



Hornby Island Local Trust Committee

Regular Meeting Agenda

Date: May 1, 2026
Time: 11:30 am
Location: Hornby Island Community Hall
Central Road, Hornby Island, BC

	Pages
1. CALL TO ORDER	11:30 AM - 11:35 AM
"Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change."	
2. TERRITORIAL ACKNOWLEDGEMENT	
3. APPROVAL OF AGENDA	
4. REPORTS	11:35 AM - 11:50 AM
4.1 Trustee Reports	
4.2 Chair's Report	
4.3 Electoral Area Director's Report	
4.4 Islands Trust Conservancy Report	
5. PUBLIC PARTICIPATION PERIOD	11:50 AM - 12:05 PM
6. MINUTES	12:05 PM - 12:10 PM
6.1 Local Trust Committee Minutes dated March 20, 2026 - for adoption	4 - 11
6.2 Section 26 Resolutions-without-meeting Report - none	
6.3 Advisory Planning Commission Minutes - none	
7. BUSINESS ARISING FROM MINUTES	12:10 PM - 12:20 PM
7.1 Follow-up Action List Report dated April 23, 2026	12 - 15
8. DELEGATIONS	12:20 PM - 12:35 PM

8.1	Margaret Birch on Behalf of the Community Hall Committee regarding Hornby Island Community Hall Accessible Washroom Development Permit Application and Sponsorship Request	16 - 19
9.	APPLICATIONS AND REFERRALS	12:35 PM - 12:50 PM
9.1	PLDVP20250405 (Hornby Co-op) - Staff Report	20 - 33
~ BREAK 12:50 PM - 1:20 PM ~		
10.	LOCAL TRUST COMMITTEE PROJECTS	1:20 PM - 1:40 PM
10.1	Major Project: Hornby Island Official Community Plan and Land Use Bylaw Review: Request Regarding Amendments to the PU(a) Site Specific Zone - Staff Report	34 - 51
11.	CORRESPONDENCE	1:40 PM - 1:45 PM
	<i>Correspondence received concerning current applications or projects is posted to the LTC webpage</i>	
11.1	Email dated March 23, 2026 from the Agricultural Land Commission regarding Staffing and Budget Pressures	52 - 52
12.	NEW BUSINESS - none	
13.	STAFF REPORTS	1:45 PM - 2:05 PM
13.1	Public Notification Bylaw Amendment No. 180 Final Adoption - Staff Report	53 - 56
13.2	2025/26 Annual Report - Approval of the Hornby Island's Local Trust Committee Section - Request for Decision	57 - 59
13.3	Hornby Island Advisory Planning Commission Appointments - Staff Report	60 - 63
13.4	Highlights of Trust Conservancy January 20, 2026 Board Meeting	64 - 64
13.5	Applications Report dated April 23, 2026	65 - 71
13.6	Trustee and Local Expense Report dated February, 2026	72 - 72
13.7	Adopted Policies and Standing Resolutions	73 - 76
13.8	Local Trust Committee Webpage	
14.	WORK PROGRAM	2:05 PM - 2:20 PM
14.1	Active Projects Report dated April 23, 2026	77 - 77
14.2	Future Projects Report dated April 23, 2026	78 - 80

15. UPCOMING MEETINGS

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

16. CLOSED MEETING

2:20 PM - 2:35 PM

16.1 Motion to Close the Meeting

That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s.90(1)(a) for the purpose of considering:

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

and that the recorder and staff attend the meeting.

16.2 Recall to Order

16.3 Rise and Report

17. ADJOURNMENT

2:35 PM - 2:35 PM



Hornby Island Local Trust Committee Minutes of Regular Meeting

Date: March 20, 2026
Location: Hornby Island Community Hall
Central Road, Hornby Island, BC

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

Staff Present: Renée Jamurat, Regional Planning Manager
Ian Cox, Planner 2 (electronic)
Rob Pingle, Planning Technician (electronic)
Lisa Millard, Meeting Administrator/Recorder (electronic)

Others Present: There were approximately 51 members of the public in attendance.

1. CALL TO ORDER

Chair Peterson called the meeting to order at 11:38 a.m.

2. TERRITORIAL ACKNOWLEDGEMENT

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

3. APPROVAL OF AGENDA

By general consent, the agenda was approved as presented.

4. REPORTS

4.1 Trustee Reports

Trustees Allen and Scott did not provide reports.

4.2 Chair's Report

Chair Peterson reported the following:

- The recent Trust Council meeting focused on the adoption of the budget which will result in a property tax increase of \$20 to \$40 based on the average value of homes located within the Trust Area;
- The Draft Trust Policy Statement project will not be completed by the end of the current term as referral responses and community feedback continue to be analysed and considered by Trust Council.

4.3 Electoral Area Director's Report - None

4.4 Islands Trust Conservancy Report - None

5. PUBLIC COMMENTS

Chair Peterson noted the Meeting Procedures Bylaw specifies a public comment period be limited to 15 minutes, which can be extended by the Local Trust Committee. He stated a significant number of comments have been received regarding short-term vacation rentals during previous public comment period, at the March 3 special meeting, and through email and asked that members of the public speak to new information not already heard.

Several members of the public spoke to the requirement of permanent residency as a condition of operating a short-term vacation rental and the following points were recorded:

- Part time residents have been coming to the island for years and are considered members of the community;
- The requirement will impact the younger population and the economy negatively;
- Over 40% of home owners are part time residents and members of the community will be harmed if the permanent residency requirement is enacted;
- Those that are not permanent residents will be cut off from coming to the island that they have been coming to for years;
- Many island homes are multi-generational properties and without the ability to offset costs through vacation rentals there will be a permanent loss of families;
- Families have inherited properties and if they can not rent them, they will sell them and this will change the demographics of the island;
- Islanders share the same values of sustainability regardless of residency status.

A member of the public spoke to short-term rentals not being permitted in winter months, the negative impacts of the residency requirement, and asked what the selection process would be if all applicants met the requirements of a Temporary Use Permit and there were more applications than the cap.

A member of the public stated the number of rental units compared to population works out to 1 in 10 which results in negative impacts on the community and Trustees are supposed to represent the entire island and not only rental operators who make up a small percentage of the population.

A member of the public stated vacation rentals represent less than 10% of the population coming to island in the summer months, members of community will be harmed due to the impacts of the permanent residency requirement, the province excluded the Gulf Islands from this requirement, there has been no independent analysis to support a cap or residency requirement, the Local Trust Committee is closing the door on operators that have been compliant for decades, and short-term rental growth has been contained. They asked the Local Trust Committee to remove the permanent resident requirement and set a cap based on the current number of legal operators.

A member of the public stated four years ago the reasons given to cap short-term rentals were ferry overload and water and septic issues, the Local Trust Committee has not taken into account what has been done in the four years since, the decision will affect workers, operators are doing a good job, and they think Trustees are not hearing what is being said.

A member of the public stated the process is flawed, there is no objectivity, and the issue should be set aside until a new council is elected and can put a process in place that accommodates everyone.

By general consent the public hearing period was extended by 10 minutes.

A member of the public stated Hornby belongs to all of BC, tourism is being cut off, and concerns can be addressed in other ways by raising the bar on type of visitors that come.

A member of the public, representing the Hornby Island Community Economic Enhancement Corporation stated approximately 60% of Municipal and Regional Tax (MRDT) revenues collected on Hornby are directed towards workforce housing, \$250,000 has been accumulated and dedicated to affordable workforce housing, balancing housing needs and economic vitality is complex, their intention is to ensure the relationship between legally operating accommodation providers, workforce housing and the funding that supports these initiatives is understood and that implications for MRDT supported programs need to be considered before moving forward.

A member of the public, representing the Hornby Island Community Economic Enhancement Corporation submitted a letter requesting the Local Trust Committee provide support for the affordable workforce housing initiative including reconsideration of a letter of support for securing tenure on the proposed Crown land site based on the progress that has been made through discussion with the Comox Valley Regional District and the urgency of the housing need. They also request that the correction to the Public Use zoning be separated from broader bylaw amendments and fast-tracked.

A member of the public spoke to the potential negative impacts of the residency requirement and asked Trustees to not move forward, leave the decision for the next council, and hire professionals to provide information on how to keep the community economically viable.

6. MINUTES

6.1 Local Trust Committee Meeting Minutes dated January 23, 2026 - for adoption

By general consent, the Local Trust committee meeting minutes of January 23, 2026 were adopted.

6.2 Local Trust Committee Special Meeting Minutes dated March 3, 2026 - for adoption

By general consent, the Local Trust committee meeting minutes of March 3, 2026 were adopted.

6.3 Section 26 Resolutions-without-meeting Report - None

6.4 Advisory Planning Commission Minutes - None

7. BUSINESS ARISING FROM MINUTES

7.1 Follow-up Action List Report dated March 12, 2026

The Regional Planning Manager provided an update on the Follow-up Action List and noted the September 13, 2024 request for staff to prepare a briefing on farm stand regulations was on hold while the major project underway.

The Local Trust Committee requested the item be moved to the Minor Projects list.

8. **DELEGATIONS** - None

9. **APPLICATIONS AND REFERRALS**

9.1 **PLALR20260065 (9925 Central Road) - Staff Report**

The Planning Technician summarized the staff report and highlighted the following:

- The application to the Agricultural Land Commission is to permit a non-farm use on land in the Agricultural Land Reserve;
- The Local Trust Committee determines if they wish to forward the application to the Agricultural Land Commission;
- The Property owner has applied for a Temporary Use Permit to allow the use on the property;
- If the Agricultural Land Commission approves the application the Local Trust Committee can proceed with considering the Temporary Use Permit application.

The applicant's representative was in attendance and presented the following:

- The owners of the property operate a cattle farm on land within the Agricultural Land Reserve;
- The fall fair and festival events do not impact the land's suitability for farming;
- Requested the Local Trust Committee to forward the application to the Agricultural Land Commission without comment or delay, and provide a letter of support confirming the urgency of matter;
- The application for a Temporary Use Permit needs to be in process for the Agricultural Land Commission application to be successful; however, they can not bring a Temporary Use Permit application forward until the Agricultural Land Commission approves the non-farm use application;
- The Agricultural Land Commission has indicated applications take 3 months to process; therefore, it will not come back to Local Trust Committee in time for the applicant to organize and host the events;
- A one-year hiatus will harm the long-term viability of the festival;
- They are already contracting artists and cancellation would result in financial penalties;
- Without required approvals in place it would not be possible to operate the events.

Discussion ensued and the following comments were noted:

- There is a letter of support included as part of the response;
- The only way to allow a use not currently permitted is through a Temporary Use Permit or a rezoning application;
- As long as the Temporary Use Permit application is open, and until such time a decision is made, the applicant can expect not to have bylaw enforcement to take place as confirmed by the Islands Trust Bylaw Enforcement Manager;
- The Planner will consult with Agricultural Land Commission staff to confirm if a Temporary Use Permit can be issued in advance of the Commission's decision, and if permitted it can be brought back to the Local Trust Committee at the May 1 meeting.

HO-2026-016

It was MOVED and SECONDED

that the Hornby Island Local Trust Committee supports application PLALR20260065 for non-farm use in the Agricultural Land Reserve and directs staff to forward the application to the Agricultural Land Commission for further consideration including a letter of support with the following comment:

Subject to Local Trust Committee approval of a Temporary Use Permit, the property has an open Temporary Use Permit application in-process to allow the events within the zone which will be considered subsequent to any Agricultural Land Commission approval.

CARRIED

10. LOCAL TRUST COMMITTEE PROJECTS

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

The Regional Planning Manager summarized the staff report and highlighted the following:

- Amendments, as directed at the March 3 meeting, have been incorporated into the draft bylaw including a cap of 65 Temporary Use Permits, the requirement for principal residency, and draft guideline language;
- Should additional information be requested from staff it is unlikely that the bylaw would be approved prior to the end of the term.

