



Hornby Island Local Trust Committee Regular Meeting Agenda

Date: September 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 - 11:45 AM
 - 4.1 **Trustee Reports**
 - 4.2 **Chair's Report**
 - 4.3 **Electoral Area Director's Report**
 - 4.4 **Islands Trust Conservancy Report**
5. **COMMUNITY INFORMATION MEETING - Proposed Bylaw Nos. 176 and 177 - Hornby Island Official Community Plan and Land Use Bylaw Review Project** 11:45 AM - 12:00 PM
 - 5.1 **Planner Presentation**
 - 5.2 **Question & Answer Period**
6. **PUBLIC HEARING - Proposed Bylaw Nos. 176 and 177 - Hornby Island Official Community Plan and Land Use Bylaw Review Project** 12:00 PM - 1:00 PM
 - 6.1 **Recall to Order**

~ BREAK 1:00 PM - 1:30 PM ~

7.	PUBLIC PARTICIPATION PERIOD	1:30 PM - 1:45 PM	
8.	MINUTES	1:45 PM - 1:50 PM	
8.1	Local Trust Committee Minutes dated June 26, 2026 - for adoption		4 - 12
8.2	Section 26 Resolutions-without-meeting Report - none		
8.3	Advisory Planning Commission Minutes - none		
9.	BUSINESS ARISING FROM MINUTES	1:50 PM - 2:00 PM	
9.1	Follow-up Action List Report dated August 25, 2026		13 - 16
10.	DELEGATIONS - none		
11.	APPLICATIONS AND REFERRALS	2:00 PM - 2:40 PM	
11.1	PL-TUP-2026-0161 (Emcon) - Staff Report		17 - 86
11.2	PL-TUP-2026-0187 (Ford's Cove) - Staff Report		87 - 103
11.3	PL-DP-2026-0159 (HIRRA - Community Hall) - Staff Report		104 - 132
11.4	PL-TUP-2026-0135 (Hummingbird Bakery) Site Plan Amendment - Staff Report		133 - 142
12.	LOCAL TRUST COMMITTEE PROJECTS	2:40 PM - 3:10 PM	
12.1	Major Project: Hornby Island Official Community Plan and Land Use Bylaw Review Project: Bylaw Nos. 176 and 177 - Post Public Hearing Staff Report		143 - 152
12.2	2027-2028 Business Case for Staffing Resource Support (Processing Temporary Use Permits for Short Term Vacation Rentals) - Staff Report		153 - 167
13.	CORRESPONDENCE - none		
	<i>Correspondence received concerning current applications or projects is posted to the LTC webpage</i>		
14.	NEW BUSINESS - none		
15.	STAFF REPORTS	3:10 PM - 3:40 PM	
15.1	Proposed Draft 2027/28 Local Trust Committee Operating Budgets - Request for Decision		168 - 172
15.2	Highlights of the Trust Conservancy Board Meeting dated March 17, 2026		173 - 173
15.3	Applications Report dated August 25, 2026		174 - 181
15.4	Trustee and Local Expense Report dated June, 2026		182 - 182

15.5	Adopted Policies and Standing Resolutions	183 - 186
15.6	Local Trust Committee Webpage	
16.	WORK PROGRAM	3:40 PM - 3:55 PM
16.1	Active Projects Report dated August 25, 2026	187 - 187
16.2	Future Projects Report dated August 25, 2026	188 - 190
17.	UPCOMING MEETINGS	
17.1	Next Regular Meeting Scheduled for Friday, December 4, 2026 at 11:30 am and will be held Electronically	
18.	ADJOURNMENT	3:55 PM - 4:00 PM



Hornby Island Local Trust Committee

Minutes of Regular Meeting

Date: June 26, 2026

Location: Hornby Island Community Hall
Central Road, Hornby Island, BC

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

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

Others Present: There were approximately 62 members of the public in attendance.

1. CALL TO ORDER

Chair Peterson called the meeting to order at 11:30 a.m.

2. TERRITORIAL ACKNOWLEDGEMENT

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

3. APPROVAL OF AGENDA

By general consent, the agenda was approved as presented.

4. REPORTS

4.1 Trustee Reports

Trustee Graham spoke to meeting with the Minister of Health at the new campground sites, the importance of completing the Official Community Plan and Land Use Bylaw work, and the upcoming local government election.

Trustee Allen reported attendance at Trust Council and the Comox Valley Regional District Protocol meeting.

4.2 Chair's Report

Chair Peterson reported attendance at the following: Mounh Arrowsmith Biosphere Round Table, Trustee Onboarding Working Group sessions, Chief Administrative Officer Performance Evaluation Committee meeting, Comox Valley Regional District protocol meeting, and Trust Council meeting. He noted the Xwe'etay / Lasqueti Archeology Projects is exhibiting at Qualicum Beach.

4.3 Electoral Area Director's Report - none

4.4 Islands Trust Conservancy Report - none

5. PUBLIC PARTICIPATION

A member of the public asked that the Local Trust Committee consider a requirement that new septic systems on lots less than one acre in size be a type 3 system to facilitate ground water protection.

A member of the public proposed a requirement for type 3 septic systems to facilitate enhanced protection of ground water supply and addressed this recommendation in relation to the application requesting a variance to the setback to surrounding wells.

A member of the public requested the Land Use Bylaw include a definition of a short-term rental being 30 days or less as the provincial government has a default description of 90 days which will become the local default unless specified otherwise. They urged the Local Trust Committee to read Tony Law's letter dated June 1 which outlines a path to correcting the error in the Public Use zoning and requested Trustees initiate a standalone Public Use zone amendment so the error can be corrected to facilitate affordable workforce housing opportunities.

A member of the public spoke to the staff report that clarifies the Local Trust Committee cannot place a cap on vacation rentals through the Temporary Use Permit system and indicated the Temporary Use Permit system will create a prohibitively high administrative and financial burden on staff. They noted affordable housing is a community priority and requested the Local Trust Committee address the Public Use zone corrections, maintain the current vacation rental regulations, and regulate safe, sustainable septic and water use. They stated the community is self-regulating short-term rentals and bylaw enforcement tools can support local regulations.

A member of the public requested the Local Trust Committee advocate to the Minister of Health regarding the imbalance of police concerns being related to mental health call outs and properly fund mental health services so those calls can be dealt with outside of police intervention.

A member of the public requested the Local Trust Committee resolve and correct the Public Use zoning issue.

A member of the public spoke in opposition of the application requesting a setback to the siting of a septic system and indicated a type 3 septic system should be required.

A member of the public spoke in opposition of septic system application and stated that while a 30-meter setback is required it should be higher. They requested information on the Local Trust Committee and Board of Variance authority over the matter.

The Chair replied the Local Trust Committee makes decisions on applications and if not approved the applicant has the option to have the Board of Variance re-consider the application. They indicated that while Island Health approves a septic system design the Local Trust Committee can approve or deny the application.

A member of the public stated the short-term rental issue has taken a lot of time and asked the Local Trust Committee to step back, reset, and determine an effective way forward.

6. MINUTES

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

The following amendment to the minutes was presented for consideration:

- Item 4.1 Trustee Allen's report should state "shipping over 25,000 litres of ground water on island" not "off island".

By general consent, the Local Trust Committee minutes of May 1, 2026 were adopted as amended.

6.2 Section 26 Resolutions-without-meeting Report – none

6.3 Advisory Planning Commission Minutes - none

7. BUSINESS ARISING FROM MINUTES

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

Received for information.

8. DELEGATIONS - none

9. APPLICATIONS AND REFERRALS

9.1 PL-DVP-2026-0126 (Davies) - Staff Report

The Planner summarized the staff report and highlighted the following:

- The application seeks a Development Variance Permit to reduce the requirement that a sewage disposal field be setback 30 metres from drinking water wells on the subject property and neighbouring properties to a minimum of 22 metres from the neighbouring wells;
- A qualified professional report states it is not feasible to locate the wastewater dispersal field in an area which meets the minimum standard due to the relatively small size of the subject property;
- Six letters of correspondence have been received regarding the application.

The applicant was in attendance and stated the property is the last to be developed in the subdivision, there are six properties sharing lot lines on all sides, surrounding wells are placed in a manner in which it is impossible to place a septic system on their property outside of the 30-metre setback, and they have submitted responses to neighbour's concerns through the qualified professional who prepared their report.

Discussion ensued and the following comments and clarifications were noted:

- The setback requirement is a Local Trust Committee bylaw and was chosen to be inline with what was an average default setback that correlated to sewerage system regulations at the time;
- A registered sewerage system designer is required to file a record of the system with Island Health and the 30-metre setback is not necessarily tied to site specific conditions; hence the need to hire a qualified professional to make a recommendation on the design of the system;

- The qualified professional explained the role of Island Health and noted Island Health does not approve sewerage systems but accepts applications while the qualified professional is responsible to ensure the design is adequate, they noted horizontal setbacks do not guarantee wellhead protection but the quality of treatment of discharge does and explained why a type 1 system has been recommended versus a type 3 system.

HO-2026-032

It was MOVED and SECONDED

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

CARRIED

9.2 PL-TUP-2026-0103 (Hornby Festival) - Staff Report

The Planner summarized the staff report and highlighted the following:

- The application seeks a Temporary Use Permit to allow use of the subject property for two annual events on land that is zoned Agriculture;
- The Agricultural Land Commission has allowed the Non-Farm-Use application subject to conditions for a period of twelve years;
- No correspondence has been received related to the statutory notice regarding the Temporary Use Permit.

The applicant was in attendance, spoke to the application, and requested reconsideration of sponsorship of the application fee.

The Chair replied that Trust Council has declined to fund application fee sponsorships this year but may again in the future.

The Regional Planning Manager clarified the process of a Temporary Use Permit renewal versus that of an initial application.

HO-2026-033

It was MOVED and SECONDED

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

CARRIED

9.3 PL-TUP-2026-0135 (Bailey) - Staff Report

The Planner summarized the staff report and highlighted the following:

- The application seeks a Temporary Use Permit for the operation of a mobile bakery food trailer on the subject property;
- The applicant has addressed parking and wastewater disposal through shared use with another food truck at the same location;
- Three letters of correspondence have been received related to the statutory notice regarding the Temporary Use Permit, one in support, one opposed, and a third from Hornby Island Housing Society asking for additional time to consider a response.

The applicant was in attendance.

Discussion ensued and the following comments were noted:

- Future potential housing would not be considered as part of the review of the conditions of issuance of a Temporary Use Permit;
- If the Local Trust Committee wishes to remove the parking condition they could do so through a resolution.

HO-2026-034

It was MOVED and SECONDED

that the Hornby Island Local Trust Committee request staff to remove condition “e)” from PL-TUP-2026-0135, which requires a total of twelve (12) vehicle parking spaces to be provided on site designed to the standards of Hornby Island Land Use Bylaw No. 150, 2014.

CARRIED

HO-2026-035

It was MOVED and SECONDED

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

CARRIED

9.4 PL-DP-2026-0063 (Sea Breeze Lodge) - Staff Report

The Planner summarized the staff report and highlighted the following:

- The application seeks a Development Permit for construction of three new guest accommodations units within one building on the subject property;
- The additional units reflect a build out to the maximum number of allowable accommodation units on the property;
- Buildings located within 100 metres of the natural boundary of the sea are required to be less than 7 metres in height and the site plan is not clear on this issue;
- The property is located within the Commercial Centres Development Permit Area (DPA) and the application generally meets the DPA guidelines.

The applicant was in attendance and stated the buildings are located more than 100 metres from the natural boundary of the sea, all conditions of the permit will be adhered to, and K’omoks First Nation had previously visited the site.

The Local Trust Committee had no questions or comments.

HO-2026-036

It was MOVED and SECONDED

that the Hornby Island Local Trust Committee approve issuance of PL-DP-2026-0063 subject to the conditions therein as presented in Attachment 1 of the staff report dated June 26, 2026.

CARRIED

9.5 Referral for Response: Proposed Denman Island Bylaw Nos. 260 and 264 – Memorandum

HO-2026-037

It was MOVED and SECONDED

that the Hornby Island Local Trust Committee respond to the Denman Island Local Trust Committee that interests are unaffected by Bylaw No. 260 & 264.

CARRIED

The meeting was recessed for a break at 1:00 p.m. and reconvened at 1:20

10. LOCAL TRUST COMMITTEE PROJECTS

10.1 Major Project: Hornby Island Official Community Plan and Land Use Bylaw Review: Bylaw No. 177 Draft Changes for Consideration of Second Reading - Staff Report

The Planner noted draft changes to Bylaw No. 177 were being presented to the Local Trust Committee for consideration.

Discussion ensued and the following comments and clarifications were noted:

- The Director of Legislation and Information Services has confirmed the Local Trust Committee cannot use the Official Community Plan or Land Use Bylaw to establish a fixed limit on the number of Temporary Use Permits that may be issued as this would fetter the discretion of a future Local Trust Committee and each application would need to be assessed based on its own merits;
- If the bylaw were to proceed to Executive Committee as is, it is unlikely to be approved unless it was amended to include language that allows discretion to be contemplated such as using words should instead of must;
- If a cap were to be set there is still an obligation to consider all applications that are put forward and not having a cap does not preclude the Local Trust Committee to approve, or not approve, any given application that is put forward based on guidelines that are set;
- There are other communities that have caps; however, an analysis, and possible legal review, would be required to determine how those caps have been addressed through the *Local Government Act*;
- Members of the public have requested the Public Use zone issue be advanced as soon as possible and a correction to this zone is already proposed in Bylaw No. 177.

HO-2026-038

It was MOVED and SECONDED

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

CARRIED

HO-2026-039

It was MOVED and SECONDED

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

CARRIED

HO-2026-040

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 Bylaws 176 (Official Community Plan) and 177 (Land Use Bylaw) at the earliest available opportunity following Executive Committee approval of the resource implications associated with the proposed Temporary Use Permit approach to regulating short-term vacation rentals.

CARRIED

Further discussion on this item was undertaken following item 10.2.

10.2 Major Project: Hornby Island Official Community Plan and Land Use Bylaw Review: Proposed Administrative Approach Temporary Use Permits and Short-Term Vacation Rentals - Staff Report

The Regional Planning Manager summarized the staff report which detailed the administrative capacity, financial resourcing, and implementation processes associated with Bylaw Nos. 176 and 177.

There were no questions or comments on the staff report and recommendations.

HO-2026-041

It was MOVED and SECONDED

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

CARRIED

HO-2026-042

It was MOVED and SECONDED

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

CARRIED

HO-2026-043

It was MOVED and SECONDED

that the Hornby Island Local Trust Committee request staff to draft a business case based on Option 2 and forward to the Executive Committee for budget endorsement.

CARRIED

Discussion on item 10.1 resumed and a Trustee indicated the need to include a definition of the short-term vacation rental period not exceeding 30 days.

The meeting was recessed for a break at 2:18 p.m. and reconvened at 2:25 p.m.

HO-2026-044

It was MOVED and SECONDED

that the Hornby Island Local Trust Committee amend proposed Bylaw No. 177 cited as “Hornby Island Land Use Bylaw No. 150, 2014, Amendment No. 1, 2024” to amend the definition of Vacation Home Rental Use by inserting the words “for a period of less than 30 consecutive days”.

HO-2026-045

It was MOVED and SECONDED

to amend the motion by adding words “before guests” after the words “less than 30 consecutive days”.

CARRIED

HO-2026-046

It was MOVED and SECONDED

to amend the motion by changing words “before guests” to the words “after guests”.

CARRIED

The question on the following motion, as amended, was then called.

that the Hornby Island Local Trust Committee amend proposed Bylaw No. 177 cited as “Hornby Island Land Use Bylaw No. 150, 2014, Amendment No. 1, 2024” to amend the definition of the Vacation Home Rental Use, by inserting the words “for a period of less than 30 consecutive days” after guests.

CARRIED

HO-2026-047

It was MOVED and SECONDED

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

CARRIED

11. CORRESPONDENCE - none

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

12. NEW BUSINESS - none

13. STAFF REPORTS

13.1 Advisory Planning Commission Appointments – Briefing

The Regional Planning Manager summarized the briefing.

Discussion ensued and it was determined to not seek submissions for expressions of interest to serve on the Advisory Planning Commission until the new term.

13.2 Trust Conservancy Report - none

13.3 Applications Report dated June 19, 2026

The Planner confirmed PL-DP-2026-0159 is a Development Permit application to update accessible washrooms at the Community Hall and PL-DVP-2026-0405 is an application related to utilities at the lot line at the address indicated.

13.4 Trustee and Local Expense Report dated April, 2026

Received for information.

13.5 Adopted Policies and Standing Resolutions

Received for information.

13.6 Local Trust Committee Webpage - none

14. WORK PROGRAM

14.1 Active Projects Report dated June 19, 2026

Received for information.

14.2 Future Projects Report dated June 19, 2026

Received for information.

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

The meeting occurred earlier in the week.

15. UPCOMING MEETINGS

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

16. ADJOURNMENT

By general consent, the meeting was adjourned at 2:48 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

Follow Up Action Report

Hornby Island

01-May-2026

Progress	Activity	Responsibility	Dates	Status
100%	1 Hornby Island Local Trust Committee Bylaw No. 180, cited as "Hornby Local Trust Committee Public Notification Bylaw No. 180, 2026" is adopted. Staff to complete next steps.	Nadine Mourao		Completed
100%	2 Re: Major Project: Hornby Island Official Community Plan and Land Use Bylaw Review: Request Regarding Amendments to the PU(a) Site Specific Zone Staff to prepare draft amendments to Proposed Bylaw No. 177, cited as "Hornby Island Land Use Bylaw No. 150, 2014, Amendment No. 1, 2024" consistent with implementing the public correspondence suggested revisions received from T. Law dated April 17, 2025 and K. Ross dated March 25, 2026.	Sonja Zupanec		Completed
100%	3 Staff to notify Board of Variance appointees and complete next steps. BOV appointees: Jack Woodward, George Buvyer, and Kathryn Berge were appointed to serve on the Hornby Island Board of Variance for a three-year term commencing May 1, 2026 and ending May 1, 2029.	Shalini Nakai		Completed

Follow Up Action Report

Hornby Island

26-Jun-2026

Progress	Activity	Responsibility	Dates	Status
100%	1 LTC approved PL-DVP-2026-0162 (Davies). Staff to issue permit as proposed.	Ian Cox Nadine Mourao Shalini Nakai	Target: 03-Jul-2026	Completed
100%	2 LTC approved PL-TUP-2026-0103 (Hornby Festival). Staff to issue permit.	Ian Cox Nadine Mourao Shalini Nakai	Target: 03-Jul-2026	Completed
100%	3 LTC approved PL-TUP-2026-0135 (Bailey), with removal of condition (e) that required parking. Staff to issue amended permit.	Ian Cox Nadine Mourao	Target: 03-Jul-2026	Completed
100%	4 LTC approved PL-DP-2026-0063 (Sea Breeze Lodge). Staff to issue permit.	Ian Cox Nadine Mourao Shalini Nakai	Target: 03-Jul-2026	Completed
100%	5 Re: Referral Response for Proposed Denman Island Bylaw Nos. 260 and 264 - Memorandum Send referral response to Denman Island LTC that interests are unaffected.	Nadine Mourao Narissa Chadwick	Target: 06-Jul-2026	Completed

Follow Up Action Report

Hornby Island

26-Jun-2026

Progress	Activity	Responsibility	Dates	Status
100%	6 Hornby Major project: Staff to prepare the following: - Revise the proposed bylaw no. 177 per attachment 1 of staff report. And to amend the definition of the Vacation Home Rental Use, by inserting the words "for a period of less than 30 consecutive days" after guests. - Schedule proposed bylaws No. 176 & 177 for a CIM and Public Hearing at earliest opportunity, following the EC endorsement/comment of the TUP processing approach to regulating STVRs.	Sonja Zupanec		Completed
100%	7 Re: Hornby major project, STVR TUP processing approach: Staff to prepare a report to EC for endorsement/comment, and draft a business case based on option 2 of the staff report for budget approval (fiscal year 2027-2028). <i>Submitted to EC July 8 meeting agenda.</i>	Renee Jamurat Sonja Zupanec	Target: 10-Jul-2026	Completed

DATE OF September 1, 2026
MEETING:

TO: Hornby Island Local Trust Committee

FROM: Ian Cox, Planner 2
Local Planning Services

COPY: Renee Jamurat, Regional Planning Manager

SUBJECT: TUP application for 6 residential RV sites
Applicant: Emcon Services Inc. (North Island Planning, agent)
Location: 4000 Central Road, Hornby Island
PID:009-651-641

RECOMMENDATION

1. That the Hornby Island Local Trust Committee approve issuance of temporary use permit PL-TUP-2026-0161.

REPORT SUMMARY

This report presents the Local Trust Committee (LTC) with temporary use permit (TUP) application PL-TUP-2026-0161 (**Attachment 1**) for consideration, that seeks to allow the residential use of six (6) recreational vehicles (RVs) and RV sites on the property as described in the Applicant Project Narrative in **Attachment 2**. The application satisfies the Hornby Land Use Bylaw (LUB) TUP Guidelines and staff recommend issuance of the permit.

The LTC is tasked with deciding whether to refer the application to the Advisory Planning Commission (APC) per OCP policy, and whether it considers the application to have met the other TUP Guidelines identified by staff as 'to be determined', presented in the staff analysis in **Attachment 3**.

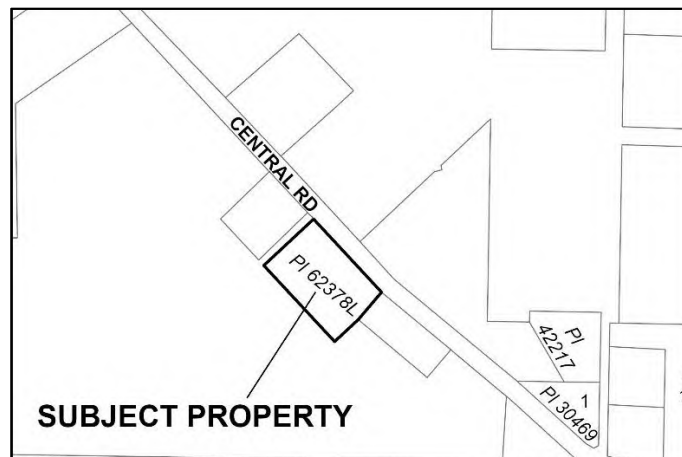


Figure 1 - Subject Property

BACKGROUND

The subject property is the highways maintenance yard, operated by the Ministry of Transportation and Transit (MoTT) contractor. Existing development on the property includes a site office, shop, storage buildings, water well infrastructure, equipment storage, and general materials storage. This area also accommodates storage of the school district's buses. The northern half of the property contains an existing occupied RV and a number of mature trees. The property previously contained a mobile home which was destroyed by a fire in 2025.

As stated in the Applicant Project Narrative, the owner of the property, Emcon Services Inc., seeks approval of a TUP to allow six (6) RV sites to be used for residential accommodation in RVs for Island residents over a period of three (3) years. Emcon's stated objective is to create a small-scale housing option that responds to the local need, while providing an opportunity for the LTC to assess the suitability of the use on the property over a limited period of time. No short-term, vacation rental, or camping use is proposed or authorised by the permit as drafted.

The RV sites are proposed to be located on the northern portion of the property, intended to provide separation between the works yard and the residential use. Existing vegetation is proposed to be retained as much as possible while ensuring compliance with BC Fire Smart standards and practices. The applicant's intent is to retain enough vegetation to maintain a buffer along Central Road.

ANALYSIS

Policy/Regulatory

Islands Trust Policy Statement

Staff have reviewed the Islands Trust Policy Statement (ITPS) and determined the application consistent with the policies therein.

Official Community Plan

The OCP provides the following policy direction and support relevant to the proposed temporary rental accommodation use:

General Residential Policy

As a Local Trust Area designated under the Islands Trust Act this document has as its focus the preservation and protection of the Trust Area and is not premised on the unlimited accommodation of housing demands but rather places priority on the preservation and protection of the natural environment of the Local Trust Area.

The 2011 census records 886 dwellings and a resident population of 958 persons. There are three major housing challenges facing the community in the next five years: (1) a substantial proportion of the long-term resident population is now in the older age brackets; some may appreciate the availability of special housing in their senior years while others may wish to be supported while remaining in their own homes; (2) property prices are out of scale with the incomes that can be derived on the Island, making it difficult for younger people to become established here; and (3) the majority of properties are owned by non-residents and most of these are occupied and/or rented seasonally thereby limiting the availability of year-round rental accommodation.

6.3.5.14

A detached unit used to provide temporary accommodation for a relative or a caregiver or to provide temporary affordable rental accommodation under the Residential Tenancy Act may be permitted through a Temporary Use Permit (in accordance with guidelines specified in Section 6.10 – Temporary Use Permits).

INFORMATION NOTE: *The use of such a permit will only define the permitted use and the temporary nature of such use and cannot manage who may occupy the temporary accommodation.*

6.3.5.16

Written agreements under the Residential Tenancy Act are strongly encouraged for the rental of dwelling units.

Land Use Bylaw

The property is zoned as a site-specific variant **(a)** of the **Public Use (PU) Zone** per the [Hornby Island Land Use Bylaw No. 150](#). The PU Zone permits various public and institutional type uses including Fire Hall, Community Facility, School, etc., while the PU(a) Zone includes some specific additional uses such as Highways Maintenance Yard, Public Utility Storage, Recycling Depot, and Cemetery.

Section 8.21(2) permits:

(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.

There is currently one accessory dwelling in an RV on the property, as mentioned in the Background section of this report. The TUP application seeks to add an additional 5 units for a total of six (6).

Issues and Opportunities

Water

No new professional information on the water supply has been provided; rather the applicant has provided a Drinking Water Source Assessment for the property conducted in 2001 (**Attachment 4**), and has described a water plan within the Project Narrative (**Attachment 2**) that includes the use of the existing registered and licenced water well, with the possible addition of a collection cistern for increased storage.

Septic

The applicant has provided a Record of Sewerage System Filing with Island Health for a newly upgraded system designed by a Registered Onsite Wastewater Practitioner (ROWP), which replaces an older system. The new system has been designed to accommodate the existing yard operations and the proposed RV units (**Attachment 5**).

Consultation

Notice of the TUP was circulated to surrounding property owners and residents on August 13, 2026, published in the Hornby Island Tribune, and posted to the Hornby Island [Local Trust Committee webpage](#) in accordance with the *Local Government Act*.

Additionally, the applicant circulated a project description independently to neighbouring properties along with an invitation to answer any questions residents may have about the proposal; a contact number and email was provided (**Attachment 6**).

A letter of support from the Hornby Island Community Economic Enhancement Corporation (HICEEC) was received in support of the proposal on July 16, 2026 (**Attachment 7**).

Additional public correspondence may be received before the LTC meeting on September 1, 2026. Any submissions received after the agenda is published will be sent to the LTC prior to the meeting and will be raised by the planning staff during the meeting. Correspondence should be sent to northinfo@islandstrust.bc.ca.

Rationale for Recommendation

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

- The proposal is supported by the objectives and policies of the OCP.
- The proposal will not result in permanent buildings or structures on the property until such time as a successful rezoning application might be brought forward that allowed the use and structures formally. A condition of the draft permit requires the owner to remove the RVs and infrastructure in certain cases.
- The application meets the TUP Guidelines pending LTC determination on those items identified in **Attachment 3**.

