestors, which are of importance to present and future generations of Indigenous Peoples. This section lays out general types of Indigenous cultural heritage and culturally significant areas, sites, and species that should be identified and protected in each local planning area; this should be guided by Indigenous Peoples, Indigenous Governing Bodies and Indigenous Knowledge Holders and undertaken in a culturally sensitive manner that respects confidentiality protocols around the sharing of Indigenous Knowledge.

Directive Policies — Indigenous Cultural Heritage & Culturally Significant Areas, Sites and Species

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.2.1	Indigenous Cultural Heritage Sites Minimize potential adverse impacts to Indigenous cultural heritage sites including, but not limited to, identified village sites, burial sites, camp sites, middens, cairns, petroglyphs, culturally modified trees, fish traps, clam gardens, pictographs, and registered, unregistered, or newly-discovered archaeological sites.
3.2.2	Indigenous Marine Harvesting Areas Minimize potential adverse impacts to marine harvesting areas used by Indigenous Peoples, including, but not limited to, fish weirs and clam gardens.
3.2.3	Indigenous Harvesting and Hunting Areas Minimize potential adverse impacts to land-based harvesting and hunting areas used by Indigenous Peoples.

Advisory Policies – Indigenous Cultural Heritage & Culturally Significant Areas, Sites and Species

Local trust committees and island municipalities should...

3.2.4	Indigenous Cultural Heritage Sites Through engagement with Indigenous Governing Bodies, identify and prioritize protection of Indigenous cultural heritage sites including, but not limited to, village sites, burial sites, camp sites, middens, cairns, petroglyphs, culturally modified trees, fish traps, clam gardens, and pictographs, and registered, unregistered, or newly discovered archaeological sites.
3.2.5	Indigenous Harvesting Areas Through engagement with Indigenous Governing Bodies, identify and prioritize protection of Indigenous harvesting areas on land and marine foreshores including, but not limited to, fish weirs, clam gardens, camas meadows, and other areas used for Indigenous hunting, fishing, trapping, and gathering of plants and medicines.
3.2.6	Indigenous Harvesting and Hunting Area Access Through engagement with Indigenous Governing Bodies, identify and pursue opportunities to improve access by Indigenous Peoples to marine and land-based harvesting and hunting areas.
3.2.7	Other Culturally Significant Areas for Indigenous Peoples Through engagement with Indigenous Governing Bodies, identify and prioritize protection of areas of importance for Indigenous cultural and spiritual practices.
3.2.8	Culturally Significant Species and Medicinal Plants Through engagement with Indigenous Governing Bodies, identify, prioritize protection, and support restoration of culturally significant species and medicinal plants and ochre.
3.2.9	Cultural Monitors Through engagement with Indigenous Governing Bodies, support opportunities for cultural monitors to be present for ground-disturbing activities.

Goal 3: Preserve and Protect Healthy and Biodiverse Ecosystems

Islands Trust Council acknowledges that preserving and protecting the ecological integrity of the Islands Trust Area is essential to the Islands Trust Object and to supporting community well-being across the region. The policies in this section aim to identify and protect key ecosystem types and characteristics that safeguard biodiversity and promote resilience to climate change.

Directive Policies – Ecosystem Integrity

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.3.1	Protected Area Networks Identify, establish, and sustain a network of protected areas of sufficient size and distribution to preserve the environmental integrity of ecosystems in their planning area.
3.3.2	Sensitive Ecosystems Identify and prioritize the preservation, protection, and restoration of sensitive ecosystems in the Islands Trust Area, classified as the following ecosystem types: cliff; freshwater; herbaceous; old and mature forest; riparian; wetland; and woodland.
3.3.3	Forest Ecosystems Identify forest ecosystems and prioritize the preservation, protection, and restoration of unfragmented forests, with a particular focus on the maintenance and restoration of their ecological integrity.
3.3.4	Coastal Oak and Prairie Ecosystems Identify and prioritize the preservation and protection of coastal oak and prairie ecosystems, with a particular focus on the maintenance, restoration and management of their ecological integrity.
3.3.5	Watershed Ecosystems Identify and prioritize the preservation, protection, and restoration of watershed ecosystems, freshwater sources, and groundwater recharge areas.
3.3.6	Marine Shorelines and Nearshore Areas Identify and prioritize the preservation, protection, and restoration of eelgrass meadows, kelp forests, forage fish spawning areas, clam beds, estuaries, tidal salt marshes, mud flats, and coastal wetlands.
3.3.7	Critical Habitat for Species at Risk Identify and prioritize the preservation, protection, and restoration of critical habitat for species at risk.
3.3.8	Islets and Small Islands Identify and prioritize the preservation, protection, and restoration of islets and small islands.
3.3.9	Light Pollution Minimize light pollution through the application of dark sky principles.

Advisory Policies – Ecosystem Integrity

Local trust committees and island municipalities should...

3.3.10	Indigenous Ecosystem Management Through engagement with Indigenous Governing Bodies, support opportunities for Indigenous-led ecosystem management.
3.3.11	Indigenous Protected and Conserved Areas Support Indigenous Governing Bodies in the establishment of Indigenous Protected and Conserved Areas.

Goal 4: Foster Sustainable, Inclusive, and Resilient Communities

Islands Trust Council recognizes that the Islands Trust Object is for the benefit of residents of the Islands Trust Area and all British Columbians, who in turn have a role in preserving and protecting this region. The policies in this section support the preservation and protection of unique island character and aim to foster sustainable, inclusive, rural, and resilient island communities.

Directive Policies – Managing Growth and Development

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.4.1	Sustainable Development Consider site capabilities, environmental and protected areas, and existing development patterns when determining the land use designation and appropriate locations and intensities of various uses of the land.
3.4.2	Growth Management Manage community growth and its associated impacts by directing residential, commercial and industrial development into suitable locations, to prevent sprawl, minimize fragmentation of forest lands, and avoid adverse impacts to Indigenous cultural heritage, harvesting and hunting areas.
3.4.3	Impacts of Development Consider the aesthetic, environmental, and social impacts of development.
3.4.4	Community Facilities and Services Ensure that each community's, and local Indigenous communities', current and projected long-term needs for educational, institutional, community, health, cultural, recreational facilities and services, and outdoor recreation are considered and planned for.
3.4.5	Climate Change Mitigation and Adaptation Implement planning and land use management strategies, and consider nature-based solutions, to minimize greenhouse gas emissions, and adapt to climate change-related vulnerabilities.
3.4.6	Hazardous Areas Identify areas at elevated risk of natural and climate change-related hazards and restrict development within these areas including, but not limited to, areas subject to flooding, sea-level rise, erosion, slope instability and wildfire.
3.4.7	Economic Activities Support sustainable economic activities that are compatible with the preservation and protection of the Trust Area and its unique amenities, environment, community well-being, and that consider transportation and infrastructure capacity.
3.4.8	Community Heritage Sites Identify, preserve, protect, and support the restoration of community heritage sites.

Advisory Policies – Managing Growth and Development

Local trust committees and island municipalities should...

3.4.9	Existing Development Potential Identify land where current zoning or other land use regulations allow development that could be inconsistent with the object of the trust, and consider policy and/or regulatory options to reduce development potential or minimize the impacts of future development.
3.4.10	Economic Development Opportunities for Indigenous Communities Through engagement with Indigenous Governing Bodies, support economic development opportunities for Indigenous communities.

Directive Policies – Housing

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.4.11	Suitable Locations for Additional Housing Identify suitable locations that could support increased density for the development of safe, secure, diverse, and attainable housing.
3.4.12	Housing Diversity Support a range of housing types and tenures to help meet the identified housing needs of the island community and local Indigenous communities.
3.4.13	Clustered Small Dwelling Units Support alternatives to conventional single-detached dwellings by establishing policies to permit clusters of small dwelling units in suitable areas.
3.4.14	Floor Area and Lot Coverage Limits Set floor area and lot coverage limits for residential development to minimize negative environmental impacts, including on land used for agricultural purposes.
3.4.15	Affordable and Special Needs Housing Prioritize the processing of rezoning applications from non-profit housing providers and public agencies, and the processing of housing agreement bylaws for affordable and special needs housing.
3.4.16	Short-Term Rentals Identify and assess the impacts of short-term rental of dwellings on the availability of safe, secure and affordable housing and, where necessary, regulate and limit the number of short-term rentals accordingly.

Advisory Policies – Housing

Local trust committees and island municipalities should...

3.4.17	Housing for Indigenous People Through engagement with Indigenous Governing Bodies, support housing opportunities for Indigenous people in the Islands Trust Area.
3.4.18	Multi-Unit Residential Implement land use regulations for affordable and special needs housing and other multi-unit residential development that permit a range of potential site configurations, and control form and character through development permit areas.
3.4.19	Natural Building Materials and Techniques Encourage construction of buildings and structures using local natural building materials and techniques, and minimize barriers to their use.

Directive Policies – Transportation

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.4.20	Public and Active Transportation Networks Identify and establish appropriately-situated, safe, comfortable, and equitable transportation networks that reduce dependency on private automobile use, encourage zero emission modes of transportation, and support increased use of trail systems, public transportation, and active transportation.
3.4.21	Rural Roadways Identify and protect rural roadways, including scenic and/or heritage roads.

Advisory Policies – Transportation

Local trust committees and island municipalities should...