Discussion ensued and the following comments were noted:

- The previous staff report recommended a cap of 87;
- There is no rationale for the principal dwelling requirement;
- Some Local Trust Areas have opted into the Provincial principal residency requirement;
- A Trustee noted their rationale for a cap of 65 was based on most municipalities not allowing more than 10% of homes be allowed to operate a short-term rental, there are on 635 homes on Hornby; therefore, the cap represents more than 10% of homes.
- A Trustee stated if the cap was set at 65, priority could be given to principal residents leaving a number of Temporary Use Permits available to non residents;
- Staff clarified the Local Trust Committee, through land use regulations, does not have authority to give priority to residents;
- The Local Trust Committee will be provided with a staff report to see how the Temporary Use Permit process will be administered.

HO-2026-017

It was MOVED and SECONDED

that the Hornby Island Local Trust Committee Bylaw No. 177, cited as “Hornby Island Land Use Bylaw No. 150, 2014, Amendment No. 1, 2024” be amended by changing the number in section 1.11 (b) from 65 to 87.

CARRIED

HO-2026-018

It was MOVED and SECONDED

that the Hornby Island Local Trust Committee Bylaw No. 177, cited as “Hornby Island Land Use Bylaw No. 150, 2014, Amendment No. 1, 2024” be amended by removing section 1.11 (c) vi.

CARRIED

HO-2026-019

It was MOVED and SECONDED

that the Hornby Island Local Trust Committee Bylaw No. 177 cited as “Hornby Island Land Use Bylaw No. 150, 2014, Amendment No. 1, 2024” be amended as per Attachment 2 as amended of the staff report dated March 20, 2026.

CARRIED

HO-2026-020

It was MOVED and SECONDED

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

CARRIED

HO-2026-021

It was MOVED and SECONDED

that the Hornby Island Local Trust Committee request staff to schedule a community information meeting and Public Hearing for Proposed Bylaw Nos. 176 (OCP) and 177 (LUB).

CARRIED

The meeting was recessed for a break at 1:32 p.m. and reconvened at 2:05 p.m.

11. CORRESPONDENCE - none

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

12. NEW BUSINESS

12.1 A letter to the Agricultural Land Commission for an Exemption to Continue to Hold the Hornby Festival and Fall Fair Annually - Trustee Allen for Discussion

Received for information.

13. STAFF REPORTS

13.1 Hornby Island Local Trust Committee Meeting Procedure Repeal Bylaw No. 179 - for Adoption - Request for Decision

The Chair noted the Local Trust Committee adopted Trust Council Bylaw No. 197 Local Trust Committee Meeting Procedures Bylaw; therefore, the Hornby Local Trust Committee Meeting Procedures Bylaw can now be rescinded.

HO-2026-022

It was MOVED and SECONDED

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.

CARRIED

13.2 Short Term Rental Accommodation Act - Principal Residence Requirement Opt-In Update - Briefing

The Regional Planning Manager noted the Executive Committee briefing is a reminder that the annual deadline to opt-in to the provincial principal residence requirement for short-term rental accommodations is March 31.

The briefing was received for information.

13.3 Extending Advisory Planning Commission Appointments - For Discussion

Trustee Allen inquired if it was possible to renew Advisory Planning Commission appointments and the Regional Planning Manager noted the Local Trust Committee can renew appointments by resolution at an in-camera meeting or they can request staff to bring back a report.

HO-2026-023

that the Hornby Island Local Trust Committee request staff bring back a report on the renewal of Hornby Island Advisory Planning Commission appointments at the next Local Trust Committee meeting.

CARRIED

13.4 Trust Conservancy Report - None

13.5 Applications Report dated March 12, 2026

Received for information.

13.6 Trustee and Local Expense Report dated January, 2026

Received for information.

13.7 Adopted Policies and Standing Resolutions

Received for information.

13.8 Local Trust Committee Webpage - None

14. WORK PROGRAM

14.1 Active Projects Report dated March 12, 2026

Received for information.

14.2 Future Projects Report dated March 12, 2026

A member of the public requested that community housing being added into the Public Use Zone and that this be separated out from the major project to fast track it.

Discussion ensued and the following comments were noted:

- Item 1.8 of Bylaw No. 177 addresses the Public Use Zone;
- If it were to be separated out as a minor project the major project would be required to be put on hold to enable staff capacity to work on a minor project and the quickest way to advance it is to keep it within the bylaw;
- The Regional Planning Manager noted she can address the question with the Project Planner.

Discussion ensued regarding the Local Trust Committee providing a letter of support to permit community housing on crown land and Trustee Allen will work with Regional District Director Arbour to inform the discussion at an upcoming meeting.

15. UPCOMING MEETINGS

15.1 Next Regular Meeting Scheduled for Friday, May 1, 2026 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 2:26 p.m.

Tim Peterson, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder

Follow Up Action Report

Hornby Island

04-Jul-2025

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

21-Aug-2025

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

23-Jan-2026

Progress	Activity	Responsibility	Dates	Status
100%	1 Re: Public Notification Bylaw #180: Staff to replace (ii) with 'a local print weekly newspaper', and forward to the Executive Committee for approval. <i>Bylaws for EC Approval at their March 25th EC Meeting</i>	David Marlor Nadine Mourao		Completed

Follow Up Action Report

Hornby Island

20-Mar-2026

Progress	Activity	Responsibility	Dates	Status
100%	<p>1 Re: PLALR20260065 for non-farm use in the Agricultural Land Reserve :</p> <ul style="list-style-type: none"> -Staff to forward LTC support for application PLALR20260065 for non-farm use in the Agricultural Land Reserve to ALC for decision. LTC directed staff to include the trustee letter of support with the following comment: -Subject to Local Trust Committee approval of a Temporary Use Permit, the property has an open Temporary Use Permit application in-process to allow the events within the zone which will be considered subsequent to any Agricultural Land Commission approval. -Staff to confirm letter of support content with Trustee Allen (author). 	Rob Pingle		Completed

Follow Up Action Report

Hornby Island

20-Mar-2026

Progress	Activity	Responsibility	Dates	Status
0%	<p>2 The following resolutions were carried by LTC for staff action for the OCP/LUB major project:</p> <ul style="list-style-type: none"> ·That the Hornby Island Local Trust Committee Bylaw No. 177, cited as "Hornby Island Land Use Bylaw No. 150, 2014, Amendment No. 1, 2024" be amended by changing the number in section 1.11 (b) from 65 to 87. ·That the Hornby Island Local Trust Committee Bylaw No. 177, cited as "Hornby Island Land Use Bylaw No. 150, 2014, Amendment No. 1, 2024" be amended by removing section 1.11 (c) vi. ·That Hornby Island Local Trust Committee Bylaw No. 177 cited as "Hornby Island Land Use Bylaw No. 150, 2014, Amendment No. 1, 2024" be amended as per Attachment 2 as amended of the staff report dated March 20, 2026. ·That Hornby Island Local Trust Committee Bylaw No. 177 cited as "Hornby Island Land Use Bylaw No. 150, 2014, Amendment No. 1, 2024" be read a second time as amended. ·That the Hornby Island Local Trust Committee request staff to schedule a community information meeting and Public Hearing for Proposed Bylaw Nos. 176 (OCP) and 177 (LUB). ·The staff report notes that the LTC will see another staff report to review how the TUP process will work. 	Sonja Zupanec		Completed
100%	<p>3 Re: Adoption of "Hornby Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 179, 2025", staff to complete administration steps.</p> <p>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.</p>	Nadine Mourao		Completed



Follow Up Action Report

Hornby Island

20-Mar-2026

Progress	Activity	Responsibility	Dates	Status
100%	4 Re: APC appointments Staff to bring back a report on the renewal / extension of APC appointments at the next regular LTC meeting on May 1, 2026.	Shalini Nakai		Completed

**Hornby Island Islands Trust
Local Trust Committee
Regular Meeting - May 1, 2026**

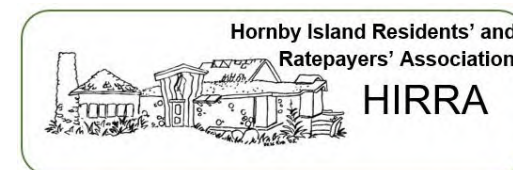
Accessible Washroom Project for
Hornby Community Hall

PLDP20260159 &
PLSUP20260160

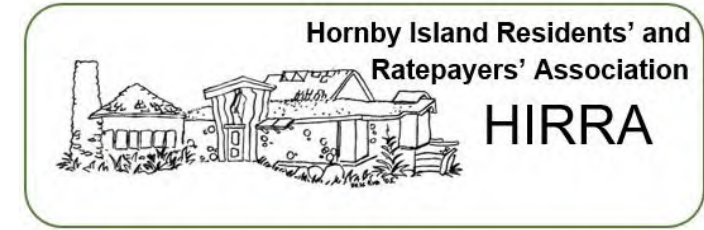


Presented by Margaret Birch, Co-chair,
HIRRA Community Hall Committee

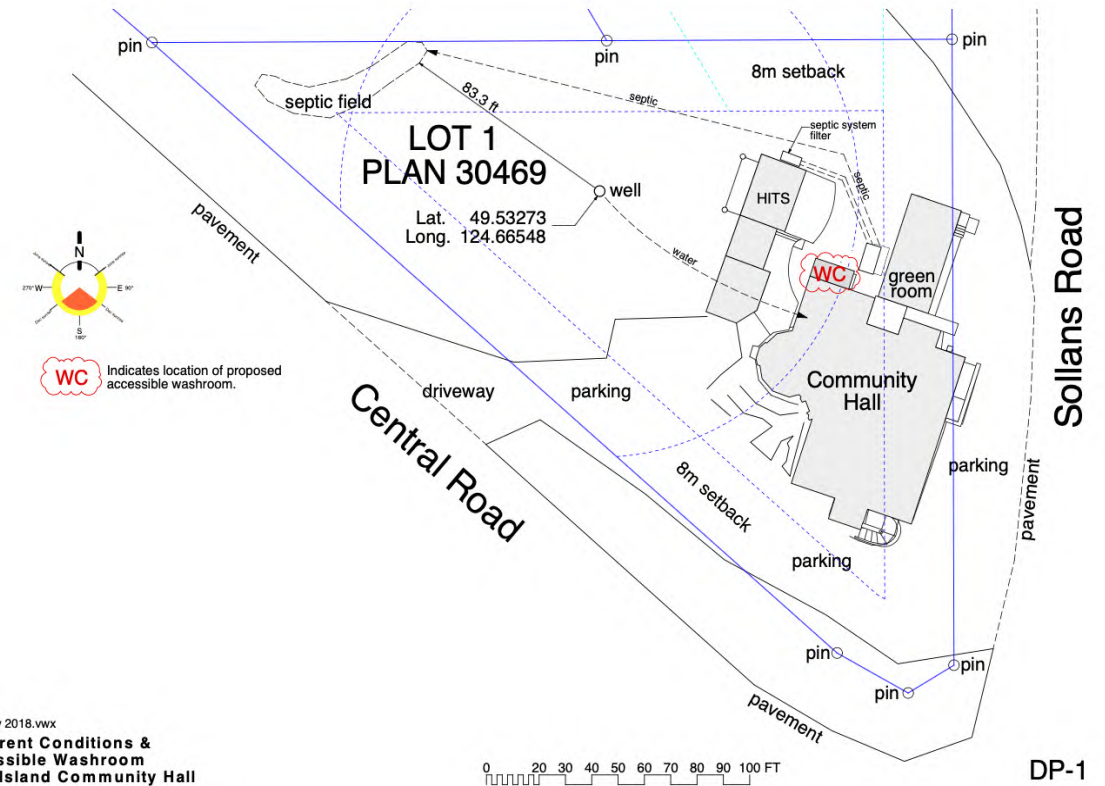
**Hornby Island Community Hall
Celebrates 100 Years
1927 – 2027**