ALTERNATIVES

1. Request additional information

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

That the Hornby Island Local Trust Committee request that the applicant submit to the Islands Trust the following information prior to making a decision on PLTUP20260161 [insert information request].

2. Include additional TUP conditions

The LTC may modify the TUP to include additional conditions as it deems appropriate to address the TUP Guidelines identified by staff as TBD by the LTC, such as a security for restoration of original conditions on the property. A resolution to amend the permit referencing specific conditions or clauses should be passed prior to any resolution to issue the permit in final form as amended.

3. Deny the application

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

That the Hornby Island Local Trust Committee deny application PLTUP20260161 for the following reasons [list and describe reasons].

NEXT STEPS

If approved as recommended on page 1 of the report, staff will issue the TUP as presented or as amended according to LTC resolutions.

Submitted By:	Ian Cox, Planner 2	August 19, 2026
Concurrence:	Renée Jamurat, RPP MCIP, Regional Planning Manager	August 20, 2026

ATTACHMENTS

1. Proposed TUP
2. Applicant Project Narrative
3. TUP Guidelines
4. Drinking Water Source Assessment
5. Record of Sewerage System Filing
6. Applicant Notification
7. HICEEC Letter of Support

	HORNBY ISLAND LOCAL TRUST COMMITTEE TEMPORARY USE PERMIT PL-TUP-2026-0161 4000 Central Road, Hornby Island
---	--

To: EMCON SERVICES INC., NO. 345823

1. This Permit applies to the land described below:

PID 009-651-641

BLOCK D (DD L62378) OF THE SOUTH 1/2 OF THE NORTHWEST 1/4 OF SECTION 11,
HORNBY ISLAND, NANAIMO DISTRICT

a) Pursuant to Section 493 of the *Local Government Act* and Section 6.10 of the *Hornby Island Official Community Plan Bylaw No. 149, 2014*, and despite *Hornby Island Land Use Bylaw No. 150, 2014*, this Permit is issued to **allow six (6) recreational vehicle (RV) sites to be used for residential accommodation for Island residents** on the subject property, conducted in accordance with all federal and provincial applicable regulations and authorizations.

2. This permit is subject to the following conditions imposed by the Hornby Island Local Trust Committee:

a) The general layout of the RV sites shall be in substantial accordance with Schedule "A" – Site Plan, attached to and forming part of this permit as signed and dated by the Deputy Secretary, Islands Trust;

b) The RVs and RV sites must not be used for short term vacation home rentals or camping;

c) Off-road parking must be provided in accordance with Section 5.4 of the *Hornby Island Land Use Bylaw No. 150, 2014* and shall be calculated based on table 5.4, item 1, "dwelling unit" requiring 2 parking spaces per dwelling unit;

d) All garbage and recycling generated from the RV sites must be taken to the Hornby Island Recycling Depot or to an appropriate off-island facility. Compostable waste shall be disposed of appropriately.

e) RV sites must be reasonably screened from adjacent uses, properties, and public roads, to minimize visual impacts and maintain privacy.

f) Residential uses on the lot must comply with the Comox Valley Regional District's *Electoral Areas Noise Control Regulations Bylaw No. 102, 2010*.

g) The holder of the Permit will be responsible for any violation of the conditions of this

Permit. For the purpose of investigating a complaint, Islands Trust staff may enter the property during business hours to ensure compliance with the Temporary Use Permit.

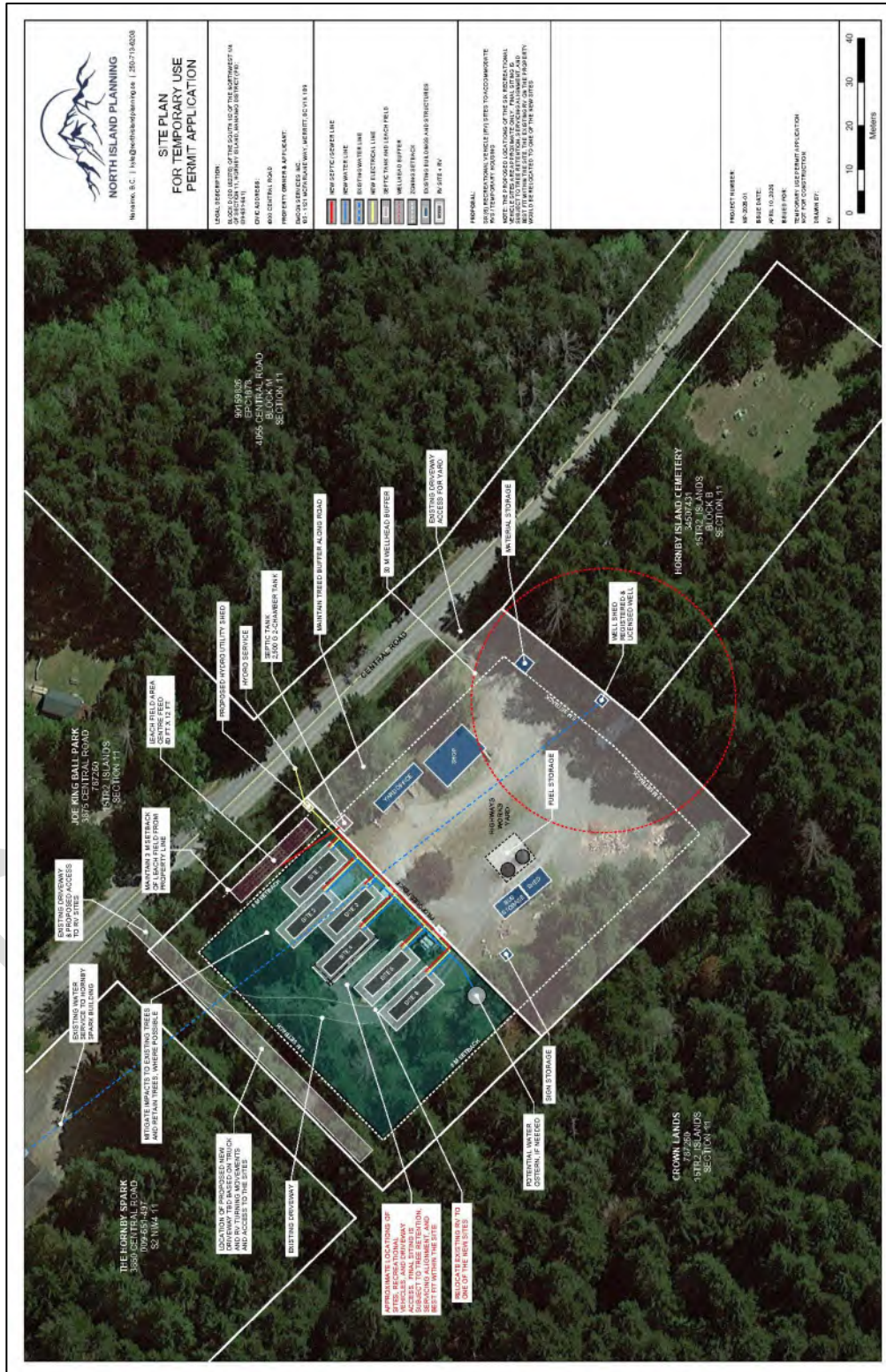
- h) The owner shall remove the six RVs and associated infrastructure as deemed appropriate by, and to the satisfaction of, the Hornby Island Local Trust Committee in the following circumstances:
 - i. The Temporary Use Permit approval period has expired and the owner has not applied for a renewal prior to the expiration of the original term of the permit;
 - ii. In the case of a permit renewal, the approved renewal period has expired and the owner has not applied for a new Temporary Use Permit, or applied to amend the Hornby Island Official Community Plan and/or Hornby Island Land Use Bylaw to allow the uses and structures as authorised by the original TUP or its renewal.
- 3. It is the responsibility of the landowner to obtain any required authorization under the *Water Sustainability Act*, the *Public Health Act*, the *Sewerage System Regulation* or any other relevant legislation pertaining to groundwater, public health and safety, and waste management.
- 4. This Permit is valid for a period of three years from the date of issuance.
- 5. This is not a Building Permit or a Siting and Use Permit, nor does it relieve the Permittee from the need to secure all other approvals necessary for the proposed land use.

**AUTHORIZING RESOLUTION PASSED BY THE HORNBY ISLAND LOCAL TRUST COMMITTEE THIS
X DAY XX, 20XX.**

Deputy Secretary, Islands Trust

Date Issued

HORNBY ISLAND LOCAL TRUST COMMITTEE
PLTUP-2026-0161 - SCHEDULE "A"
Site Plan



ATTACHMENT 2 - Applicant Project Narrative

North Island Planning



Nanaimo, B.C.
kyle@northislandplanning.ca
250-713-6208

April 17, 2026

Islands Trust
700 North Road
Gabriola Island, BC V0R 1X3

RE: Temporary Use Permit Application for 4000 Central Road, Hornby Island, BC

Please accept this cover letter in support of a Temporary Use Permit (TUP) application for the property located at 4000 Central Road, Hornby Island, within the Hornby Island Local Trust Area.

Proposal

The owner of the subject property – Emcon Services Inc. (“Emcon”) – is seeking approval of a Temporary Use Permit to allow six (6) recreational vehicles (RV) sites to be used for residential accommodation in RVs on the property for Island residents over a period of up to three (3) years.

The intent of the proposal is to provide a small-scale housing option that responds to local accommodation needs on Hornby Island, while providing an opportunity to assess the suitability of this type of use over time in the context of the site and surrounding area.

The proposal is not for short-term accommodation (e.g. weekly, AirBnB) or camping.

Property Details

Civic Address:	4000 Central Road
Legal Description:	BLOCK D (DD L62378) OF THE SOUTH 1/2 OF THE NORTHWEST 1/4 OF SECTION 11, HORNBY ISLAND, NANAIMO DISTRICT
PID:	009-651-641
Roll Number:	85.93.100
Property Area:	0.87 ha (2.16 ac)
OCP Land Use Designation	Community
Zoning	Public Use (PU(a)) Zone

Site Context

The subject property is the highways maintenance yard for Hornby Island operated by the Ministry of Transportation and Infrastructure's contractor (Mainroad Group). The property is accessed from Central Road via two driveways – one in the southeast corner and one in the northeast corner of the property.

Existing development on the southern half of the property includes a site office, shop, storage buildings, well infrastructure, equipment storage, and general materials storage. This area also accommodates school district bus storage.

The northern half of the property contains an existing occupied RV, driveways, and a number of mature trees in varying states of health and decline. This area of the property previously contained a mobile home, which was destroyed by a fire in 2025.

The RV sites are proposed to be located in the northern half of the property. This separation is intended to help ensure compatibility between the existing works yard use and the proposed residential use.

Existing vegetation would be retained to the greatest extent possible, including a buffer along Central Road, to provide screening and maintain the rural character of the area. Some trees would need to be removed to make space for the RV sites and in consideration of FireSmart BC best practices.

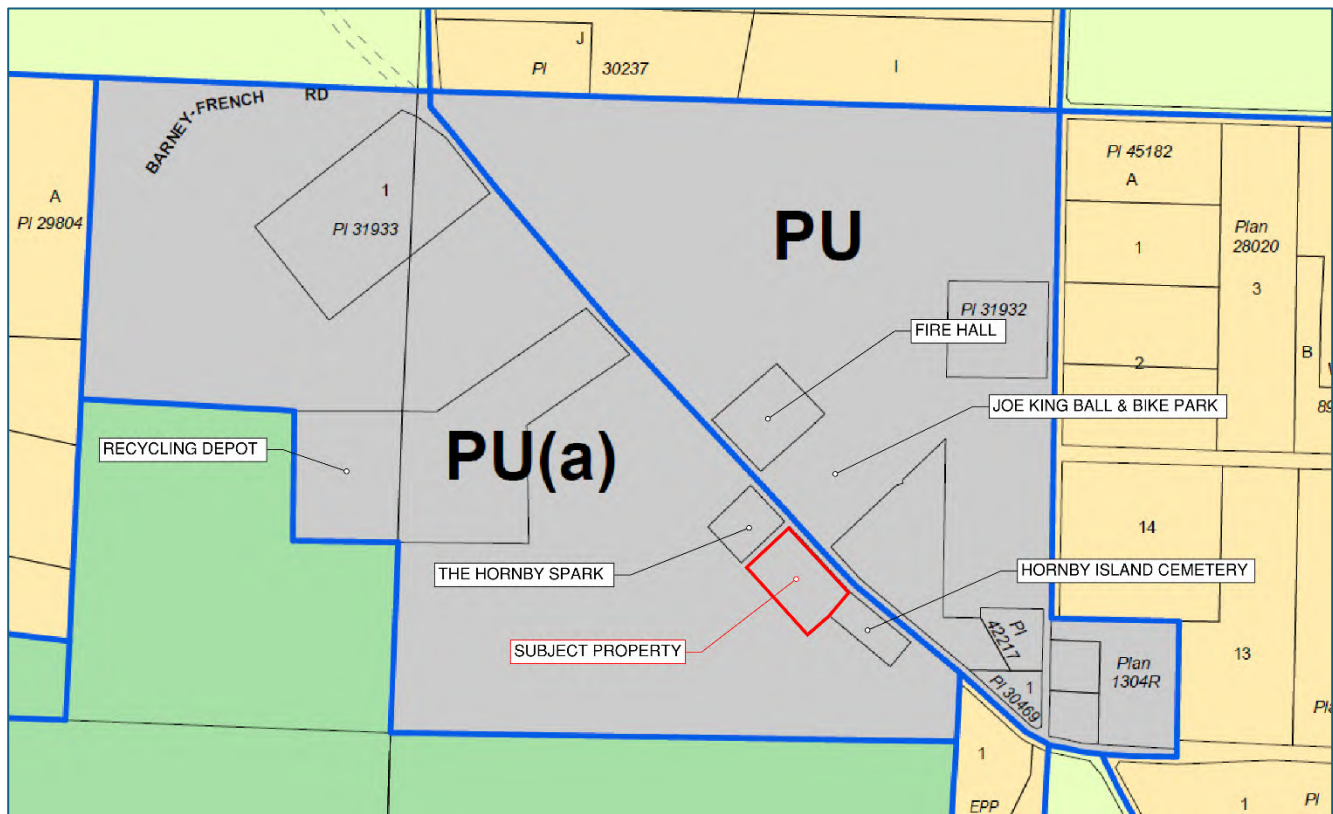
Zoning Context

Under Hornby Island Land Use Bylaw No. 150, 2014, the subject property is zoned Public Use (PU(a)), along with other properties on the south side of Central Road (i.e. Crown lands, cemetery, recycling depot, and the Hornby Spark [former Fire Hall]), which permits a limited range of uses, including:

- Cemetery
- Public Utility Storage Yard
- Highways Maintenance Yard
- Recycling

The proposed residential use is not permitted within the PU(a) zone. Accordingly, a Temporary Use Permit is required to allow this use for a limited duration in accordance with the *Local Government Act* and Islands Trust policies.

The application does not propose to alter the long-term permitted uses of the property at this time, but rather to allow a time-limited opportunity to assess the appropriateness of this use in this location. If it can be demonstrated that this use is suitable and appropriate for the property and the surrounding area, the owner will consider submitting a zoning bylaw amendment application for a more permanent land use approval.



Servicing and Infrastructure

The subject property is serviced by an existing well and a recently upgraded on-site septic system.

Water Supply: The property is serviced by a licensed and registered well with a capacity of approximately 10 gallons per minute (gpm). The publicly available well information and supporting reports are included with the application submission. The well currently supplies water to the existing works yard, the Hornby Spark building, and a connection to the Joe King Ball Park from the Hornby Spark site.

The available yield is sufficient to accommodate existing users and the proposed residential uses. As an additional measure, the owner may consider installing a cistern to provide short-term water storage and manage peak demand.

While the 2001 Drinking Water Source Assessment Summary Report indicates that the well draws from an aquifer with Moderate Vulnerability, it is acknowledged that the Hornby Island Official Community Plan (OCP), Schedule D2 Environmentally Sensitive Areas (Aquifers) identifies the entire Island as containing highly vulnerable aquifers. The OCP map divides the Island into three areas: heavily developed, moderately developed, and lightly developed. The subject property falls into the lightly developed area.

Wastewater: A new septic system has recently been installed on the property, replacing an older system that was at the end of its effective life. The new system has been designed and sized to accommodate

both the existing works yard operations and the proposed six (6) RV units, but it is acknowledged that authorization for the proposed residential use is subject to Islands Trust approval of the TUP.

Land Use Compatibility

The proposed use has been designed to be compatible with both the existing use of the property and the surrounding area:

- The RV sites are located outside of the active works yard area.
- The scale of the use is limited to six (6) sites/units.
- Existing vegetation will be retained wherever possible, including to provide screening.
- The use is residential in nature and is not expected to introduce significant noise, traffic, or other impacts beyond those already associated with the existing use.
- The surrounding area is largely undeveloped and rural.

Given these factors, the proposed use is expected to have minimal (if any) adverse impacts on adjacent properties and the broader community.

Official Community Plan – Temporary Use Permit Considerations

The OCP contemplates the use of Temporary Use Permits as a tool to allow short-term or transitional uses that may not otherwise be permitted under existing zoning. Specifically, Section 6.10 of the OCP contains the objectives and guidelines for TUPs:

6.10 Objectives:

The objectives of this subsection are:

- 1) to consider allowing a temporary event as per Policy 6.5.1.10;*
- 2) to allow for a period of evaluation of new commercial ventures that do not involve significant new development prior to an application for rezoning as per Policy 6.5.1.10;*
- 3) to allow particular uses for a period of time to enable impacts to be assessed before any further permitting of the use as per Policy 6.5.1.10;*
- 4) to consider allowing transport of groundwater off a lot where the water is extracted as per Policy 5.1.4;*

For reference, Section 6.5.1.10 of the OCP states the following:

6.5.1.10 Temporary Use Permits may be permitted for:

- a) temporary use;*
- b) a period of evaluation of a new commercial venture (that does not involve significant new development) prior to application for rezoning;*
- c) uses for a period of time to enable impacts to be assessed before any further permitting of the use; or...*

6.10 Guidelines:

6.10.1 Upon application, Temporary Use Permits may be considered for all parcels of land within the Hornby Island Local Trust Area, with the following exclusions:

- a) properties less than one quarter of a hectare, except when the application is for vacation home rental use;*
- b) land designated as Park, as shown on Schedule B; and*
- c) a parcel identified as containing an environmentally sensitive area, as shown on Schedule D1 or D2, unless information is provided by the owner that establishes that the proposed land use does not negatively impact the environmentally sensitive features or is located outside of the sensitive area on the parcel.*

Comment: The subject property is larger than one quarter of a hectare. The property is within an area containing an environmentally sensitive area – the aquifer – but the proposed residential use would utilize the existing well and does not propose to use more water than the well is capable of providing. The proposed residential use and the new septic system are outside of the standard 30 m wellhead protection area.

6.10.4 A professional assessment of hydrological impacts may be required when the proposed use is within an identified groundwater recharge area or an aquifer classified as heavily developed as shown on Schedule B or D2 and if the proposed use involves more than minimal potential impacts upon the groundwater resource.

Comment: The subject property is in the aquifer recharge area. The proposed residential use would utilize the existing well and does not propose to use more water than the well is capable of providing.

6.10.6 The general conditions for issuing a Temporary Use Permit are as follows:

- a) adequate off-road parking should be provided;*

Comment: the proposed RV sites are being designed to accommodate parking in front of each RV.

- b) there should be adequate provision for approved waste disposal before consideration is given by the Local Trust Committee;*

Comment: There is a new onsite septic that is designed to accommodate sewage disposal from the proposed RVs, subject to approval of the TUP by Islands Trust.

- c) there should be adequate setbacks of the use to minimize impacts upon adjacent properties;*

Comment: The proposed RV sites and RVs are outside of the 8 m minimum setback in the PU zone.

d) noise generation should be addressed to prevent disturbance of the neighbourhood and to ensure compliance with regional district regulations;

Comment: Each RV site would be serviced by an electrical connection, so generators are not required. It is not anticipated that there would be any significant noise generation from the RVs.

e) the use should be conducted so as to not risk contamination of the land, surface water or groundwater, including by making adequate provision for the safe storage of toxic materials;

Comment: The new onsite septic system, which is outside of the 30 m wellhead protection area, will appropriately dispose of sewage in a way that does not result in contamination.

f) water supply should be addressed so as to not create negative impacts upon existing common water sources;

Comment: The well is licensed and capable of supplying 10 gallons per minute, which would meet the needs of current water users and the proposed residential uses.

6.10.7 Applicants for Temporary Use Permits should address the issues identified in these policies in their applications and are strongly encouraged to consult with neighbours about the proposed use prior to making application.

Comment: A letter to neighbours is included in the application submission, and it is the owner's intent to notify adjacent owners and occupants, including the Hornby Spark and the Joe King Ball Park operator.

The requested TUP provides an opportunity to evaluate the performance and impacts of the proposed use over time. Should the use demonstrate compatibility with the site and surrounding area, any consideration of longer-term land use approvals would be subject to future applications and review by the Local Trust Committee.

Policy Considerations

The Hornby Island Official Community Plan emphasizes the importance of protecting the Island's environment, maintaining its rural character, and supporting a sustainable community.

The proposal is consistent with these objectives in that it:

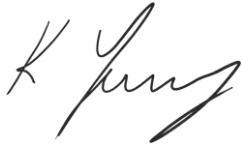
- Provides a small-scale housing option for Island residents.
- Utilizes an already developed and serviced site.
- Minimizes environmental impact through limited scale and use of existing infrastructure.
- Allows for the careful evaluation of a potential housing form in a controlled and time-limited manner.

Summary

The proposed Temporary Use Permit represents a reasonable and appropriate use of the property on an interim basis. It provides a modest, small-scale response to local housing needs for Island residents, while respecting the environmental sensitivity, rural character, and long-term land use framework of Hornby Island.

The proposal is supported by adequate servicing, is compatible with the existing use of the property, and is limited in scale. The requested permit provides an opportunity to assess the suitability of this use over time.

We respectfully request that the Islands Trust consider and approve this application.

A handwritten signature in black ink, appearing to read 'K. Young', written in a cursive style.

Kyle Young, MCIP, RPP, M.SEM, B.PI
North Island Planning

on behalf of Emcon Services Inc.

ATTACHMENT 3 – TEMPORARY USE PERMIT GUIDELINES

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

Guideline Not Met		Guideline Met Subject to LTC Decision		Guideline Met	
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Temporary Use Permits Objective 6.10(1) - OCP:

to consider allowing a temporary event as per Policy 6.5.1.10;

Temporary Use Permit Objective 10.2 – LUB:

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

(5) to consider allowing temporary seasonal or emergency accommodations as per OCP policies 6.3.5.18 and 6.3.5.19;

OCP Guideline	LUB Guideline	Complies?	Planner Comments
6.10.1: Upon application, Temporary Use Permits may be considered for all parcels of land within the Hornby Island Local Trust Area, with the following exclusions: a) properties less than one quarter of a hectare, except when the application is for vacation home rental use; b) land designated as Park, as shown on Schedule B; and c) a parcel identified as containing an environmentally sensitive area, as shown on Schedule D1 or D2, unless information is provided by the owner that establishes that the proposed land use does not negatively impact the environmentally sensitive features or is located outside of the sensitive area on the parcel.	10.3(1): Upon application, Temporary Use Permits may be considered for all parcels of land within the Hornby Island Local Trust Area, with the following exclusions: (a) properties less than one quarter of a hectare except when the application is for vacation home rental use; (b) land zoned as public park, ecosystem management area or water supply protection, as shown on Schedule B; and (c) a parcel identified as an environmentally sensitive area, as shown on Schedule D1 or D2 of the Hornby Island Official Community Plan Bylaw No. 149, unless information is provided to illustrate that the proposed land use does not negatively impact the environmentally sensitive features.		Schedule D1 mapping shows that the property is not within an identified/mapped Environmentally Sensitive Area. Schedule D2 mapping shows the subject property is in the IIA – Lightly developed, high vulnerability Aquifer. The property is located within the larger of the two mapped Recharge Zones. Staff determine that no further environmental assessment is required for the proposal at the TUP stage, primarily due to the fact that a large portion of the property is already cleared and in use as a works yard, minimal additional clearing is proposed to facilitate the RV sites, and a Development Permit would be required for any clearing and/or development as defined in the LUB within the DPA 2 - Community Service Use Development Permit Area. This includes removal of vegetation/land clearing, construction of any kind such as pouring concrete pads for the RV sites, etc.
6.10.2: Applications for Temporary Use Permits may be referred to the Advisory	10.3(2): Applications for Temporary Use Permits may be referred to the Advisory		For LTC Decision

OCP Guideline	LUB Guideline	Complies?	Planner Comments
Planning Commission which may be requested to provide an opportunity for public input to be received and considered in preparing its recommendations.	Planning Commission which may be requested to provide an opportunity for public input to be received and considered in preparing its recommendations.		Determine whether to refer this application to the Advisory Planning Commission for feedback and comment.
6.10.3: Temporary Use Permits for parcels within the Agricultural Land Reserve should only be issued for uses that do not conflict with Agricultural Land Commission policies and regulations.	10.3(3): Temporary Use Permits for parcels within the Agricultural Land Reserve should only be issued for uses that do not conflict with Agricultural Land Commission policies and regulations.		Property not within the ALR = N/A
6.10.4: A professional assessment of hydrological impacts may be required when the proposed use is within an identified groundwater recharge area or an aquifer classified as heavily developed as shown on Schedule B or D2 and if the proposed use involves more than minimal potential impacts upon the groundwater resource.	10.3(4): A professional assessment of hydrological impacts may be required when the proposed use is within an identified groundwater recharge area or an aquifer classified as heavily developed.		For LTC decision Schedule D2 mapping shows the subject property is in the IIA – Lightly developed, high vulnerability Environmentally Sensitive Areas Aquifer. The property is located within a Recharge Zone, however the existing licensed and registered well is intended to be used for the RV sites. The well currently supplies water to the existing works yard, the Hornby Spark building, and a connection to the Joe King Ball Park from the Hornby Spark site. Applicant has provided original 2001 Drinking Water Report for the property but no updated/current well assessment.
6.10.5: Where approvals are required from other agencies, these should be obtained prior to the issuing of a Temporary Use Permit.	10.3(5): Where approvals are required from other agencies, these should be obtained prior to the issuance of a Temporary Use Permit.		It is the responsibility of the applicant to obtain the necessary approvals from the relevant health authority for waste disposal and water supply. Because there is no building inspection in force for Hornby, no occupancy permit under the BC Building Code would be issued for the RV units. Applicant has provided a Record of Sewerage System Filing with Island Health and intends to utilize the existing registered and licenced water well.
6.10.6: The general conditions for issuing a Temporary Use Permit are as follows: a) adequate off-road parking should be provided;	10.3(6): The general conditions for issuing a Temporary Use Permit are as follows: (a) adequate off-road parking should be provided;		Included as condition c) of the proposed permit. In accordance with Section 5.1(1) of the Hornby Island Land Use Bylaw (LUB), all required off-road parking spaces will be located on the lot. 2 per residential unit. Application states that each site is designed with off-street parking adjacent to the unit.