3.4.22	Road Systems Ensure that road location, design, construction, and road systems are compatible with the preservation and protection of the Trust Area and its unique amenities and environment.
3.4.23	Transportation Network Vulnerabilities Cooperate with relevant agencies to identify parts of the local transportation network at risk of damage or deterioration and participate in planning to address mitigation or infrastructure relocation where necessary.

Directive Policies – Waste, Emissions and Pollutants

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.4.24	Pollutants to Air, Land and Water Regulate land use and development to reduce detrimental pollutants to air, land and water.
3.4.25	Disposal of Waste Where required, identify appropriate locations for waste transfer stations for the removal of waste from the Islands Trust Area.
3.4.26	Wastewater Disposal Systems Establish requirements for the location and siting of new wastewater disposal systems to mitigate adverse impacts on the Trust Area and its unique amenities and environment, with a focus on Indigenous Peoples' cultural heritage sites and marine harvesting areas.

Directive Policies – Recreation

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.4.27	Preservation of Natural Heritage Identify, preserve, protect, and support the restoration of natural heritage sites.
3.4.28	Location and Types of Recreational Facilities Identify appropriate locations for, types of, and access to, facilities for low-impact and active recreational activities, and discourage activities that may adversely impact the preservation and protection of the Trust Area and its unique amenities and environment.
3.4.29	Access to Community Marinas, Boat Launches, and Docks Identify and support safe public access and routes to community marinas, boat launches, and docks.
3.4.30	Access to Anchorages Identify appropriate and safe small-craft anchorage public-access locations.
3.4.31	Trail Systems Identify appropriate locations for, types of, and safe public access to public pedestrian, equestrian and bicycle trail systems to support active recreation that is compatible with preservation and protection of the Trust Area and its unique amenities and environment.
3.4.32	Public Shoreline Access Identify new, protect existing, and support the acquisition and protection of, safe public access to marine shorelines and along marine shorelines that are appropriate for low-impact, public recreational use and do not adversely impact the Trust Area and its unique amenities and environment, including Indigenous Peoples' identified cultural heritage sites and marine harvesting areas.
3.4.33	Public Access to Public/Crown Land Identify and support the acquisition and protection of public access and routes to publicly-owned lands.
3.4.34	Destination Gaming Facilities Prohibit destination gaming facilities such as casinos and commercial bingo halls.

Goal 5: Foster Sustainable Stewardship of Lands and Waters

Islands Trust Council recognizes that sustainable use of lands and waters in the Islands Trust Area is important to the long-term well-being and resilience of ecosystems in the Islands Trust Area and the communities that depend on them. This section lays out policies for sustainable land and water use that support the long-term health of ecosystems and sustainability of freshwater.

Directive Policies – Freshwater

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.5.1	Freshwater Sustainability Ensure that neither the density, nor intensity, of land use is increased in watersheds where the quality or quantity of the supply of freshwater is likely to be inadequate or unsustainable.
3.5.2	Freshwater Demand and Supply Projections Ensure that existing, anticipated, and seasonal water demand and water availability are considered.
3.5.3	Freshwater Self-Sufficiency Ensure that islands are self-sufficient in their supply of freshwater.
3.5.4	Saltwater Intrusion Identify areas at elevated risk of saltwater intrusion and restrict development serviced by groundwater within these areas.

Advisory Policies – Freshwater

Local trust committees and island municipalities should...

3.5.5	Freshwater Quality Ensure that freshwater quality is maintained or remediated.
3.5.6	Freshwater Uses Strive to ensure that water quality in lakes, streams and wetlands is maintained, and that freshwater use is not to the detriment of other uses of the waterway such as fish and amphibian habitat uses, Indigenous cultural and spiritual uses, and aesthetic and recreational uses.
3.5.7	Freshwater Storage Encourage freshwater storage in groundwater regions where the quality or quantity of groundwater is likely to be inadequate or unsustainable.

Directive Policies – Forest Lands

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.5.8	Forest Lands for Sustainable Management Maintain large land holdings and parcel sizes to support sustainable forest management practices that are compatible with preservation and protection of the Trust Area and its unique amenities and environment.
3.5.9	Forest Lands and Road Systems Consider siting of roads and utility corridors to minimize the fragmentation of forest lands.
3.5.10	Forest Lands and Wildfire Risk Management Identify planning and land use management strategies that mitigate wildfire risk and that are appropriate to the unique biogeoclimatic zones and settlement patterns of each local planning area.

Directive Policies – Agricultural Lands

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.5.11	Protection of Agricultural Lands Identify and protect agricultural lands within the Agricultural Land Reserve for current and future use consistent with the <i>Agricultural Land Commission Act</i> and its regulations, while considering down-stream impacts, wildlife habitat, and adjacent properties.
3.5.12	Agriculture and Adjacent Properties Minimize any adverse impacts of land uses from properties adjacent to agricultural lands.
3.5.13	Agriculture and Road Systems Consider siting of roads and utility corridors to minimize fragmentation of agricultural lands.
3.5.14	Economic Viability of Farms Consider land uses and activities that support the economic viability of farms without compromising the agricultural capability of agricultural land or adversely impacting the Trust Area and its unique amenities and environment.

Advisory Policies – Agricultural Lands

Local trust committees and island municipalities should...

3.5.15	Sustainable Agriculture Preserve, protect, and encourage sustainable farming and the sustainability of farming.
3.5.16	Food Security and Food Sovereignty Support initiatives that advance food security and Indigenous food sovereignty.

Directive Policies – Soil and Fill

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.5.17	Soil Removal and Deposit Foster the preservation, protection, and restoration of soils in the Islands Trust Area.
3.5.18	Soil and Fill from Middens and Foreshore Areas of Cultural Significance Prohibit alteration, removal or excavation of soil or fill from all identified archaeological sites, including middens or foreshore areas identified as culturally significant areas.

Directive Policies – Marine Shorelands

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.5.19	Aquaculture Tenures Direct commercial aquaculture tenures to appropriate locations that will not adversely impact areas identified as culturally significant by Indigenous Governing Bodies, that provide critical habitat for species at risk, are of recreational significance or established or designated upland land uses, anchorages or moorages.
3.5.20	Setbacks from the Sea Incorporate current and anticipated impacts of sea level rise and storm surge, and determine appropriate shoreline buffers and setbacks from the sea, taking into account best practices recommended by the federal and provincial governments.
3.5.21	Soft Shoreline Protections Prioritize and foster soft shoreline approaches, such as those identified by the “Green Shores” program, to set requirements for shoreline preservation, and to mitigate erosion of shoreline and foreshore cultural heritage sites.
3.5.22	Vessel Moorage Prohibit the moorage of vessels in sensitive marine areas, including, but not limited to, eelgrass meadows, kelp forests, forage fish spawning areas, estuaries and mud flats.
3.5.23	Marinas Identify requirements for the location, size, and nature of marinas that are compatible with the preservation and protection of the Trust Area and its unique amenities and environment.
3.5.24	Sharing of Coastal Facilities Identify opportunities for the sharing of coastal facilities such as docks, wharves, floats, jetties, boat houses, board walks, and causeways.
3.5.25	Marine Docks Consider the cumulative effects of docks, and limit or prohibit new docks in areas identified as culturally significant by Indigenous Governing Bodies, in areas that provide critical habitat for species at risk, and in areas of recreational significance.
3.5.26	Marine Structures Limit or prohibit the construction or installation of breakwaters, groynes, rock weirs and jetties in marine areas that are not zoned for group wharfage, marine commercial or industrial use, or ferry terminals.

Part 4: Implementation

4.1 — Policy Statement Implementation

Organizational Policy Alignment

Section 15 of the *Islands Trust Act* requires Islands Trust Council to adopt, by bylaw, a trust policy statement that applies to the Islands Trust Area. The Policy Statement must be a general statement of the policies of Islands Trust Council to carry out the object of the Trust.

Section 4(1) of the *Islands Trust Act* confirms that the Trust Council, Executive Committee, local trust committees and Islands Trust Conservancy are continued for the purpose of carrying out the object of the Trust.

Islands Trust Council, Islands Trust Executive Committee, local trust committees and island municipalities are expected to take general policy direction from the Policy Statement to ensure that decisions and activities of the organization are for the purpose of carrying out the Islands Trust Object. The Policy Statement should form the basis of Islands Trust Council's strategic planning process. To ensure consistency between the Policy Statement and the activities of Islands Trust Council, Islands Trust Executive Committee, local trust committees and island municipalities, staff should reference the Policy Statement and its relevant sections in meetings, staff reports, work programs, inter-governmental agreements (including protocols, letters of understanding and memoranda of understanding) and responses to referrals from other agencies. All inter-governmental coordination agreements, external communications, and advocacy should be consistent with the principles and policies set out in the Policy Statement.

Statutory Bylaw Approval Process

The main mechanism for implementing the Policy Statement in local planning and land use management decisions is the bylaw referral process under the *Islands Trust Act* and any referral process under the letters patent of an island municipality.

Executive Committee Approval: Under Section 15(4) of the *Islands Trust Act*, bylaws submitted to the Islands Trust Executive Committee must not be approved by the Executive Committee, or Trust Council, if they are contrary to or at variance with the Islands Trust Policy Statement.