Hornby Island Community Hall Accessible Washroom Project

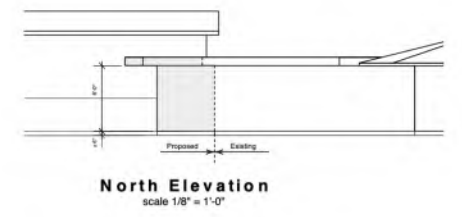
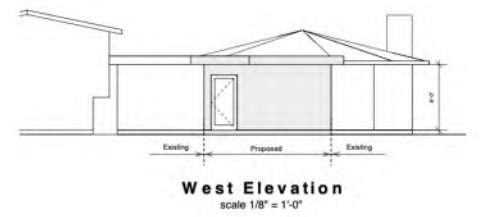
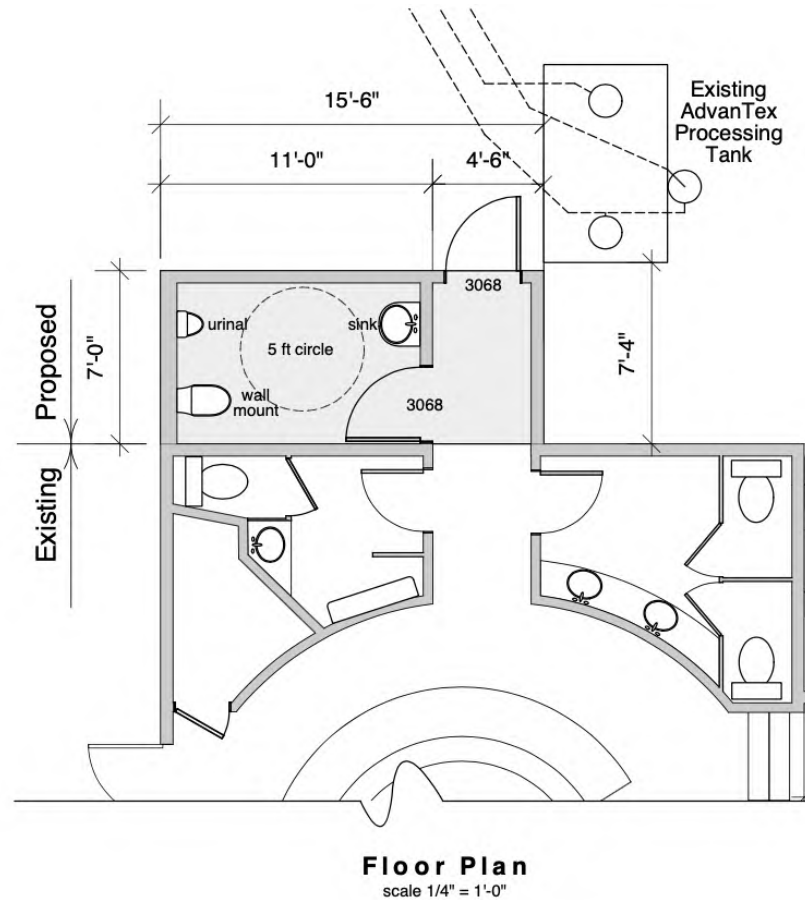


- Community Hall Committee undertakes infrastructure improvements for the heritage Hall through its operational work program, capital funding support and grant opportunities
- Efforts taken to install an additional all-gender accessible washroom ongoing for several years
- \$65K in Capital funding support has been secured with CVRD pending additional grant funding support
- Based on two project cost (2024 and 2026) estimates: minimum \$100K project
- Pending external funding to achieve the balance still needed
- Committee have submitted the required DP and Site/Use Permit applications to the Islands Trust.
- We are seeking the support and consideration of these applications this summer



Hornby Island Community Hall Accessible Washroom Project

- Washroom addition will be located at exterior of Community Hall
- To minimize delays when the funding is available, the CHC initiated the development application approval process with the Islands Trust in April
- A contract project team would be hired by the Committee to construct a ~ 90 square foot accessible washroom during the shoulder season
- The design will blend with existing infrastructure to create the new all-gender accessible washroom
- The washroom addition will bring the Community Hall into compliance to meet current Building Code requirements for washroom facilities for a public service building



Drawn: MM
Scale: as shown
Date: Apr 10, 2026
File name: Hall Reno-2026.vwx
**Floor Plan & Elevations of
Proposed Accessible Washroom
For the Hornby Island Community Hall**

Hornby Island Community Hall Accessible Washroom Project

- Aim of project to meet the minimum requirements of CSA/ASC B651:23 Accessible design for the built environments
- An insured contractor would be tasked to provide all the services including construction of a foundation, framing, roofing, electrical, plumbing, a window, a wheel-chair accessible entrance door and exterior emergency exit door, fixtures and finishing
- Recent news received last week our grant request was unsuccessful, we are committed to make this long-awaited infrastructure improvement a reality and improve accessibility for people of all abilities to enjoy the Hornby's Community Hall
- On behalf of the Community Hall Committee, we pleased to provide this update and seek your support to consider approval of the DP and Site & Use Permit in the coming weeks.
- Thank-you!





File No.: Amendment to
PLDVP20250405

DATE OF MEETING: May 1, 2026

TO: Hornby Island Local Trust Committee

FROM: Ian Cox, Planner 2
Northern Team

SUBJECT: Development Variance Permit Amendment

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 rescind development variance permit PLDVP20240155 and contain approved variances for the proposal in one revised development variance permit.
2. That the Hornby Island Local Trust Committee approve development variance permit PLDVP20250405 as amended.

REPORT SUMMARY

The report provides the LTC with information to consider an amendment to development variance permit (DVP) PLDVP20250405 that will facilitate the redevelopment of the Hornby Island Cooperative Association property at 5875 Central Road. As described in previous staff reports related to the project, the work includes construction of a new Co-op Store building with a grocery and hardware store, Canada Post outlet, liquor store, deli, office rooms, and loading areas.

Staff recommend issuing the amended permit PLDVP20250405, which will combine the variances approved under PLDVP20240155 and PLDVP20250405, and include the new requested variances in one development variance permit, as explained under the rationale provided in the following sections of this report. Attachment 1 provides a draft permit with these variances.

BACKGROUND

For a complete project overview, including detailed site context, property background and location information, development permit area Guidelines, etc., please refer to the original staff report for PLDVP20250405 that was included in the LTC regular business meeting [agenda package for January 23, 2026](#).

The LTC has issued three DVPs for the project to date. Two for relaxation of horizontal setbacks, and one for an increase to the maximum height allowed for buildings and structures under the Hornby Island Land Use Bylaw No. 150 (LUB) related to the new Co-op grocery store building, associated servicing areas, and HVAC equipment. A development permit (DP) was also required for the construction due to

the location of the project within the Commercial Centres (Retail and Visitor Accommodations) Development Permit Area (DPA).

This DVP amendment seeks to relax the minimum interior side lot line setback along the southern property boundary to accommodate the siting of a set of access stairs that were omitted from the variance requests under PLDVP20250405. Additionally, a change is made to clarify the naming of the lot lines in the text portion of the permit. Both issues were due in part to the timing and order of operations for the DVP and DP applications, a misunderstanding in communication between staff and the applicant, and the complexity of determining specific lot lines as defined in the LUB because of the nature of the hooked lot (northern and southern portions).

After discussing the matter with the applicant's representative, staff consider the appropriate solution to be an amendment to PLDVP20250405, combining the access stair relaxation request with the text corrections and previous horizontal setback relaxations under PLDVP20240155 and PLDVP20250405 into one harmonized permit for clarity, now and in the future. The amended permit is presented for LTC consideration in **Attachment 1**. The height variance issued under permit PLDVP20240341 will remain as a separate permit.

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 PLDVP20240156 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.

Additional Variance Request for Access Stairs

Please refer to **Attachments 2 and 3** for the horizontal variances issued by the LTC under PLDVP20240155 and DVP20250405. The following is the new relaxation request to accommodate the access stairs:

- **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 set of access stairs only** at the rear of the Co-op store building, **a minimum of 0.0 metres from the southern interior side lot line.**

Corrections to Lot Line Names

Attachment 2 and 3 provide the original versions of PLDVP20240155 and PLDVP20250405. **Attachment 1** provides the amended PLDVP20250405 with corrected lot line names in the text portion of the permit.

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 explains that the location of the stairs is necessary to enable the continued operation of services and stores at the Co-op with site constraints and limited design options, particularly given that the building itself will be located 1.2 meters from the interior side lot line as granted by the previous DVPs.

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 BC Parks throughout the project to address the province's concerns related to park users' trail access to and from the site, visual disturbance, etc. As identified in previous staff reports, 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 this particular variance may be best articulated by the applicant. 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 April 16th, 2026 in accordance with the *Local Government Act* (**Attachment 4**). Public comments can be received up to and including the LTC meeting on May 1st, 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.

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 amended DVP and rescinding the previous PLDVP20240155 as found on page 1 of this report considering the following:

- the location of the access stairs 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;
- To the best of staff knowledge, the applicant has worked with neighbouring property owner/operator, BC Parks, to reach agreement on the location of the building and associated equipment and loading areas, etc.; 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	April 20, 2026
Concurrence By:	Renée Jamurat, RPP, MCIP, Regional Planning Manager	April 22, 2026

ATTACHMENTS

1. Proposed Amended PLDVP20250405
2. PLDVP20240155 (to combine with PLDVP20250405)
3. PLDVP20250405 (original version)
4. Statutory Public Notice



Islands Trust

PROPOSED

**HORNBY ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT VARIANCE PERMIT
PLDVP20250405
(amended May 1, 2026)**

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(b) 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 a rear lot line, is varied as follows:
 - **a minimum of 0.0 meters from a rear lot line to allow the siting of a new grocery store building; (the rear lot line in this case is the point where the two interior side lot lines intersect opposite the front lot line);**
- b) 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 any interior side lot line, is varied as follows:
 - **a minimum of 1.2 meters from the southern interior side lot line to allow the siting of a new grocery store building and associated servicing area comprised of a pad-mounted transformer, electrical generator, fire pump, and above ground water tanks;**
 - **a minimum of 0.0 meters from the southern interior side lot line to allow the siting of a set of access stairs only.**
- c) 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 as follows:
 - **a minimum of 4.0 meters from the western exterior side lot line allow the siting of a servicing area comprised of a pad-mounted transformer, electrical generator, fire pump, and above ground water tanks.**

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 XXst DAY OF XX, 202X.

Deputy Secretary, Islands Trust

Date of Issuance

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



Islands Trust

**HORNBY ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT VARIANCE PERMIT
PLDVP20240155**

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)

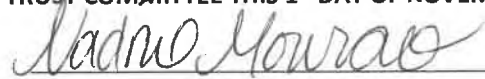
2. Hornby Island Land Use Bylaw No. 150, 2014 is varied as follows:

- a) **Section 8.9, Subsection (4)(b) which states that the minimum setback for any building or structure, except for a fence or pump/utility house shall be 6.0 metres from a rear lot line, is varied to permit the construction of a new grocery store building within 1.2 metres of the Southern rear lot line.**
- b) **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 metres from an interior side lot line, is varied to permit the construction of a new grocery store building within 0.0 metres of the Eastern interior lot line.**

The development shall be consistent with Schedule 'A' which is attached to and forms 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.

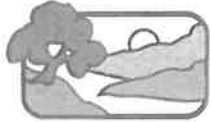
AUTHORIZING RESOLUTION PASSED BY THE HORNBY ISLAND LOCAL TRUST COMMITTEE THIS 1st DAY OF NOVEMBER, 2024.


Deputy Secretary, Islands Trust

November 4, 2024

Date of Issuance

IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE 4th DAY OF NOVEMBER, 2026 (2 YEARS FROM DATE OF ISSUANCE) THIS PERMIT AUTOMATICALLY LAPSES.



Islands Trust

**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.

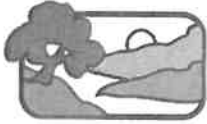
3. This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of "Hornby Island Land Use Bylaw No. 150, 2014" and to obtain other approvals necessary for completion of the proposed development.

AUTHORIZING RESOLUTION PASSED BY THE HORNBY ISLAND LOCAL TRUST COMMITTEE THIS 23rd DAY OF JANUARY, 2026.