OCP Guideline	LUB Guideline	Complies?	Planner Comments
6.10.6.b) there should be adequate provision for approved waste disposal before consideration is given by the Local Trust Committee;	10.3(6)(b) confirmation that site conditions allow for adequate provisions for approved waste disposal;		Included as a condition of the proposed permit. Applicant has provided Island Health Record of Sewerage System Filing stating capacity for proposed use.
6.10.6.c) commercial uses (other than very short term uses or vacation home rentals) should be screened from adjacent residential uses;	10.3(6)(c): commercial uses (other than very short term uses or vacation home rentals) should be screened from adjacent residential uses;		Application is for residential, not commercial use.
6.10.6.e) there should be adequate setbacks of the use to minimize impacts upon adjacent properties;	10.3(6)(e) there should be adequate setbacks of the use to minimize impacts upon adjacent properties;		The proposed RV sites are proposed outside of the PU(a) zone 8-meter minimum setback area.
6.10.6.f) noise generation should be addressed to prevent disturbance of the neighbourhood and to ensure compliance with regional district regulations;	10.3(6)(f) noise generation should be addressed to prevent disturbance of the neighbourhood and to ensure compliance with regional district regulations;		Included as a condition f) of the proposed permit. RV sites to be serviced by electrical connection, no generators. Residential shall be compliant with the Comox Valley Regional District (CVRD) Electoral Areas Noise Control Regulations Bylaw No. 102.
6.10.6.g) the use should be conducted so as to not risk contamination of the land, surface water or groundwater, including by making adequate provision for the safe storage of toxic materials;	10.3(6)(g) the use should be conducted so as to not risk contamination of the land, surface water or groundwater, including by making adequate provision for the safe storage of toxic materials;		Residential use must comply with provincial wastewater and solid waste disposal regulations. No toxic material expected directly associated with use.
6.10.6.h) water supply should be addressed so as to not create negative impacts upon existing common water sources;	10.3(6)(h) water supply should be addressed so as to not create negative impacts upon existing common water sources;		For LTC decision See applicant -supplied 2001 water Drinking Water Report and intent to use existing registered/licenced well per Applicant Project Narrative in Attachment 4. No current water well information has been provided to date.
	10.3(6)(i) other potential impacts upon the neighbourhood should be mitigated, including by limitations upon the hours of operation where appropriate		Adequate parking must be provided per LUB regulations and included as condition of permit. Hours of operation for residential use must comply with CVRD noise bylaw. Additional mitigation for solid waste disposal, screening, and prohibition of short term vacation rentals and camping are included as conditions b) d) and e) in draft permit.
6.10.6.j) the owner of the property may be required to provide a security to guarantee	10.3(6)(j) the owner of the property may be required to provide a security to guarantee		For LTC decision

OCP Guideline	LUB Guideline	Complies?	Planner Comments
the performance of the terms of the permit and should be required to provide an undertaking to demolish or remove any building or structure and to restore the land to a condition specified in the permit, especially in circumstances where temporary housing is provided and such housing is no longer used for the temporary purposes; and	the performance of the terms of the permit and should be required to provide an undertaking to demolish or remove any building or structure and to restore the land to a condition specified in the permit, especially in circumstances where temporary housing is provided and such housing is no longer used for such temporary purposes; and		The LTC could require that the applicant provide a security for the removal of the RVs and RV sites should the use cease or the TUP expire, in order to ensure that the residential use on the property does not continue indefinitely or without a successful TUP renewal or rezoning application to permit the use permanently. A condition requiring removal of the RVs has been included in the draft permit as h) i. and ii.
6.10.6.k) lands with good agricultural potential should not be compromised by any use permitted by a Temporary Use Permit.	10.3(6)(k) lands with good agricultural potential should not be compromised by any use permitted by a Temporary Use Permit.		N/A. Not within the ALR or identified as holding ag potential.
6.10.7: Applicants for Temporary Use Permits should address the issues identified in these policies in their applications and are strongly encouraged to consult with neighbours about the proposed use prior to making application.	10.3(7): Applicants for Temporary Use Permits should address the issues identified in these policies in their applications and are strongly encouraged to consult with neighbours about the proposed use prior to making application.		Applicant has identified and provided information for the majority of guideline issues with the above noted exceptions which are TBD by LTC. Applicant has undertaken independent notification to neighbouring properties – see Applicant Notification, Attachment 05.
6.10.9: The Local Trust Committee should consider the climate change impacts of any proposed temporary use when reviewing Temporary Use Permit applications.	10.3(9): The Local Trust Committee should consider the climate change impacts of any significant change in reviewing temporary use permit applications.		No anticipated long term increased GHG emissions beyond increased vehicular use associated with increased residential density.

ATTACHMENT 4

Drinking Water Source Assessment Summary Report

**Hornby Island Highways Yard,
Hornby Island, British Columbia**

*British Columbia Buildings Corporation
Sylvia Kenny, Technical Value Department
October 2001*



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British Columbia Buildings Corporation Hornby Island Highways Yard Drinking Water Field Assessment

Assessment date: July 24, 2001
Water Purveyor: British Columbia Buildings Corporation
Assessment conducted by: Sylvia Kenny, Sanitary Assessment Technician, BCBC
Mike Murphy, Operations Supervisor Fabric, BCBC Vancouver
Island North District

1.0 PROJECT BACKGROUND AND PURPOSE

A field assessment of select water supplies owned or managed by British Columbia Buildings Corporation (BCBC) within the Vancouver Island North District was conducted from July to August 2001. The project focussed upon the assessment of water sources at sites on Vancouver Island and the Gulf Islands where the Corporation is presently the purveyor of drinking water, as identified by a province-wide written survey of BCBC facilities conducted in March 2001. The pilot project was conducted under the direction of BCBC Head Office, Technical Value Department and utilized assessment protocols developed by the former Ministry of Environment, Lands and Parks, now, the Ministry of Water, Land and Air Protection (WLAP), and Ministry of Health (MOH) in Fall 2000. BCBC is indebted to WLAP, in particular Ministry personnel Mike Wei, Bill Hodge, John Arber and Jennifer Maxwell, for the provision of training, technical assistance, prototype assessment forms, and guidance on project implementation and interpretation of findings. Senior Environmental Health Officer, Dwayne Stroh, of the Upper Island and Central Coast Health Region was instrumental in the provision of historical water quality data and guidance on procedures.

The scope of the assessments included:

1. An evaluation of the sanitary condition of the water source.
2. An evaluation of present drinking water source protection measures.
3. A review of historical water quality data and a review of present water quality sampling procedures.
4. The collection of baseline water quality data.
5. An evaluation of the risks to the water supply associated with land-use and activities within the watershed or preliminary well capture zone or sanitary area surrounding the well.

The assessments did not include evaluation of concerns related to the effectiveness of present water treatment measures, treatment bi-products or the aspects of the water supply distribution system, which may be addressed separately at a later date.

The objectives of the assessment were:

1. To develop and test drinking water source assessment methodology.
2. To identify key parameters for the evaluation of drinking water quality and to develop and test water sampling protocols.

3. To collect baseline water quality data and to identify any parameters that exceed the Guidelines for Canadian Drinking Water Quality.
4. To assess BCBC compliance with current and proposed provincial drinking water legislation.
5. To identify the relative vulnerability of groundwater and surface water sources at the individual sites to contamination that may compromise the quality of potable water.
6. To identify operator qualifications and training needs for continued effective management of water supplies.
7. To collect information that may assist in the development or revision of Emergency Response Plans at each of the sites surveyed.
8. To foster co-operation between BCBC, WLAP and Health Region representatives for effective management of drinking water supplies, and integration of water quality data management.

Project findings and protocols developed will be used to guide future initiatives including the assessment of drinking water supplies owned or managed by BCBC at facilities in other regions of the province. This report summarizes the findings of the field assessment and baseline water quality monitoring, but should not be considered a comprehensive study of the water system.

2.0 HORNBY ISLAND HIGHWAYS YARD

2.1 Site Description

Hornby Island is located off the east coast of Vancouver Island, and can be reached by ferry from Buckley Bay, near Courtenay, BC, via Denman Island which must be crossed by vehicle to reach the Hornby Island ferry. The Highways Yard is located at 4000 Central Road (BCBC Property #: X90045; PID/PIN: 009-651-641; Legal Property Description: Block D (DDL62378) of the South half of the Northwest Quarter, Section 11, Hornby Island, Nanaimo District). The rectangular lot comprises approximately 0.84 ha, with a slope to the northeast. The yard is used for light industrial activities including equipment storage, refuelling and maintenance, and salt, gravel, asphalt and fuel storage by Mainroad North Island Contracting, contracted to the Ministry of Transportation and Highways for the purpose of road maintenance on the island. Buildings on the site include an office trailer, a one-storey garage, a fuel storage shed, and a mobile home used by BC Ferries personnel for periodic overnight accommodation. Forested areas comprise approximately 10% of the site, with the remaining area composed of paved, unpaved gravel and sparsely vegetated or grassy surfaces.

AGRA Earth and Environmental Limited conducted a series of site investigations at the location beginning in September 1998 with a Stage 1 Preliminary Site Investigation (PSI) which identified five areas for further investigation in a Stage 2 PSI completed in January 1999. A Detailed Site Investigation (DSI) completed in July 1999 determined that no further assessment or remediation was warranted at that time, although replacement of the salt storage shed was recommended.

The PSI and DSI identified the local geology as being composed of conglomerate bedrock and sandstone of the Nanaimo Group Geoffrey Formation, with an overlying till veneer, or silty-sand

soil layer. A study done by the Ministry of Environment, Lands and Parks in 1993 (Hodge) identified groundwater on this part of the island as flowing in a northeast direction from the slopes of Mt. Geoffrey.

2.2 Waterworks

An initial written survey conducted by BCBC in March 2000 identified the facility as providing potable water to clients and staff. The field assessment determined that water supplied to the site from a single water well is used mainly for non-potable purposes including bathroom facilities, yard and equipment washing and maintenance. Well water is also used by the local volunteer fire department for the filling of tanker trucks. Bottled water is imported for potable use. Approximately four staff are on-site daily. The frequency or number of staff staying in the mobile home residence is not known.

The well is located within a plywood pumphouse at the downslope, eastern side of the property. From here water is distributed to an equipment washdown area, and to bathroom and kitchen facilities in the office and residential trailers.

2.3 Hornby Island Highways Yard Well 1

The principle source of water for the Hornby Island Highways Yard is Well 1 (Lat: 49°32'01.4" N, Long: 124°40'07.2" W; Northing 5488113, Easting 379262). The drilled well is 41.8 meters (137 feet) deep, with a diameter of 0.15 meters (6 inches), and is rated to produce 0.80 litres/second (10 UK GPM). The water receives no treatment prior to use.

2.3.1 Source Water Protection

The well is covered by a sanitary seal, with a rope threaded through holes in the seal to allow retraction of the submersible pump for maintenance. The pumphouse itself was in poor repair at the time of the inspection. Its door was not locked and possessed a broken lower hinge, which appears to allowed entry of small animals or insects. The Highways Yard is fenced but was not locked. No signage is in place to indicate the well location or its use as a water supply. Although the risk of vandalism of the well is expected to be low, given the small size of the community, it is believed that inadequate protection exist to prevent acts of vandalism of the well at present. The well is not located in a flood area, and the site appears well drained with water running off the site along the topographical gradient.

2.3.2 Potential Sources of Contamination within the Sanitary Area of the Well

A radius of 30 meters surrounding the well was assessed in the field for potential contaminant sources. The main risk of source water contamination is associated with activities on the highways yard site such as spilled fuels or other contaminants reaching the well through infiltration. A pile of used wooden telephone poles was noted directly upslope less than ten meters from the well. The creosote used to preserve these poles is a potential groundwater contamination source. Also located within the sanitary area are a chemical storage shed (upslope), and the heavy equipment maintenance garage (downslope). The salt storage shed is located 20 meters northeast of the pumphouse and appears to provide inadequate protection of the salt against rain and wind, and

spillage. The septic tank and ground disposal field are located on the north edge of the property outside the 30 meter sanitary radius. No other sources of potential contamination were noted within the immediate sanitary area.

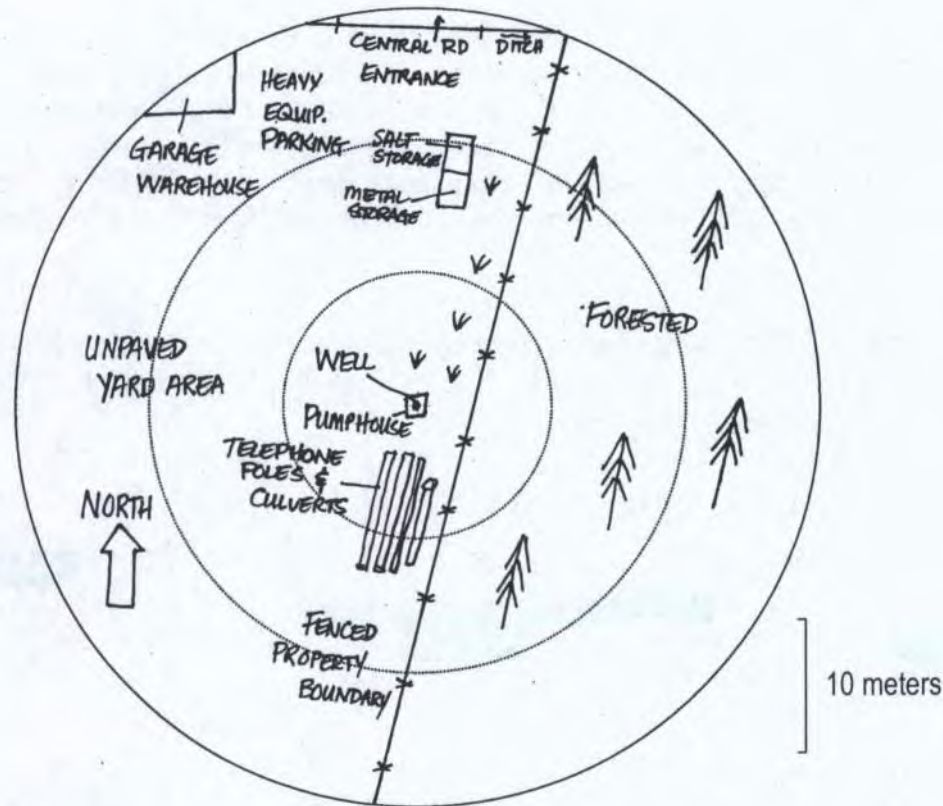


Figure 1: Diagram of sanitary area (30 meter radius) around the well

2.3.3 Intrinsic Vulnerability of the Geology at the Well

The Aquifer Vulnerability Index (AVI) method can be used to calculate the relative vulnerability of a particular well. The lithology of a sediment or rock is its characteristic physical properties, such as particle or grain size, mineral composition, or structure. The AVI method uses the lithology of the well as described in the well log, including the depth, thickness and type of sediment or rock that it is drilled into, to determine how vulnerable the well is to vertical migration of contaminants through the sedimentary or rock layers.

By determining the rate of water flow through the geologic layers of a well or aquifer, it is possible to estimate how quickly water (and waterborne or aqueous pollutants) may reach the aquifer or well from a specified location. The AVI measures the vulnerability of the well based only on the geological characteristics of the rock or sediment that it is drilled into, and does not consider the nature or extent of human activities in the well recharge area. Refer to Appendix II for a more in-depth description of AVI.

Hornby Island Highways Yard Well 1 is considered to have Moderate Vulnerability, based on a calculated Aquifer Vulnerability Index of 2.62. The well is drilled into a predominantly sandstone aquifer, overlain by a 1.5 meter layer of hardpan (till) overburden. As the AVI does not consider characteristics or properties of the bedrock into which the well is constructed, it may not accurately reflect the true vulnerability in this case. For example, water does not flow through directly through sandstone and shale bedrock, but instead reaches the well through fractures, with the overall flow rate dependant upon the depth, number and orientation of the fractures in relation to the well.

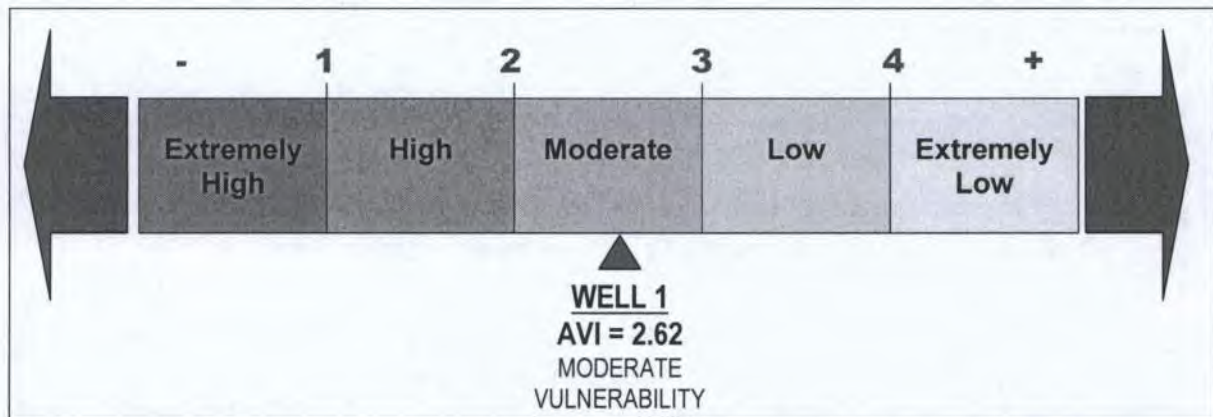


Figure 2: AVI Vulnerability Rating for Hornby Island Highways Yard Well 1

2.3.4 Aquifer

Well 1 is drilled into a bedrock aquifer that has not been classified by WLAP within the BC Aquifer Classification System. (See Appendix I for a description of the BC Aquifer Classification System.)

2.3.5 Preliminary Capture Zone

There are several methods to identify the area that is the source of water recharge for a well, referred to as the well capture zone. Three of the least complex and most easily applied methods, and the assumptions and limitations of each, are described in detail within Step Two of the *Well Protection Toolkit*, a publication produced through a joint initiative by the BC Ministry of Health and Ministry Responsible for Seniors, the former BC Ministry of Environment, Lands and Parks, Environment Canada and the BC Ground Water Association. For the BCBC source water assessment project, capture zones were delineated using the following methods:

- Arbitrary Fixed Radius (AFR) – A capture zone delineated by a circle of specific radius, which may be modified to include the watershed area above the well (Modified AFR)
- Calculated Fixed Radius (CFR) – Circles of specific radii corresponding with a cylindrical volume of water pumped over a period of 1, 5 and ten years.
- Analytical Equations – Determination of a parabolic capture zone based upon models of groundwater flow.

Depending upon the available information, one or all of these methods may be used and the most reasonable capture zone selected as the well protection area. Information about the aquifers and the direction of ambient groundwater flow is often incomplete, therefore these capture zone models have an inherent level of uncertainty in terms of their shape and size. Despite these limitations, the delineation of a capture zone allows water purveyors to establish the area within which groundwater source protection methods can be implemented, with boundaries that can be reviewed and refined as new information becomes available.

For Hornby Island Highways Yard Well 1 the Modified Arbitrary Fixed Radius method was used to delineate the well capture zone. The Arbitrary Fixed Radius (AFR) capture zone is composed of the area within a radius of 300 m around the well. As the AFR of Hornby Island Clinic and RCMP station drinking water well was found to overlap with the Highways Yard AFR, an imaginary point central to the two wells was established as the centre of the capture zone. The capture zone was then modified to include the upslope watershed boundary, or the watershed recharge area directly above the wells. Knowledge of the hydraulic gradient and direction of groundwater flow from previous studies (Hodge, 1993) also assisted in delineation of the capture zone.

Some limitations of the Modified Arbitrary Fixed Radius capture zone delineation method are that it does not consider factors such as the water pumping rate, well lithology, aquifer transmissivity, or other physical characteristics of the aquifer. The Modified Arbitrary Fixed Radius is considered the best method to use in this case due a lack of information on the pumping rate, transmissivity and hydrogeology of the area, such as the depth to water, needed for determination of a Calculated Fixed Radius or capture zone boundary using Analytical Equations. Figure 3 below shows the Modified Arbitrary Fixed Radius capture zone for Hornby Island Highways Yard and Clinic / RCMP Office wells. Efforts should be made to avoid land uses or practices that have the potential to contaminate groundwater within the capture zone.

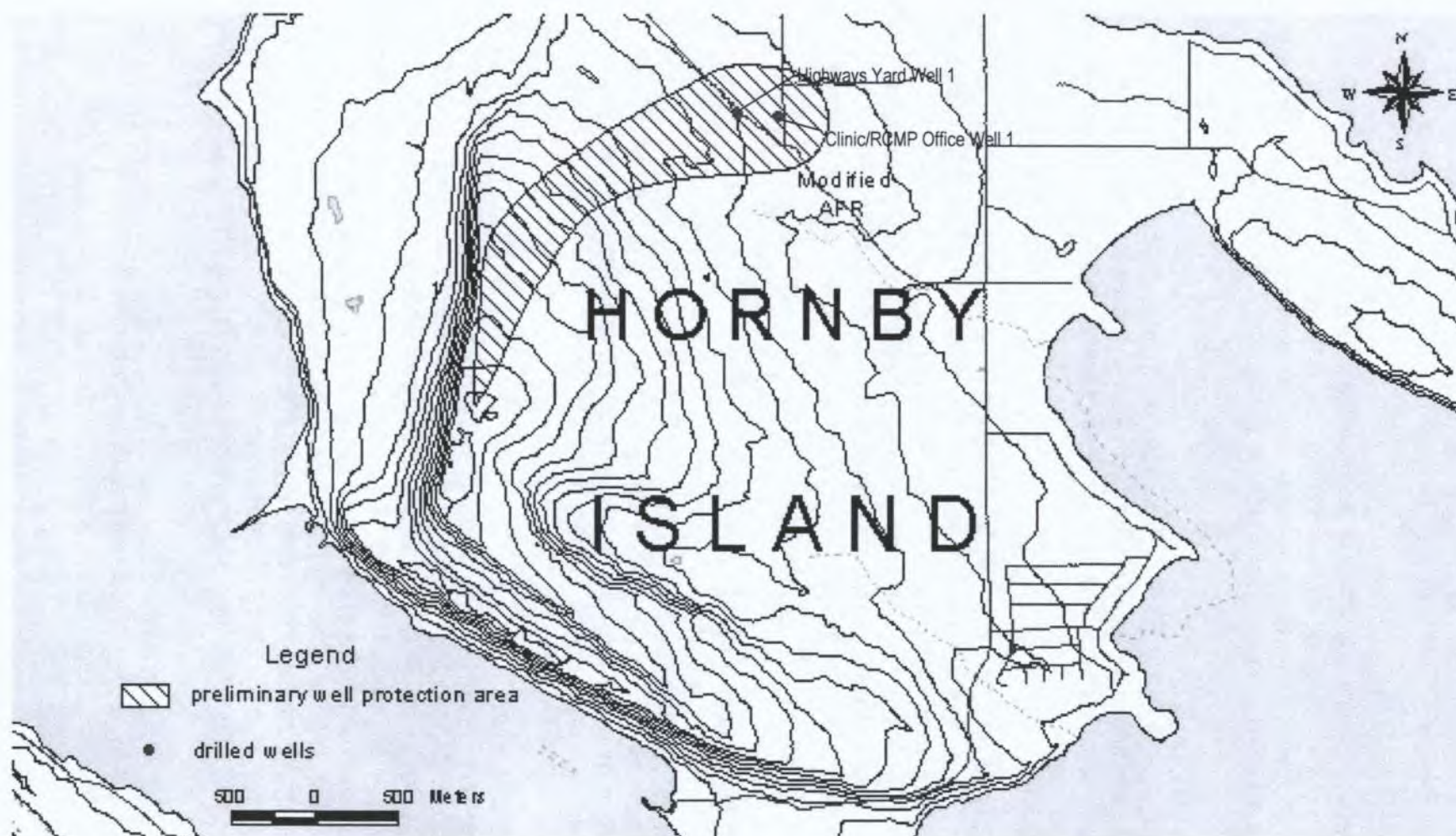


Figure 3: Hornby Island Highways Yard and Hornby Island Clinic / RCMP Office Wells Capture Zone

2.4 Water Quality

The discussion of water quality within this report has two focuses. It begins, in Section 2.4.1, with an overview of the water quality monitoring that is done at the site on an ongoing basis. Subsequently, Section 2.4.2 discusses the methods used and findings of water quality monitoring conducted during the field assessment of the facility in July 2001.

For the purposes of the following sections a “source sample” refers to an untreated water sample, representative of natural conditions in the water source, obtained from as close as possible to the intake point or well source. Source samples are generally obtained for water supplies that do not receive treatment, or to determine the baseline water quality conditions of the source water prior to treatment.

A “supply sample” refers to a water sample obtained after it has undergone treatment, that is representative of the post-treatment water quality at the facility or household. Supply samples are obtained to assess how well the treatment system is working and evaluate the quality of the water being delivered to the end user. Supply samples may be obtained from a single point or from several points subsequent to treatment, to determine if contamination is occurring within the distribution system or to evaluate the effectiveness of residual treatment (i.e. residual chlorine concentration).

2.4.1 Water Quality Monitoring

2.4.1.1 Sampling Procedures

Water at the Hornby Island Highways Yard is sampled at a frequency of less than once per year for bacteriological parameters including total and fecal coliforms. There is no record of sampling for other than bacteriological parameters.

2.4.1.2 Sampling Methods

The Environmental Health Officer for the region has taken samples from the tap in the Highways Yard office trailer or the BC Ferries crew trailer. The precise sampling method is not known, but is assumed to follow standard aseptic techniques for bacteriological water quality monitoring. Water quality sampling by BCBC personnel may be done on an infrequent or ad hoc basis, in response to specific water quality or aesthetic concerns raised by the client. The most recent record of sampling was in January 2000 at which time the bacteriological water quality was found to be within the Guidelines for Canadian Drinking Water Quality. There is no record of historical sampling for other than bacteriological parameters. As there is no treatment of the well water, there are no separate methods or sample sites for monitoring of the water source or supply.

2.4.1.3 Summary of Historical Data

Table 1 below shows the results of historical water quality monitoring done at the site.

Table 1: Hornby Island Highways Yard Well 1 – Historical water quality monitoring results

Hornby Island Hwys Yard Well 1

EMS ID: E244597

WSACS ID: N/A

Sample date	Sampler	Total coliforms CFU/100mL	Fecal coliforms CFU/100mL
2001/01/17	EHO*	0	0
1999/11/03	EHO	1	0
1999/09/23	EHO	0	0
1999/07/27	EHO	0	0
1999/01/13	EHO	0	0
1994/02/15	EHO	8	<1

*Environmental Health Officer

No record of samples taken in 2000.