Local Trust Committees: Under Section 27 (1) of the *Islands Trust Act*, a local trust committee must submit its bylaws to Islands Trust Executive Committee for approval before adoption. If Islands Trust Executive Committee returns a bylaw with requested changes or refuses to approve a bylaw, the local trust committee may refer the bylaw to Islands Trust Council for approval. A bylaw has no effect until it is approved by Islands Trust Executive Committee or Islands Trust Council. A bylaw adopting or amending an official community plan has no effect until it is approved by the Minister responsible for Islands Trust.

Island Municipalities: Under Section 38 (1) of the *Islands Trust Act*, the council of a municipality, all or part of which is in the Islands Trust Area, must submit official community plan bylaws to Islands Trust Executive Committee for approval before adoption. If Islands Trust Executive Committee returns an official community plan bylaw with requested changes or refuses to approve an official community plan bylaw, the municipality may refer it to Islands Trust Council for approval. If Islands Trust Council returns or refuses to approve a bylaw, the municipality may submit it to the Minister for approval. These bylaws have no effect until they are approved by Islands Trust Executive Committee, Islands Trust Council, or the Minister responsible for Islands Trust. Although not required under the *Islands Trust Act*, the letters patent for Bowen Island also require referral of bylaws other than official community plan bylaws.

Implementing Reconciliation

The main mechanism by which Islands Trust Council's commitment to Reconciliation will be implemented through the Policy Statement is the requirement for local trust committees and island municipalities to engage Indigenous Governing Bodies on official community plan and land use bylaw amendments set out in Directive Policy 3.1.1.

Additionally, the Policy Statement advises local trust committees and island municipalities to engage with Indigenous Governing Bodies on discretionary planning and land use management decisions, and on topics that need engagement with Indigenous Governing Bodies in order to be effectively addressed.

Policy Statement Implementation Plan

Prior to, or following the adoption of, a new Policy Statement, or amendments to it, Islands Trust Council should develop a plan to implement the Policy Statement. Execution of the Implementation Plan may inform the content of, or revisions to, the following documents:

- The Islands Trust Council Strategic Plan
- The Islands Trust Council Annual Budget
- The Policy Statement Implementation Policy
- Local trust committee and island municipality workplans
- Other documents as applicable

The Policy Statement Implementation Plan may guide the development of:

- A timeline to bring official community plans and land use bylaws into alignment with the Policy Statement
- A revised assessment tool that Islands Trust Executive Committee and Islands Trust Council can use to assess whether local trust committee and island municipality bylaws are contrary to or at variance with the Policy Statement
- Targets and indicators with which Islands Trust Council can monitor and evaluate implementation of the Policy Statement
- Annual monitoring and reporting activities
- Changes to existing Islands Trust Council policies, or new policies, to implement the Policy Statement
- Changes to existing Islands Trust Council agreements, or new agreements, with other levels of government, agencies, and Indigenous Governing Bodies, to implement the Policy Statement
- Communications regarding Policy Statement implementation
- Other implementation actions as applicable

4.2 – Policy Statement Amendments

Policy Statement Amendment Projects

At the beginning of each term, in conjunction with its strategic planning process, Islands Trust Council can identify any Policy Statement amendment tasks to be undertaken that term. Newly elected Islands Trust Councils will likely wish to engage with Indigenous Governing Bodies, and may wish to engage with other key partners and interested and affected parties across the Islands Trust Area to define priorities for Policy Statement amendments that term. Any topics that cannot be addressed in a particular term could be noted on a “Policy Statement Amendment Topic Review Inventory” for consideration by Islands Trust Council at a later date. Once an amendment project is initiated, Islands Trust Council could assign the Executive Committee or a council committee the task of leading and coordinating the Policy Statement review and amendment project, with the support of other committees as appropriate. As part of its annual budget cycle, Islands Trust Council should consider allocating resources required for a Policy Statement amendment project, including for any related communications and engagement.

Communications, Engagement, and Referrals

As soon as practicable after the initiation of a Policy Statement amendment process, Islands Trust Council should adopt a communications and engagement plan appropriate to the scope and scale of the amendment project.

Proposed Policy Statement amendments must be referred to regional district boards in the Islands Trust Area and should be referred to Indigenous Governing Bodies.

While there are no statutory requirements for public engagement or public hearings related to the Policy Statement, in cases where major amendments are being considered, Trust Council should inform and consult members of the public and relevant partner agencies. Engagement and referral partners could include, but would not be limited to: local trust committees and island municipalities; the Islands Trust Conservancy Board; residents and non-resident property owners in the Islands Trust Area; other residents of British Columbia; municipal councils, improvement district boards operating within the Islands Trust Area; relevant provincial government agencies; and other persons and organizations that would be interested and affected by the proposed Policy Statement amendments.

Legislative Process

Adoption of a Policy Statement amendment bylaw occurs only after Trust Council has undertaken four readings of the proposed Policy Statement bylaw and received approval by the Minister responsible for Islands Trust. Policy Statement amendment bylaws become effective upon date of adoption and are not retroactive.

Glossary of Terms

Active Recreation

Active recreation means recreation that is of a formal nature, often performed with specific people or teams, requires specialized equipment or prescribed places, sites or fields, but excludes recreation that primarily involves the use of a power-driven conveyance.

Archaeological Sites

Archaeological sites consist of the physical remains of past human activity.

All archaeological sites in British Columbia are protected under the [Heritage Conservation Act](#). This applies whether sites are located on public or private land, and whether the site is known or unknown. Protected archaeological sites may not be altered or changed in any manner without a permit. There are over 60,000 archaeological sites recorded in BC's Provincial Heritage Register including the remains of village and other habitation sites, as well as resource procurement activities such as fishing weirs and culturally modified trees. These sites may date anywhere from recent times to 14,000+ years ago, and studies continue to uncover new information. (Source: BC Archaeology Branch)

Biodiversity

Biodiversity (biological diversity) is the variety of living things, including diversity within species (genetic diversity), diversity between species, and diversity of ecosystems. When biodiversity characteristics are assessed for any location or region, three attributes are considered:

- composition (describes the parts of each biodiversity component in that area — e.g. habitat types, species present, genetic diversity within species);
- structure (refers to the physical characteristics supporting that composition — e.g. size of habitats, forest canopy structure, etc.);
- function (means the ecological and evolutionary processes affecting life within that structure — e.g. pollination, natural disturbances, predator-prey relationships). (Source: Biodiversity BC)

Colonialism

Colonizers are groups of people or countries that come to a new place or country and steal the land and resources from Indigenous peoples, and develop a set of laws and public processes that are designed to violate the human rights of the Indigenous peoples, violently suppress the governance, legal, social, and cultural structures of Indigenous peoples, and force Indigenous peoples to conform to the structures of the colonial state. Historical and ongoing colonialism, including the dispossession of lands, has a deep and devastating impact on Indigenous people and communities. (Source: BC Addressing Racism Working Glossary; BC Office of the Human Rights Commissioner)

Community Heritage Site

A community heritage site is real property that is considered to be heritage property. (Source: Local Government Act)

Conservation	Actions, legislation, or institutional arrangements that lead to the protection or preservation of a given species, group of species, habitat, natural area, or property or areas of heritage value or character.
Critical Habitat	Under the federal <i>Species at Risk Act</i> , critical habitat is the habitat that is necessary for the survival or recovery of listed extirpated, endangered, or threatened species, and that is identified as critical habitat in a recovery strategy or action plan. Extirpated species means a wildlife species that no longer exists in the wild in Canada, but exists elsewhere in the wild. Endangered species means a wildlife species that is facing imminent extirpation or extinction. Threatened species means a wildlife species that is likely to become an endangered species if nothing is done to reverse the factors leading to its extirpation or extinction. (Source: <i>Species at Risk Act</i>)
Land Use Density and Intensity	Density is regulated through zoning. Density may be defined by the number of units per given area of land. Density may also be measured by dividing the built area including all floor area, by the total area of the lot, e.g., floor area ratio (FAR). Intensity of use refers to the impacts of different types of land uses, e.g., certain types of commercial or industrial uses could be more intense with more impacts than residential or vice versa. Of note, density and intensity of use can combine to increase cumulative impacts of the land use.
Ecosystem	An ecosystem is a collection of communities of both living and non-living things that are connected. The biotic elements in an ecosystem include living things such as plants and animals. The abiotic elements found in an ecosystem include non-living things like land forms or climate. Healthy ecosystems provide important “services,” like clean air and water, healthy forests and farms, and habitat for plants and animals. (Source: Government of BC)
Ecosystem Integrity	Ecosystems have integrity when their native components, such as native species, biological communities, natural landscapes and ecological functions, are intact and are likely to persist. (Source: Government of Canada)
Equity / Equitable	Equity refers to achieving parity in policy, process and outcomes for historically and/or currently underrepresented and/or marginalized people and groups while accounting for diversity. It considers power, access, opportunities, treatment, impacts and outcomes. (Source: Equity & Inclusion Glossary, UBC)