Deputy Secretary, Islands Trust

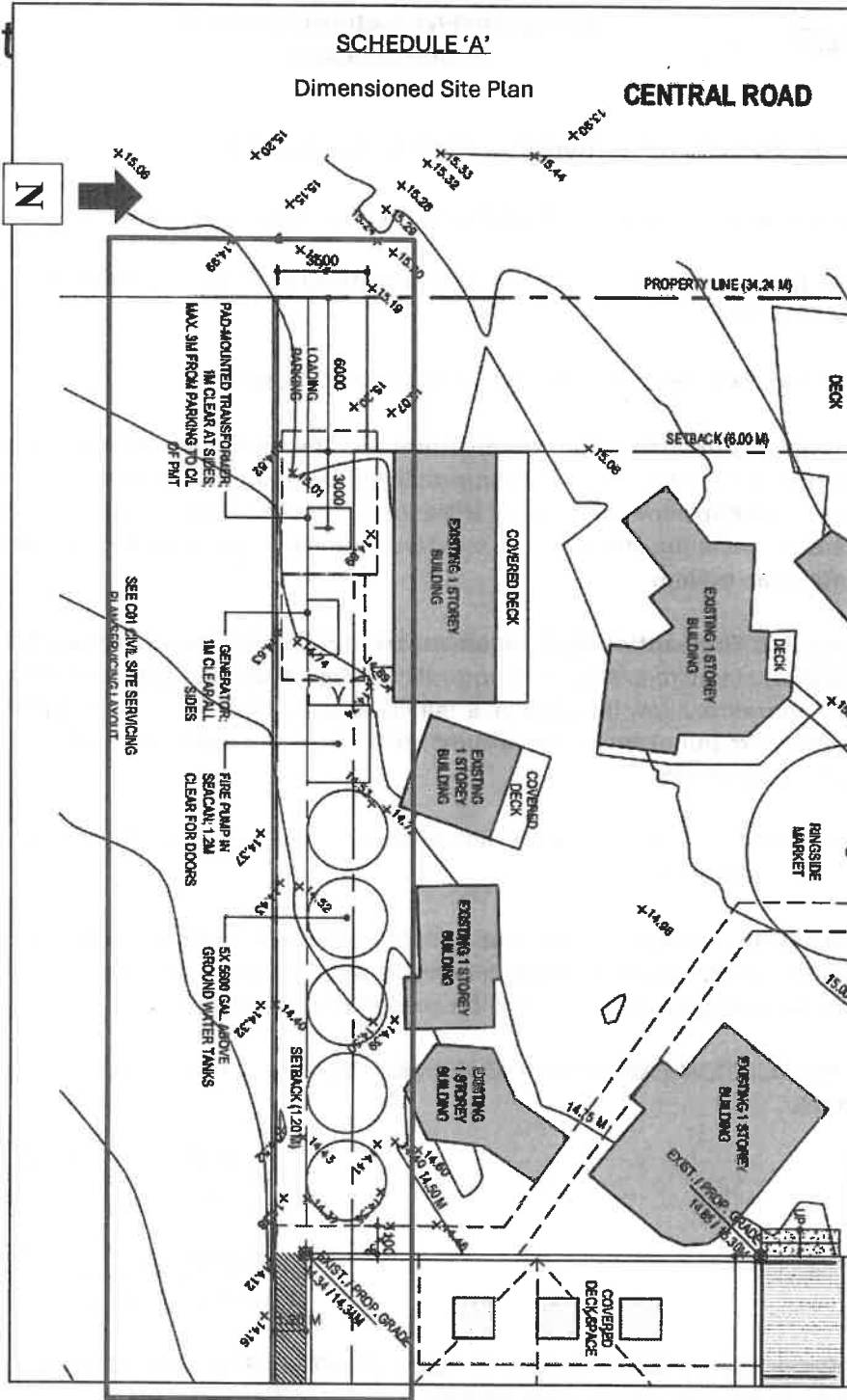

Date of Issuance

IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE 20th DAY OF JANUARY, 2028 (2 YEARS FROM DATE OF ISSUANCE) THIS PERMIT AUTOMATICALLY LAPSES.



Islands Trust

HORNBY ISLAND LOCAL TRUST COMMITTEE
PLDVP20250405



I hereby certify this to be Schedule "A" attached to and forming part of Development Variance Permit PLDVP20250405

Madine Howard

Deputy Secretary, Islands Trust

February 26, 2006

Date Issued



1. Application

Document Fees: \$33.01

Nadine Mourao on behalf of Islands Trust
700 North Road
Gabriola BC V0R 1X3
250 247-2206

2. Description of Land

PID/Plan Number	Legal Description
026-371-791	LOT 1 SECTIONS 6 AND 10 HORNBY ISLAND NANAIMO DISTRICT PLAN VIP79310

3. Nature of Interest

Type
NOTICE OF PERMIT

4. Name of Local Government

Hornby Island Local Trust Committee
Additional Information

5. Notice Details

TAKE NOTICE that the land described above is subject to a Permit.

- (a) Type of Notice: Development Variance Permit
- (b) Statutory authority: Local Government Act, Section 498

Issue Date: 2026-Feb-26

Further particulars of the permit may be obtained from the issuing authority.

AND FURTHER TAKE NOTICE that in the case of a Temporary Commercial or Industrial Permit, the Registrar is hereby authorized to cancel the notation of the filing of this notice against the title to the land affected by it on or after the expiry date specified above without further application from us and we consent to a cancellation of the notation on the basis of effluxion of time.

Authorized Signatory (If Applicable)

Nadine Mourao, Legislative Clerk - Deputy Secretary

Electronic Signature

Your electronic signature is a representation that you are a designate authorized to electronically sign this application by an e-filing direction made under section 168.22 (2) of the *Land Title Act*, RSBC 1996, c 250.

Nadine Mourao
NUHIQM

Digitally signed by
Nadine Mourao NUHIQM
Date: 2026-02-26
08:33:58 -08:00



NOTICE
PLDVP20250405
HORNBY ISLAND LOCAL TRUST COMMITTEE

NOTICE is hereby given that the Hornby Island Local Trust Committee (LTC) will be considering amendments to the issued development variance permits PLDVP20250405 and PLDVP20240155, pursuant to Section 499 of the *Local Government Act*. The issued permits varied the Hornby Island Land Use Bylaw No. 150, 2014 (LUB) to allow the siting of a new Hornby Co-operative Association grocery store building and associated servicing area, containing equipment for hydro, backup power generation, water tanks and a pump for fire suppression. The building and servicing area is proposed to be located on the smaller portion of the property which abuts Shields Road to its north, in accordance with the following issued and requested variances to the LUB which the LTC will consider as part of this permit amendment:

- a) Section 8.9, Subsection 4(b) 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 a rear lot line, is varied as follows:
 - **a minimum of 0.0 meters from a rear lot line to allow the siting of a new grocery store building; (the rear lot line in this case is the point where the two interior side lot lines intersect opposite the front lot line);**
- b) 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 any interior side lot line, is varied as follows:
 - **a minimum of 1.2 meters from the southern interior side lot line to allow the siting of a new grocery store building and associated servicing area comprised of a pad-mounted transformer, electrical generator, fire pump, and above ground water tanks;**
 - **a minimum of 0.0 meters from the southern interior side lot line to allow the siting of a set of access stairs only.**
- c) 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 as follows:
 - **a minimum of 4.0 meters from the western exterior side lot line allow the siting of a servicing area comprised of a pad-mounted transformer, electrical generator, fire pump, and above ground water tanks.**

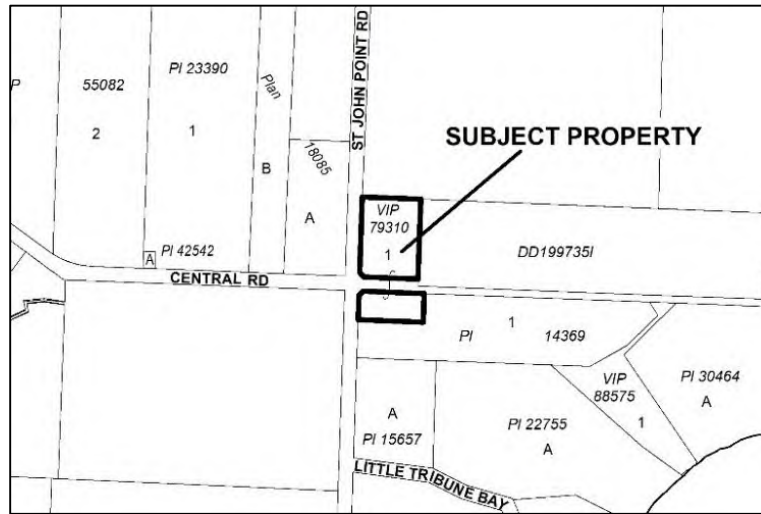
Due to the order in which the variance applications were made and a clerical error, a set of access stairs at the rear of the building along the southern lot line was not included in the most recent variance request and subsequent resolution. The LTC will consider inclusion of the stairs in a proposed amended permit, as well as corrections to the names of the lot lines, and incorporation of the previously issued variances under PLDVP20240155, so that all of the horizontal lot line setback relaxations are contained in one permit for clarity. The amended PLDVP20250405 will supersede the previous two.

The plans attached to the original PLDVP20250405 permit as ‘Schedule “A” – Dimensioned Site Plan’ showing the subject servicing area within a red rectangle, remain a correct and accurate representation of the variances as issued under that permit. A new site plan schedule showing the access stairs and previously granted variances under PLDVP20240155 will be considered, as shown on the proposed permit amendment attached to this notice.

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 **April 17, 2026** and continuing up to and including **April 30, 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, **April 30, 2026**.

The Hornby Island Local Trust Committee may consider issuance of the proposed Permit at its Business Meeting to be held at **11:30 a.m., May 1st, 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



DATE OF MEETING: May 1, 2026

TO: Hornby Island Local Trust Committee

FROM: Sonja Zupanec, RPP, MCIP
Northern Team

SUBJECT: Request regarding amendments to the PU(a) site specific zone

RECOMMENDATION

1. That Hornby Island Local Trust consider the public correspondence attached to the staff report dated May 1, 2026 requesting proposed amendments to the PU(a) zone, and direct staff on desired next steps.

REPORT SUMMARY

The purpose of this report is to seek clarification from the Local Trust Committee (LTC) on whether it wishes to action repeated public correspondence on the need for a perceived correction to the existing PU(a) site specific zone. Proposed Bylaw No. 177, as part of the OCP/LUB project does include an amendment to the PU(a) zone to allow for community housing, however public correspondence regarding this matter has been received by the LTC since 2018 regarding potential errors and omissions to the zone, that have not yet been discussed by the LTC or actioned. Staff are seeking clarity on whether the LTC wishes to address this matter, and if so, either through the current OCP/LUB review project (Proposed Bylaw No. 177) or as a stand-alone minor project.

The Regional Planning Manager advises that this change of project and use of major project funds will require further administrative time and resources and will impact the budget and timeline for the major project. It may also require an LTC budget request to continue the project into the next fiscal year (2027-2028), subject to approval.

BACKGROUND

The PU(a) zone on Hornby Island is located along Central Road in the centre of the island as per Figure 1 below.

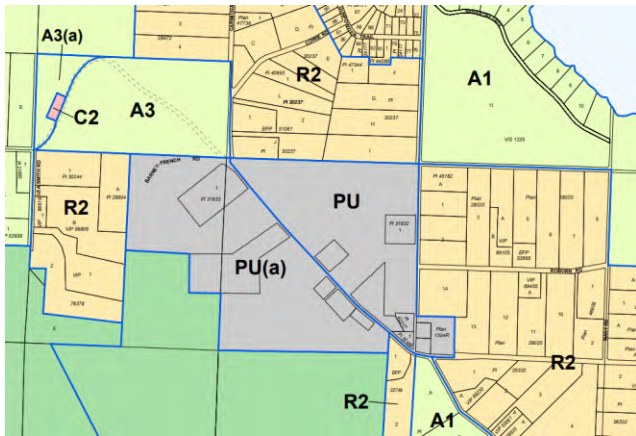


Figure 1. Location and extent of PU(a) zone on Hornby Island.

The following table provides a comparison of the PU(a) zone text in the historic, current and proposed Hornby Island Land Use Bylaw (LUB).