Ministry of Health WSACS database lists two different names for same site:

"Hornby Island Highways Yard" and "BC Ferries - Hornby Island Crew Trailer"

2.4.2 Field Assessment Water Quality Monitoring**2.4.2.1 Water Quality Monitoring Parameters**

The parameters for evaluation of well water quality at the site were based upon those listed in "Guidelines for Minimum Standards in Well Construction, Province of British Columbia, Appendix 7" (1982). Ministry of Water, Land and Air Protection and Ministry of Health representatives were consulted and recommended additional test parameters in some cases. Within the final list of analyses, the categories of bacteriological, general chemical and inorganic parameters were included. Additionally, at selected sites where the site history indicated possible localized groundwater contamination with hydrocarbons, samples were taken to test for concentrations of benzene, toluene, ethylbenzene and xylene (soluble aromatic compounds found in gasoline, often referred to collectively as BTEX). The complete list of test parameters and water quality monitoring results for this location are shown in Table 3.

2.4.2.2 Sampling Methods

As there was no adequate sampling point at the well, samples were obtained from the sink in the bathroom of the office trailer. All screens were removed and the tap was inspected for cleanliness. The line was purged for a total of five minutes prior to sampling. This purging duration is thought to be sufficient to ensure that the sample obtained was representative of the quality of water supplied to the end user.

The analytical laboratory supplied all samples bottles. Sample bottles for bacteriology were pre-sterilized and contained a preserving agent, therefore these were not rinsed in the field. .

Similarly BTEX was sampled using brown glass vials containing a pre-measured amount of copper sulphate (CuSO_4) preservative that were not rinsed prior to sample collection. The remaining sample bottles were rinsed a total of three times before the samples were taken. Sulphuric acid (H_2SO_4) preservative was added to the total phosphorus samples in the field, subsequent to collection. All samples were placed in a cooler as soon as they were collected and shipped to the laboratory the same day.

Field Measurements

Water temperature, specific conductivity, salinity and total dissolved solids were tested on site using a portable Hach C0150 conductivity meter (Model # 50150), and water pH was tested using a Hach pH testing kit (Model # AL-94/WR 2224-01). The results of the field measurements and the laboratory analysis were subsequently compared.

Quality Assurance/Quality Control (QA/QC)

Within any monitoring or assessment program care must be taken in order to ensure that the findings are accurate (as close as possible to the actual value) and non-biased. To this end quality control includes all measures taken by the investigator to manage factors under her or his direct control that could impact the final quality of the monitoring data. Examples of quality control measures include consistent adherence to established sampling protocols, regular equipment calibration, correct sample handling and documentation of activities in the field. Quality assurance includes action taken to ensure the integrity of data related to factors outside of the investigator's immediate control, for example replicate samples to evaluate the consistency of laboratory results.

Quality assurance for the field assessment and water quality sampling program consisted of replicate supply samples obtained at one site, and field blank samples prepared at another. No blank or replicate samples were obtained at the Hornby Island Highways Yard site. Quality control measures taken include the use of Water Quality Sampling Forms at each location to document sample times, field water quality data, sampling personnel and sample location. Field water quality monitoring equipment obtained from WLAP was tested but not calibrated prior to use. The sampling method followed was consistent for all site assessments and is documented within "BCBC – Sanitary Assessment and Water Sampling Procedures (Draft – Sept 2001)." Additionally, the laboratory had a number of internal QA/QC procedures to ensure the reliability of sample analytical results.

Laboratory Methods

Samples were analysed by Philip Analytical Laboratories in Burnaby, BC, using methods according to "Standard Methods for the Examination of Water and Wastewater, 20th Edition" (American Public Health Association).

2.4.2.3 Summary of Results

It is outside the scope of this report to discuss the significance of each individual parameter or test result individually. Instead the discussion will focus on those parameters, if any, that were found to exceed the Guidelines for Canadian Drinking Water Quality.

Water quality results for parameters measured in the field are shown in Table 2 below. The consistency of field measurements with laboratory results was variable. A pH of 9.75 was measured on site, compared to the laboratory result of 9.2 pH units, which is considered consistent, given the approximate nature of pH measurement with the portable test kit used. Specific conductivity and total dissolved solids (TDS) measured in the field were lower than the results from laboratory analysis, 452 $\mu\text{S}/\text{cm}$ compared to 567 $\mu\text{S}/\text{cm}$, and 239 mg/L compared to 348 mg/L for specific conductivity and TDS respectively. The reasons for this inconsistency may be due to a lower level of field instrument accuracy, calibration error, or a minor change in the character of the sample over the time of delivery to lab. Additionally, the value of total dissolved solids measured with the Hach meter is determined through an internal calculation based upon the conductivity of the solution, rather than determined through a precise method as in the laboratory.

Table 2: Field Water Quality Monitoring Results (2001)

Hornby Island Highways Yard Well 1

EMS ID: E244597

Sample date: 2001/07/24

Parameter	Results	Units	Guidelines for Canadian Drinking Water Quality	Units (GCDWQ)	Dfn (GCDWQ)
Colour	clear	Qualitative	Not established	-	-
Odour	metallic/sulphurous	Qualitative	Not established	-	-
pH	9.75	pH units	6.5-8.5	pH Units	AO
Salinity	0.2	ppt	Not established*	-	-
Specific conductance	492	$\mu\text{S}/\text{cm}$	Not established	-	-
Temperature	15.7	$^{\circ}\text{C}$	≤ 15	$^{\circ}\text{C}$	AO
Total dissolved solids	239.0	mg/L	≤ 500	mg/L	AO
Water level	-	m	-	-	-

*GCDWQ sodium (Na^+) ≤ 200 mg/L (aesthetic objective).

Laboratory results for the water quality monitoring program are shown in Table 3 below. The Guidelines for Canadian Drinking Water Quality were exceeded for the parameters of pH, and total coliforms, while the results for all other parameters were within federal guidelines.

Table 3: Laboratory Water Quality Results (2001)

Hornby Island Highways Yard Well 1

EMS ID: E244597

Sample date: 2001/07/24

Parameter	Results	MDL	Units (Lab)	Guidelines for Canadian Drinking Water Quality	Units (GCDWQ)	Dfn (GCDWQ)
Physical parameters						
pH	9.2	0.1	pH units	6.5-8.5	pH Units	AO
Colour True	<5	5	Col. Units	≤ 15	TCU	AO
Specific Conductance	567	1	$\mu\text{S}/\text{cm}$	Not established	-	-
Computed Conductance	621	-	$\mu\text{S}/\text{cm}$	NA	-	-
Conductance % Difference	9	-	%	NA	-	-
Residue Nonfilterable (TSS)	<4	4	mg/L	Not established	-	-
Residue Filterable 1.0u (TDS)	320	10	mg/L	≤ 500	mg/L	AO

Hornby Island Highways Yard Well 1

EMS ID: E244597

Sample date: 2001/07/24

Parameter	Results	MDL	Units (Lab)	Guidelines for Canadian Drinking Water Quality	Units (GCDWQ)	Dfn (GCDWQ)
Physical parameters						
Computed TDS	348	-	mg/L	NA	-	-
TSD % Diff.	8.5	-	%	NA	-	-
Turbidity	0.34	0.10	NTU	1 / ≤ 5	NTU	MAC/AO
Hardness Total	2.2	-	mg/L	Not established	-	-
General Inorganics						
Alkalinity Phenolphthalein (as CaCO ₃)	30	1	mg/L	Not established	-	-
Alkalinity Total (as CaCO ₃)	244	1	mg/L	Not established	-	-
Carbonate (as CO ₃)	36.0	-	mg/L	Not established	-	-
Bicarbonate (as HCO ₃ ⁻)	224	-	mg/L	Not established	-	-
Hydroxide (as OH ⁻)	<0.5	-	mg/L	Not established	-	-
Anions						
Chloride - Dissolved	20.0	1.0	mg/L	≤ 250	mg/L	AO
Fluoride - Dissolved	1.56	0.10	mg/L	1.50	mg/L	MAC
Ion Balance	1.6	-	%	Not established	-	-
Total Anions	6.21	-	meq/L	Not established	-	-
Total Cations	6.41	-	meq/L	Not established	-	-
Langelier Index	0.1	-	pH units	NA	-	-
Saturation pH	9.1	-	pH units	NA	-	-
Nitrogen						
Nitrate-Nitrogen (Dissolved)	<0.02	-	mg/L	10	mg/L	MAC
Nitrate+Nitrite (N)	<0.02	0.02	mg/L	13.2	mg/L	-
Nitrite-Nitrogen (N)	<0.005	0.005	mg/L	3.2	mg/L	MAC
Phosphorus						
Ortho-phosphorus	0.035	0.005	mg/L	Not established	-	-
Phosphorus-Total	0.070	0.005	mg/L	Not established	-	-
Sulphate						
Sulphate	32.9	1.0	mg/L	≤ 500	mg/L	AO
Metals						
Aluminum	0.03	0.02	mg/L	Not established	-	-
Arsenic	<0.001	0.001	mg/L	0.025	mg/L	IMAC
Barium	0.002	0.001	mg/L	1.0	mg/L	-
Boron	1.48	0.008	mg/L	5.0	mg/L	MAC
Cadmium	<0.002	0.002	mg/L	0.005	mg/L	IMAC
Calcium	0.60	0.05	mg/L	Not established	-	-
Chromium	<0.002	0.002	mg/L	0.05	mg/L	MAC
Cobalt	<0.003	0.003	mg/L	Not established	-	-
Copper	0.002	0.001	mg/L	≤ 1.0	mg/L	AO
Iron	0.016	0.005	mg/L	≤ 0.3	mg/L	AO
Lead	<0.001	0.001	mg/L	0.01	mg/L	MAC
Magnesium	0.17	0.05	mg/L	Not established	-	-
Manganese	0.001	0.001	mg/L	≤ 0.05 mg/L	mg/L	AO
Molybdenum	0.005	0.005	mg/L	Not established	-	-
Nickel	<0.008	0.008	mg/L	Not established	-	-
Potassium	0.8	0.4	mg/L	Not established	-	-
Selenium	<0.001	0.001	mg/L	0.01	mg/L	MAC
Silver	<0.01	0.01	mg/L	Not established	-	-
Sodium	146	0.05	mg/L	≤ 200	mg/L	AO
Vanadium	0.003	0.003	mg/L	Not established	-	-
Zinc	<0.002	0.002	mg/L	5.0	mg/L	AO

Hornby Island Highways Yard Well 1

EMS ID: E244597

Sample date: 2001/07/24

Parameter	Results	MDL	Units (Lab)	Guidelines for Canadian Drinking Water Quality	Units (GCDWQ)	Dfn (GCDWQ)
Bacteriological						
Coliform-Total	PRESENT	-	Present/Absent	See Table	CFU/100 mL	-
Coliform-Fecal	ABSENT	-	Present/Absent	"	CFU/100 mL	-
Hydrocarbons						
VH C6-C10	<0.1	0.1	mg/L	Not established	-	-
VPHw	<0.1	0.1	mg/L	Not established	-	-
Volatile Organics-MAH						
Benzene	<0.5	0.5	ug/L	5	ug/L	MAC
Ethylbenzene	<0.5	0.5	ug/L	≤ 2.4	ug/L	AO
Toluene	<0.5	0.5	ug/L	≤ 24	ug/L	AO
Xylene-Total	<0.5	0.5	ug/L	300	ug/L	AO
VOC Surrogate Recovery						
Bromofluorobenzene	87	0	%	-	-	-
d8-Toluene	95	0	%	-	-	-

LEGEND	
Symbol	Significance
-	No associated value or test not done
AO	Aesthetic Objective
IMAC	Interim Maximum Acceptable Concentration
MAC	Maximum Acceptable Concentration
MDL	Minimum Detection Limit
NTU	Nephelometric Turbidity Units
P/A	Present/Absent
ug/L	Micrograms per litre
uS/cm	microSiemens/cm

Water quality parameters that exceeded federal water quality guidelines are discussed below.

pH

Water sampled from the Hornby Island Highways Yard had a pH of 9.2 units. A pH of 7 is considered neutral, while pH < 7 is acidic and a pH > 7 is basic. pH of water can vary according to the properties of local geology and precipitation, for example a low water pH may be associated with acidic precipitation. In order to meet federal Guidelines, drinking water should have a pH between 6.5 and 8.5 pH units. At pH levels below or above this limit, the primary concern is encrustation or formation of scales within the water distribution system, and a decreased efficiency of chlorination or other water treatment processes. Health effects associated with a high pH are largely indirect, for example related to decreased treatment effectiveness and potential survival, despite water treatment, of pathogenic or harmful bacteria. Very high or low pH can increase the solubility of toxins such as heavy metals. The formation of trihalomethanes may increase as a result of high water pH. (Health Canada, 1996.) Trihalomethanes are carcinogenic chlorine compounds that may be formed as a result of the reaction between chlorine and organic materials in water.

Total and Fecal Coliforms

One of the most important measures of water quality is the presence of total or fecal coliform bacteria. Although coliform bacteria are not harmful, elevated coliform concentrations can signal the possible contamination of water by fecal material, which could contain other viral or

bacteriological pathogens or disease causing microorganisms. The group of total coliforms includes fecal coliform bacteria, such as *Escherichia coli*, as well as other types of coliform bacteria that can exist naturally in soil and water, therefore the presence of total coliforms in water does not necessarily indicate water contamination by fecal material. Alternately, fecal coliforms are not capable of survival outside the body of a warm blooded organism for an extensive period of time; therefore their presence usually indicates contamination of water by fecal matter. Fecal contamination of groundwater may occur due to improperly sited or poorly functioning septic systems, or infiltration of surface water contaminated by wildlife, sewage or agricultural run-off.

A brief summary of the drinking water guidelines for total and fecal coliform organisms is included in Table 4 below. As shown in the table, the Maximum Acceptable Concentration of total and fecal coliform organisms in water supplies is zero coliform organisms detectable per 100 mL of water. However, due to the uneven distribution of these bacteria in water, and the difficulty in determining total population numbers from a single sample, water quality is considered acceptable if it meets the conditions shown under the *Rules for Compliance*.

Table 4: Guidelines for Canadian Drinking Water Quality - Limits for Total and Fecal Coliforms in Drinking Water

Canadian Limits for Total and Fecal Coliforms in Drinking Water	
Total and fecal coliforms	Maximum Acceptable Concentration: 0 / 100 ml
<i>Rules for compliance:</i>	
1. No individual sample should have > 10/100 ml total coliform organisms.	
2. No consecutive sample from same site should show presence of coliforms.	
3. Community drinking water systems:	
a) No more than 1 sample from set of samples taken from the community on the same day, should show coliforms present.	
b) Not more than 10% of samples in minimum of 10 total samples should indicate coliforms present.	
<i>What to do if the above criteria are exceeded:</i>	
▪ Contact the local Environmental Health Officer.	
▪ Resampling is required if total or fecal coliforms are present.	
▪ An immediate boil water advisory should be issued if the presence of <i>Escherichia coli</i> in the water supply is confirmed.	
▪ Disinfection of well, treatment system and/or distribution system may be required prior to resampling.	
(Health Canada, 1996.)	

Total coliform organisms were present in the water sample. A numerical population estimate is not available for this sample period. Fecal coliforms were absent, suggesting that the sample was free from recent fecal contamination. The well water is not treated, as previously noted, therefore the results are not indicative of a failure in the water treatment system.

2.5 Recommendations

At the time of field assessment it was assumed that the water is being used for potable purposes. The field assessment determined that bottled water is obtained for drinking and potable water use. Thus, the recommendations in the following section focus on the needs for water quality monitoring and source protection if the water on site is to be used for potable purposes in future.

Water Quality

The Environmental Health Officer (EHO) has been notified of the water quality results as shown in this report. Further consultation with the EHO with regard to specific contaminants and the potability of the water is recommended. In response to the positive identification of total coliforms in the well water, disinfection of the well and distribution system and re-sampling for total and fecal coliforms is also suggested.

Ongoing Water Quality Monitoring

It is recommended that a schedule for water sampling by BCBC personnel be implemented. The frequency and parameters for monitoring of water quality should be determined in consultation with the EHO or Health Department representative for the Upper Island and Central Coast Health Region, based upon historical results and number of connections or users on the system. Sampling methods should be consistent, following a standardized protocol developed for this program, as reviewed and approved by the EHO.

Improvements to Sanitation

The pumphouse should be repaired to prevent the entry of animals and to reduce risk of vandalism of the well. The salt storage shed should be repaired or replaced with one that adequately prevents spillage and protects road salt from the elements. Timbers preserved with creosote should be stored outside of the sanitary area immediately surrounding the well. Additionally care should be taken in the handling and storage of all chemicals and fuels to reduce the risk of spillage or release of contaminants that could infiltrate groundwater which could affect the potability of water both on site and in neighbouring wells.

Personnel Training

At present the BCBC personnel that oversee the site have no specific training in water system maintenance or monitoring. It is recommended that staff be provided with training that will assist them in effectively managing the water supplies at this and other locations.

Alternate Water Sources

It is not known whether there is the potential for the site to connect to a municipal water supply system, or community water supply. On the Gulf Islands, it is understood that the majority of properties do not obtain water from municipal or community systems, but instead supply their own water from low to medium capacity wells on-site or in the immediate vicinity. Further research is

required to determine whether connection to a community or municipal system is an alternative for this location.

Emergency Response Plans

Present legislation under the Health Act, *Safe Drinking Water Regulation* (B.C. Reg. 230/90 with amendments up to B.C. Reg. 120/2001) requires that a site supplying potable water must have an Emergency Response Plan (ERP) that describes in detail the actions to be taken in the case of water contamination or another occurrence that may compromise the water supply. At present there is no Emergency Response Plan for the Hornby Island Highways Yard site. It is thus recommended that actions be taken to prepare an ERP for this location.

Permit Requirements

A Drinking Water System "Permit to Operate" should be obtained from the local Health Region.

Additional Concerns

As stated previously, at present bottled water is imported to the site for potable use. The quality of this water as delivered is presumed to meet the Canadian Guidelines for Drinking Water Quality. It is possible for bacteria to be present within the water cooler itself. For this reason it is recommended that a protocol and schedule for regular disinfection of the water cooler be developed and implemented, to prevent the growth of bacteria within the water cooler that may compromise water potability. Additionally, if the quality of water supplied from the well is of continued concern, it is recommended that signage be placed above the tap in the Highways Yard sinks, and within the BC Ferries residential trailer indicating that the water is not to be used for potable purposes.

3.0 REFERENCES

- AGRA Earth & Environmental Limited. (March 29, 1999). "Stage 1 & 2 Preliminary Site Investigation, Central Road, Hornby Island, BC." Prepared for British Columbia Buildings Corporation.
- AGRA Earth & Environmental Limited. (September 30, 1999). "Detailed Site Investigation, 4000 Central Road, Hornby Island, B.C." Prepared for British Columbia Buildings Corporation.
- BC Ministry of Health and Ministry Responsible for Seniors. (2000). *Well protection tool kit*. Victoria, BC: BC Ministry of Health and Ministry Responsible for Seniors, Province of British Columbia, Environment Canada, BC Ground Water Association.
- Cavanagh, N. et al. (1998). *Guidelines for Interpreting Water Quality Data, Field Test Edition, Version 1.0*. Victoria, BC: Resources Inventory Committee.
- Health Canada. (1996). *Guidelines for Canadian Drinking Water Quality, Sixth Edition*. Ottawa, ON: Minister of Supply and Services.

Health Canada. (February 1991). "Bacteriological quality." *Guidelines for Canadian drinking water quality supporting documents*. http://www.hc-sc.gc.ca/ehp/ehd/catalogue/bch_pubs/dwgsup-doc/dwgsup-doc.htm. (Accessed Sept. 2001.)

Hodge, W.S. (October 1993). "A Preliminary Groundwater Assessment of a Crown Land Parcel on Hornby Island." BC Ministry of Environment, Groundwater Section, Hydrology Branch, Water Management Division.

Nagpal, N.K., Pommen, L.W., Swain, L.G. (December 1998). *A Compendium of Working Water Quality Guidelines for British Columbia, 1998 Edition*. Victoria BC: BC Ministry of Environment, Lands and Parks.

Province of British Columbia. (2001). Health Act, *Safe Drinking Water Regulation* (B.C. Reg. 230/90 with amendments to B.C. Reg. 120/2001).

Well log. (BCGS Well Number 092F057232.5)

Appendix I: B.C. Aquifer Classification System

The BC Aquifer Classification System is a methodology developed by the former B.C. Ministry of Environment, Lands and Parks to assist in the management of groundwater resources in BC. The system has two separate ranking or classification scales:

- The classification component categorizes aquifers based on their present level of development and vulnerability to contamination.
- The ranking component assesses each aquifer according to water use and hydrological criteria.

Classification Component

The classification of an aquifer is achieved by assigning values within two sub-classes as described below.

Development Subclass: The Development Sub-class designates a value for the aquifer corresponding to a high (I), moderate (II) or low (III) level of development. This is determined by assessing the level of water demand relative to the aquifer productivity or yield.

Vulnerability Subclass: The Vulnerability Subclass is determined for the aquifer, with one of three values selected, corresponding to a high (A), moderate (B) or low (C) level of vulnerability. The Vulnerability Subclass is based upon groundwater levels, geologic characteristics of the aquifer and the characteristics of the overlying geologic layers including their thickness, composition, and extent. The Vulnerability Subclass does not consider the nature or possible impact of human activities overlying the aquifer or occurring within the aquifer recharge area.

Aquifer Class: The Development Subclass and Vulnerability Subclass are combined into a single Aquifer Class with nine possible variations as shown in Table A1.

Table A1: BC Aquifer Classification System – Classification component

Development Sub-class		
I	II	III
Heavy (demand is high relative to productivity)	Moderate (demand is moderate relative to productivity)	Low (demand is low relative to productivity)
Vulnerability Sub-class		
A	B	C
High (highly vulnerable to contamination from surface sources)	Moderate (moderately vulnerable to contamination from surface sources)	Low (not very vulnerable to contamination from surface sources)

Aquifer Class			
	I	II	III
A	IA – heavily developed, high vulnerability aquifer	IIA – moderately developed, high vulnerability aquifer	IIIA – lightly developed, high vulnerability aquifer
B	IB – heavily developed, moderate vulnerability aquifer	IIB – moderately developed, moderate vulnerability aquifer	IIIB – lightly developed, moderate vulnerability aquifer
C	IC – heavily developed, low vulnerability aquifer	IIC – moderately developed, low vulnerability aquifer	IIIC – lightly developed, low vulnerability aquifer

Ranking Component

The initial prioritization of aquifers in BC for mapping and management purposes is based upon a relative ranking scale in which points values are determined for the aquifer according to seven key criteria: productivity, vulnerability to contamination, size, water use or demand, type of use, and known water quality or quantity concerns. Each criteria is assigned a point value from 1 to 3, with the exception of quantity and quality criteria which may be assigned a value of 0, if no concerns are noted. The rank is the sum of the point values for each criterion, within possible scores ranging from 5, representing low priority, to 21, representing an aquifer of highest priority. The criteria and possible point values for the ranking system are summarized in Table A2 below.

Table A2. BC Aquifer Classification System - Ranking Value Component

Criteria	Point Value			Rationale
	1	2	3	
<i>Productivity</i>	Low	Moderate	High	Abundance of the resource
<i>Vulnerability</i>	Low	Moderate	High	Potential for water quality degradation
<i>Size</i>	<5 km ²	5 - 25 km ²	>25 km ²	Regionality of the resource
<i>Demand</i>	Low	Moderate	High	Level of reliance on the resource
<i>Type of Use</i>	Non-drinking water	Drinking water	Multiple use/ drinking water	Variability/ diversity of the resource for supply
<i>Quality Concerns</i>	Isolated	Local	Regional	Actual concerns
<i>Quantity Concerns</i>	Isolated	Local	Regional	Actual concerns

The classification methods described above are usually applied as a whole to aquifers comprising a total area of 1 km² or greater, and include the identification of the aquifer and delineation of its boundaries. In some cases the initial aquifer classification and ranking is limited by data availability and may be altered according to subsequent findings. These tools may be effectively used to identify and prioritize the need for further assessments, including mapping, modelling and delineation of aquifer recharge and discharge areas.

Reference: Kreye, R., Ronneseth, K. and Wei, M. (1994). An Aquifer Classification System for Groundwater Management in British Columbia. Victoria, BC: Province of British Columbia, Ministry of Environment, Lands and Parks, Water Management Division, Hydrology Branch.

Appendix II: Aquifer Vulnerability Index

The Aquifer Vulnerability Index (Prairie Provinces Board, Van Stempvoort et al, 1983) is utilized by the Province of BC to assess the relative vulnerability of an aquifer to contamination from the land surface. The Index is based upon the geologic characteristics of the aquifer, including the thickness, and type of unconsolidated and consolidated materials, and their relative hydraulic properties. The AVI method may also be used to categorize the vulnerability at specific locations within an aquifer, for example by assessing the vulnerability at a particular well location. The AVI does not consider the type or extent of human activities within the well vicinity or well capture zone.

The AVI method determines vulnerability according to the hydraulic resistance (c) of the sedimentary layers to vertical flow of water. Hydraulic resistance is calculated by determining the thickness (d) of the geologic sediments and the hydraulic conductivity (K) of each layer. Hydraulic conductivity is commonly based upon an established value for the sediment type (i.e. coarse sand, glacial till, or clay) and considers the size, shape and degree of sorting of sediment grains, as well as the size and shape of pore spaces, and their estimated degree of interconnection. The formula for hydraulic resistance is shown in Equation 1:

$$\text{Hydraulic resistance, } c = \sum d_i / K_i, \text{ for layers 1 to } i \quad (1)$$

The hydraulic resistance has the dimension of time, therefore it provides an indication of how rapidly water (and dissolved or fluid contaminants) flows vertically through the aquifer's sedimentary layers. The logarithmic transformation of the hydraulic resistance value results in a numerical Index that will fall within the range of five possible vulnerability categories based upon the estimated number of years required for a fluid to migrate through the overlying sediments to the aquifer.

Table A3. AVI categories

Hydraulic resistance, c (years)	Log (c)	Vulnerability category
< 10 years	<1	extremely high vulnerability
10 -100 years	1 to 2	high vulnerability
100 -1000 years	2 to 3	moderate vulnerability
1000 -10000 years	3 to 4	low vulnerability
>10,000 years	>4	extremely low vulnerability

Limitations of the AVI Method

- The significance of AVI classifications is limited by a number of factors:
- The completeness of the well log or lithological record used for the calculations may be variable depending upon the diligence of the well driller;
 - The hydraulic conductivity is reference or textbook value based on average characteristics for a particular sediment type, that may not accurately reflect the true conductivity of a sediment under specific field conditions;

- The transportation rates for various fluids (water, aqueous solutions or liquid contaminants) are variable according to their relative viscosity, and environmental conditions under which they flow (i.e. temperature and pressure);
- Classification of bedrock wells may be limited as the AVI is only calculated for unconsolidated sediments, which may comprise a limited portion of the logged depth of the well. The method is also unable to factor in the rate of water or contaminant flow through bedrock fractures.

Although the above limitations of the method must be considered, the AVI nonetheless provides a useful tool for the evaluation of vulnerability of an aquifer or well, that is of use to water purveyors and health officials in the assessment and protection of groundwater supplies.

Comparison of AVI and BC Aquifer Classification Systems

The AVI method differs from the Vulnerability Classification within the BC Aquifer Classification System in a number of ways.