First Nations	First Nations is not a legal term but came into common use in the 1970s to replace Indian, which some people found offensive. Many communities have also replaced “band” with “First Nation” in their names. Symbolically, the term elevates First Nations to the status of “first among equals” alongside the English and French founding nations of Canada. It also reflects the sovereign nature of many communities, and the ongoing quest for self-determination and self-government. First Nations people may live on or off reserve, they may or may not have legal status under the <i>Indian Act</i> , and they may or may not be registered members of a community or nation. “First Nations” should be used exclusively as a general term as community members are more likely to define themselves as members of specific nations or communities within those nations. (Source: Assembly of First Nations)
Groundwater Recharge Areas	Groundwater recharge areas are terrain that inherently provide geographical and ecological conditions for the infiltration of water from the land surface to the subsurface through soils, sediments, and fractured bedrock to replenish groundwater sources. Groundwater recharge areas can be <i>diffuse</i> where widespread precipitation on the landscape infiltrates into groundwater sources or <i>localized</i> where discrete surface water sources such as streams, lakes, septic fields, and/or irrigation fields infiltrate into groundwater sources. Groundwater recharge areas that have a significant groundwater recharging effect for drinking water sources or groundwater dependent ecosystems in the Islands Trust Area are defined as <i>Critical Aquifer Recharge Areas</i> .
Groundwater Region	A groundwater region is a defined geographic area characterized by shared groundwater recharge, flow patterns, usage, and hydrogeological features, and that has clusters of wells that draw from common recharge zones. Analogous to surface-water watersheds – which are delineated based on drainage to a common outlet – groundwater regions are mapped to support the sustainable assessment, protection, and management of subsurface freshwater resources. Unlike surface watersheds, groundwater regions may span multiple watershed boundaries due to the complex movement of groundwater. These regions serve as practical planning units to guide evidence-based decisions regarding land use, water allocation, and ecosystem protection.
Heritage Site	Heritage site means, whether designated or not, land, including land covered by water, that has heritage value to British Columbia, a community or an aboriginal people. (Source: BC Heritage Conservation Act)
Housing Diversity	Housing diversity refers to the range of housing types and tenures in a community that allow people to find appropriate housing as their needs change over time, and at all stages of life.
Inclusive / Inclusion	Inclusion is an active, intentional, and continuous process to address inequities in power and privilege, and build a respectful and diverse community that ensures welcoming spaces and opportunities to flourish for all. (Source: Equity & Inclusion Glossary, UBC)

Indigenous Cultural Heritage

Indigenous Peoples understand and describe cultural heritage according to their distinct perspectives, traditions, and languages. For Indigenous Peoples, cultural heritage refers to ideas, experiences, objects, artistic expressions, practices, knowledge, and places that are valued because they are culturally meaningful, connected to shared memory, or linked to collective identity. Indigenous cultural heritage cannot be separated from either Indigenous identity or Indigenous life. Indigenous cultural heritage can be inherited from ancestors or it can be created by people today as a legacy for future generations. Indigenous Peoples have a right to identify their own cultural heritage, interpret its meaning, and safeguard its value. (Source: Indigenous Heritage Circle)

Indigenous Governing Body

Indigenous Governing Body means an entity that is authorized to act on behalf of Indigenous peoples that hold rights recognized and affirmed by section 35 of the *Constitution Act, 1982*.

Indigenous Knowledge / Knowledge Holders

There is no single definition of Indigenous Knowledge. For the purposes of this document, "Indigenous Knowledge" refers to a set of complex knowledge systems based on the worldviews of Indigenous peoples. Indigenous Knowledge reflects the unique cultures, languages, values, histories, governance and legal systems of Indigenous Peoples. It is place-based, cumulative and dynamic. Indigenous Knowledge systems involve living well with, and being in relationship with, the natural world. Indigenous Knowledge systems build upon the experiences of earlier generations, inform the practice of current generations, and evolve in the context of contemporary society. Different First Nations, Inuit and Métis communities each have distinct ways of describing their knowledge. Knowledge Holders are the only people who can truly define Indigenous Knowledge for their communities. It is important to note that some Indigenous communities are struggling to maintain their Indigenous Knowledge due to ongoing impacts of colonialism. (Source: Impact Assessment Agency of Canada)

Indigenous Peoples

Indigenous Peoples has the same meaning as aboriginal peoples in section 35 of the *Constitution Act, 1982*. The Assembly of First Nations also states: There is no official definition of Indigenous Peoples. In part, Indigenous communities, peoples and nations can be described as those which, having a historical continuity with pre-invasion and pre-colonial societies that developed on their territories, consider themselves distinct from other sectors of the societies now prevailing on those territories. Other terms include Aboriginal Peoples, Native Peoples, Original Peoples, or First Peoples. (Source: Assembly of First Nations)

Indigenous Rights

The term 'Indigenous Rights' is to be interpreted in accordance with the Province of British Columbia's Distinctions-Based Approach Primer, December 2023.

Middens

Midden, or 'shell midden' archaeological sites are indicative of past First Nations settlement activity. Formed by the accumulation of stratified cultural deposits over thousands of years, shell midden sites represent some of the most complex archaeological sites in the world. (Source: McLay et al (2008) *A'lhut tu tet Sul'hweentst Respecting the Ancestors*)

Note: A midden may be an archaeological indicator of village and burial sites, and may contain ancestral remains.

Natural Heritage Sites

Natural heritage sites are natural areas that:

- Furnish outstanding examples of Earth's record of life or its geologic processes;
- Provide excellent examples of ongoing ecological and biological evolutionary processes;
- Contain natural phenomena that are rare, unique, superlative, or of outstanding beauty; or
- Furnish habitats for rare or endangered animals or plants or are sites of exceptional biodiversity.

Nature-based solutions

Nature-based solutions are actions to protect, sustainably manage, and restore natural and modified ecosystems that address societal challenges effectively and adaptively, simultaneously benefiting people and nature.

Nature-based Solutions address societal challenges through the protection, sustainable management and restoration of both natural and modified ecosystems, benefiting both biodiversity and human well-being. Nature-based Solutions are underpinned by benefits that flow from healthy ecosystems. They target major challenges like climate change, disaster risk reduction, food and water security, biodiversity loss and human health, and are critical to sustainable economic development. (Source: International Union for Conservation of Nature (IUCN))

Precautionary Principle

Principle 15 of the Rio Declaration, known as the precautionary principle, states: "In order to protect the environment, the precautionary approach shall be widely applied by States according to their capabilities. Where there are threats of serious or irreversible damage, lack of full scientific certainty shall not be used as a reason for postponing cost-effective measures to prevent environmental degradation." Four central components of the precautionary principle include: taking preventive action in the face of uncertainty; shifting the burden of proof to the proponents of an activity; exploring a wide range of alternatives to possibly harmful actions; and increasing public participation in decision making. (Source: *The Precautionary Principle in Environmental Science*, Kriebel et al., 2001)

Preservation

To maintain in a given condition. Preservation often requires maintaining the processes that generate the desired condition.

Protection

To maintain over the long term by managing, or if necessary limiting, the type and intensity of development or activity to ensure that valued attributes are not compromised or destroyed.

Reconciliation

Reconciliation is about establishing and maintaining a mutually respectful relationship between Aboriginal and non-Aboriginal peoples in this country. In order for that to happen, there has to be awareness of the past, an acknowledgement of the harm that has been inflicted, atonement for the causes, and action to change behavior. (Source: Truth & Reconciliation Commission)

Restrict

To confine, bound or limit, not necessarily prohibit.

Sensitive Ecosystems

Sensitive ecosystems are classified as 'sensitive' because of their rarity and vulnerability to disturbances such as human impacts and climate change. The BC Sensitive Ecosystems Inventory identifies sensitive ecosystem types, which have been adapted by the Islands Trust Conservancy to identify sensitive ecosystems commonly found in the Islands Trust Area, including:

- **Cliff:** Steep slopes, often with exposed bedrock. Very little soil accumulation, and only exceptionally hardy trees and plants. Cliffs are important vegetation refugia because they are often inaccessible to deer browsing or livestock grazing and can be important nesting habitat for birds.
- **Freshwater:** all freshwater networks including but not limited to streams, lakes, wetlands, groundwater sources, springs, and precipitation.
- **Herbaceous:** Shallow soils characteristic of herbaceous ecosystems support low-growing vegetation, such as grasses, forbs (low, broad-leaved plants), wildflowers, mosses and lichens. Few trees and shrubs survive on these sites due to the fast-drying and often shallow nature of the exposed soils.
- **Old and Mature Forest:** Dry to moist forests dominated by conifer or deciduous tree species with a canopy cover of over 30%. Old forests have a stand age of over 250 years.; Mature forests have a stand age of 80–250 years.
- **Riparian:** Located adjacent to lakes, streams and rivers and characterized by plant communities and soils dependent on increased moisture. Influenced by erosion, sedimentation, flooding and seepage.
- **Wetland:** Feature moisture-dependent plants that thrive in an environment where water remains at or above the surface of the soil during most of the year. A wetland can be bog, fen, marsh, swamp, shallow water, wet meadow or a mixture of these types.
- **Woodland:** Dry and open forests dominated by a mix of broadleaf and coniferous tree species with canopy coverage of 10–30%. Generally restricted to south-facing slopes and ridges with shallow soils and bedrock outcroppings. (Source: BC Sensitive Ecosystems Inventory, as adapted in Islands Trust Conservancy Regional Conservation Plan 2018–2027)