Previous LUB - Hornby Island Land Use Bylaw No. 86	Present LUB - Hornby Island Land Use Bylaw No. 150	Proposed Amendment in Bylaw No. 177
<p><i>“SITE SPECIFIC ZONING VARIATION - PU(a) The purpose of the Public Use (a) Zone is to provide for additional public services and for community trades and services. 9.12.8 In addition to Subsection 9.12.1 the following uses are permitted in the PU(a) zone: 9.12.8.1 Highways maintenance yard; 9.12.8.2 Recycling depot; 9.12.8.3 Public utility storage yard; 9.12.8.4 Cemetery; and 9.12.8.5 Community trades and services, including associated retail.”</i></p>	<p>8.21(9) Site Specific Regulations: Despite 8.21(1), the only permitted uses are: (a) Cemetery; (b) Public utility storage yard; (c) Highways maintenance yard; and (d) Recycling depot.</p>	<p>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.”</p>

The previous LUB (Bylaw 86) clearly identified **additional** permitted uses in the PU(a) zone, where the current LUB specifies the **ONLY** permitted uses are cemetery and recycling depot (duplicated from main PU zone’s permitted uses list), public utility storage yard and highways maintenance yard. There does not appear to be any clear indication of where the direction came from to amend this site-specific zone during the last OCP/LUB review. The current OCP does not contain any policies informing this restriction.

The extent of the current land uses within the PU(a) site specific zone is unconfirmed by staff; however, the public correspondence authors (Attachment 2 and 3) indicate that a correction to the zone is required to address existing and proposed community trades, associated retail and urgent housing needs in the community.

OPTIONS

The LTC may consider the following options:

1. Direct staff to prepare an amendment to BL No. 177

The LTC may direct staff to prepare an amendment to the Proposed Bylaw as part of the long standing OCP/LUB review project. The implications of this would be that the amendments are tied to the progress of the timing of the OCP/LUB review as a whole and may not be as responsive as a stand-alone minor project. If this alternative is selected then the following resolution is recommended:

That the Hornby Island Local Trust Committee request staff to prepare draft amendments to Proposed Bylaw No. 177, cited as "Hornby Island Land Use Bylaw No. 150, 2014, Amendment No. 1, 2024" consistent with implementing the public correspondence suggested revisions received from T.Law dated April 17, 2025.

2. Direct staff to pause work on the OCP/LUB review and prepare a stand-alone project charter to address necessary amendments to the PU(a) site specific zone.

The LTC may pause the OCP/LUB review project and action a stand-alone amendment using project funds available in the major project budget. If this alternative is selected then this resolution will be sent to Executive Committee to notify them of the change of use of funds for their major project. The The following resolution is recommended:

That the Hornby Island Local Trust Committee request staff to pause work on the OCP/LUB Review project and prepare an amended project charter and draft bylaw to address only amendments to the PU(a) site specific zone consistent with public correspondence from T.Law dated April 17, 2025 and Proposed Bylaw No. 17 (LUB).

3. Receive for information.

The LTC may choose to proceed no further with the public correspondence received and no resolution is required.

Submitted By:	Sonja Zupanec, RPP, MCIP, Island Planner	April 20, 2026
Concurrence:	Renée Jamurat, RPP, MCIP, Regional Planning Manager	April 22, 2026

ATTACHMENTS

1. Proposed Bylaw No. 177 (LUB) at second reading
2. Public Correspondence K.Ross March 2026
3. Public Correspondence T. Law April 2025

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) A maximum of 87 vacation home rentals approved through a temporary use permit can operate on Hornby Island at any one time.

- (c) Applicants for a Temporary Use Permit should provide:
- i) Confirmation from an authorized person that the wastewater management system serving the vacation rental has been inspected within the previous six (6) months and complies with the Sewerage System Regulation, or confirmation identifying what upgrades or construction would be required for the system to achieve compliance. Where alternative wastewater systems (such as composting or waterless toilets) are proposed, documentation must demonstrate that the system complies with applicable regulations or has been designed and assessed by a qualified professional.
 - ii) Where the vacation rental is served by a water system supplying more than one dwelling, a copy of a valid operating permit issued under the Drinking Water Protection Regulation, if applicable.
 - iii) Confirmation from a qualified professional, within the previous six (6) months, that the groundwater or rainwater supply serving the vacation rental meets, or can be made to meet through specified treatment or management measures, the Guidelines for Canadian Drinking Water Quality for microbial and chemical quality.
 - iv) Where groundwater is the whole or partial water supply serving the vacation rental, confirmation from a qualified professional that the quantity of groundwater available to serve the vacation rental is sufficient for the intended use.
 - v) Where rainwater is the whole or partial water supply serving the vacation rental, documentation of the rainwater collection system and quantity of the storage is sufficient for the intended use.
- (d) 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;
- (e) a condition of the Temporary Use Permit should prohibit recreational vehicles or camping;
- (f) a condition of the Temporary Use Permit should allow vacation home rental use only between May 1 – September 30;
- (g) 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.
- (h) a condition of the Temporary Use Permit should restrict occupancy during any period of seven consecutive days to only one guest or guest party;
- (i) a condition of the Temporary Use Permit should limit occupancy and signage on the property;
- (j) 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

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

Sonja Zupanec

From: Karen Ross <karen@hiceec.org>
Sent: Wednesday, March 25, 2026 3:34 PM
To: Sonja Zupanec
Cc: Alex Allen; Grant Scott; Katherine Ronan; Timothy Peterson
Subject: Request for expedited pathway – PU(a) zoning correction and interim options
Attachments: Tony Law error needs fixing re PU a.docx; LTC support for Crown Land Application.docx

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Hi Sonja,

I hope you are well and had a good break.

At the Hornby Island Local Trust Committee meeting last Friday, I formally requested that the correction to the PU(a) zoning in the Land Use Bylaw be **fast tracked**.

As noted in my earlier email this week, while second reading has now been given to the bylaw amendments, the PU(a) correction is not clearly or correctly identified in its current form.

For context, I am attaching background materials, including correspondence from former Trustee Tony Law, which outlines the origin of this issue and the repeated efforts—dating back to 2018—to have it corrected. The record shows that this has been clearly identified as an error over a number of years, yet remains unresolved to date despite repeated efforts to have it addressed.

I would also note that HICEEC has been actively engaged with the Trust on this file for some time. In May 2024, at the request of the Chair, we provided detailed information regarding our proposed workforce housing project on the Crown land parcel, along with a request for a Letter of Intent to support the work. That request was made in good faith to help advance early-stage discussions and align timelines, and reflects the longstanding nature of this file.

From HICEEC's perspective, timing has now become critical.

We are:

- In active discussions with the CVRD regarding potential sponsorship through their newly established Housing Authority, which is expected to begin advancing **shovel-ready projects this spring**
- In the final stages of completing a REDIP-funded feasibility study on affordable workforce housing, with the report being released publicly on **April 6**

The convergence of these timelines presents a significant opportunity—but also a clear risk if the zoning issue remains unresolved.

Given that this matter represents a correction of an unintended error—rather than a new policy direction—I would ask whether it can be **removed from the broader LUB review process and advanced independently**.

As you know, the comprehensive LUB review may take considerable time to complete and is currently addressing a number of complex and unrelated issues. In this context, delaying resolution of a discrete and well-documented error risks unnecessarily constraining projects that are otherwise ready to proceed.

With that in mind, I would appreciate your advice on **all available pathways to expedite this correction**, including:

- Whether a **Temporary Use Permit (TUP)** could be utilized as an interim measure
- The feasibility of a **letter of support or intent** from the Trust
- Whether a **Development Permit Area (DPA)** pathway could assist in advancing the project
- Opportunities to **accelerate third reading and adoption**, including timelines for forwarding to the Minister for approval

It would be very helpful to understand:

1. What options are realistically available
2. The **anticipated timelines** for each
3. Any actions that HICEEC or partners (including CVRD) could take to support an expedited process

HICEEC is actively working toward the acquisition of Crown land within the PU(a) zone for the purpose of delivering affordable workforce housing. This work is aligned with demonstrated community need, regional housing priorities, and current provincial funding programs.

We remain committed to working collaboratively with the Trust to find a practical path forward. At the same time, given the length of time this issue has remained unresolved, the history of engagement on this file, and the current alignment of funding and opportunity, it is important that we are able to clearly understand the path—and timing—to resolution.

I would appreciate your guidance at your earliest convenience.

Best regards,
Karen

--

Karen Ross, Executive Director

karen@hiceec.org

office phone: 250-335-1199



"Co-creating a harmonious Island community"

Fwd: To: Hornby Island LTC - Significant Uncorrected error

Inbox



Katherine Ronan <ronandesign@uniserve.com>

Apr 24, 2025,
5:39 PM

to Karen

Hi K,

I don't know whether you received this from Tony.

Shall we forward it to Sonja, Alex and Grant as a summary of the history?

K

From: Anthony Law <[REDACTED]>
Date: April 17, 2025 at 3:07:17 PM PDT
To: northinfo <northinfo@islandstrust.bc.ca>
Cc: aallen <aallen@islandstrust.bc.ca>, grant scott <gscott@islandstrust.bc.ca>, Wendy Burton <[REDACTED]> ronandesign <ronandesign@uniserve.com>
Subject: To: Hornby Island LTC - Significant Uncorrected error

To Hornby Island Local Trust Committee:

Seven years ago, at the February 18, 2018 meeting of the Hornby Island Local Trust Committee, I drew attention to a significant error in the regulations for the "Public Use" zone in the Hornby Island Land Use Bylaw - Bylaw 150 that needed to be corrected.

Almost six years ago, on May 28, 2019, I sent an email (**below**) to trustees and staff providing details of this error and asking "when will this error be corrected?"
No response.

Three years ago I sent an email (**below**) to the Hornby Island Local Trust Committee asking "what is being done to correct this?"
No response.

I have pretty much given up on the Islands Trust being a functional organization,but here I go again!!

Why hasn't this error been corrected?
When will it be corrected?

I know things take a long time to get done at the Islands Trust (hence I was a trustee for about twenty years!) - but I believe this is not something that should have

been put off for seven years.

Thank you.

Tony Law

.....
Jan 6, 2022, 3:51 PM Jan 6,
2022,
3:51
PM

to northinfo, aallen, Islands, Wendy, ronandesign, Sue

to northinfo, aallen, Islands, Wendy, ronandesign, Sue

To: Hornby Island Local Trust Committee

At the February 18, 2018 meeting of the Hornby Island Local Trust Committee and also in an email sent to trustees and staff on May 28, 2019 (**below**), I drew attention to a significant error in the regulations for the "Public Use" zone in the Hornby Island Land Use Bylaw - Bylaw 150.

What is being done to address this?

The error is that the site specific regulations for Sub-zone PU(a) incorrectly state:

Despite 8.21(1), the only permitted uses are:

- (a) Cemetery;***
- (b) Public utility storage yard;***
- (c) Highways maintenance yard; and***
- (d) Recycling depot.***

The previous Land Use Bylaw #86, correctly stated for this sub-zone:

SITE SPECIFIC ZONING VARIATION - PU(a) The purpose of the Public Use (a) Zone is to provide for additional public services and for community trades and services.

9.12.8 In addition to Subsection 9.12.1 the following uses are permitted in the PU(a) zone:

- 9.12.8.1 Highways maintenance yard;***
- 9.12.8.2 Recycling depot;***
- 9.12.8.3 Public utility storage yard;***
- 9.12.8.4 Cemetery; and***
- 9.12.8.5 Community trades and services, including associated retail.***

There was never any decision made to change what were *additional* permitted uses for this sub-zone into the *only* permitted uses.

This unintended change is an error that should have been corrected by now.

It renders the "community trades and services" uses in the Hornby Spark building as non-permitted uses and precludes any "community housing" projects from happening in the portion of the Public Use zone that is south of Central Road.

Bylaw 134 had specifically amended the permitted uses for the Public Use zone in Bylaw #86 to include "community housing" because of a potential project south of Central Road.

When will this error be corrected?

Thank you.

Tony Law

.....

From: "Tony Law" <[REDACTED]>
To: "Alex Allen" <aallen@islandstrust.bc.ca>
Cc: gscott@islandstrust.bc.ca; "northinfo@islandstrust.bc.ca" <northinfo@islandstrust.bc.ca>
Sent: 2019-05-28 9:44:54 AM
Subject: Public use area - zoning error

Hi Alex:

At the February 18, 2018 meeting of the Hornby Island Local Trust Committee I brought attention to an error in the current Land Use Bylaw which means that, if unchanged, Hornby Island Spark's intended use of the old fire hall which they purchased yesterday is not permitted.