- The Vulnerability Classification is applied to an entire aquifer, whereas the AVI may be used to assess conditions at specific locations in the aquifer;
- The AVI considers the specific characteristics and depths of the soil and sedimentary layers not considered within the Vulnerability Classification.

Thus, there may be a lack of correlation between the findings of the two methods. For example, an aquifer classified as having moderate vulnerability overall, may have localized areas of extremely low vulnerability depending upon the specific geologic characteristics at that site.

References:

Maxwell, J. (2001). "Drinking Water Source Assessment Summary Report, Resort Municipality of Whistler." Victoria, BC: Ministry of Environment, Lands and Parks.

Wei, M. (1998). *Evaluating AVI and DRASTIC for Assessing Groundwater Pollution Potential in the Fraser Valley*. Victoria, BC: Ministry of Environment, Lands and Parks.

Appendix III: Summary of Preliminary Capture Zone Delineation**CAPTURE ZONE CALCULATION FOR: BCBC Hornby Island Highways Yard**

Well Information

Name of Community Well	Hornby Hwys Yard Well 1
Well BCGS Number	092F057232.5
Well Tag Number	36715
Well Plate Number	926
Contact	Terry Gagne, Director, Property Management, BCBC Vancouver Island North District
Phone Number	(250) 751-7416
Address	3151 Barons Rd Nanaimo BC V9T 5W5
Property Legal Description	PIN 009-651-641; Block D (DDL62378) of the south half of the northwest quarter of Section 11, Hornby Island, Nanaimo District
Descriptive Location of Well on Property	Well located in pumphouse at southeast side of highway maintenance yard at 4000 Central Rd
Well Use	domestic
Number of Connections	2
Well Construction	drilled
Well Type	bedrock
Well Depth	41.76 m
Top of Screen	-
Bottom of Screen	-
Screen Length	-
Depth to Water	34.14 m
Well Yield	10 gpm (65.46 m ³ /d)

Input Parameters Used in Capture Zone Calculations

Parameter	Value	How Determined?	Notes
Pumping Rate (Q)	65.46 m ³ /d	from the capacity in the well record	
Specific Capacity		unknown	
Transmissivity (T)		unknown	
Thickness of Aquifer (b)	4.57 m	taken as thickness of water-bearing layer	

Porosity (n)		unknown	
Ambient Hydraulic Gradient (i)		unknown	

Summary of Capture Zones Using Arbitrary Fixed Radius (AFR), Calculated Fixed Radius (CFR), and Analytical Equations

Well	AFR (m)	CFR (m)			Analytical equations	
		1-year	5-years	10-years	X (m)	2Y (m)
Hornby Hwys Yard Well 1	300					

Capture Zone Method Selected as Most Reasonable: Modified Arbitrary Fixed Radius

Rationale for Method Selected (include discussion on which method was most reasonable to use by discussing the pros and cons): The Arbitrary Fixed Radius considered the best approximation of well catchment area in this case. As there is an overlapping of the AFR for the Highways Yard and the Hornby Island Clinic / RCMP Office Well 1, the catchment zone was delineated around central point between the two wells. The AFR was further modified to include the upslope watershed boundary area expected to comprise the overall recharge area for the wells, with groundwater flow direction approximated after Hodges (1993). The actual pattern, rate and direction of flow through bedrock well is difficult to quantify, and the AFR may be larger or smaller than actual recharge area. Information on the actual pumping rate, transmissivity and hydrogeology, such as the depth to water is needed for determination of the CFR or Analytical catchment zones and these methods are considered less suitable for bedrock aquifers. The AVI rating for the well is 2.62 corresponding with a rating of Moderate Vulnerability.

Relevant features of the capture zone (relative to the actual capture zone and sources of recharge, vulnerability of the capture zone area, limitations, and areas of more intensive focus): The bedrock well is drilled into a sandstone and shale aquifer. Soil development in the area is minimal, however a layer of till overburden provides some confinement resulting in the assessment of moderate vulnerability. Bedrock wells are often considered vulnerable due to potential for rapid flow of contaminants through fractures. The Modified AFR reflects the total area of recharge from precipitation, infiltration and groundwater flow down the east slope of Mt. Geoffrey.

Further Work Recommended to Firm Up Capture Zone

Work recommended	Rationale
Determine water use, actual pumping rate, static and pumping water level in the well at the time of next well maintenance.	To enable determination of a capture zone boundary reflective of physical characteristics of the well and aquifer.

References:

Well log.

Hodge, W.S. (1993). "A preliminary groundwater assessment of a Crown Land parcel on Hornby Island -1993." Ministry of Environment, Groundwater Section, Hydrology Branch, Water Management Division.

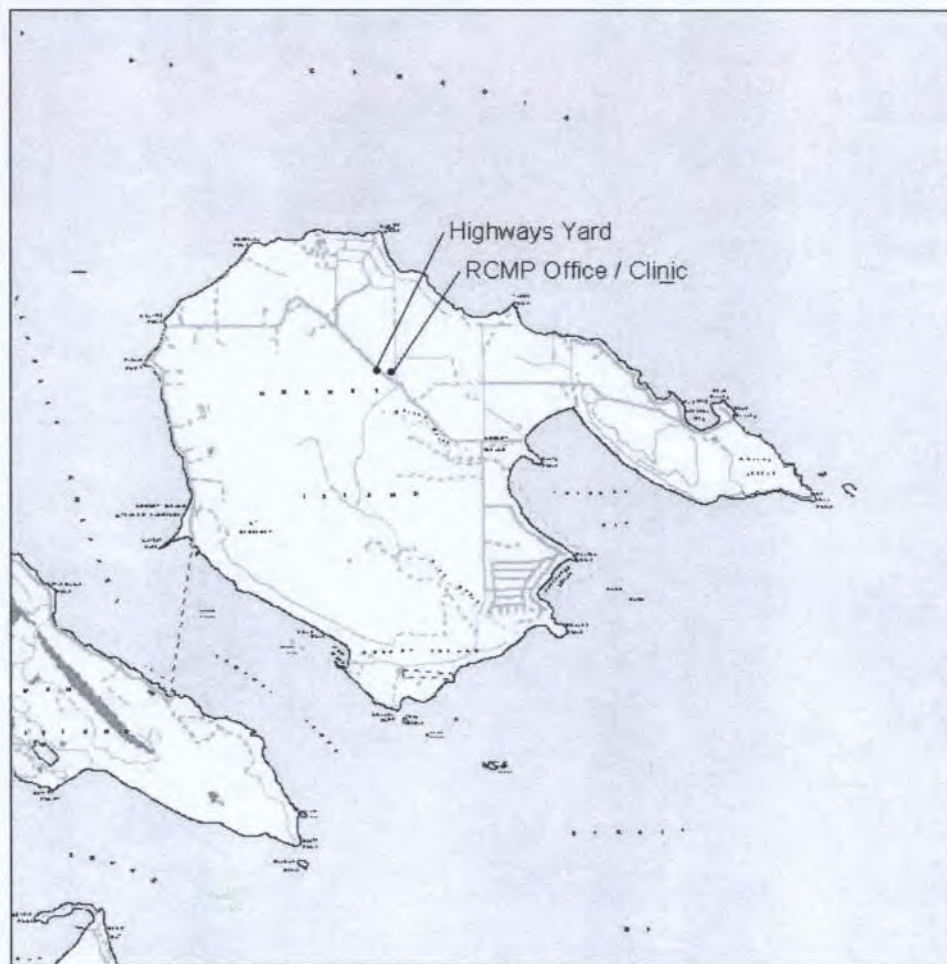
Appendix IV: Site Maps

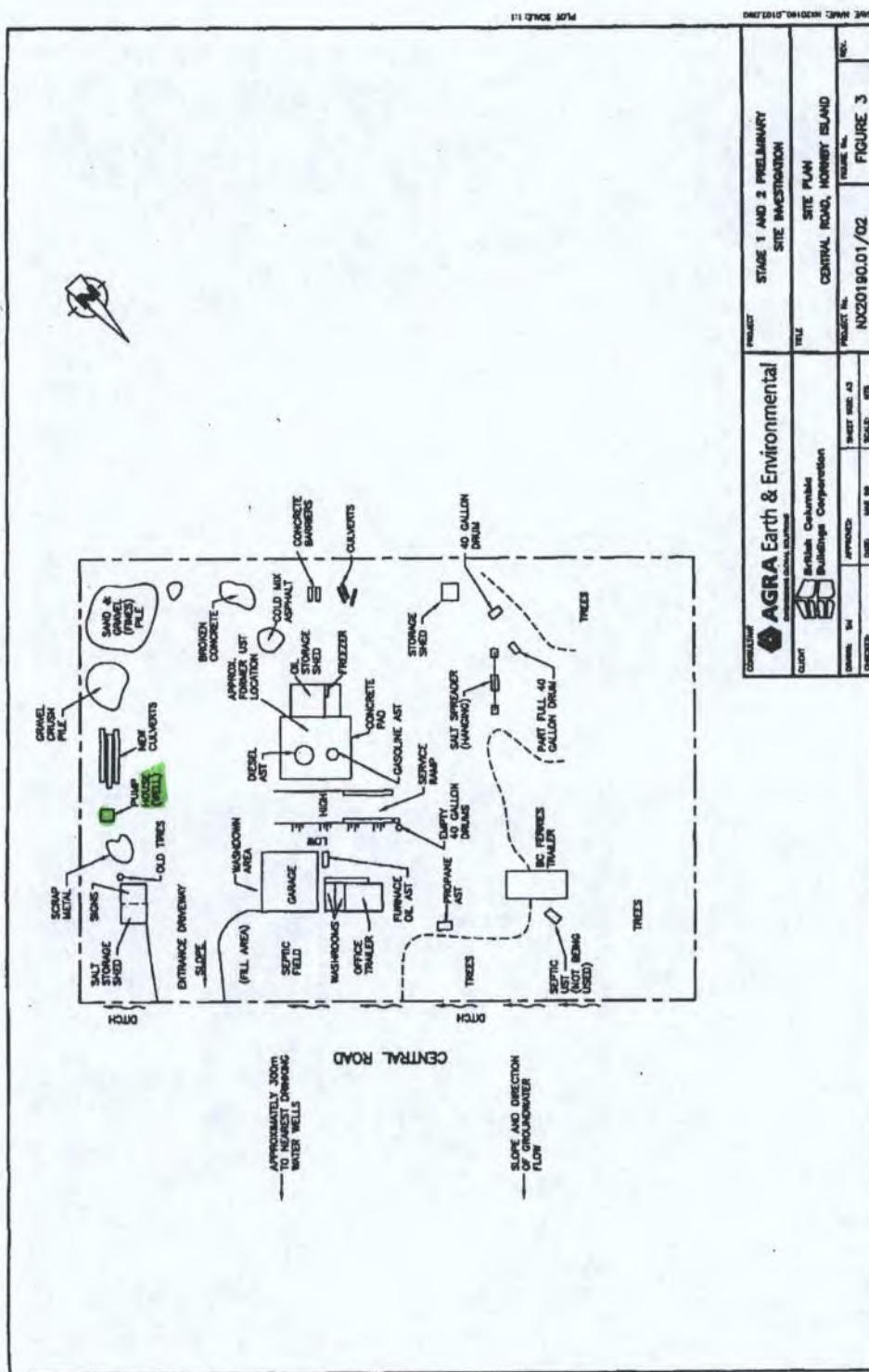
Hornby Island

Text TRIM, Annotation Text, 1:20
 EBM, Water Polygon Features, 1:20K
 Mine - Tailing Pond
 River/Stream - Definite
 Lake - Definite
 Reservoir - Definite
 Glacier
 Icefield
 Coastline - Definite
 No Meaning-Clear Fill
 EBM, Wetland Polygon Features, 1:20K
 Marsh
 Swamp
 No Meaning-Clear Fill

Map Scale 1:75 000

1000 0 1000 2000 Meters





Source: AGRA Earth & Environmental Limited. (March 29, 1999.) "Stage 1 & 2 Preliminary Site Investigation, Central Road, Hornby Island, BC." Prepared for British Columbia Buildings Corporation.

Appendix V: Field Assessment Photographs



Photo 1: View of pumphouse and highways yard showing salt storage shed.

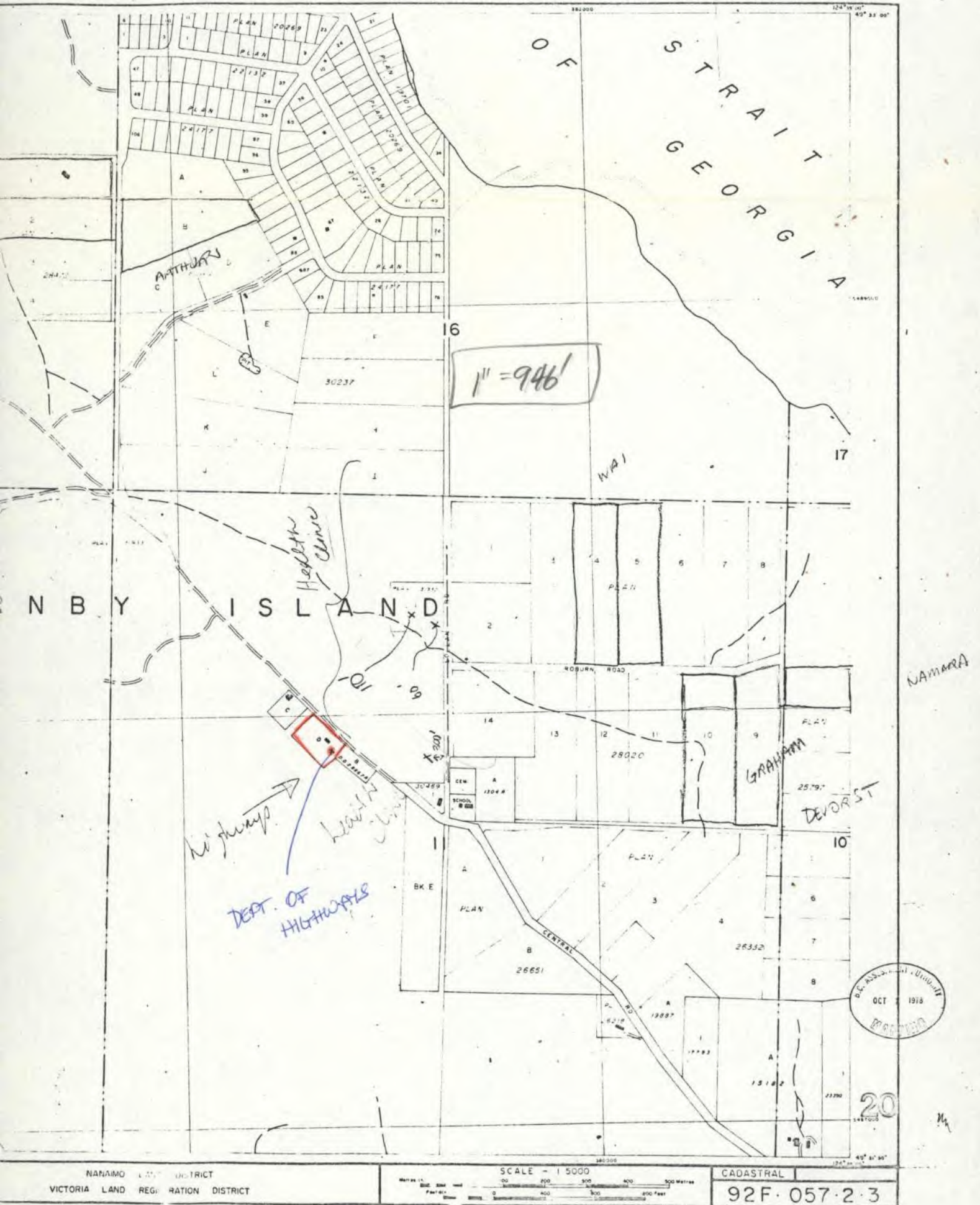


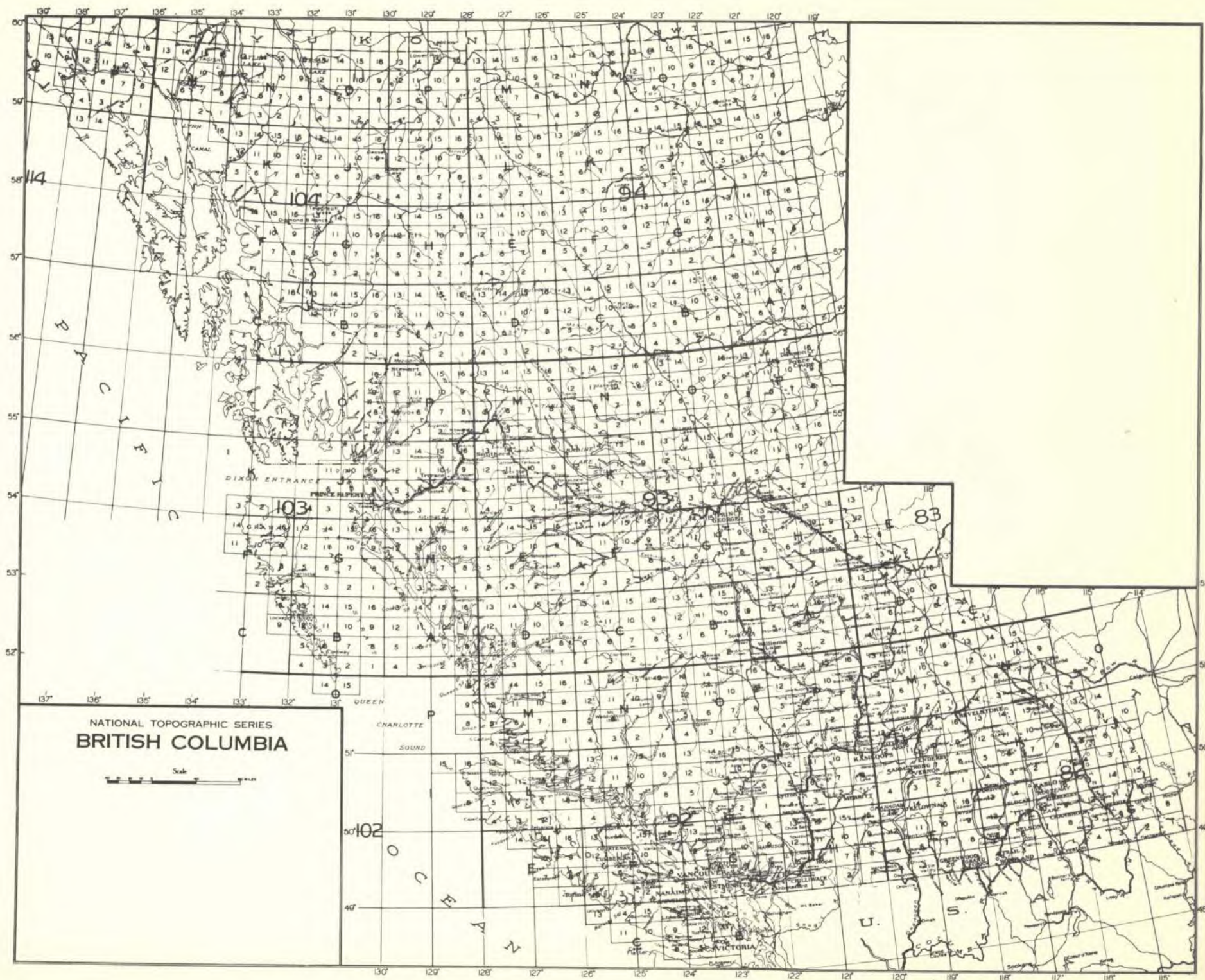
Photo 2: View of highways yard and pumphouse facing north.



Photo 3: Well and pumphouse interior.

Highwater
New Horizons (27)
Climate

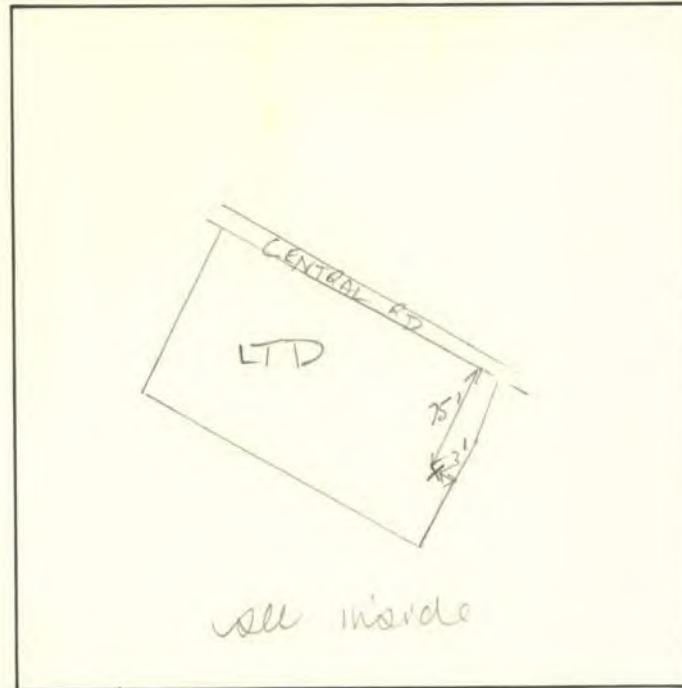




NORTH

WEST

EAST



SOUTH

CARD BY J.P. DATE 11-4-77
ADDITIONAL DATA ADDED BY _____

REMARKS





RECEIVED

MAR 23 2026

Island Health

RECORD OF SEWERAGE SYSTEM

Filing # (OFFICE USE ONLY)

CV26-048

1. Property Information	☒ New Construction ☐ Alteration		☐ Repair		☐ Amendment – Original Filing #	
	Tax Assessment Roll # 771-08593-100				PID # 009-651-641	
	Legal Description (Plan, Lot, District Lot, Block Numbers) Block D(DDL 623780 of the South 1/2 of the NW 1/4 of Sec 11, Namnaimo District, Hornby Island					
	Street (Civic) Address or General Location 4000 Central Road(6 rv)				City Hornby Island, BC	
2. Owner Information	Name of Legal Owner Emcon Services Inc			Mailing Address 105-1121 McFarlane Road		
	Phone 250 315 5987	City Merritt	Prov BC	Postal Code V1K 1B9		
3. Authorized Person Information	Name of Authorized Person Travis Young			Mailing Address 1168 B Joshua Place		
	Phone 250 792-2229	City Courtenay	Prov BC	Postal Code V9N 3Y6		
	Registration # OW 0375		Email tyseptic@outlook.com			
4. Structure Information	Sewerage System Will Serve:					
	☐ Single Family Dwelling ☐ Other Structure (specify) _____ ☒ Other Dwelling (specify) 6 rv sites					
The sewerage system is designed for an estimated minimum daily domestic sewage flow of (check one)						
☒ Less than or equal to 9,100 litres ☐ More than 9,100 litres but less than 22,700 litres						
5. Site Information	Depth of native soil to seasonal high water table or restrictive layer (cm) > 200 cm			Information respecting the type, depth and porosity of the soil is attached ☒ Yes ☐ No		
	GPS Location of System (decimal degrees) Latitude 49.534N Longitude 124.669W					
	Horizontal Accuracy (m) 3M			☒ Recreational GPS ☐ Differential GPS		
6. Drinking Water Protection	Will the sewerage system be located less than 30 m from a well? ☐ Yes ☒ No					
	If yes, attach a professional's report and specify the intended distance _____ (m)					
	Distance of proposed sewerage system to the closest body of surface water >30 (m)					
7. System Information	Sewerage treatment method ☒ Type 1 ☐ Type 2 ☐ Type 3					
8. Legal or Regulatory Considerations	☒ Construction of the proposed sewerage system will not conflict with legal instruments registered on the property.			Is this filing submitted as the result of an order from the Health Authority? ☐ Yes (attach a copy of the order) ☒ No		
9. Plot Plan and Specifications	Plot Plan (to scale) and specifications are attached ☒ Yes ☐ No					
	☒ The plans and specifications are consistent with Standard Practice Source of Standard Practice: ☒ Ministry of Health Standard Practice Manual ☐ Other					
10. Authorized Person's Signature	Signature			OFFICE USE ONLY		
	Date Mar 23, 2026			Filing Accepted Date March 23, 2026		
			Receipt Number 95385			

MAR 23, 2026

STE DRAINS
4000 CENTRAL ROAD (6 RV UNITS)
HOBART ISLAND, BC
Full Time

DRIVE BRIDGE YARD

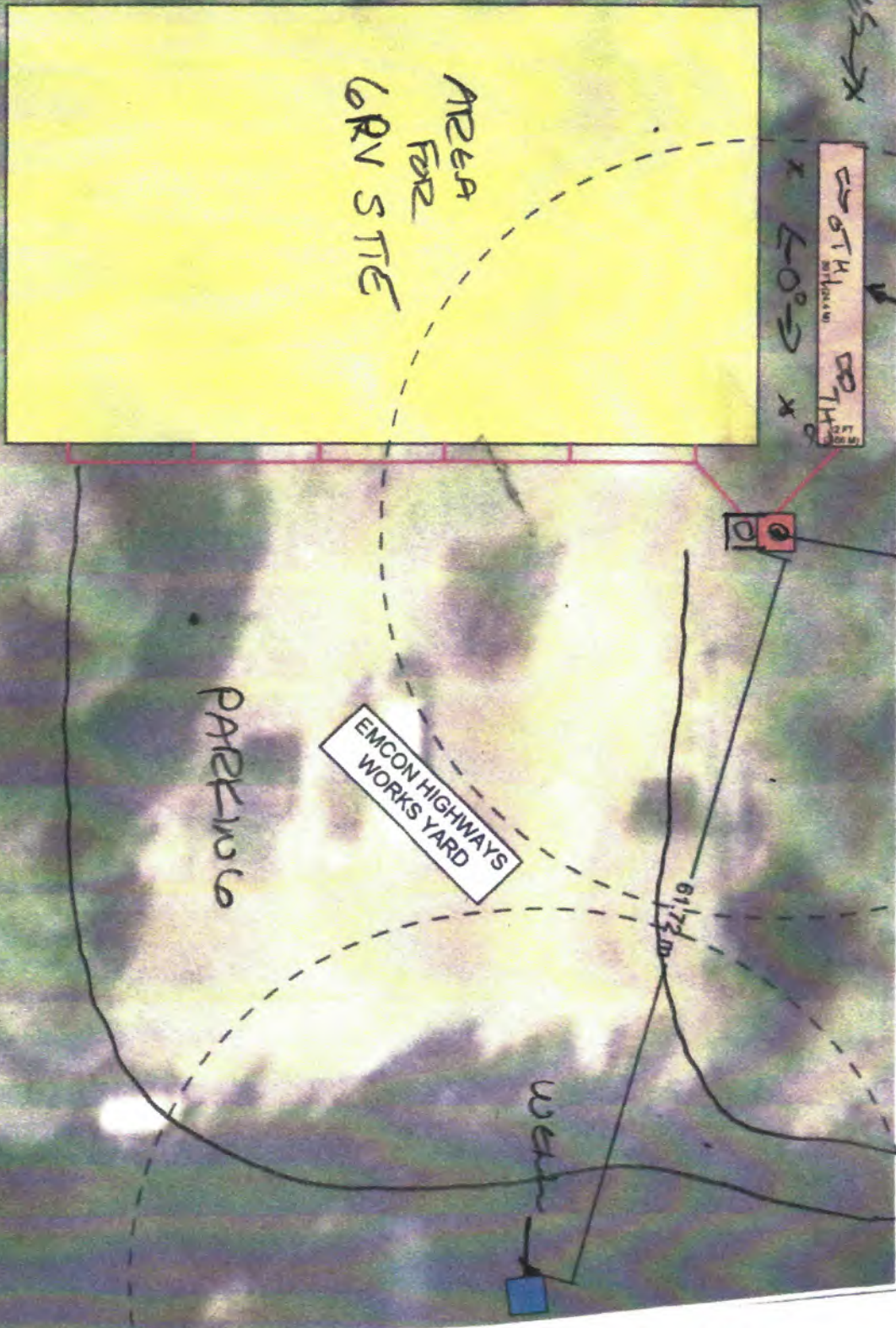
ISLAND HEALTH FILING ACCEPTED MAR 23 2026 This filing Does Not Constitute Approval for Further Subdivision
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SEE DETAIL
DRAWING #2

CENTRAL ROAD

SEE DETAIL DRAWING #1

DEVELOPMENT



No.