Species At Risk	An extirpated, endangered, threatened species, or a species of special concern. Extirpated species means a wildlife species that no longer exists in the wild in Canada, but exists elsewhere in the wild. Endangered species means a wildlife species that is facing imminent extirpation or extinction. Threatened species means a wildlife species that is likely to become an endangered species if nothing is done to reverse the factors leading to its extirpation or extinction. Species of special concern means a wildlife species that may become a threatened or an endangered species because of a combination of biological characteristics and identified threats. (Source: Federal <i>Species at Risk Act</i>)
Stewardship	Voluntary, cooperative actions that nurture and take responsibility for the long-term integrity of the environment and amenities in the Islands Trust Area. For Indigenous Peoples, stewardship may be mandatory under Indigenous law.
Sustainable	Capable of being maintained indefinitely; capable of meeting the environmental, economic, and social needs of current generations without compromising the ability of future generations to meet their needs.
Treaties / Treaty Nations	Treaties are constitutionally protected, government-to-government agreements that identify, define and implement a range of rights and obligations, creating long-term, mutually binding commitments. Treaties negotiated through the BC treaty negotiations process are tripartite agreements between the governments of Canada, British Columbia, and a First Nation. The goal of treaties is reconciliation. Treaties signed with First Nations in Canada between 1701 and 1923 are commonly referred to as historic treaties. In BC, there are Douglas treaties, signed with First Nations on Vancouver Island, and Treaty 8 covering a portion of northeastern BC. Treaties signed today are called modern treaties, and cover where there are no historic treaties, and can also deal with matters not addressed in historic treaties. (Source: BC Treaty Commission)
Watershed	A watershed is a topographically-defined area where all precipitation – rainfall and snowmelt – flows downslope via surface or subsurface pathways to a common receiving water body such as a stream, wetland, lake, or the ocean. Due to the islands' high shoreline-to-area ratio, many watersheds in the Islands Trust Area are non-basin watersheds the ephemeral flows and no defined channels or permanent receiving water bodies.



DATE OF MEETING: January 23, 2026

TO: Hornby Island Local Trust Committee

FROM: Sonja Zupanec, RPP, MCIP
Northern Team

SUBJECT: Provincial Short Term Registry Update and Review of Proposed Bylaw Nos. 176 (OCP) and 177 (LUB)

RECOMMENDATION

1. That at the close of the January 23, 2026 Community Information Meeting, the Hornby Island Local Trust Committee indicate its' preference to either: 1) request staff to amend proposed bylaws 176 (OCP) and 177 (LUB); and/or request staff to schedule a Public Hearing for the proposed bylaws during the March 20, 2026 regular business meeting.

REPORT SUMMARY

The purpose of this report is to outline options for advancing consideration of Proposed Bylaws Nos. 176 and 177 regarding changes to vacation rental regulations. A summary of available provincial short-term rental registry data (May–September 2025) is provided in this report so the Local Trust Committee (LTC) can consider possible amendments with up-to-date information. All relevant background information and public correspondence related to this project is posted to the Islands Trust [project webpage](#).

BACKGROUND

In July 2025, the LTC gave second reading as amended to Proposed Bylaws No. 176 (Official Community Plan – Attachment 1) and 177 (Land Use Bylaw – Attachment 2) to remove a draft provision for a cap of 67 temporary use permits (TUP) issued at any given time for vacation home rental use in residential zones. The LTC indicated it wished to learn more from the Provincial short term rental registry data for the period of summer of 2025 before further consideration of a specific cap for TUPs. The LTC passed the following resolution:

HO-2025-037 That the Hornby Island Local Trust Committee request staff to report on the Provincial short term rental registry data from May to September 2025 at the November regularly scheduled business meeting of the Local Trust Committee. **CARRIED**

Staff accessed the provincial data for 2025 in November/December and the registry showed **87 operators 'registered' and 79 operators shown as 'active'**. In 2025, Islands Trust Bylaw Enforcement staff noted there were ~110 vacation rental listings on various online platforms. The data may help inform bylaw amendments related to a cap on TUP applications to ensure bylaws are responsive to actual community conditions. No public complaints to Islands Trust Bylaw Enforcement were made last year regarding vacation rentals use on Hornby Island. There are currently 12 open bylaw enforcement files regarding vacation rental use which were mostly proactively opened by enforcement staff, and not by complaint from residents.

HO-2025-038 That the Hornby Island Local Trust Committee direct staff to present proposed Bylaw Nos. 176 and 177 at the October 2025 Community Information Meeting for public feedback on potential bylaw amendments. **CARRIED**

A CIM is scheduled for 4pm on January 23rd. Staff have prepared a short presentation on the proposed bylaws and potential next steps that the LTC could take. There will be an opportunity for public questions and comments. After the close of the CIM, the LTC may choose to advance the bylaws via any number of amendments or to public hearing.

HO-2025-039 That the Hornby Island Local Trust Committee endorse the attached business case for the Official Community Plan/Land use Bylaw Review Project and that staff forward the business case to the relevant committees and to Trust Council. **CARRIED**

A business case for \$5,000 to complete the OCP/LUB Review Project has been submitted and is subject to Trust Council approval in March 2026. The complete scope of deliverables outlined in the [Project Charter](#) currently exceed what can be substantially completed prior to the local Islands Trust elections this fall 2026. The Regional Planning Team may not be available to support this project beyond March 2027 and it would be prudent for the LTC to significantly refine the workplan to ensure top priority First Nation engagement and housing amendments are considered by March 2027. Remaining OCP and LUB amendments may need to be resourced as individual minor projects.

RATIONALE FOR RECOMMENDATIONS

Staff recommend that at the close of the CIM on January 23, 2026, the LTC indicate its' support for either advancing the bylaws as presented or amending the bylaw to address concerns regarding the number of TUPs operating at any time. LTC action is required to advance the bylaws prior to the local government elections in the fall of 2026.

Staff recommendation is provided on page 1 of this report.

Next Steps

Upon the close of the CIM the LTC will have an opportunity to reflect on public support for the proposed bylaws and direct staff to either amend the proposed bylaws or advance to public hearing. The suggested resolution wording for amendments to the bylaw would be:

"That the Hornby Island Local Trust Committee amend (insert Proposed Bylaw No.) by (insert specific amendments)."

If the LTC does not wish to make any further amendments to the proposed bylaws, the LTC can request staff to schedule a public hearing during the March 20, 2026 regular business meeting, or at an alternate date/time. The suggested resolution wording would be:

"That the Hornby Island Local Trust Committee request staff to schedule a Public Hearing for Proposed Bylaw Nos. 176 (OCP) and 177 (LUB) during the March 20, 2026 regular business meeting."

Submitted By:	Sonja Zupanec, RPP, MCIP, Island Planner	January 12, 2026
Concurrence:	Renée Jamurat, RPP, MCIP, Regional Planning Manager	January 12, 2026

ATTACHMENTS

1. Proposed Bylaw No. 176 (OCP) – at second reading
2. Proposed Bylaw No. 177 (LUB) – at second reading

PROPOSED

HORNBY ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 176

A BYLAW TO AMEND HORNBY ISLAND OFFICIAL COMMUNITY PLAN, 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 Official Community Plan Bylaw No. 149, 2014, Amendment No. 1, 2024”.
2. Hornby Island Local Trust Committee Bylaw No. 149, cited as “Hornby Island Official Community Plan, 2014,” is amended as per Schedule “1” and “2” attached to and forming part of this bylaw.

READ A FIRST TIME THIS 9TH DAY OF AUGUST , 2024

READ A SECOND TIME THIS 16th DAY OF MAY , 2025

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

APPROVED BY THE MINISTER OF MUNICIPAL AFFAIRS AND HOUSING THIS

- DAY OF - , 202x

ADOPTED THIS - DAY OF - , 202x

Chair

Secretary

HORNBY ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 176
Schedule “1”

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

“(1) to ensure that a variety of housing and housing tenure options are supported by this Plan.”
 - 1.2 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE**, Subsection **6.3 Residential**, article **6.3.1 Residential – General, Policies**, is amended by adding the following new policy after 6.3.1.3 “6.3.1.4 Vacation Home Rental use is permitted through the issuance of a valid Temporary Use Permit.”
 - 1.3 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE**, Subsection **6.3 Residential**, article **6.3.3 Rural Residential, Objectives**, be amended by adding a new objective after (4) which reads: “(5) to support multi-dwelling residential rental tenure development in the Large Lot Residential zone, through rezoning applications.”
 - 1.4 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE**, Subsection **6.3 Residential**, article **6.3.3 Rural Residential, Policies** 6.3.3.6 is amended by deleting the words “and vacation home rentals”.
 - 1.5 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE**, Subsection **6.3 Residential**, article **6.3.3 Rural Residential, Policies** is amended by adding a new policy 6.3.3.10 that reads “6.3.3.10 Rezoning applications are encouraged for multi-dwelling developments restricted to residential rental tenure and which ensure affordability is maintained in perpetuity.”
 - 1.6 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE**, Subsection **6.4 Agriculture**, article **6.4.1 Agriculture, Policies**, 6.4.1.4 be deleted in its entirety and replaced with “6.4.1.4 On lots 4.0 hectares or larger in the Agricultural Land Reserve, regulations should permit one principal dwelling and one secondary suite within the principal dwelling as well as one additional secondary dwelling limited in floor area and consistent with the Agricultural Land Commission regulations.”
 - 1.7 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE**, Subsection **6.5 Commercial and Home Occupations**, article **6.5.2 Visitor Accommodations and Tourism, Policies**, 6.5.2.5 a) is amended by removing the words “, guest houses or vacation home rentals”.
 - 1.8 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE**, Subsection **6.5 Commercial and Home Occupations**, article **6.5.2 Visitor Accommodations and Tourism, Policies**, 6.5.2.5 b) is deleted in its entirety and replaced with “6.5.2.5 b) On land in the Agricultural Land Reserve, vacation home rentals approved by a temporary

use permit and agri-tourism accommodation in accordance with Agriculture Land Commission policy and regulations, if zoning allows such a use.”