Here is an extract from the minutes of that meeting:

14.3 Public Utility PU(a) Zone in Land Use Bylaw - for discussion

A Trustee reported that an error has been discovered in the Land Use Bylaw zone PU(a) Site Specific Regulations that requires a correcting amendment. Timing and options for moving forward with the correction were considered to be dependent on whether this may

impact the Comox Valley Regional District's ability to acquire the Old Fire Hall.

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

CARRIED

Attached is the previous Hornby Island Land Use Bylaw and zoning map.

Here are links to the current Bylaw and map:

Hornby Island Land Use Bylaw #150

<http://www.islandstrust.bc.ca/media/346211/hobl-150-lub-consmar2018.pdf>

- zoning map:

<http://www.islandstrust.bc.ca/media/341894/hobl-150-lub-map-schedule-b-bl-153-cons.pdf>

I have extracted the sections on the Public Use zone from both bylaws below.

As you will see, *Bylaw 86* designates a subzone within the *Public Use Zone* on the south side of Central Road which specifies the following additional permitted uses for this subzone only:

- Highways maintenance yard;
- Recycling depot;
- Public utility storage yard;
- Cemetery; and
- Community trades and services, including associated retail.

However, *Bylaw 150* also designates the same subzone but specifies that the only permitted uses are:

- (a) Cemetery;
- (b) Public utility storage yard;
- (c) Highways maintenance yard; and
- (d) Recycling depot.

I have no idea how this change came about and cannot recall it being addressed by staff, the LTC or the APC.

I believe Bylaw 86 correctly addresses what was intended for this subzone which had been identified as an area that could potentially include such uses specified for the whole zone such as community housing on the old Lion's Club land, a community trades and services centre on the land previously identified for light industrial uses and a hostel or community trades and services in the old fire hall.

In particular, Bylaw 150 does not permit "community trades and services" in this subzone (which includes the old fire hall purchased by Spark for this purpose) whereas that use was specifically identified as one to be conducted on the land south of Central Road.

Extract from Bylaw 86

9.12 PUBLIC USE (PU) ZONE

The purpose of the Public Use Zone is to provide regulations for a range of institutional, public service and community uses for the benefit of the resident population and visitors to Hornby Islands.

PERMITTED USES

9.12.1 In the Public Use (PU) Zone, the following uses are permitted, subject to the regulations set out in this Section and to the general regulations set out in Part 3.0:

9.12.1.1 Community facility;

9.12.1.2 School;

9.12.1.3 Health clinic;

9.12.1.4 Elder's activity centre;

9.12.1.5 Office of a non-profit society;

9.12.1.6 Government office;

9.12.1.7 Museum;

9.12.1.8 Library;

9.12.1.9 Police station;

9.12.1.10 Public recreation facility;

9.12.1.11 Accessory uses including accessory residential, accessory retail and accessory food services;

9.12.1.12 Farmers market;

9.12.1.13 Theatre;

9.12.1.14 Art gallery;

9.12.1.15 Fire hall;

9.12.1.16 Community housing;

9.12.1.17 Community radio station;

- 9.12.1.18 Hostel;
- 9.12.1.19 Supported living facility;
- 9.12.1.20 Community wash house facility
- 9.12.1.21 Community garden; and
- 9.12.1.22 Child care facility

PERMITTED BUILDINGS, STRUCTURES, AND DENSITY 9.12.2 In the Public Use (PU) Zone, the following buildings, structures, and density are permitted, subject to the regulations set out in this Section and to the general regulations set out in Part 3.0:

9.12.2.1 A maximum of 5 community housing units per hectare to a maximum of 20 per lot;

9.12.2.2 A maximum of one accessory residential dwelling units with a maximum floor area of 200 square metres (2,152 square feet) is permitted per lot; and 9.12.2.3 Accessory buildings and structures. 9.12.3 In the Public Use (PU) Zone, the maximum lot coverage is 10%, of any lot having an area of 1.0 hectares (2.5 acres) or more; or 15% of any lot having an area less than 1.0 hectares (2.5 acres).

MINIMUM SETBACKS

9.12.4 In the Public Use (PU) Zone, the minimum setback for any building or structure, except for a water storage tank, fence or pump/utility shed is at least 8 m (26.2 ft) from a front, rear or side lot line

9.12.5 Despite Subsection 9.12.4, the minimum setback is 60 metres from the north boundary of the remainder of the NW ¼ of Section 11, Hornby Island, Nanaimo District and the north and west boundaries of the NE¼ of the NE ¼ of Section 12, Hornby Island, Nanaimo District.

MINIMUM AND AVERAGE LOT SIZE

9.12.6 In the Public Use (PU) Zone, no lot having an area less than 1.0 hectare (2.5 acres) may be created by subdivision, and the average size of lots created by any subdivision must be at least 1 ha (2.5 acres).

SCREENING REGULATIONS

9.12.7 In the Public Use (PU) Zone, outdoor storage and parking areas must be screened in accordance with Part 6.0 of this bylaw.

SITE SPECIFIC ZONING VARIATION - PU(a) The purpose of the Public Use (a) Zone is to provide for additional public services and for community trades and services.

9.12.8 In addition to Subsection 9.12.1 the following uses are permitted in the PU(a) zone:

- 9.12.8.1 Highways maintenance yard;**
- 9.12.8.2 Recycling depot;**
- 9.12.8.3 Public utility storage yard;**
- 9.12.8.4 Cemetery; and**
- 9.12.8.5 Community trades and services, including associated retail.**

SITE SPECIFIC ZONING VARIATION - PU(b)

The purpose of the Public Use (b) Zone is to allow for automated electrical stations. 9.12.9 Despite Subsection 9.12.1 the only permitted use in the PU(b) zone is an electric substation.

Extract from Bylaw 150

8.21 Public Use (PU) Zone

Permitted Uses

(1) The following uses are permitted, subject to the regulations set out in this Section and Part 3, and all other uses are prohibited:

- (a) fire hall*
- (b) office of a non-profit society;*
- (c) community facility;*
- (d) public use facility;*
- (e) community trades and services;*
- (f) art galleries;*
- (g) theatre;*
- (h) police station;*
- (i) health clinic;*
- (j) museum;*
- (k) school;*
- (l) public recreation facility;*
- (m) library;*
- (n) farmer's market;*
- (o) recycling depot;*
- (p) accessory uses including accessory residential;*
- (q) radio station;*
- (r) community housing;*
- (s) hostel; and*
- (t) cemetery.*

Permitted Buildings, Structures and Density

(2) The following buildings and structures are permitted, subject to the regulations set out in this Section and Part 3, and all other buildings and structures are prohibited:

- (a) buildings and structure for the principal permitted uses;*
- (b) a maximum of one accessory residential dwelling unit is permitted per lot and a maximum of two accessory residential dwelling units are permitted on a lot on which there is a police station; and*
- (c) accessory buildings and structures.*

(3) Lot coverage must not exceed 10% of any lot having an area of 1.0 hectare or more, nor 15% of any lot having an area of less than 1.0 hectare. Siting and Size Hornby Island Land Use Bylaw No. 150, 2014 – Schedule A Page 64

(4) The minimum setback for any building or structure, except for a fence or pump/utility house shall be:

- (a) 8.0 metres from a front lot line;*
- (b) 8.0 metres from a rear lot line;*
- (c) 8.0 metres from an interior side lot line; and*
- (d) 8.0 metres from an exterior side lot line.*

(5) The floor area of an accessory residential dwelling unit must not exceed 150 m² .

(6) The total combined floor area of all accessory buildings on a lot must not exceed 100 m² .

Conditions of Use

(7) In this zone the sale of alcoholic beverages in a public recreation facility building shall be limited to "Special Occasion" liquor licences only.

Subdivision Lot Area Requirements (8) The minimum lot area is 1.0 hectare.

Site-Specific Regulations

(9) The following table denotes locations where, despite or in addition to the regulations in this Section, specific regulations apply.

In the first column, the zone abbreviation and the lower-case letter refer to the notation on the zoning map. The second column describes the specific regulations that apply:

*Site-Specific Zone Site
PU(a)*

Specific Regulations

Despite 8.21(1), the only permitted uses are:

- (a) Cemetery;*
- (b) Public utility storage yard;*
- (c) Highways maintenance yard; and*
- (d) Recycling depot.*

I hope this is helpful.

Tony

Tony Law

I respectfully acknowledge I am living on unceded traditional territory of K'òmoks First Nation.

Important Message from the Chair

Monday, March 23, 2026 – Please circulate to Mayor & Council/Board & Board Chair, the Chief Administrative Officer or City Manager, and the Director of the Planning and Building Departments.

ALC Staffing and Budget Pressures

This message is provided to advise local governments that the Agricultural Land Commission (ALC) has had to make the difficult decision to reduce staffing levels in order to remain within budget.

This decision follows several years of increasing statutory responsibilities without corresponding, stable funding. In 2019, legislative changes significantly expanded the ALC's mandate, introducing new application, notification, and authorization requirements that the Commission is legally required to administer. Although additional funding was approved in principle at that time, it was later withdrawn, and leaving the ALC to deliver its expanded mandate within its existing budget.

Since that time, the ALC's operating budget has remained essentially flat in real terms, while operating costs and service demands have continued to rise. Over this period, the Commission has faced negotiated wage increases through collective agreements, inflationary pressures, and sustained growth across all functions of the Commission, including application volumes, compliance and enforcement activities, and associated legal costs.

The combined effect of increasing workload and a fixed operating budget has progressively eroded the Commission's ability to maintain staffing levels. While temporary Ministry support helped manage these pressures in prior years, the Commission was advised in January 2026 that it must operate strictly within its approved annual budget, which was confirmed in February to remain unchanged at \$5.5 million for the 2026/27 fiscal year.

Over the past year, the Commission implemented extensive cost-containment measures, including significant reductions to Commissioner expenses, staff travel, office supplies, and general project and meeting expenditures. Despite these efforts, salary and benefit costs now exceed available funding, leaving staffing reductions as the only remaining option to ensure fiscal compliance.

The ALC remains committed to protecting agricultural land and supporting farming in British Columbia. However, continued expansion of statutory responsibilities without commensurate funding directly affects service capacity, processing timelines, and organizational sustainability. While the Commission will continue to prioritize critical and time-sensitive matters wherever possible, some service impacts may be experienced.

Long-term service sustainability depends on stable funding that is aligned with the Commission's legislated mandate. The ALC will continue to work with government to seek funding arrangements that support effective service delivery, and we appreciate the understanding and cooperation of local governments during this period.

Jennifer Dyson
Chair
Provincial Agricultural Land Commission



File No.: HO BL 180
3900-03

DATE OF MEETING: May 1, 2026

TO: Hornby Island Local Trust Committee

FROM: Nadine Mourao, Legislative Clerk
Northern Team

COPY: David Marlor, Director, Legislative and Information Services

SUBJECT: Hornby Public Notification Bylaw No. 180 – Final Adoption

RECOMMENDATION

1. That the Hornby Island Local Trust Committee Bylaw No. 180, cited as “Hornby Local Trust Committee Public Notification Bylaw No. 180, 2026”, be adopted.

1 PURPOSE:

The purpose of this staff report 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

Recommendation:

That the Hornby Island Local Trust Committee Bylaw No. 180, cited as “Hornby Local Trust Committee Public Notification Bylaw No. 180, 2026”, be adopted.

Alternative:

As directed by the Hornby Local Trust Committee.

Submitted By:	Nadine Mourao, Legislative Clerk	April 17, 2026
Concurrence:	Renée Jamurat, RPP MCIP, Regional Planning Manager	April 17, 2026

ATTACHMENTS

1. Draft Bylaw 180

PROPOSED

**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) by posting in a local print weekly newspaper.

READ A FIRST TIME THIS 23rd DAY OF JANUARY , 2026

READ A SECOND TIME THIS 23rd DAY OF JANUARY , 2026

READ A THIRD TIME THIS 23rd DAY OF JANUARY , 2026

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS
25th DAY OF MARCH , 2026

ADOPTED THIS
___ DAY OF _____ ,202_

Chairperson

Secretary



REQUEST FOR DECISION

To: Hornby Island LTC **For the Meeting of:** May 1, 2026
From: Trust Area Services **Date Prepared:** April 7, 2026
SUBJECT: 2025/26 ANNUAL REPORT – APPROVAL OF HORNBY ISLANDS LTC SECTION

RECOMMENDATION: That the Hornby Island Local Trust Committee approves the attached text for inclusion in the 2025/26 Annual Report for approval by Trust Council and submission to the Minister of Housing and Municipal Affairs.