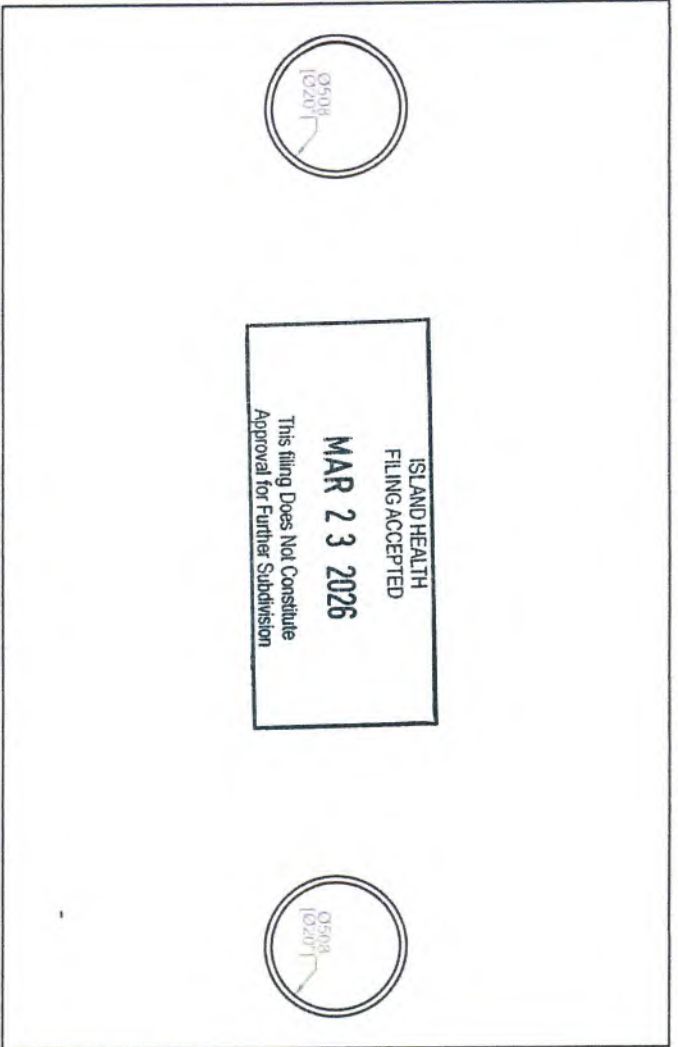
DETAIL DRAWING #1
4000 CENTRAL ROAD
HEMBY, ISLAND



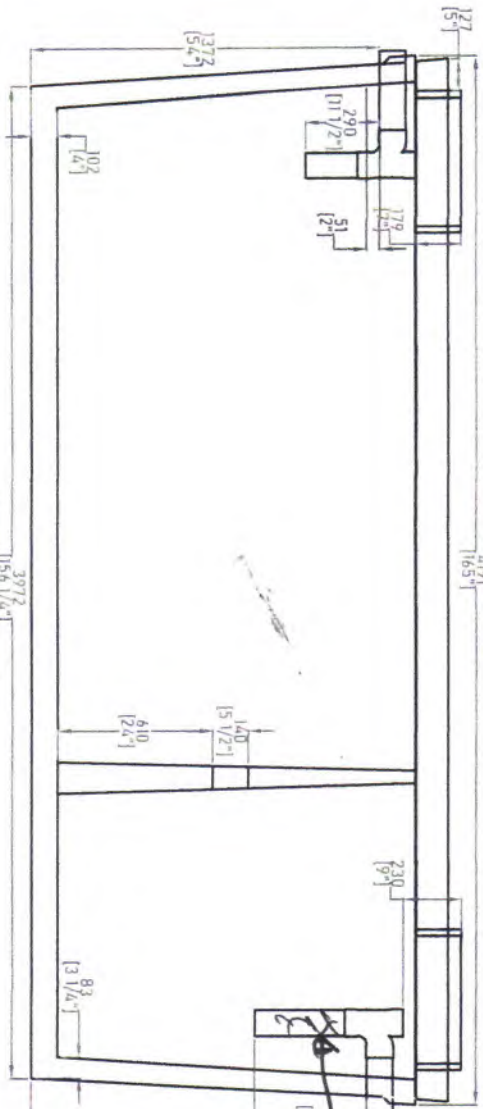
CS 202 3/4 X 3/4
After sealing, - 1/8"



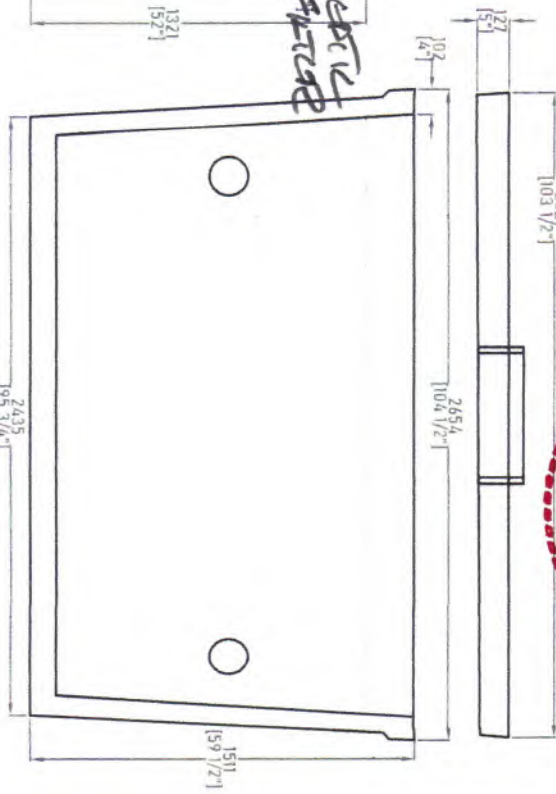
ISLAND HEALTH
FILING ACCEPTED
MAR 23 2026
This filing Does Not Constitute
Approval for Further Subdivision



TOP VIEW - Z



PLAN VIEW - X



COMPONENT VIEW - Y

G2500-2C



07/10/22 Drawn by: MCQ

Design Notes

Concrete in accordance with CSA 23-4
Effluent Filter included
Pipe fittings have 4" rubber gasket

Installation

Spreader bar and cables recommended
Not for use in sulfate soils
Max cover 1.2M

Statistics: 2500 2-Chamber

Strength 32MPa @ 28 days
Reinforcement 10M Rebar
Silka 2" Fibres
Sealant Consal CS-202
Gallons per Inch* 37.18(C1) 14.91(C2)

Lid Weight	2800 kg	6150 lb
Tank Weight	7050 kg	15500 lb
Total Weight	9850 kg	21650 lb
Capacity	11370 L	2990 Gal
C1 Capacity	8110 L	2135 Gal
C2 Capacity	3255 L	860 Gal

*±3%

4000 CENTRAL ROAD
HORNBY ISLAND

25M

DOSE BY 8
TURNS
40000

14-15-2020
ND NEMK
NTS



ISLAND HEALTH
FILING ACCEPTED
MAR 23 2026
This filing Does Not Constitute
Approval for Further Subdivision

6-8 WIDE INFILTRATION
FROM CENTRAL OBSERVATION BOX
CAPACITY 1000 125M METERS EACH





TY SEPTIC LTD.

**1168B Joshua Place Courtenay BC V9N 8Y6
250-792-2229
tyseptic@outlook.com**

System Design Summary for Construction of Onsite Sewage System
Lot Block D(DDL62378) of the south ½ of the northwest¼ sec 11, Nanaimo
District, Hornby Island, B.C

6 RV unit sites(full time)

Designed and Reviewed by: Travis Young

Date: Mar 23, 2026

Table of Contents

1. Site assessment
2. Project, Site Information
3. Site Assessment Overview/Summary
4. Design Rationale
5. System design Overview/Summary
6. Record of Design Information and Calculations:
7. Installation Specifications
8. Declaration



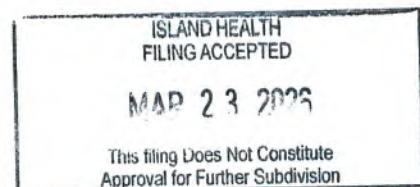
1. Project Site Information:

Property address: 4000 Central Road, Hornby Island, BC.
Legal Owner: Emcon Services Inc
Owner contact: H (315 5987)
Total Lot Size: .1.6 Acres
Potable Water Source. Well
6 RV sites(full time)

2. Site Assessment Overview/Summary

Preliminary Site Investigation:

Date of Site Assessment Mar 2026



The preliminary site visit yielded a suitable location for an onsite sewage system to service this new 6 RV sites. The property is in the central Hornby Island area. The lot runs from west to east with access to the property being on the north side. The property is gently sloped in nature. The natural slope in the proposed area is approx 1 % sloping towards the ocean. The 6 RV units will be serviced by a well > 30 meters away from proposed septic system.

The area chosen for this system is flat and currently has plenty of natural occurring vegetation. It is located approximately 3m south of the north property line.

The proposed distribution field will be located approx 10m north of the sites.

Both TP# 1 & 2 were identical in nature and depth. The depth of native material was averaged at approximately >200 cm of single grain sand with 0-5% coarse fragments. Roots structure was roots stopping 30 cm down throughout the excavation. SHWT was not evident.

3. Design Rationale

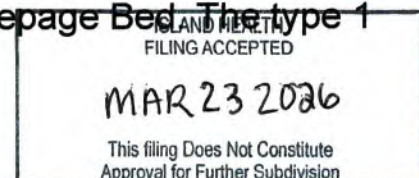
Setbacks:

- No breakout points within 15m.
- Property boundary runs parallel with the septic field and setback may be reduced to 2m if field sizing requires
- All other setbacks are also greater than required minimum SPM guidelines.

Constraints and design rationale:

- Overall constraints are low
- Depth of infiltrative surface will be 600- 800mm below existing grade and is selected to maintain VS of >200 cm
- Proposed AIS is placed below grade and finished elevation 30 cm below existing grade to allow for O2 flux
- Gravity is selected considering, over 150 cm of VS, Perc rate was 2 min and overall site constraints were low.

For the design of this system a Type 1 Gravity Seepage Bed. The type 1



treatment was determined by the vertical separation found on site, and the type grade and structure of the native soils as well as the owner's budget requests. It was agreed that a Gravity system would be the best choice for this design as the area allotted provides ample room and lots of length (30 M) bed this system was also chosen based on its ability to conform to the natural shape and slope of the dispersal area chosen.

4. Site Design Overview and Summary.

System Design was based on the information gathered at time of site assessment and property owner's declaration. Design parameters are based on the sewerage system Standard Practice Manual **version 3**.

Type 1 Gravity dispersal system "below grade"

Soil Type at Infiltrative Layer: Single grain, sand

Vertical Separation: Minimum Vertical Separation >200 cm
As constructed VS = >200 cm

Total Area of Houses: 6 RV units

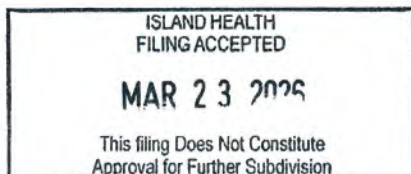
Percolation Rate: 2 Minutes per
1" presoak time was 30 Minutes and the tests were conducted 4 times with varying results of 2 Minutes per 1" at the proposed infiltrative surface 60- 80 cm below existing grade. (See attached)

Daily Design Flow (DDF) : based on SPM 3 Guidelines V 3 table 3-11 for 6 RV units (full time)

DDF is 3000 L/Day

Hydraulic Loading Rate (HLR): Hydraulic Loading Rate for Design: 40 L/day/sq. for type 1 effluent applied to course sand with a loose consistence (SPM 3 table 2 – 21, 2-22, 2-23)

Liner Load Rate: LLR as per table 2-26 DDf of less than 2400 L/Day, with a Perc rate of 2 Min per inch and not greater than 60 min per Inch , Natural V.S over 1.5 M (SPM 3 table 2 – 27) is



250 L/Day/M

Basal Area of Infiltrative Surface: Minimum AIS = DDF ÷ HLR thus 3000 ÷ 40 = 75 m²

Minimum System Length: DDF / LLR = 3000 / 250 = 12M (SPM 3 table 2 – 27)

5. Record of Design Information and Calculations:

Configuration of Dispersal System:

Width = AIS ÷ min system length so 75 m² ÷ 3m = 25M

Selected bed dimensions are 3 m x 25 m = 75 m²

AIS With 3 laterals, .6m separation and a 50 cm apron on the sides and a 50cm apron at the top and bottom 3 x 25 m .8M infiltrators laterals with center fed distribution box.

Total length of laterals: 12.5m length x 6 laterals = 75 m

6. Specifications: see attached drawings

Dispersal bed:

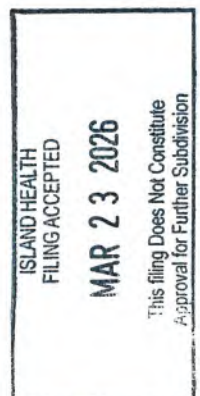
- Minimum bed dimensions are 3 m x 25 m
- Grade infiltrative surface no less than 1% (1/8 inch per ft.)
- Dig approx 45cm to infiltrative surface
- Place infiltrators in dug area
- Install distribution box at center of bed tying in infiltrators
- Cover infiltrators with untreated building paper (#2 dry sheathing)
- Place cover soil at minimum 15cm (6") depth, maximum 30cm (12")
- Cover soil to be loamy sand or sandy loam

Pipe:

- All piping to be CSA 4" PVC, 4" sewer connections to be CSA
- End feed Distribution box with vertical (by 2 – 45o fittings)
- 30 cms separation between infiltrators
- Grade placement of infiltrators no less 1 %
- Ensure 2% fall for 4" lines entering Septic tank

Septic tank:

- Galcon Precast 2500 Gallon 2 stage concrete septic tank



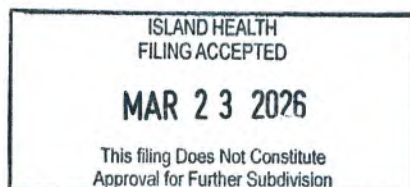
- Install outflow effluent filter with handle extended to within 6" of access lid
- Ensure easy access by installing risers as required to bring lids to slightly above surface grade

Distribution box:

- Poly Lock plastic
- Flow equalizer's installed on lateral inlet
- Ensure easy access by installing risers as required to bring access lids to slightly above surface grade

Miscellaneous specs

- Install all tanks on minimum of 5cm of bedding sand, level, consistent support, ...native backfill is OK for sides but with no cobbles or larger rock contacting tank walls, cover with sand
- Ensure easy access to tank lids for inspection and maintenance by installing risers to bring lids to slightly above finished surface
- Tank installations must include piping arrangement to bring force main valve and union, and the effluent filter handle extension to within 15 cm (6") of the access rims to avoid confined space entry issues.
- Ensure all piping is adequately bedded with sand, well supported
- Flush all lines
- Perform a flow equalization test by filling D-Box and adjusting flow equalizers to uniformly accept effluent evenly into each lateral
- Do not alter structure of original soil in dispersal area, do not back trucks onto area, minimize loads/smearing/compaction, scarify shallow, do not install in wet conditions
- Establish appropriate vegetation cover of the dispersal field (grass)
- Protect the dispersal field and tanks from traffic, heavy loads, surface or sub surface flows of water



7. Declaration:

These plans and specifications are consistent with standard practice with regard to the Sewerage System Regulation and the Sewerage System Standard Practices Manual #3 of the B.C. Ministry of Health. I have conducted a site evaluation and exercised due diligence. I am a registered on-site practitioner authorized to plan and install the system designed herein.

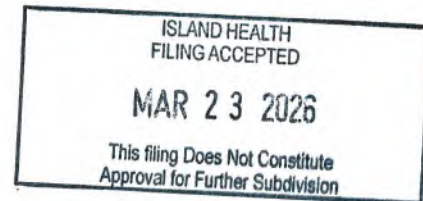
Designed By
Name: Travis Young

Signature: _____



Reviewed By
Name: Travis Young

Signature: _____



FILE # _____

SOIL INVESTIGATION / TEST PIT LOG

Logged By: Travis Y

Weather: 10 Degrees C Sunny

Date: Mar 2026

Excavated By: Jed Young

Property Location: 4000 Central Road, Hornby Island, BC Client: Emcon

Test Pit Location: _____ Test Pit Identification: _____

M	Inches	Sketch	Description
0	Surface	in section	
0.1	4		<u>0-4" Organic o Layer</u>
0.3	12		<u>4-8" Dark Brown, Sandy, fine roots, small to medium rocks, 20% coarse fragments, structur</u>
0.45	18		<u>8- 80" gravelly sand, brown, loose, some medium roots, 40% coarse frag</u>
0.6	24		
0.76	30		
0.91	36		
1.06	42		
1.22	48		
1.37	54		
1.52	60		

Percolation Results

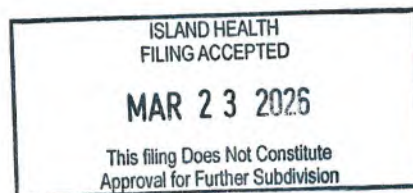
Identification :

	Presoak - <u>15min</u>			Infiltration level - <u>7"</u>
Test	1	2	3	4 Average Percolation Rate
#1	<u>1:30</u>	<u>2:00</u>	<u>2:00</u>	<u>1.75</u>
#2	<u>1:45</u>	<u>1:50</u>	<u>2:17</u>	<u>1.71</u>
#3				
#4				

2 per 25mm

Other Notes

Gravelly Sand



ATTACHMENT 6 - Applicant Notification



North Island Planning

Nanaimo, B.C.
kyle@northislandplanning.ca
250-713-6208

July 20, 2026

RE: Temporary Use Permit Application for 4000 Central Road, Hornby Island, BC

Dear Neighbour:

We are writing to share information about a Temporary Use Permit (TUP) application that has been submitted to Islands Trust by the owner of 4000 Central Road (Highways Works Yard).

The application proposes to allow six (6) recreational vehicle (RV) sites to be used for residential accommodation for Island residents on a temporary basis up to three (3) years. The RVs would not be used for short term accommodation or camping.

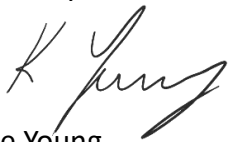
The RV sites are proposed to be located in the northern portion of the property, set back from the road and separated from the existing highways works yard. Existing trees and vegetation will be retained as much as possible to provide screening and help maintain the character of the area.

The intent of the proposal is to provide a small-scale housing option that would be a benefit to Hornby Island. The proposed temporary use is limited in size and would rely on existing and recently upgraded servicing.

We recognize that proposals like this can raise questions, and we want to ensure neighbours have the opportunity to understand what is being proposed and to share any thoughts or concerns. We are happy to speak with you directly.

If you would like more information or have any questions, please feel free to contact me at any time.

Sincerely,



Kyle Young
North Island Planning

on behalf of Emcon Services Inc.

ATTACHMENT 7



July 16, 2026

Hornby Island Local Trust Committee
Islands Trust

Re: Support for Temporary Use Permit Application PL-TUP-2026-0161
4000 Central Road

Dear Chair and Trustees,

On behalf of the Hornby Island Community Economic Enhancement Corporation (HICEEC), I am writing in support of Temporary Use Permit Application PL-TUP-2026-0161, to allow six recreational vehicle sites to be used for residential accommodation in RVs on the property.

Hornby Island continues to experience a well-documented shortage of workforce housing. Employers across many sectors—including transportation, construction, retail, hospitality, community services and local businesses—face ongoing challenges recruiting and retaining employees because suitable accommodation is simply unavailable. The availability of housing has become one of the most significant constraints to maintaining essential services and supporting the local economy.

This proposal represents a practical and responsible response to that challenge. The property owner is making a significant private investment to upgrade and enhance the site's infrastructure, including water, septic and electrical services, in order to provide safe, serviced accommodation for workers. At a time when workforce housing solutions are urgently needed, private initiatives such as this deserve thoughtful consideration and support.

An additional consideration supporting this application is the historical use of the property. For many years, the site has accommodated residential occupancy in trailers and park model units. While the original purpose included housing for highways and ferry workers, over time these sites also became occupied by members of the wider community. Residential occupancy in this form has therefore been an established feature of the property for many decades.

The current application builds upon that established pattern of use while improving the property through upgraded water, septic and electrical services and directing the accommodation toward today's workforce housing needs.

The use of a Temporary Use Permit is also appropriate. It allows the Local Trust Committee to evaluate the project over time while ensuring that any operational or neighbourhood issues



can be monitored and addressed if necessary. It provides flexibility while responding to an immediate and pressing community need.

As Executive Director of HICEEC, I regularly hear from employers whose ability to operate is limited by the lack of employee housing. Businesses reduce operating hours, defer expansion, or struggle to fill positions because prospective employees simply cannot find a place to live. While this proposal alone will not solve Hornby Island's housing shortage, it represents an appropriate, measured and practical response to one component of that challenge.

HICEEC believes this proposal builds upon the historical use of the property, is supported by significant private investment in upgraded infrastructure, and provides an opportunity to improve the availability of serviced workforce accommodation through a Temporary Use Permit that can be monitored and evaluated over time.

For these reasons, HICEEC respectfully encourages the Hornby Island Local Trust Committee to approve Temporary Use Permit Application PL-TUP-2026-0161.

Thank you for your consideration.

Sincerely,

Karen Ross
Executive Director
Hornby Island Community Economic Enhancement Corporation (HICEEC)

karen@hiceec.org

DATE OF MEETING: September 1, 2026

TO: Hornby Island Local Trust Committee

FROM: Ian Cox, Planner 2
Local Planning Services

COPY: Renee Jamurat, Regional Planning Manager

SUBJECT: TUP application for worker accommodation
Applicant: Mathew Fredbeck (R. Cruz, agent)
Location: 10835 Central Road, Hornby Island

RECOMMENDATION

1. That the Hornby Island Local Trust Committee approve issuance of temporary use permit PL-TUP-2026-0187.

REPORT SUMMARY

This report presents the Local Trust Committee (LTC) with temporary use permit (TUP) application PL-TUP-2026-0187 (**Attachment 1**) for consideration, that seeks to allow the use of an existing building on the property for the residential use of three staff accommodation units - see Applicant Project Narrative in **Attachment 2**. The application satisfies the Hornby Land Use Bylaw (LUB) TUP Guidelines and staff recommend issuance of the permit.

The LTC is tasked with deciding whether to refer the application to the Advisory Planning Commission (APC) per OCP policy, and whether it considers the application to have met the requirements of the Guidelines identified by staff as presented in the staff analysis in **Attachment 3**.

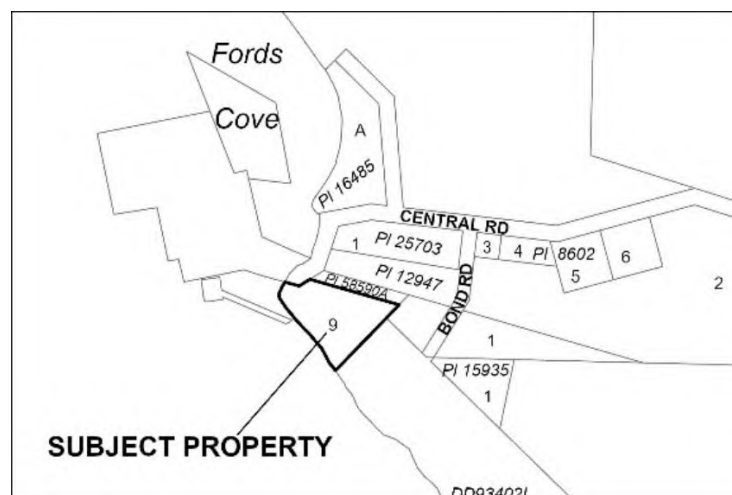


Figure 1 - Subject Property

BACKGROUND

Development Permit HO-DP-2018.1 was issued by the LTC on October 22, 2019 that retroactively authorised the redesign, addition to, and renovation of an existing commercial building and associated landscaping proposed by this TUP application to be used for the three staff accommodation units. The 2018 DP did not authorise the three units themselves, but rather granted the ability to construct the additions to the building and carry out interior and exterior renovations that resulted in a change to the height of the roof, cladding, addition of solar paneling, and other aspects. The applicant now seeks to finalize interior changes to the building to facilitate three staff worker accommodation units that will not require a DP application, and to utilize the units under a TUP for a period of up to three years as a trial. The applicant states, "Rather than pursuing a full rezoning, we are applying for a TUP as an interim solution while waiting for the bylaw update in the near future", referring to the LTC's major OCP and LUB review project which could potentially bring about changes to the zoning of the property.

ANALYSIS

Policy/Regulatory

Islands Trust Policy Statement

Staff have reviewed the Islands Trust Policy Statement (ITPS) and determined the application is consistent with the policies therein.

Official Community Plan

The OCP provides the following policy direction and support relevant to the proposed temporary rental accommodation use:

General Residential Policy

As a Local Trust Area designated under the Islands Trust Act this document has as its focus the preservation and protection of the Trust Area and is not premised on the unlimited accommodation of housing demands but rather places priority on the preservation and protection of the natural environment of the Local Trust Area.

The 2011 census records 886 dwellings and a resident population of 958 persons. There are three major housing challenges facing the community in the next five years: (1) a substantial proportion of the long-term resident population is now in the older age brackets; some may appreciate the availability of special housing in their senior years while others may wish to be supported while remaining in their own homes; (2) property prices are out of scale with the incomes that can be derived on the Island, making it difficult for younger people to become established here; and (3) the majority of properties are owned by non-residents and most of these are occupied and/or rented seasonally thereby limiting the availability of year-round rental accommodation.

6.3.5.14

A detached unit used to provide temporary accommodation for a relative or a caregiver or to provide temporary affordable rental accommodation under the Residential Tenancy Act may be permitted through a Temporary Use Permit (in accordance with guidelines specified in Section 6.10 – Temporary Use Permits).