- 1.9 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE**, Subsection **6.5 Commercial and Home Occupations**, article **6.5.2 Visitor Accommodations and Tourism, Policies**, Policy 6.5.2.5 is amended by adding a new item c) that reads: “c) Vacation home rental use may be approved through the issuance of a Temporary Use Permit and subject to guidelines contained within the Land Use Bylaw.”
- 1.10 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE**, Subsection **6.5 Commercial and Home Occupations**, article **6.5.3 Vacation Home Rental**, is deleted in its entirety and subsequent subsections renumbered accordingly.
- 1.11 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE**, Subsection **6.5 Commercial and Home Occupations**, article **6.5.5 Home Occupations, Background**, paragraph 2 is amended by removing the words “and vacation home rental of a primary residence is addressed in article 6.5.3 Vacation Home Rental”.
- 1.12 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE**, Subsection **6.5 Commercial and Home Occupations**, article **6.5.5 Home Occupations, Policies**, Policy 6.5.5.7 is deleted in its entirety and subsequent policies renumbered accordingly.
- 1.13 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE**, Subsection **6.10 Temporary Use Permits, Objectives**, Objective (9) is deleted in its entirety and replaced with “(9) to allow vacation home rental use as per Policy 6.5.2.5 c)”.
- 1.14 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE**, Subsection **6.10 Temporary Use Permits, Guidelines**, 6.10.1 through 6.10.10 are deleted and replaced with the following text: “The guidelines for this subsection are found in the Hornby Island Land Use Bylaw.”

PROPOSED

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 16th DAY OF MAY , 2025

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** is amended by adding a new site specific regulation after "(d) Recycling depot" that reads "(e) 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 sewerage system for the vacation rental has been inspected in the last 6 months and meets the requirements of the Sewerage System Regulation and/or determines what level of construction is required on the existing system to comply with the Sewerage System Regulation;
- ii) an issued operating permit for a water supply system servicing more than one dwelling;
- iii) confirmation from a qualified professional to certify the watery supply meets the Guidelines for Canadian Drinking Water Quality for microbial and chemical quality or can be made potable with specified measures;
- iv) confirmation from a qualified professional that well water quantity intended to supply the vacation rental is sufficient.

(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.

From: Alex Allen <aallen@islandstrust.bc.ca>

Sent: Tuesday, November 4, 2025 4:24 PM

To: Grant Scott <gscott@islandstrust.bc.ca>; Timothy Peterson <tpeterson@islandstrust.bc.ca>; Renee Jamurat <rjamurat@islandstrust.bc.ca>

Cc: Hornby Island Local Trust Committee <HornbyIslandLocalTrustCommittee@islandstrust.bc.ca>

Subject: Re: Potential RWM

I move that the Hornby Island LTC write a letter of support to the HICEEC's application for a Crown land grant of 10 hectares on Central Road behind the old Fire Hall for the purpose of providing affordable community housing on Hornby Island.

Letter of Support....EDITED by Alex

"Dear Hornby Island Community Economic Enhancement Corporation,

On behalf of the Hornby Island Local Trust Committee, we wish to express our support for HICEEC's application to the Province of British Columbia for the Crown land grant of 10 hectares on Central Road behind the old Fire Hall, for the purpose of providing affordable community housing. We believe this proposal is highly compelling for the following reasons:

-Zoning Alignment / Permitted Use

The parcel in question lies within the Hornby Island zoning designation of Public Use, a category under which community housing is explicitly permitted. This means the intended use is consistent with our local planning and zoning policy, and does not require speculative rezoning or variance.

-Strategic Location and Active Transportation

The site is centrally located with excellent proximity to essential island amenities: the elementary school, Community Hall, Joe King Athletic Park, Fire Hall, Spark Maker Space, Credit Union, Art Gallery, and the Farmers' Market. It also links into the existing roadside trail network and fronts the main island road. The location supports our goals reducing car dependency and encouraging active transportation.

-UBCM Resolution EB-56 (Smithers, 2025)

The UBCM membership recently endorsed Resolution EB-56, entitled “Expedite Municipal Applications for Crown Lands (Smithers):

“Whereas local governments face challenges in acquiring land for essential projects such as local housing initiatives, including affordable housing developments, community infrastructure, and vital, public services; And whereas the provincial government holds significant amounts of underutilized Crown Land inside or adjacent to local governments that could be leveraged to support these local government initiatives, which would directly benefit residents and enhance local community resilience; Therefore be it resolved that UBCM urge the provincial government to expedite the transfer of underutilized Crown Lands, within or adjacent to communities, to local governments for development, infrastructure, and community services purposes.”

This resolution underscores the mandate from local governments across BC to streamline and accelerate the provision of Crown lands for essential local initiatives, including housing.

HICEEC's proposal aligns well with the Premier’s July 17, 2025 mandate letter to the Minister of Housing, directing to “Work with the Minister of Citizens’ Services to identify potential uses for surplus government real estate assets in a way that supports our overall housing and economic development goals.” Securing this Crown land for community-managed housing directly fulfills this direction. The project is a practical demonstration of leveraging public assets to support local housing needs while maintaining affordability, community oversight, and alignment with provincial priorities. The Central Road parcel is precisely the kind of opportunity that the ministry is asked to support.

Given the confluence of compatible zoning, strategic location, clear provincial policy momentum, and explicit endorsement by UBCM through EB-56, the Hornby Island Local Trust Committee strongly supports the Crown Land grant application and encourages the Province to approve the transfer of this parcel to HICEEC for development of community housing."

Alex Allen

Hornby Island Trustee

(250) 335-1129 Ext. 420

I respectfully acknowledge that I live, work and play on Hornby Island, the unceded traditional territory of the K’omoks and other Coast Salish Peoples.

REQUEST FOR DECISION

To: Hornby Island Local Trust Committee
For the Meeting of: January 23, 2026

From: Meeting Administrator
Date Prepared: October 30, 2025

SUBJECT: Draft 2026/27 Hornby Island Local Trust Committee Annual Meeting Schedule

RECOMMENDATION: THAT Hornby Island Local Trust Committee approve their April, 2026 to March, 2027 Meeting Schedule.

DIRECTOR COMMENTS: The work of developing the proposed 2026/27 fiscal year committee schedule has been centralized thereby allowing the Executive Coordinator and Meeting Administrator to consider, at length, the many factors involved in creating an effective schedule that meets the requirements of each committee, the chairpersons, and committee members. The proposed schedule allows decisions made by local trust committees to move onto the relevant standing committee's agenda to Executive Committee in a timely manner allowing for increased efficiency. Adoption of the proposed meeting schedule will increase productivity by allowing a seamless process in completing the work required to organize and publish the meetings without need for significant re-ordering of the schedule

The proposed meeting dates for 2026/27 (attached) were selected based on guidance from senior staff to avoid scheduling meetings between the general election date and the swearing-in of trustees, as well as to minimize meetings during the election campaign period.

1 PURPOSE:

To approve the Hornby Island Local Trust Committee Business Meeting Schedule from April 1, 2026 to March 31, 2027

2 BACKGROUND:

Each Local Trust Committee (LTC) is asked to endorse, by resolution, its regular annual business meeting schedule for 2026/27.

The proposed meeting dates for 2026/27 (attached) were selected based on guidance from senior staff to minimize meetings during the election campaign period, avoid scheduling meetings between the general election date and the swearing-in of trustees, and to provide a meeting date post swearing-in and prior to the December 2026 Trust Council meeting.

As part of this endorsement, the LTC will need to designate which meeting dates are anticipated to be electronic or in-person. This would allow staff to plan further in advance to accommodate meeting logistics, enable staff to book venues for the year and anticipate cancelling the bookings if the meetings get changed to electronic-only at a later date.

Factors that have been considered when putting together the schedule are as follows:

- Islands Trust fiscal year timeframe;
- General local elections year and legislative meeting requirements;

- LTC's preferred meeting days and times;
- Historical number of meetings held per year;
- Anticipated project commitments and application volumes;
- Trust Council meeting dates;
- Chair and trustee availability and conflicts with Executive Committee and Trust Council Standing Committee meeting dates including Accessibility, Financial Planning and Audit, Governance, Regional Planning, and Trust Programs;
- Flow of work from LTCs through standing committees to Financial Planning Committee to Executive Committee and then to Trust Council;
- Islands Trust Conservancy Board meetings, Bowen Island Municipality meetings, Union of BC Municipalities, Association of Vancouver Island and Coastal Communities, and other conferences;
- Other local trust committee meeting dates;
- Statutory holidays, including Christmas closures;
- Preference to hold as few meetings in August as possible;
- Available staff and staff capacity and
- Ferry and travel schedules.

3 IMPLICATIONS OF RECOMMENDATION:

ORGANIZATIONAL: If Hornby Island LTC makes significant amendments to the schedule there will be a substantial re-ordering of LTC and Council Committee meeting dates as a result.

FINANCIAL: LTCs decisions whether to hold electronic meetings or in-person meetings will affect budgets. Electronic meetings do not incur venue costs or travel status costs from trustees or staff.