1 PURPOSE: Committees are provided with their draft sections of the annual report for review and approval so that Trust Council is able to easily approve its annual report in June 2026 without further editing from staff or trustees at the Trust Council meeting.

BACKGROUND: Preparation of the Islands Trust Annual Report is undertaken by Trust Area Services Communications staff, reporting to the Executive Committee and consistent with Trust Council's [Annual Report Policy 6.10.1](#). The Executive Committee approved the format and outline of the 2025/26 Annual Report at its meeting on January 14, 2026.

2 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Under Trust Council's Policy, all LTCs and Council committees are expected to review and approve their sections at regular meetings in order to have the report approved by Trust Council at its June 2026 meeting.

FINANCIAL: None.

POLICY: No implications for existing policy

IMPLEMENTATION/COMMUNICATIONS: The process for development of the Annual Report is outlined in Trust Council's Annual Report policy 6.10.i. Once each committee has approved its section, staff will create a draft Annual Report for review by the Executive Committee and then Trust Council consideration of approval in June. Upon approval by Trust Council, staff will send the Annual Report to the Minister of Housing and Municipal Affairs and circulate it as indicated in Trust Council's policy.

FIRST NATIONS: Information about First Nations relations may be included within committee reports.

OTHER: None.

3 RELEVANT POLICY(S): Trust Council's Annual Report policy 6.10.i; *Islands Trust Act*

4 ATTACHMENT(S): Hornby Island LTC input to Annual Report (draft)

RESPONSE OPTIONS

Recommendation: That the Hornby Island LTC approves the attached text for inclusion in the 2025/26 Annual Report for approval by Trust Council and submission to the Minister of Housing and Municipal Affairs.

Alternative: That the Hornby Island LTC approves the attached text for inclusion in the 2025/26 Annual Report for approval (as amended) by Trust Council and submission to the Minister of Municipal Affairs.

Prepared By: Morgana van Niekerk, A/Communications Specialist

Reviewed By/Date: Renée Jamurat, Regional Planning Manager / April 7, 2026.

Hornby Island Local Trust Committee

The Hornby Island Local Trust Committee (Hornby LTC) held five regular business meetings in the 2025/26 fiscal year, as well as one Community Information Meeting, and two special meetings, and no public hearings.

Work for this period focused on advancing the Hornby LTC priorities to address short term vacation rentals and housing amendments through the major OCP/LUB Review Project.

From April 1, 2025 to March 31, 2026, the Hornby LTC adopted the following bylaws:

- Bylaw No. 178 that authorized a Housing Agreement in agreement with the Hornby Island Housing Society; and
- Bylaw No. 175 that amended the Hornby Island LTC Bylaw Notification bylaw.

From April 1, 2025 to March 31, 2026, the Hornby LTC received and considered applications for one development variance permit, one development permit, no liquor and cannabis board referrals, one bylaw amendment application, 18 Siting and Use Permits, and one temporary use permit.

During the same time period staff also one subdivision referral.

Another initiative of the Hornby LTC for this period was participating in a joint meeting with the Denman LTC and K'omoks First Nation Chief and Council.



File No.: 3050-20 (APC)

DATE OF MEETING: May 1, 2026

TO: Hornby Island Local Trust Committee

FROM: Shalini Nakai, Planning Team Assistant
Northern Team

SUBJECT: Advisory Planning Commission Appointments

RECOMMENDATION

1. That the Hornby Island Local Trust Committee request staff to invite current members of the Advisory Planning Commission to indicate their interest in re-appointment for a two-year term.
2. That the Hornby Island Local Trust Committee request that staff advertise for expressions of interest for the Hornby Island Advisory Planning Commission.

REPORT SUMMARY

The Hornby Island Local Trust Committee (LTC) is asked to consider recruitment for its Hornby Island Advisory Planning Commission (APC), because the current term is set to expire on June 14, 2026.

The APC may consist of up to nine members serving two-year terms. The APC currently has six active members, with up to three positions available to be filled.

Following the advertisement for expressions of interest, the LTC may consider appointments during the in-camera session portion of its June 26, 2026 regular business meeting.

The authority to establish advisory planning commissions is granted to LTCs through the *Islands Trust Act* and section 461(2) of the *Local Government Act (LGA)*.

Openings for the APC membership should be advertised in the local paper, on the LTC website, and through trustee networks.

Next Steps

Should the LTC pass the recommended resolutions (page 1), staff will proceed with advertising and bring forward expressions of interest to the June 26, 2026 LTC regular business meeting, as well as send letters to members of the APC thanking them for their participation and inviting them to reapply.

Submitted By:	Shalini Nakai, Planning Team Assistant	April 16, 2026
Concurrence:	Renée Jamurat, Regional Planning Manager	April 23, 2026

ATTACHMENTS

1. [Hornby Island Local Trust Committee Advisory Planning Commission Bylaw, 2019](#)

HORNBY ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 158

**A BYLAW TO ESTABLISH ADVISORY PLANNING COMMISSIONS FOR THE HORNBY ISLAND LOCAL TRUST AREA
PURSUANT TO THE *LOCAL GOVERNMENT ACT* AND THE *ISLANDS TRUST ACT***

The Hornby Island Trust Committee, being the Local Trust Committee having jurisdiction on and in respect of the Hornby Island Local Trust Area in the Province of British Columbia, pursuant to the *Islands Trust Act*, enacts as follows:

1. Establishment

- a) The Hornby Island Local Trust Committee may appoint one or more Advisory Planning Commissions to advise the Local Trust Committee on all matters referred by the Local Trust Committee respecting land use, the preparation and adoption of an Official Community Plan or a proposed bylaw or permit that may be enacted or issued under Part 14 of the *Local Government Act*.

2. Appointment of Members

- a) The Local Trust Committee may, by resolution, appoint up to seven members to an Advisory Planning Commission (APC) to serve a two-year term, and may reappoint those members for a subsequent two-year term.
- b) At least two thirds of APC members must be residents of the Local Trust Area.
- c) The Local Trust Committee may, by resolution, remove a member of an APC at any time.
- d) If a member is removed or resigns from an APC, the Local Trust Committee may, by resolution, appoint a new member to serve the balance of the term of the appointment.

3. Roles

- a) The APC members must, from among the members, elect a Chairperson, a Deputy Chairperson and a Secretary, during the first meeting after their appointment.
- b) The Chairperson will:
 - i) Receive referrals from the Local Trust Committee and, in response, determine when and where meetings will be held;
 - ii) Ensure that meetings are conducted in accordance with the requirements of this Bylaw and the *Local Government Act*;
 - iii) Sign meeting minutes to certify that they are true and correct following approval by the APC.
 - iv) Record a member's declaration of conflict of interest or potential conflict of interest, once a member has declared it;
 - v) In the absence of the Secretary, act in the role of Secretary or appoint another member of the APC to act in the role of Secretary.
- c) The Deputy Chairperson will:

- i) Undertake the duties listed in 3b) above, in the Chairperson's absence.
- d) The Secretary will:
 - i) Assist the Chairperson, as needed, to arrange meetings;
 - ii) Ensure that public notice is posted or public advertisements are placed in advance of APC meetings;
 - iii) Except where the Islands Trust has retained a professional minute taker to support the APC, record and maintain legible minutes of all APC meetings; forward copies of draft minutes to the Islands Trust office; ensure minutes are approved by the APC at a subsequent meeting; and provide copies of adopted minutes to the public upon request;
 - iv) Inform the Local Trust Committee of the resignation of any APC member, within thirty (30) days of the resignation.

4. Referrals

- a) An APC will receive referrals on matters respecting land use, community planning or proposed bylaws and permits under Part 14 of the *Local Government Act*, which are referred directly to the Commission by the Local Trust Committee.
- b) A meeting on any particular referral must be held not more than (40) days after the date of receipt of that referral unless the Local Trust Committee has, by resolution, requested a response by an earlier specified date or authorized the referral to be considered at a later date.
- c) Although the recommendations must be received by the Local Trust Committee, the Local Trust Committee is not bound by the recommendations.

5. Notice of Meeting

- a) The Islands Trust must provide documentation associated with any referral from the Local Trust Committee to all members of the APC.
- b) If the APC has been referred an application, the Islands Trust must ensure that the applicant is notified of the date, time and place of the meeting at which their application will be discussed, at least five (5) calendar days prior to the meeting.
- c) The Secretary must send a notice of meeting including a description of all referrals to be discussed to each member at least five (5) calendar days prior to the meeting.
- d) The Secretary must post the notice of meeting indicating the date, time, and place of any APC meeting at least five (5) calendar days prior to the meeting on a bulletin board that is accessible to the public; such bulletin board to be the same as is used by the Local Trust Committee for the posting of any scheduled Local Trust Committee meeting.

6. Conduct of Meeting

- a) All deliberations of the APC must take place in a meeting, and all meetings must be held in a public facility and must be open to the public.
- b) A quorum is the lessor of three members or 50% of those appointed.
- c) The Chairperson is to convene the meeting and may adjourn the meeting from time to time.
- d) If the APC is considering an amendment to an Official Community Plan or a bylaw, or the issue of a permit, the applicant for the amendment or permit is entitled to attend the meeting and to be heard.

- e) At the request of any APC member, the Chairperson must invite an elected official, Islands Trust staff, or member of the public present at the meeting to comment on the matters before the Commission.
- f) The APC must not receive development proposals or other applications directly from applicants.
- g) The APC must not consult directly with other government agencies or organizations.
- h) If the Chairperson considers that another person at the meeting is acting improperly and in a manner that is disrupting the deliberations of the APC, the Chairperson may order that person expelled from the meeting.

7. Notice of Recommendation

- a) All APC recommendations shall be recorded as part of the meeting minutes, and may be recorded as resolutions, provided that, where requested by any member, all dissenting opinions are also recorded.
- b) Draft minutes will be forwarded directly to the Islands Trust Office within (7) days of an APC meeting.
- c) Upon receipt of draft minutes, Islands Trust staff will conduct a review and revise the minutes insofar as to ensure that the draft minutes can be published in accordance with the Islands Trust policies and provincial legislation.
- d) If the Local Trustees did not attend an APC meeting, they may request a verbal report from the Chairperson at a subsequent meeting of the Local Trust Committee.

8. Transition

- a) Hornby Island Local Trust Committee Bylaw No. 89 cited as "Hornby Island Trust Committee Advisory Planning Commission Bylaw, 1987", is repealed.

9. Citation

- a) This Bylaw may be cited as "Hornby Island Local Trust Committee Advisory Planning Commission Bylaw, 2019".

READ A FIRST TIME THIS	5 TH	DAY OF	APRIL	, 2019
READ A SECOND TIME THIS	5 TH	DAY OF	APRIL	, 2019
READ A THIRD TIME THIS	5 TH	DAY OF	APRIL	, 2019
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS				
	17 TH	DAY OF	APRIL	, 2019
ADOPTED THIS	24 TH	DAY OF	MAY	, 2019

SECRETARY

CHAIRPERSON



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

HIGHLIGHTS OF ISLANDS TRUST CONSERVANCY JANUARY 20, 2026 BOARD MEETING

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

- Islands Trust Conservancy (ITC) Board Chair and Vice-Chair elections were held. Trustee Lisa Gauvreau was re-elected by acclamation as Board Chair, and Tanner Timothy | nənqəm was re-elected by acclamation as Board Vice-Chair.
- The ITC Board requested staff to finalize a Conservation Agreement between ITC and Environment and Climate Change Canada and to obtain a signature from the Chair or Authorized Signatory
- The ITC Board requested staff to pursue opportunities for funding from Environment and Climate Change Canada for the continued operation of the ITC Species at Risk Program, beyond March 2026.
- The ITC Board approved the ITC 2028-2032 Five-Year Plan Project Charter and Logic Model to facilitate engagement with First Nations and cooperative development of the Plan.
- The ITC Board accepted the ITC Natural Area Protection Tax Exemption Program (NAPTEP) Covenant Monitoring Report 2025.
- The ITC Board requested staff to bring policy options to the ITC Board at its next meeting to guide allocation of funds of private donations, and provide policy options regarding undirected donations.