INFORMATION NOTE: *The use of such a permit will only define the permitted use and the temporary nature of such use and cannot manage who man occupy the temporary accommodation.*

6.3.5.16

Written agreements under the Residential Tenancy Act are strongly encouraged for the rental of dwelling units.

Land Use Bylaw

The property is zoned **Commercial 5 – Comprehensive Commercial (C5) Zone (Ford Cove)** under the [Hornby Island Land Use Bylaw No. 150](#). The following is an excerpt of pertinent regulations:

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) *visitor accommodation;*
 - (b) *restaurant;*
 - (c) *retail;*
 - (d) *liquid fuel sales for boats; and*
 - (e) *accessory residential.*

Permitted Buildings, Structures and Density

- (2) *The following buildings and structures are permitted, subject to the regulations set out in this Section and Part 3, and all other buildings and structures are prohibited:*
- (a) *accessory buildings and structures;*
 - (b) *a maximum of one accessory residential dwelling unit is permitted per lot; and*
 - (c) *a maximum of six visitor accommodation units are permitted per lot.*

The TUP application seeks to permit three (3) additional residential dwelling units for staff accommodation beyond the one (1) accessory residential unit permitted by section (2)(b). The property owner/applicant previously applied for and was granted a DP for the redesign, renovation, and additions to the building in which the temporary use will take place, as described in the above Background section of this report.

Issues and Opportunities

Water

No new professional information on water supply has been provided, rather the applicant has written a statement as a stand-in for a water supply plan as presented in **Attachment 4**. It states that the property utilizes a drinking water system consisting of two 5,000-gallon water tanks and one separate 1,500-gallon tank that is filled during the rainy season to reduce the need to collect water in the dry / high season. It also states that the applicant is working to introduce a third 5,000-gallon tank, for a total of 16, 500 gallons. The LTC could request additional professional information for assurance as to adequate supply, or require additional storage as a condition of the TUP. Since there is no direct number stipulated in the TUP Guidelines, staff consider LUB Guideline 10.3(6)(h) to have been met (**Attachment 3**).

Septic

The applicant has provided an assurance letter authored by Ron McMurtrie and Associates, professional engineers, dated February 19, 2026, stating that the existing system was monitored from May 2024 to January 2025 - including during peak summer visitor accommodation for flow rates - and was reevaluated to include the proposed staff accommodation units, finding adequate capacity to support the proposed use. The applicant/owner remains responsible for any future required upgrades and maintenance under the provincial Sewerage System Regulation.

Consultation

Notice of the TUP was circulated to surrounding property owners and residents on August 13, 2026, published in the Hornby Island Tribune, and posted to the Hornby Island [Local Trust Committee webpage](#) in accordance with the *Local Government Act*. No correspondence in response to the notice was received at the time of preparing this report, but may be received before the LTC meeting on September 1, 2026. Any submissions received after the agenda is published will be sent to the LTC prior to the meeting and will be raised by the planning staff during the meeting. Correspondence should be sent to northinfo@islandstrust.bc.ca.

Rationale for Recommendation

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

- The proposal is supported by the objectives and policies of the OCP.
- The proposal will not result in any additional buildings or structures on the property and will utilize existing infrastructure.
- The application appears to meet the TUP Guidelines, pending LTC determination on those items identified in **Attachment 3**.

ALTERNATIVES

1. Request additional information

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

That the Hornby Island Local Trust Committee request that the applicant submit to the Islands Trust the following information prior to making a decision on PLTUP20260187 [insert information request].

2. Amend the TUP

The LTC may modify the TUP as presented to include or exclude conditions as it deems appropriate. A resolution to amend the permit referencing specific conditions or clauses should be passed prior to any resolution to issue the final permit.

3. Deny the application

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

That the Hornby Island Local Trust Committee deny application PLTUP20260187 for the following reasons [list and describe reasons].

NEXT STEPS

If approved as recommended on page 1 of the report, staff will issue the TUP as presented or as amended according to LTC resolutions.

Submitted By:	Ian Cox, Planner 2	August 18, 2026
Concurrence:	Renée Jamurat, RPP MCIP, Regional Planning Manager	August 20, 2026

ATTACHMENTS

1. Proposed TUP
2. Applicant Project Narrative
3. TUP Guidelines
4. Water Supply Statement
5. Septic Assurance Letter

	HORNBY ISLAND LOCAL TRUST COMMITTEE TEMPORARY USE PERMIT PL-TUP-2026-0187 10835 Central Road, Hornby Island
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To: FORD'S COVE MARINA LTD., INC.NO. BC0104267

1. This Permit applies to the land described below:

PID 005-574-285

LOT 9, SECTIONS 2 AND 18, HORNBY ISLAND, NANAIMO DISTRICT, PLAN 8602 EXCEPT PART LYING TO THE NORTH EAST OF A BOUNDARY PARALLEL TO AND PERPENDICULARLY DISTANT 50 FEET FROM THE NORTH EASTERLY BOUNDARY OF SAID LOT

- a) Pursuant to Section 493 of the *Local Government Act* and Section 6.10 of the *Hornby Island Official Community Plan Bylaw No. 149, 2014*, and despite *Hornby Island Land Use Bylaw No. 150, 2014*, this Permit is issued to **allow three (3) worker accommodation units within an existing accessory building** on the subject property, conducted in accordance with all federal and provincial applicable regulations and authorizations.
2. This permit is subject to the following conditions imposed by the Hornby Island Local Trust Committee:
- a) The worker accommodation units shall be in substantial accordance with Schedule "A" – Building Plans and Schedule "B" – Site Survey, attached to and forming part of this permit as signed and dated by the Deputy Secretary, Islands Trust;
- b) The worker accommodation units must not be used for short term vacation rentals or visitor accommodation in conjunction with the other permitted principal uses on the lot. The units are intended strictly for worker accommodation;
- c) Off-road parking must be provided in accordance with Section 5.4 of the *Hornby Island Land Use Bylaw No. 150, 2014* and shall be calculated based on table 5.4, item 1, "dwelling unit" requiring 2 parking spaces per dwelling unit;
- d) All garbage and recycling generated from the worker accommodation units must be taken to the Hornby Island Recycling Depot or to an appropriate off-island facility. Compostable waste shall be disposed of appropriately.
- e) Residential uses on the lot must comply with the Comox Valley Regional District's *Electoral Areas Noise Control Regulations Bylaw No. 102, 2010*.
- f) The holder of the Permit will be responsible for any violation of the conditions of this Permit. For the purpose of investigating a complaint, Islands Trust staff may enter the

property during business hours to ensure compliance with the Temporary Use Permit.

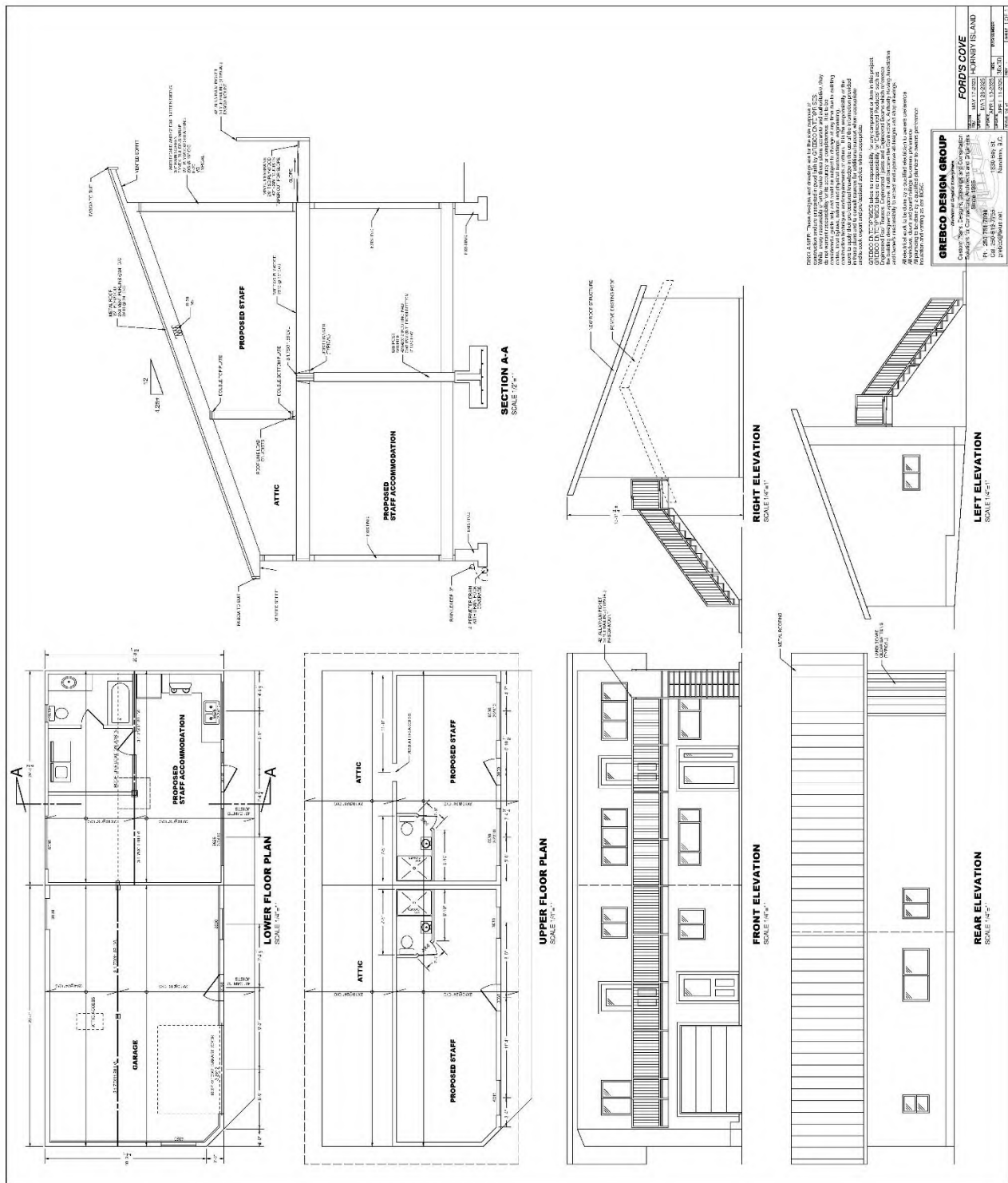
3. It is the responsibility of the landowner to obtain any required authorization under the *Water Sustainability Act*, the *Public Health Act*, the *Sewerage System Regulation* or any other relevant legislation pertaining to groundwater, public health and safety, and waste management.
4. This Permit is valid for a period of three years from the date of issuance.
5. This is not a Building Permit or a Siting and Use Permit, nor does it relieve the Permittee from the need to secure all other approvals necessary for the proposed land use.

**AUTHORIZING RESOLUTION PASSED BY THE HORNBY ISLAND LOCAL TRUST COMMITTEE THIS
X DAY OF XX, 2026.**

Deputy Secretary, Islands Trust

Date Issued

HORNBY ISLAND LOCAL TRUST COMMITTEE **PLTUP-2026-0187 - SCHEDULE "A"** **Building Plans**



[illegible]

ATTACHMENT 2 – Applicant Project Narrative

Application for Temporary Use Permit - Staff Accommodation at Ford's Cove

Project: Renovation of the existing accessory building to convert room and attic space into staff accommodation.

We are submitting an application for a Temporary Use Permit (TUP) to allow for three staff accommodation units within our existing accessory building at Ford's Cove.

Background & Justification

In 2018, during a Development Variance Permit (DVP) process, we included the change of the roof-line of our accessory building to install solar panels. This created a large attic space, which we now intend to convert into staff accommodations. While the current Land Use Bylaw (LUB) does not permit this use, the Official Community Plan (OCP) does support staff housing, though it has not yet been reflected in the LUB.

Rather than pursuing a full rezoning, we are applying for a TUP as an interim solution while waiting for the bylaw update in the near future, which we hope will include the current staff accommodation view of the OCP and will formalize staff housing allowances for businesses on Hornby Island.

The Urgent Need for Staff Housing

Like many areas in British Columbia, Hornby Island is facing a severe housing crisis and shortage of houses in the long term rental market, making it extremely difficult for workers to find stable accommodation, leading to a shortage of workers on the island.

Our employees have struggled to secure housing, often moving between temporary rentals, trailers, or even camping. Over the past year, we lost three staff members due to housing shortages. With an aging population and a declining workforce, securing reliable housing is essential to maintaining the services Ford's Cove Marina has provided to the community since 1971 under our administration.

Year round housing on the island is almost impossible to find for new comers to the island and younger adults who are currently leaving here. We are lucky that most of our employee have secure housing, but we know some of them have had this problem so we are wondering about their future.

While some of our employees live in trailers, we believe they deserve safe, heated, and properly equipped accommodation. This project is a step toward ensuring dignified living conditions for our staff while sustaining essential services on the island.

We have been thinking over the years on how we can make a difference in our community and to support low income housing for our local staff and being able to support the service level that Ford's Cove Store and Restaurant has been providing to our community since 1971 under our family.

Project Scope

When we were planning our change of roof line of our accessory building for solar panels we saw the opportunity to convert to use of the attic space above our garage/gym and shed to create 3 small units for staff accommodation.

As this is an existing building, the required renovations are minimal and primarily involve finishing the attic space, including: flooring, finishing a washroom, and installing kitchen cabinets and a sink, and some furniture.

Even with the high cost of constructions this project does not require a big investment on our part as this is an existing building and the space is ready and was designed in the past with this in mind for the future

Water & Septic Considerations

Our septic system has been designed to accommodate future expansions, including this project. Last year, we conducted a system re-evaluation, confirming that it can support the proposed staff housing (see attached engineer letter).

For water supply, there will be no net increase in usage. In the past, our property housed BC Ferries employees year-round in our trailer campsites, as well as an on-site caretaker in a trailer; this use was discontinued with this project in mind, also we have been housing summer staff in small trailers on trailer campsites on summer season for years so the water usage will remain consistent with current usage and so will not change.

Additionally, we have a drinking water system with two 5000 gallon water tank and also 1 tank of 1500 gallons that we fill in the rainy season to reduce the need to collect water in the dry / high season. With this project in mind we are also working on introducing a third 5000 gallon tank to our water system to reduce collection of water in the dry season / high season.

We understand that you may request proof of water however we kindly request that the Local Trust waive the requirement for an additional engineer letter regarding water supply, as our usage will remained the same, as we are already using and have been for the last 20 plus years and this will help keep the cost of converting the building into staff accommodation reasonable and possible.

Attached also is the latest survey we had to the property as no changes has occur since survey was done for the application in 2018. All building still remain the same and we our only renovating the interior of the auxiliary building.

This temporary staff housing solution for staff housing will help us to maintain the service Ford's Cove provide to our community on daily basis and hope that the LTC will soon be able to updated the Local bylaw to incorporate staff housing to all business, this would support not just us and our staff but all the business in Hornby Island to able to provided service when our population inflates in the high season and through the year.

We appreciate the time and effort that the planners and Local Trust Committee (LTC) will dedicate to this project. We look forward to working together toward a sustainable future for our island. Please let us know if you require any additional information.

ATTACHMENT 3 – TEMPORARY USE PERMIT GUIDELINES

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

Guideline Not Met		Guideline Met Subject to LTC Decision		Guideline Met	
------------------------------	--	--	--	----------------------	--

Temporary Use Permits Objective 6.10(1) - OCP:

to consider allowing a temporary event as per Policy 6.5.1.10;

Temporary Use Permit Objective 10.2 – LUB:

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

(5) to consider allowing temporary seasonal or emergency accommodations as per OCP policies 6.3.5.18 and 6.3.5.19;

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

OCP Guideline	LUB Guideline	Complies?	Planner Comments
may be requested to provide an opportunity for public input to be received and considered in preparing its recommendations.	may be requested to provide an opportunity for public input to be received and considered in preparing its recommendations.		Determine whether to refer this application to the Advisory Planning Commission. Staff consider this likely an unnecessary step given the policy support in the OCP/LUB for temporary accommodation.
6.10.3: Temporary Use Permits for parcels within the Agricultural Land Reserve should only be issued for uses that do not conflict with Agricultural Land Commission policies and regulations.	10.3(3): Temporary Use Permits for parcels within the Agricultural Land Reserve should only be issued for uses that do not conflict with Agricultural Land Commission policies and regulations.		Property not within the ALR = N/A
6.10.4: A professional assessment of hydrological impacts may be required when the proposed use is within an identified groundwater recharge area or an aquifer classified as heavily developed as shown on Schedule B or D2 and if the proposed use involves more than minimal potential impacts upon the groundwater resource.	10.3(4): A professional assessment of hydrological impacts may be required when the proposed use is within an identified groundwater recharge area or an aquifer classified as heavily developed.		Schedule D2 mapping shows the subject property is in the IIIA – Moderately developed, high vulnerability Environmentally Sensitive Areas Aquifer. The property is located outside a Recharge Zone.
6.10.5: Where approvals are required from other agencies, these should be obtained prior to the issuing of a Temporary Use Permit.	10.3(5): Where approvals are required from other agencies, these should be obtained prior to the issuance of a Temporary Use Permit.		It is the responsibility of the applicant to obtain the necessary approvals from the relevant health authority for waste disposal and water supply. Because there is no building inspection in force for Hornby, no occupancy permit under the BC Building Code would be issued for the three staff accommodation units.
6.10.6: The general conditions for issuing a Temporary Use Permit are as follows: a) adequate off-road parking should be provided;	10.3(6): The general conditions for issuing a Temporary Use Permit are as follows: (a) adequate off-road parking should be provided;		Included as condition c) of the proposed permit. In accordance with Section 5.1(1) of the Hornby Island Land Use Bylaw (LUB), all required off-road parking spaces will be located on the lot. 2 per residential unit.
6.10.6.b) there should be adequate provision for approved waste disposal before consideration is given by the Local Trust Committee;	10.3(6)(b) confirmation that site conditions allow for adequate provisions for approved waste disposal;		Included as a condition of the proposed permit. Applicant has provided a septic assurance statement included as Attachment 5 to the staff report.
6.10.6.c) commercial uses (other than very short term uses or vacation home rentals)	10.3(6)(c): commercial uses (other than very short term uses or vacation home rentals)		Application is for residential, not commercial use = N/A

OCP Guideline	LUB Guideline	Complies?	Planner Comments
should be screened from adjacent residential uses;	should be screened from adjacent residential uses;		
6.10.6.e) there should be adequate setbacks of the use to minimize impacts upon adjacent properties;	10.3(6)(e) there should be adequate setbacks of the use to minimize impacts upon adjacent properties;		Residential use to take place in existing permitted building.
6.10.6.f) noise generation should be addressed to prevent disturbance of the neighbourhood and to ensure compliance with regional district regulations;	10.3(6)(f) noise generation should be addressed to prevent disturbance of the neighbourhood and to ensure compliance with regional district regulations;		Included as a condition e) of the proposed permit. Residential shall be compliant with the Comox Valley Regional District (CVRD) Electoral Areas Noise Control Regulations Bylaw No. 102.
6.10.6.g) the use should be conducted so as to not risk contamination of the land, surface water or groundwater, including by making adequate provision for the safe storage of toxic materials;	10.3(6)(g) the use should be conducted so as to not risk contamination of the land, surface water or groundwater, including by making adequate provision for the safe storage of toxic materials;		Residential use must comply with provincial wastewater and solid waste disposal regulations. No toxic material expected directly associated with use.
6.10.6.h) water supply should be addressed so as to not create negative impacts upon existing common water sources;	10.3(6)(h) water supply should be addressed so as to not create negative impacts upon existing common water sources;		For LTC decision See applicant water supply management statement in Attachment 4.
	10.3(6)(i) other potential impacts upon the neighbourhood should be mitigated, including by limitations upon the hours of operation where appropriate		Adequate parking must be provided per LUB regulations included as condition of permit. Hours of operation for residential use = N/A. Must comply with CVRD noise bylaw.
6.10.6.j) the owner of the property may be required to provide a security to guarantee the performance of the terms of the permit and should be required to provide an undertaking to demolish or remove any building or structure and to restore the land to a condition specified in the permit, especially in circumstances where temporary housing is provided and such housing is no longer used for the temporary purposes; and	10.3(6)(j) the owner of the property may be required to provide a security to guarantee the performance of the terms of the permit and should be required to provide an undertaking to demolish or remove any building or structure and to restore the land to a condition specified in the permit, especially in circumstances where temporary housing is provided and such housing is no longer used for such temporary purposes; and		For LTC decision The existing building proposed to house the staff accommodation can only be used as authorized for that specific use by the LTC under a TUP or a bylaw amendment allowing the use within the zone on the property. Any use outside what may be permitted by the LTC would be in violation of the LUB and subject to bylaw enforcement action. The LTC could require the applicant to remove the elements constituting a residential unit(s) within the building upon expiration of the TUP. However, since the use is proposed to be temporary via TUP at this time, no SUP would be issued for the units themselves unless the applicant were to successfully be granted a rezoning, permanently allowing the increased residential density.

OCP Guideline	LUB Guideline	Complies?	Planner Comments
6.10.6.k) lands with good agricultural potential should not be compromised by any use permitted by a Temporary Use Permit.	10.3(6)(k) lands with good agricultural potential should not be compromised by any use permitted by a Temporary Use Permit.		N/A. Not within the ALR.
6.10.7: Applicants for Temporary Use Permits should address the issues identified in these policies in their applications and are strongly encouraged to consult with neighbours about the proposed use prior to making application.	10.3(7): Applicants for Temporary Use Permits should address the issues identified in these policies in their applications and are strongly encouraged to consult with neighbours about the proposed use prior to making application.		For LTC decision Applicant has identified and provided information for the majority of guideline issues with the above noted exceptions which are TBD by LTC. Unknown how much, if any, consultation the applicant has conducted with neighbouring property owners/residents.
6.10.9: The Local Trust Committee should consider the climate change impacts of any proposed temporary use when reviewing Temporary Use Permit applications.	10.3(9): The Local Trust Committee should consider the climate change impacts of any significant change in reviewing temporary use permit applications.		No anticipated long term increased GHG emissions beyond increased vehicular use associated with increased residential density.

ATTACHMENT 4 – Water Supply Statement

For water supply, there will be no net increase in usage. In the past, our property housed BC Ferries employees year-round in our trailer campsites, as well as an on-site caretaker in a trailer; this use was discontinued with this project in mind, also we have been housing summer staff in small trailers on trailer campsites on summer season for years so the water usage will remain consistent with current usage and so will not change.

Additionally, we have a drinking water system with two 5000 gallon water tank and also 1 tank of 1500 gallons that we fill in the rainy season to reduce the need to collect water in the dry / high season. With this project in mind we are also working on introducing a third 5000 gallon tank to our water system to reduce collection of water in the dry season / high season.

We understand that you may request proof of water however we kindly request that the Local Trust waive the requirement for an additional engineer letter regarding water supply, as our usage will remained the same, as we are already using and have been for the last 20 plus years and this will help keep the cost of converting the building into staff accommodation reasonable and possible.

ATTACHMENT 5 - Septic Assurance

Ron McMurtrie and Associates, Consulting Engineers

Wastewater System Specialists

Comox/Hornby Island, BC 250-335-2685

iasbreez@island.net

February 19, 2025

Ford's Cove Marina Ltd
10835 Central Road,
Hornby Island, BC
V0R 1Z0

ATTENTION: MR. MATTHEW FREDBECK
RE: ON-SITE SEWERAGE SYSTEM EVALUATION: PROPOSE RENOVATION FOR STAFF
ACCOMMODATION AT FORD'S COVE MARINA
OUR FILE: 0589

Dear Sir:

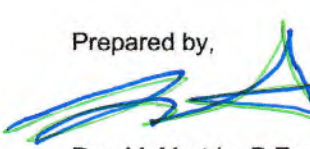
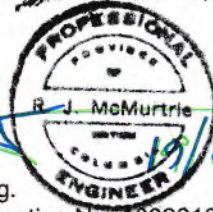
As requested, I have prepared the following letter regarding the capacity of the existing sewerage system for the purpose of your proposed renovation for staff accommodation at Ford's Cove Marina, Hornby Island.

The existing sewerage system was designed by (including supervision of construction) the undersigned in 2010. Since that time, the system has also received regular maintenance service by my company.

Following recent extensive flow monitoring carried out from May of 2024 to January of 2025 (including daily flow monitoring in the peak season – July/August 2024) the system was re-evaluated for the proposed 3 – unit staff accommodation renovation. I report that the existing system has adequate capacity to accommodate the proposed 3 – unit staff accommodation.

I trust the foregoing meets your needs regarding your application to Islands Trust for the above noted renovation. If the system is operated and maintained in accordance with the design and the BC Standard Practice Manual (SPM-V3), it will not cause or contribute to a health hazard.

Prepared by,

  19/02/2025

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

DATE OF MEETING: September 1, 2026

TO: Hornby Island Local Trust Committee

FROM: Ian Cox, Planner 2
Northern Team

COPY: Renée Jamurat, Regional Planning Manager

SUBJECT: Development Permit application: Community Hall accessible washroom
Applicant: Hornby Island Residents' and Ratepayers' Association (HIRRA)
Location: 4305 Central Road, Hornby Island

RECOMMENDATION

1. That the Hornby Island Local Trust Committee approve issuance of PL-DP-2026-0159.

REPORT SUMMARY

The Hornby Island Local Trust Committee (LTC) is asked to consider Development Permit (DP) application PL-DP-2026-0159 (**Attachment 1**) within Development Permit Area 2 (DPA 2) – Community Service Use, for the construction of an accessible washroom addition to the Hornby Community Hall at 4305 Central Road. In accordance with section 9.3 of the Hornby Island Land Use Bylaw No. 150, 2014 (LUB), a DP is required prior to the undertaking of any development, subdivision or land alteration within DPA 2.

Staff consider the application to be consistent with the Guidelines for DPA 2 (**Attachment 2**), as the applicant has addressed each item by either providing professional information to satisfy the requirements or in some cases, the Guideline is not applicable. Staff recommend issuance of the permit.

BACKGROUND



Figure 1. Subject Property

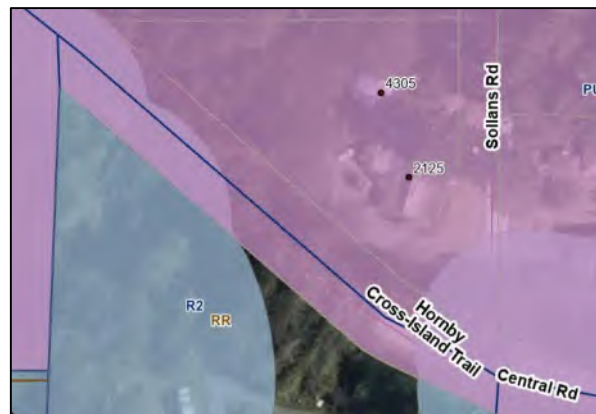


Figure 2. Air photo showing DPA 2 (light purple)

As described in the applicant's Project Narrative (**Attachment 3**), HIRRA proposes to construct an approximately 90 square foot (8.4 square meter) addition to the exterior of the Community Hall that would blend with the existing infrastructure and existing washrooms to accommodate an accessible washroom. The washroom will provide an additional toilet, urinal and sink which will meet current Building Code requirements for washroom facilities for a public service building, and the minimum requirements of CSA/ASC B651:23 standards for Accessible Design for the built environments.