POLICY: [Local Trust Committees' Meeting Procedure Bylaw No. 197, 2024](#)

IMPLEMENTATION/COMMUNICATIONS: Dates and locations of meetings will be posted immediately following adoption and as per LTC Meeting Procedures Bylaw.

FIRST NATIONS RELATIONS: Not applicable.

4 RELEVANT POLICY(S): [Trust Council Bylaw No. 197, 2024](#)

5 ATTACHMENT(S): [Hornby LTC April/26 to March/27 Proposed Meeting Dates](#) [2026/27 LTC Meeting Scheduling Calendar](#) [2026/27 Council Standing Committees Scheduling Calendar](#)

RESPONSE OPTIONS

Recommendation: THAT Hornby Island Local Trust Committee approve their April, 2026 to March, 2027 Business Meeting Schedule.

Alternative: The Hornby Island Local Trust Committee may suggest alternative meeting dates.

Prepared By: Lisa Millard, Meeting Administrator

Reviewed By/Date: Director Planning Services / Nov. 24, 2025



Islands Trust

Hornby Island Local Trust Committee April, 2026 – March, 2027 Regular Meetings

The Hornby Island Local Trust Committee will be meeting to consider land use applications, bylaws, correspondence, and various community planning topics.

Meetings are subject to change. Please visit the Islands Trust website for up-to-date schedule information.

DATE		TIME	MEETING TYPE	LOCATION
Friday	May 1, 2026	11:30 a.m.	Regular	Hornby Island Community Hall 4305 Central Rd., Hornby Island
Friday	June 26, 2026	11:30 a.m.	Regular	Hornby Island Community Hall 4305 Central Rd., Hornby Island
Tuesday	September 1, 2026	11:30 a.m.	Regular	Hornby Island Community Hall 4305 Central Rd., Hornby Island
Friday	December 4, 2026	11:30 a.m.	Regular	Electronic with a location to view the livestream at Islands Trust Northern Office 700 North Rd., Gabriola, BC
Friday	January 15, 2027	11:30 a.m.	Regular	Hornby Island Community Hall 4305 Central Rd., Hornby Island
Friday	March 19, 2027	11:30 a.m.	Regular	Hornby Island Community Hall 4305 Central Rd., Hornby Island

Updated: December 17, 2025

The proposed meeting agenda is generally available one week prior to the meeting and may be obtained at the Islands Trust office or on our website.

Correspondence received from the public may become part of a meeting agenda that is published online.

VISIT OUR WEBSITE: <https://islandstrust.bc.ca/location/hornby/>

CONTACT US AT 250-247-2063 OR: northinfo@islandstrust.bc.ca

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events, and important notices to your email inbox.**

Sign up at islandstrust.bc.ca/subscribe.



SCAN ME

2026/27 Draft Meetings Calendar LTCs

APRIL

S	M	T	W	T	F	S
			1	2	3	4
5	6	GL	8	SS	10	11
12	13	14	15	16	17	18
19	20	21	22	GB	24	25
26	MA	TH	29	SA		

MAY

S	M	T	W	T	F	S
					HO	2
3	LA	5	6	7	SP	9
10	11	DE	13	SS	15	16
17	18	19	20	GB	22	23
24	25	GM	27	28	NP	30
31						

JUNE

S	M	T	W	T	F	S
	1	2	BW	4	5	6
7	8	GL	10	SS	12	13
14	15	16	17	18	19	20
21	22	DE	24	25	HO	27
28	MA	30				

JULY

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5	LA	GL	8	SS	10	11
12	TH	14	15	GB	NP	18
19	MA	GM	22	SA	24	25
26	27	28	29	30	31	

AUGUST

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23	DE	TH _{GL}	26	SS	SP	29
30	MA					

SEPTEMBER

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27	28	29	30			

OCTOBER

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25	26	27	28	29	30	31

NOVEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	DE	GL	BW	SS	NP	21
22	LA	GM	25	SA	SP	28
29	MA					

DECEMBER

S	M	T	W	T	F	S
		TH	2	GB	HO	5
6	7	8	9	10	11	12
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JANUARY

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3	4	5	6	7	8	9
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17	18	DE	20	GB	22	23
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FEBRUARY

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MARCH

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AVICC: APR 24-26
 UBCM: SEP 14-18
 WRIT: SEP 19
 ELECTION: Oct 17
 SWEAR IN: NOV 12-14

2026/27 Draft Meetings Calendar – Trust Council & Committees

APRIL (AVICC)

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JUNE (LGMA)

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SEPTEMBER (UBCM)

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OCTOBER

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DECEMBER

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JANUARY/27

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FEBRUARY/27

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MARCH/27

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AVICC: APR 24-26

UBCM: SEP 14-18

LGMA: JUN 9-11

PIBC: JUN 2-5

MIABC: APR 8/9 & MAR 31/APR 1, 2027

Legend:

Accessibility Committee
Bowen Island Municipality
Executive Committee
Financial Planning Committee
Governance Committee
Islands Trust Conservancy Board
Regional Planning Committee
Chief Administrative Officer Select Committee
Trust Council/Committee of the Whole
Trust Programs Committee

REQUEST FOR DECISION

To: Local Trust Committees **For the Meeting of:** January 23, 2026

From: David Marlor, Director,
Legislative and
Information Services **Date Prepared:** January 8, 2026

SUBJECT: Public Notification Bylaw

RECOMMENDATION:

That the Hornby Local Trust Committee considers that the notification methods in draft Bylaw 180 are reliable, suitable and accessible for the Hornby Local Trust Area.

That the Hornby Local Trust Committee give Bylaw No. 180, cited as “Hornby Local Trust Committee Public Notification Bylaw No. 180, 2026”, First Reading.

That the Hornby Local Trust Committee give Bylaw No. 180, cited as “Hornby Local Trust Committee Public Notification Bylaw No. 180, 2026”, Second Reading.

That the Hornby Local Trust Committee give Bylaw No. 180 cited as “Hornby Local Trust Committee Public Notification Bylaw No. 180, 2026”, Third Reading.

That the Hornby Local Trust Committee forward Bylaw No. 180 cited as “Hornby Local Trust Committee Public Notification Bylaw No 180, 2026” to the Islands Trust Executive Committee for consideration of approval.

DIRECTOR COMMENTS:

1 PURPOSE:

The purpose of this Request for Decision is to provide the local trust committees with a draft bylaw for Public Notification that is based on the model approved by Trust Council.

2 BACKGROUND:

The Community Charter establishes the requirements for publishing public notice where public notices are required by the *Local Government Act*. The Community Charter includes a default requirement, and an option to adopt an alternative means by bylaw.

The default public notification is by publication in two editions of a newspaper once each week for two consecutive weeks, unless another provision for a specific type of notice states otherwise. The newspaper has to circulate local area.

Section 94.2 of the *Community Charter* gives local governments, including local trust committees, the authority to adopt public notice bylaws. If a local trust committee adopts a Public Notice Bylaw, the local trust committee is required to publish notices by all the methods specified in that bylaw. Local trust committees that do not adopt a Public Notice

Bylaw are required to continue to follow the default publication rules under Section 94.1 of the *Community Charter*.

When adopting a Public Notice Bylaw, the local trust committees are required to consider the principles of effective public notice (reliable, suitable, and accessible) described by the [Public Notice Regulation](#).

Principles of Effective Public Notice

The Public Notice Regulation establishes the principles that must be considered before a public notice bylaw is adopted; these are:

- Reliable – the publication methods are dependable and trustworthy;
- Suitable – the publication methods work for the purpose for which the public notice is intended; and
- Accessible – the publication methods are easy to access and have broad reach.

In considering the adoption of a Public Notice Bylaw, local trust committees must consider and record, either by a resolution recorded in the minutes, or by preamble whereas clauses in the bylaw, that these principles have been considered.

Considering the three principles (reliable, suitable and accessible) possible methods to publish public notices that are available to local trust committees include:

- Online or print newspaper;
- Islands Trust website;
- Community website or newsletter;
- Islands Trust social media page, such as Facebook; and
- Direct email or mail out.

Each of the above meet the principles set out in the Public Notice Regulation. On-line print newspaper still has the problem of being published infrequently, or not circulated through the entire local trust area. Use of a community website or newsletter is outside the control of Islands Trust and each could be shut-down or modified without Islands Trust input; this could compromise the accessibility and reliability principles. Direct mail or a mail-out would reach all owners and residents; however, it could be expensive and time consuming to undertake.

The two best options with the lowest costs and that meet the principles outlined in the Public Notice Regulation are publishing on the Islands Trust website and publishing on an Islands Trust social media page. These are recommended, however, Trust Council recognizes that there may be other conditions on the islands that may warrant a different method.

At its June 2025 meeting, Trust Council adopted Policy 4.1.16 Model Public Notice Bylaw. This contains the format for such a bylaw and recommends the use of the Islands Trust website and a social media account to post the notices. As these are recommendations, and each local trust committee must consider the reliability, suitability and accessibility of the form of notice for their islands, variation on the recommendation may be considered.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

In addition to the default requirement of newspaper advertising, local trust committees are already posting notices on our website and email notification service. Adoption by local

trust committees of a bylaw similar to the model would simplify our administrative processes and reduce costs.

FINANCIAL:

Adoption by local trust committees of a Public Notice Bylaw similar to the model will result in a reduction in costs generally as it will remove the need to advertise in print newspapers.

POLICY:

There are no policy implications

IMPLEMENTATION/COMMUNICATIONS:

Staff post the new bylaw on the Islands Trust website, and staff would be made aware of the new public notification process.