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

Visit the Islands Trust Conservancy Journal: <https://islandstrust.bc.ca/conservancy/the-journal/>

Subscribe for Islands Trust Conservancy updates: <https://islandstrust.bc.ca/subscribe/>



Hornby Local Trust Committee Open Applications Report

Print Date: April 23, 2026

Agricultural Land Reserve

Application Number	Applicant Name	Date Received	Address	Purpose
PLALR20260065	Dierdre Atkinson	2/13/2026	9925 CENTRAL RD, HORNBY ISLA	Non-Farm Uses within the ALR

Planner	Status	Most Recent Completed Activity
Rob Pingle	Local Trust Committee	Upload LTC response to ALR Portal

Development Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20260063	Susan Bishop	2/11/2026	5205 FOWLER RD, HORNBY ISLAN	<Optional, enter comments if required>

Planner	Status	Most Recent Completed Activity
Ian Cox	Under Review	Add Optional Referrals

Hornby

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	Approved	Issue Permit & Send to Applicant

Hornby

Siting and Use Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUP20250360	Jonathan Bixby	9/1/2025	8180 ANDERSON DR, HORNBY ISL	Application for SUP required. Renovation on property in 2023 and applied for a temporary use permit but didn't get siting permit as well.
Planner		Status	Most Recent Completed Activity	
Rob Pingle		Waiting for Revisions	Generate Notice of Revisions	

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUP20240160	Angus Hayman	8/6/2024	4970 PORPOISE CRES, HORNBY I	demolition of existing home and build of a new 700 square foot cabin
Planner		Status	Most Recent Completed Activity	
Rob Pingle		Waiting for Revisions	Generate Notice of Revisions	

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUP20260042	erik lockhart	2/3/2026	8140 WALTON PL, HORNBY ISLAN	Accessory unit built separate from existing home.. To include work area, storage, mini gym, restroom
Planner		Status	Most Recent Completed Activity	
Rob Pingle		Waiting for Revisions	Generate Notice of Revisions	

Hornby

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUP20260044		2/5/2026	5205 FOWLER RD, HORNBY ISLAN	
Planner	Status	Most Recent Completed Activity		
Rob Pingle	Waiting for Revisions	Generate Notice of Revisions		

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUP20260165	Katherine Davies	4/20/2026	5445 CAMPBELL RD, HORNBY ISL	<p>We are the registered owners of Lot 215 at 5445 Campbell Road, a vacant residential lot zoned R1 on Hornby Island, and are submitting this application for a Siting and Use Permit in connection with Phase 1 of a phased residential development. Phase 1, represented by items 1 through 7 on the attached site plan, involves the installation of a BC Hydro power pole and electrical service connection, a temporary power and utility sea can, a bathroom and sanitary facility sea can, and an on-site well.</p> <p>Please note that a Development Variance Permit application for a well setback reduction is currently in progress with the Islands Trust — no septic work will commence prior to the completion of that DVP process.</p> <p>In the interim period following Phase 1, the property will be used for recreational vehicle residential use as permitted under Section 8.1(1)(b) of the Hornby Island Land Use Bylaw, with Phase 2 — the construction of a primary residential dwelling, represented by item 8 on the site plan — planned for five or more years from now.</p>
Planner	Status	Most Recent Completed Activity		
Rob Pingle	Under Review	Add Optional Referrals		

Hornby

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUP20260156	Danelle Martin	4/15/2026	2820 TEXADA DR, HORNBY ISLAN	Application to construct accessory building (studio) and relocate existing shed
Planner		Status	Most Recent Completed Activity	
Rob Pingle		Under Review	Add Optional Referrals	

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
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

Subdivision

Application Number	Applicant Name	Date Received	Address	Purpose
HO-SUB-2022.3	Evert Steen	8/16/2022		PID 001-249-266 Two lot subdivision. 8550 Central Rd, Hornby Island.
Planner		Status	Most Recent Completed Activity	
Marlis McCargar		In Abeyance	Add Optional Referrals	

Application Number	Applicant Name	Date Received	Address	Purpose
HO-SUB-2018.1	Brian Brooke	12/13/2018		PID: 026-100-932 Two lot subdivision Civic address: 3750 Euston Road, Hornby Island, BC
Planner		Status	Most Recent Completed Activity	
Marlis McCargar		In Abeyance	Verify Submittal / Fees	

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUB20250188	Dan Hadden	5/8/2025	5705 CENTRAL RD, HORNBY ISLA	Conventional subdivision to create two new lots (MOTT #2025-00511).
Planner		Status	Most Recent Completed Activity	
Marlis McCargar		Administrative Review	Generate and Send Referral Response Form	

Hornby

Application Number	Applicant Name	Date Received	Address	Purpose
HO-SUB-2023.1	Michael & Cath	6/20/2023		PID: 000-095-826 subdivision of 10 acre lot into 2 5-acre parcels at 1305 Sollans Rd on Hornby Island.
Planner		Status	Most Recent Completed Activity	
Marlis McCargar		Administrative Review	Generate and Send Referral Response Form	

Temporary Use Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLTUP20260135	olivia bailey	3/31/2026	3005 ST. JOHN'S POINT RD, HORN	
Planner		Status	Most Recent Completed Activity	
Ian Cox		Under Review	Add Optional Referrals	

Application Number	Applicant Name	Date Received	Address	Purpose
PLTUP20260103	Dierdre Atkinson	3/10/2026	9925 CENTRAL RD, HORNBY ISLA	
Planner		Status	Most Recent Completed Activity	
Ian Cox		Under Review	Add Optional Referrals	

Islands Trust

LTC EXP SUMMARY REPORT F2026
Invoices posted to Month ending February 2026

635 Hornby	Invoices posted to Month ending February 2026	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
LTC Local				
65050-635	LTC "Executive Expense on LTC's"	1,705.00	1,004.58	700.42
65200-635	LTC - Local Exp - LTC Meeting Expenses	2,220.00	1,415.10	804.90
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>2,419.68</u>	<u>4,415.32</u>
Projects				
73001-635-2004	Hornby OCP/LUB	18,750.00	11,885.92	6,864.08
TOTAL Project Expenses		<u>18,750.00</u>	<u>11,885.92</u>	<u>6,864.08</u>

Hornby Island Local Trust Committee Policies & Standing Resolutions

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

No.	Meeting Date	Resolution No.	Issue	Policy
				<ul style="list-style-type: none"> • The public consultation process shall be determined by the Local Trust Committee after initial review of the proposal. • However, as a minimum, the Local Trust Committee will mail or otherwise deliver a notice to all owners and residents of properties within a 500 metre radius of the subject property where the establishment is proposed at least 10 days before adoption of a resolution providing comment on the application. The required notice shall include the following information: <ul style="list-style-type: none"> ○ Name of the applicant and a description of the proposal in general terms ○ The location of the proposed establishment and the subject site ○ The place where, and date and time when, both a public meeting will be held and a resolution of the Local Trust Committee considered. ○ The name and contact information of the Islands Trust planning staff member who can provide copies of the proposed or amended license application ○ How public comments may be submitted to the Local Trust Committee.
3.	September 28, 2018	HO-2018-070 See HO-2017-011 above	Enforcement actions against three specific properties for unlawful dwellings	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	<p>It was MOVED and SECONDED, that the Hornby Island Local Trust Committee adopt the following standing resolution with respect to First Nations in the Local Trust Area:</p> <p>Whereas the Local Trust Committee seeks to engage in Reconciliation with local First Nations, governments and the island community by honouring the Truth and Reconciliation Commission Calls to Action, United Nations Declaration on the Rights of Indigenous Peoples, Draft Principles that Guide the Province of British Columbia’s Relationship with Indigenous Peoples, and Islands Trust First Nations Engagement Principles, the Local Trust Committee endeavours to:</p> <ul style="list-style-type: none"> a) Annually, write a letter to First Nations, (re)introducing Trustees and staff and provide a schedule of known Local Trust Committee meetings for the upcoming year, as well as, provide an update of current projects and advocacy activities; b) For various Local Trust Committee meetings, invite elders from local First Nations to attend and provide a traditional welcome to the territory; c) Work with First Nation governments on cooperative initiatives, including and not limited to, language, place names, territorial acknowledgements, and community education on Coast Salish and local First Nations’ cultural heritage and history; d) Work with First Nation governments on engagement principles for inclusive land use, marine use, and climate change planning; advocacy, protection and stewardship; and knowledge and information sharing protocols; e) Establish and maintain government-to-government dialogue with First Nations, now and into the future, based on respect and recognition of Aboriginal rights and title, treaty rights, and First Nations’ traditional territories within the Islands Trust Area.
6.	June 26, 2020	HO-2020-055	Standing Resolution regarding Restaurant Expansion during COVID Emergency Response - Staff Report	<p>It was MOVED and SECONDED, that the Hornby Island Local Trust Committee adopt the following standing resolution:</p> <p>That the Hornby Island Local Trust Committee has no objection to Liquor and Cannabis Regulation Branch issuance of Temporary Expanded Service Area Authorizations for liquor primary and manufacturer licensees in the Hornby Island Local Trust Area.</p>

No.	Meeting Date	Resolution No.	Issue	Policy
7.	November 6, 2020	HO-2020-074	Proactive Enforcement of Year-Around Unlawful Housing	It was MOVED and SECONDED, that the Hornby Island Local Trust Committee adopt the following Standing Resolution: That enforcement on unlawful permanent dwellings be deferred until such time that the Local Trust Committee can review the critical housing supply issue on Hornby Island or until December 31, 2021.
8.	November 6, 2020	HO-2020-081 See HO-2017-011 HO-2018-070 above	Enforcement actions against three specific properties for unlawful dwellings	It was MOVED and SECONDED, that the Hornby Island Local Trust Committee amend the expiration date of Standing Resolution No. HO-2017-011 to December 31, 2021.
9.	October 8, 2021	HO-2021-053 See HO-2017-011 HO-2018-070 and HO-2020-081 above	Enforcement actions against three specific properties for unlawful dwellings	It was MOVED and SECONDED, that Hornby Island Local Trust Committee amend the expiration date of Standing Resolution No. HO-2017-011 to December 31, 2023.
10.	October 8, 2021	HO-2021-054	Enforcement actions on unlawful permanent dwellings – deferral	It was MOVED and SECONDED, that Hornby Island Local Trust Committee adopt the following Standing Resolution: That enforcement on unlawful permanent dwellings be deferred until such time that the Local Trust Committee can review the critical housing supply issue on Hornby Island or until December 31, 2023.
11.	September 9, 2022	HO-2022-053	Model Cell Tower Consultation Process	It was MOVED and SECONDED, that the Hornby Island Local Trust Committee adopt the Islands Trust Model Strategy for Antenna Systems.
12.	January 23, 2026	HO-2026-001	No bylaw enforcement on existing and proposed farm-based agri-tourism accommodation uses	It was MOVED and SECONDED, that the Hornby Island Local Trust Committee implement a Standing Resolution to direct Bylaw Enforcement staff to take no enforcement action with respect to existing and proposed farm-based agri-tourism accommodation uses until the Local Trust Committee completes the major project Official Community Plan/Land Use Bylaw review.

Active Projects Report

Hornby Island

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

Future Projects Report

Hornby Island

1. <i>OCP</i>	Responsible	Date Received
<ul style="list-style-type: none"> - 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. <i>OCP & LUB</i>	Responsible	Date Received
<ul style="list-style-type: none"> - 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. <i>Advocacy and Communications</i>	Responsible	Date Received
<ul style="list-style-type: none"> - Marine Protection: Ongoing participation in public education, advocacy and regional processes with respect to the marine environment and shoreline protection. 		09-Sep-2022
4. <i>LUB</i>	Responsible	Date Received
<ul style="list-style-type: none"> Consider zoning amendments to allow chickens (but not roosters) in all zones. Consider excluding cisterns from setback regulations. 		09-Sep-2022

Future Projects Report

Hornby Island

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

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

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

Future Projects Report

Hornby Island

8. OCP & LUB

Responsible

Date Received

Staff to prepare briefing on farm stand regulations using other LTC bylaw examples.
On hold until OCP/LUB project completed.

13-Sep-2024