FIRST NATIONS RELATIONS:

There are no First Nations relations implications.

OTHER:

There are no other implications.

4 RELEVANT POLICY(S):

- Section 94 and Section 94.2 of the Community Charter
- Community Charter Public Notice Regulation
- Trust Council Policy 4.1.16 Model Public Notice Bylaw

5 ATTACHMENT(S):

- Draft Bylaw 180

RESPONSE OPTIONS

Recommendation:

That the Hornby Local Trust Committee considers that the notification methods in draft Bylaw 180 are reliable, suitable and accessible for the Hornby Local Trust Area.

That the Hornby Local Trust Committee give Bylaw No. 180, cited as “Hornby Local Trust Committee Public Notification Bylaw No. 180, 2026”, First Reading.

That the Hornby Local Trust Committee give Bylaw No. 180, cited as “Hornby Local Trust Committee Public Notification Bylaw No. 180, 2026”, Second Reading.

That the Hornby Local Trust Committee give Bylaw No. 180 cited as “Hornby Local Trust Committee Public Notification Bylaw No. 180, 2026”, Third Reading.

That the Hornby Local Trust Committee forward Bylaw No. 180 cited as “Hornby Local Trust Committee Public Notification Bylaw No 180, 2026” to the Islands Trust Executive Committee for consideration of approval.

Alternative:

As directed by the Hornby Local Trust Committee.

Prepared By: David Marlor, Director, Legislative and Information Services

Reviewed By/Date: Renee Jamurat, RPM / January 9, 2026.

DRAFT

**HORNBY ISLAND LOCAL TRUST COMMITTEE
PUBLIC NOTIFICATION BYLAW
BYLAW NO. 180**

A Bylaw to provide for an alternative means of publishing a public notice.

WHEREAS pursuant to section 94.2 of the Community Charter, the Hornby Island Local Trust Committee may adopt a Bylaw to provide an alternative means of publishing a public notice;

AND WHEREAS, pursuant to section 94.2(3) of the Community Charter and section 2 of the Public Notice Regulation, B.C. Reg. 52/2022, the Hornby Island Local Trust Committee considers the means of publication set by this Bylaw to be reliable, suitable for providing notices, and accessible;

NOW THEREFORE, the Hornby Island Local Trust Committee in open meeting assembled, enacts as follows:

1. This bylaw may be cited as "Hornby Island Local Trust Committee Public Notification Bylaw No. 180, 2026".
2. The means of publication for public notice requirements under the Community Charter, Local Government Act, or any other enactment may be given by the following methods:
 - (i) electronically by posting the notice on the Islands Trust website; and
 - (ii) electronically by posting the notice on Islands Trust's social media platform.

READ A FIRST TIME THIS _____ DAY OF _____, 202_

READ A SECOND TIME THIS _____ DAY OF _____, 202_

READ A THIRD TIME THIS _____ DAY OF _____, 202_

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS _____ DAY OF _____, 2021

ADOPTED THIS _____ DAY OF _____, 202

Chairperson

Secretary



REQUEST FOR DECISION

To: Local Trust Committees **For the Meeting of:** January 23, 2026
From: David Marlor, Director,
Legislative and Information **Date Prepared:** January 8, 2026
Services
**SUBJECT: Hornby Island Local Trust Committee Meeting Procedures Repeal Bylaw
No. 179**

RECOMMENDATION:

1. That the Hornby Island Local Trust Committee Bylaw 179, cited as “Hornby Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 179, 2025” be adopted.

DIRECTOR COMMENTS:

1 PURPOSE:

To rescind the “Hornby Local Trust Committee Meeting Procedures Bylaw, 2022”.

2 BACKGROUND:

On October 29, 2025, the Executive Committee passed the resolution as recommended:

THAT the Islands Trust Executive Committee approve Hornby Island Local Trust Committee Bylaw No. 179, cited as "Hornby Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 179, 2025" in accordance with Section 27 of the Islands Trust Act.

This allows the Local Trust Committee to rescind the “Hornby Local Trust Committee Meeting Procedures Bylaw, 2022” through the bylaw that was given first, second and third readings at the September 5, 2025 Hornby Local Trust Committee meeting.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

Rescinding the local trust committee meeting procedure bylaws will avoid confusion, as the Trust Council bylaw prevails, and there are no additional procedures in the local trust committee bylaws.

FINANCIAL:

There is no direct financial implication.

POLICY:

There are no policy implications

IMPLEMENTATION/COMMUNICATIONS:

Islands Trust website has been updated to link the Trust Council Local Trust Committee Meeting Procedures Bylaw to each local trust committee's list of administrative bylaws.

FIRST NATIONS RELATIONS:

There are no implications for First Nations relations.

OTHER:

There are no other implications.

4 RELEVANT POLICY(S):

- [Islands Trust Act, Section 11](#)
- [Policy 2.1.7 Trust-wide Administrative Procedures \(Section 11\)](#)
- [Trust Council Bylaw No. 197, 2024 Local Trust Committees' Meeting Procedures Bylaw](#)

5 ATTACHMENT(S):

- Proposed Bylaw 179 "Hornby Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 179, 2025"

RESPONSE OPTIONS**Recommendation:**

1. That the Hornby Island Local Trust Committee Bylaw 179, cited as "Hornby Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 179, 2025" be adopted.

Alternative:

That this report be referred back to staff for additional information.

Prepared By: David Marlor, Director, Legislative and Information Services

Reviewed By/Date: Renee Jamurat, RPM / January 9, 2026.

HORNBY ISLAND LOCAL TRUST COMMITTEE MEETING PROCEDURES REPEAL BYLAW BYLAW NO. 179



Hornby Local Trust Committee

Open Applications

Report

Print Date: January 16, 2026

Development Permit

Application Number	Applicant Name	Date Received	Address	Purpose
HO-DP-2021.2	Taylor, MacDonald H	7/9/2021		PID: 000-457-752 To bring remaining temporary buildings into compliance to become permanent. Civic address: 2200 Sollans Road, Hornby Island, BC.
Planner	Status		Most Recent Completed Activity	
Stephen Baugh	In Abeyance		Waiting for Revisions	

Development Variance Permit

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	Local Trust Committee		Email Applicant of LTC Meeting	

Hornby

Siting and Use Permit

Application Number	Applicant Name	Date Received	Address	Purpose
HO-SUP-2022.9	Steve & Cather	9/27/2022	4990 PORPOISE CRES, HORNBY I	PID: 003-342-158 New house. Civic address: 4990 Porpoise Crescent, Hornby Island, BC.
Planner		Status	Most Recent Completed Activity	
Stephen Baugh		Waiting for Submittals	Waiting for Revisions	

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUP20250360	Jonathan Bixby	9/1/2025	8180 ANDERSON DR, HORNBY ISL	We did a renovation in 2023 on this property and applied for a temporary use permit but didn't check the box for the sitting permit as well. We were notified by the bylaw officer of this and we are now submitting for a sitting 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
PLSUP20250506	Tim Kroeker	12/19/2025	3260 GUNPOWDER TRAIL, HORNB	<Optional, enter comments if required>
Planner		Status	Most Recent Completed Activity	
Rob Pingle		Under Review	Add Optional Referrals	

Hornby

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

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	In Abeyance	Add Optional Referrals

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	File Administrative Decision

Hornby

Application Number	Applicant Name	Date Received	Address	Purpose
HO-SUP-2021.18	School District 71	7/9/2021		PID: 000-457-752 To bring remaining temporary buildings into compliance to become permanent.
Planner	Status		Most Recent Completed Activity	
Stephen Baugh	In Abeyance		Generate Notice of Revisions	

Hornby

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	

Islands Trust

LTC EXP SUMMARY REPORT F2026

Invoices posted to Month ending November 2025

635 Hornby	Invoices posted to Month ending November 2025	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
LTC Local				
65050-635	LTC "Executive Expense on LTC's"	1,705.00	578.27	1,126.73
65200-635	LTC - Local Exp - LTC Meeting Expenses	2,220.00	980.42	1,239.58
65210-635	LTC - Local Exp - APC Meeting Expenses	2,910.00	0.00	2,910.00
TOTAL LTC Local Expense		<u>6,835.00</u>	<u>1,558.69</u>	<u>5,276.31</u>
Projects				
73001-635-2004	Hornby OCP/LUB	18,750.00	11,852.62	6,897.38
TOTAL Project Expenses		<u>18,750.00</u>	<u>11,852.62</u>	<u>6,897.38</u>

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. • The public consultation process shall be determined by the Local Trust Committee after initial review of the proposal.

No.	Meeting Date	Resolution No.	Issue	Policy
				- 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: - Name of the applicant and a description of the proposal in general terms - The location of the proposed establishment and the subject site - The place where, and date and time when, both a public meeting will be held and a resolution of the Local Trust Committee considered. - The name and contact information of the Islands Trust planning staff member who can provide copies of the proposed or amended license application - How public comments may be submitted to the Local Trust Committee.
3.	September 28, 2018	HO-2018-070 See HO-2017-011 above	Enforcement actions against three specific properties for unlawful dwellings	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.
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:

No.	Meeting Date	Resolution No.	Issue	Policy
				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.

Active Projects Report

Hornby Island

1. Major Project - Hornby Island Official Community Plan and Land Use Bylaw

Review

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.

Responsible

Dates

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