In support of the application, the applicant has submitted the following, found in Attachments 4 through 6:

- HIRRA Project Narrative
- Site and Floor Plans
- Provincial Water License & Plan
- Septic System Assessment

ANALYSIS

Policy/Regulatory

Islands Trust Policy Statement:

Staff consider the following Islands Trust Policy Statement (ITPS) policies to be relevant to this application:

- **3.1.1** *Trust Council holds that:*
 - *planning must account for the cumulative effects of existing and proposed development to avoid detrimental effects on watersheds, groundwater supplies and Trust Area species and habitats.*
- **3.3.1** *Trust Council holds that:*
 - *The freshwater wetlands, bodies of surface water, natural drainage patterns, water courses, fish-bearing streams, watershed and groundwater recharge areas of the Trust Area should be identified, protected and, where possible, restored or rehabilitated.*
- **5.8.6** *Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.*

Staff find the application to be consistent with the ITPS as proposed.

Official Community Plan:

The subject property is designated **COM – Community Service Use** in the Hornby Island Official Community Plan (OCP) Bylaw No. 149, 2014, and located within Development Permit Area 2 (DPA 2) – Community Service Use.

The DP application is consistent with the OCP policies in the COM land use designation. Pursuant to Section 6.9.2.2 of the OCP, the objective of DPA 2 is to address any potential impacts to the groundwater recharge area as a result of institutional or community buildings and activities.

Staff find that the application is consistent with this objective given the professional information related to water and wastewater submitted as part of the application materials. The overall use of the Community Hall remains unchanged and the accessible washroom addition brings the facility into alignment with provincial building code standards.

Land Use Bylaw:

The subject property is zoned **PU – Public Use** in the LUB. Permitted uses in the PU zone include community facilities and art galleries, accessory buildings and structures. Other relevant regulations of the LUB are related to density (lot coverage), setbacks and parking. The proposed development appears to meet all other LUB requirements.

The guidelines for DPA 2 are found in Section 9.3 of the LUB. Analysis of how the application addresses and meets the DPA guidelines are included in **Attachment 2**. The proposed development is shown on the site plan that is attached to and forms part of the draft DP in **Attachment 1** and **Attachment 4**.

Issues and Opportunities

Pursuant to Section 488 of the *Local Government Act* (LGA), DPA 2 is designated within the OCP for the purpose of protecting the natural environment, its ecosystems and biological diversity, and to establish objectives to promote water conservation.

As noted in Section 6.9.2.2 of the OCP, DPA 2 lies within a groundwater recharge area. The objective of DPA 2 is to address any potential impacts to the groundwater recharge area as a result of institutional or community buildings and activities. Pursuant to Section 490(2) of the LGA, a local government may, by resolution, issue a development permit in accordance with the applicable DPA guidelines in the OCP or zoning bylaw. There are four (4) guidelines for DPA 2 found in Section 9.3 of the LUB, as presented and analysed in **Attachment 2**. They are provided here for convenience:

- **Guideline 9.3 (1)** *Before any new development is permitted, there should be approval of a permitted sewage and used water system.*

The applicant proposes to continue using the existing sewage disposal system which has been inspected by a professional Registered Onsite Wastewater Practitioner (ROWP) (**Attachment 6**), identified as in good condition and suitable for the intended use.

- **Guideline 9.3 (2)** *A significant portion of the water required by a new development should be provided by a rainwater catchment and storage system.*

The applicant has indicated that the existing well will continue to be used for water and has provided the BC Provincial Water License and Plan (**Attachment 5**). The LTC could consider requiring additional appropriately sized rainwater storage.

- **Guideline 9.3 (3)** *Any development involving activities that may utilize potential contaminants (such as, for example, an automotive service operation) should (a) include a containment system to ensure that no contaminant enters the ground and (b) comply with any applicable Provincial environmental standards and guidelines.*

No potential contaminant risk is anticipated and a septic assessment has been provided stating capability and health of the system.

- **Guideline 9.3 (4)** *A hydrology study may be required to identify any adverse impacts of a proposed development upon the groundwater recharge function of the land or upon the quantity or quality of the water resource of existing users. Where such impacts are identified, measures should be required to mitigate the impacts before development is permitted. A hydrology study will be required where a proposed development involves significant removal of vegetation, significant alteration of the ground, significant alteration of surface drainage, or significant use of groundwater.*

While the first part of this guideline states that a hydrology study “may be required” to identify any adverse impacts upon the groundwater recharge function, the latter part of the guideline states, “A hydrology study **will** [emphasis added] be required where a proposed development involves significant removal of vegetation, significant alteration of the ground, significant alteration of surface drainage, or significant use of groundwater.”

Applications for development permits are subject to the Hornby Island Local Trust Committee Development Approval Information (DAI) Bylaw No. 161, 2015, which establishes procedures and policies for requiring development approval information and enables an LTC to require information from an applicant. Section 5 of the DAI Bylaw provides,

5. *Where development approval information is to be provided, the information shall be provided by the applicant, at the applicant’s cost, in the form of a report prepared by the appropriate professional as set out in this bylaw.*

For development permits that are designated to protect the natural environment and for the promotion of water conservation, Section 15 of the DAI Bylaw provides:

15. *For an application for a permit in respect of a development permit area designated under s. 1919.1(1)(a) and (i) of the Local Government Act for protection of the natural environment, its ecosystems and the promotion of water conservation the report shall contain the following information:*

(f) An assessment of the nature and extent of the impact of the proposed development on the site, in particular anticipated impacts on identified environmentally valuable features, including but not limited to sensitive ecosystems, rare plant communities, rare species habitat, and site hydrology. The assessment should identify impacts stemming from the construction phase, the intended long-term use of the site, and any cumulative impacts of development in the area.

(g) Recommended measures to limit, mitigate and manage the impacts of the proposed development on environmentally valuable features. The report should describe mitigation measures and their anticipated effectiveness in maintaining the health, form and function of environmentally valuable features, including any recommended monitoring requirements.

Under the preceding DAI bylaw clauses, the LTC could request additional information in the form of a hydrology study as has been the case for previous applications within DPA 2. However, in this case, staff consider the application to be exempt from the need to provide such a detailed report given the development appears relatively small in scale at approximately 8.4 square meters, and will not involve significant removal of vegetation, alteration of the ground, alteration of surface drainage, or significant additional use of groundwater beyond current levels for the facility. The LTC retains the ability to make an alternate finding and require the additional information.

Consultation

A community information meeting and/or public notification and consultation are not required for DP applications per *Local Government Act* legislation.

¹ Now Section 488 of the *Local Government Act*.

Rationale for Recommendation

Staff consider the application and proposed development in its entirety to,

- demonstrate alignment with OCP policies and objectives for DPA 2;
- involve minimal alteration and disturbance of the ground, vegetation, and surface drainage;
- meet the DPA 2 Guidelines through the professional information provided.

As such staff recommend that the LTC approve the DP as proposed as found on page 1 of this report.

ALTERNATIVES

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

1. Require additional information

As mentioned in the preceding sections of this report, the LTC could consider requiring additional hydrogeological information per the DPA Guidelines and DAI bylaw, in order to determine compliance with the Guidelines. Recommended wording for the resolution is as follows:

That the Hornby Island Local Trust Committee request that the applicant provide to Islands Trust, a professional hydrology study in support of application PLDP20260159 per DPA 2 Guideline, 3.9(4) prior to making a decision on issuance of the permit.

2. Deny the permit

If the LTC finds that the application does not meet the Guidelines for DPA 2, it must state the reasons for that finding using the following recommended wording or similar:

That the Hornby Island Local Trust Committee finds that the information provided by the applicant in support of PLDP20260159 does not meet the requirements of the Guidelines for DPA 2, for the following reasons [insert reasons].

NEXT STEPS

If the LTC concurs with the staff recommendation, the permit will be issued as proposed or as amended by the LTC if that is the case.

Submitted By:	Ian Cox, Planner 2	August 21, 2026
Concurrence:	Renée Jamurat, RPP MCIP, Regional Planning Manager	August 21, 2026

ATTACHMENTS

1. Proposed DP
2. DPA 2 Guidelines
3. Applicant Project Narrative
4. Sit and Floor Plans
5. Provincial Water License
6. Septic System Assessment

PROPOSED

ATTACHMENT 1

 Islands Trust	HORNBY ISLAND LOCAL TRUST COMMITTEE DEVELOPMENT PERMIT PLDP20260159
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TO: HORNBY ISLAND RATEPAYERS' ASSOCIATION

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

LOT 1, SECTION 11, HORNBY ISLAND, NANAIMO DISTRICT, PLAN 30469
PID: 001-247-01

2. Whereas the subject property lies within an area designated as Community Service Use Development Permit Area (DPA 2); the purpose of which is to protect groundwater recharge areas; on Schedule E of the Hornby Island Official Community Plan No. 149, 2014; this Development Permit authorizes the construction of one approximately 8.4 square meter (approximately 90 square feet) accessible washroom facility addition to the Hornby Community Hall building, under the following conditions:
- a. Construction of the accessible washroom facility addition and any associated structures must be substantially in accordance with Schedule "A" – Site and Building Plans, attached to and forming part of this Permit.
4. Any alterations requiring a Development Permit and not specifically authorized in this Permit may require a new Development Permit or a Development Permit Amendment.
5. This Permit is not a Siting and Use Permit and does not remove any obligation on the part of the permittee to comply with all other requirements of the *Hornby Island Land Use Bylaw No. 150, 2014* including use and density, and to obtain other appropriate approvals necessary for the lawful completion of the proposed development.
6. The land described herein shall be developed in accordance with the terms, conditions and provisions of this Permit, and any schedules, plans, and specifications attached to this Permit, which shall form a part thereof.

AUTHORIZING RESOLUTION PASSED BY THE HORNBY ISLAND LOCAL TRUST COMMITTEE THIS ____ DAY OF ____, 20__.

Deputy Secretary, Islands Trust

Date of Issuance

IF THE DEVELOPMENT DESCRIBED HEREIN IS NOT COMMENCED BY THE ____ DAY OF ____, 20__, THIS PERMIT AUTOMATICALLY LAPSES.

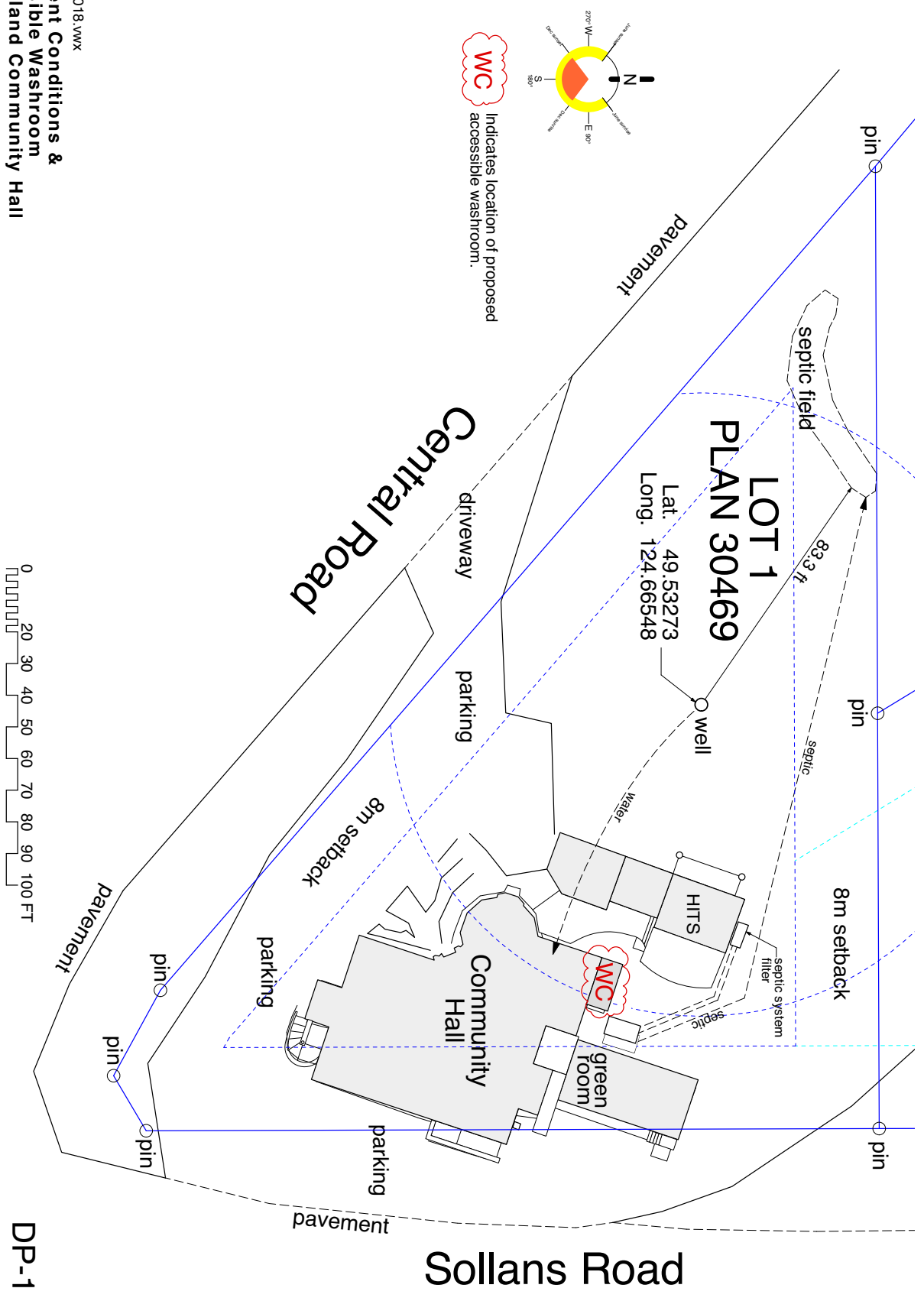
PROPOSED

**HORNBY ISLAND LOCAL TRUST COMMITTEE
DEVELOPMENT PERMIT
PLDP20260159**

SCHEDULE “A” – SITE AND BUILDING PLANS

(Begins on next page)

Drawn: MM
Scale: 1" = 30'
Date: Apr 10, 2026
File name: HIRRA Survey 2018.wvx
**Site Plan of Current Conditions &
Proposed Accessible Washroom
For the Hornby Island Community Hall**

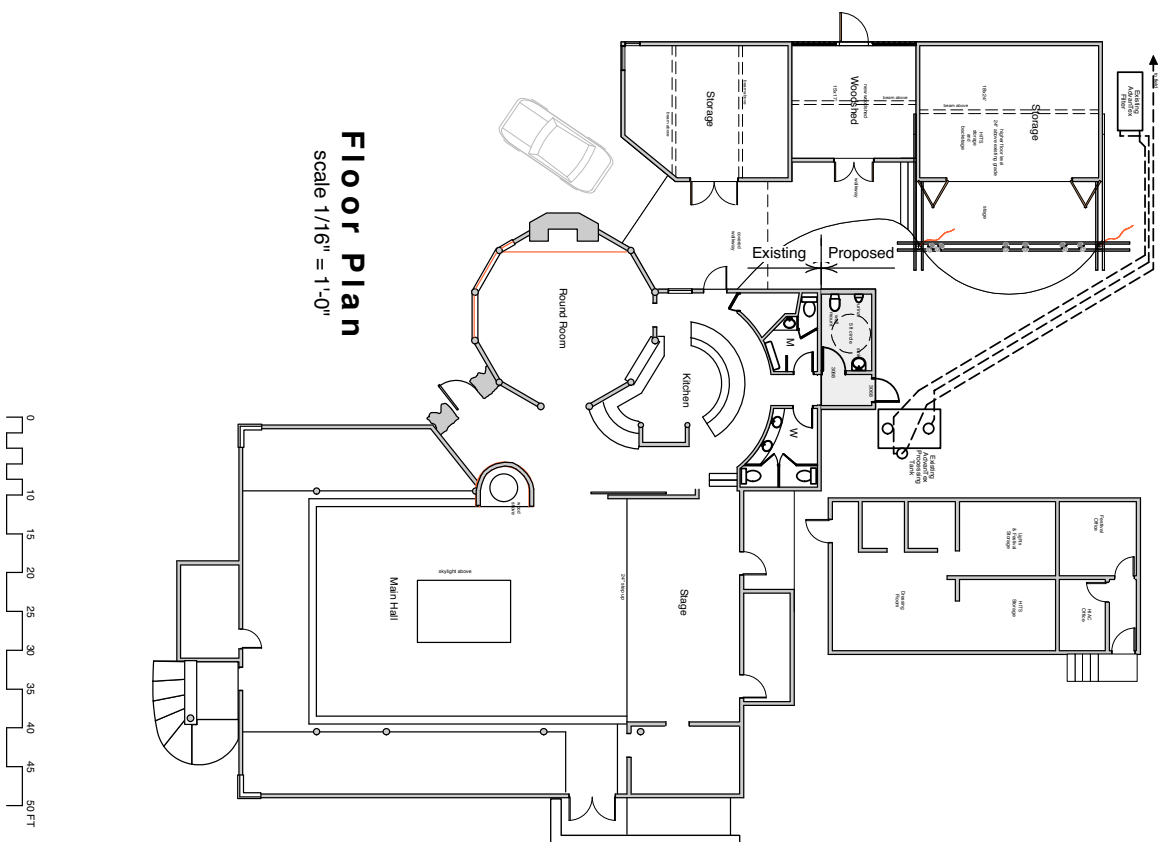


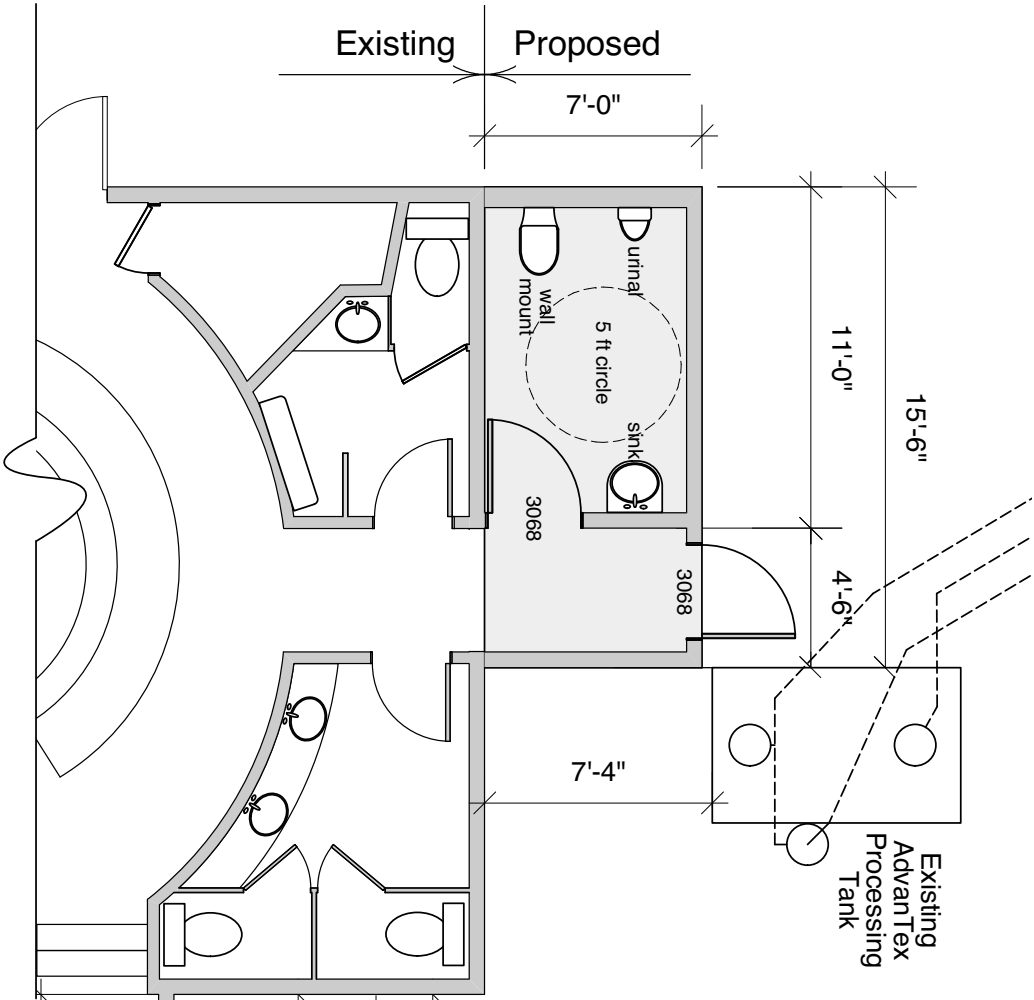
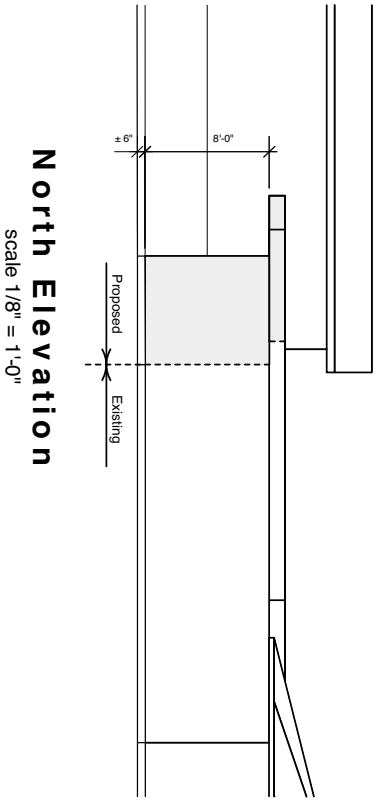
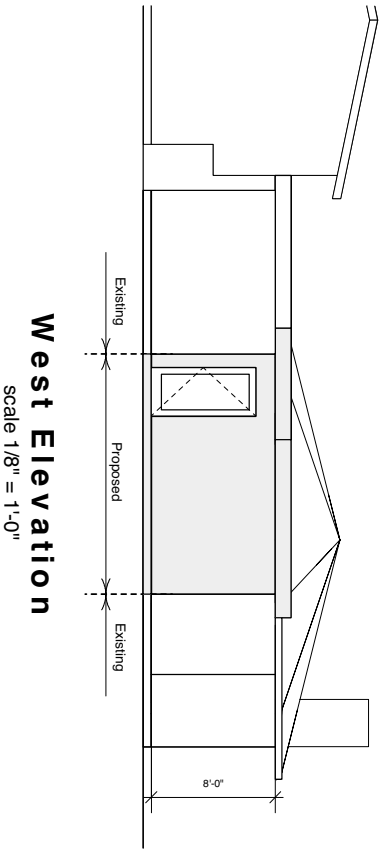
WC
Indicates location of proposed
accessible washroom.

0 20 30 40 50 60 70 80 90 100 FT

DP-1

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





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**

ATTACHMENT 2 – DPA 2 GUIDELINES

PLDP20260159 (HIRRA)

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

Guideline Not Met		Guideline Met Subject to LTC Decision		Guideline Met	
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Prior to undertaking any development, subdivision or land alteration, an owner of property within the community service use development permit area shall apply to the Hornby Island Local Trust Committee for a development permit. Development Permits issued in this area should be in accordance with the following guidelines:

	LUB Guideline	Complies?	Planner Comments
1	Guideline 9.3 (1) Before any new development is permitted, there should be approval of a permitted sewage and used water system.		Existing sewage disposal system to be used for proposed development. The applicant has retained a qualified professional to conduct an assessment which states the condition and adequacy of the system for the intended use. Existing, shared well will continue to be used for potable water. Applicant has provided Provincial Water License and Plan.
2	Guideline 9.3 (2) A significant portion of the water required by a new development should be provided by a rainwater catchment and storage system.		The application proposes to utilize the existing license and registered well for the additional washroom. There is not a significant increase in use expected, since the overall use of the Hall remains the same. The washroom addition specifically brings the facility up to current BC Building Code Accessibility requirements and CSA standards.
3	Guideline 9.3 (3) Any development involving activities that may utilize potential contaminants (such as, for example, an automotive service operation) should (a) include a containment system to ensure that no contaminant enters the ground and (b) comply with any applicable Provincial environmental standards and guidelines.		No potential contaminant risk is anticipated. Applicant has provided a septic system assessment stating condition of system and assurance of adequacy for intended use.
4	Guideline 9.3 (4) A hydrology study may be required to identify any adverse impacts of a		Applicant has elected not to provide this information. Staff concur that none is

	<i>proposed development upon the groundwater recharge function of the land or upon the quantity or quality of the water resource of existing users. Where such impacts are identified, measures should be required to mitigate the impacts before development is permitted. A hydrology study will be required where a proposed development involves significant removal of vegetation, significant alteration of the ground, significant alteration of surface drainage, or significant use of groundwater.</i>		required given the relatively small scope of the development, its footprint at 90 square feet (8.4 square meters), and that it will not involve significant removal of vegetation, alteration of the ground and surface drainage, or involve a significant increase in use of groundwater beyond current levels for the facility.
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Project Narrative – *describe existing and proposed uses, buildings and structures on the subject property*

The Hornby Island Community Hall ('the Hall') is located at 4305 Central Road, Hornby Island. This provincially and federally heritage-registered building is owned and operated by the Hornby Island Residents' and Ratepayers' Association and the Community Hall Management Committee respectively. The Hall is located within the **Development Permit Area 2 – Community Service Use Area**. Three smaller outbuildings are located near the Hall on the Northwest side, and the Green Room which faces Sollans Road, is located on the Northeast side. The adjacent buildings serve as equipment and wood storage, a modest outdoor theatre and storage building, and office/meeting space.

The Hornby Island Community Hall was designed and built in 1927 by community volunteers and opened in 1928. Subsequent additions were made by residents in 1974 and 1982. The property was developed by European settlers that came to North America and found their way to Hornby Island. The Community Hall is the central hub supporting the social and cultural well-being of Hornby residents by hosting many of the events that make our community great. It is available for rental by locals and non-locals alike for events, meetings and classes. The Hall has been maintained and conserved by island residents and managed by the Hornby Island Residents' and Ratepayers Association (HIRRA) for over 30 years with tax-funding through a Comox Valley Regional District service agreement. The Community Hall will celebrate its Centennial Birthday during Spring 2027.

The proposed development project is to construct an approximately 90' square foot addition to the exterior of the Hall that will blend with the existing infrastructure and the existing men's and women's washrooms to accommodate an accessible washroom. The washroom will provide an additional toilet, urinal and sink which will meet current Building Code requirements for washroom facilities for a public service building, and the minimum requirements of CSA/ASC B651:23 Accessible design for the built environments.

Residents support HIRRA's effort to sensitively modify the Community Hall to provide a handicap accessible washroom without destroying the unique heritage vernacular architecture they so treasure in the Hall. Based on a 207-person capacity, at least four toilets including one that is fully accessible for persons with disabilities is required. The present configuration includes two toilets for women, and one toilet and a urinal for men. The existing washroom footprint cannot be adequately re-configured to include an accessible washroom, without significant heritage resource impacts. This construction is necessary to meet the public-service needs for this heritage building and ensure safety and enjoyment for the community and visitors, including people with disabilities.

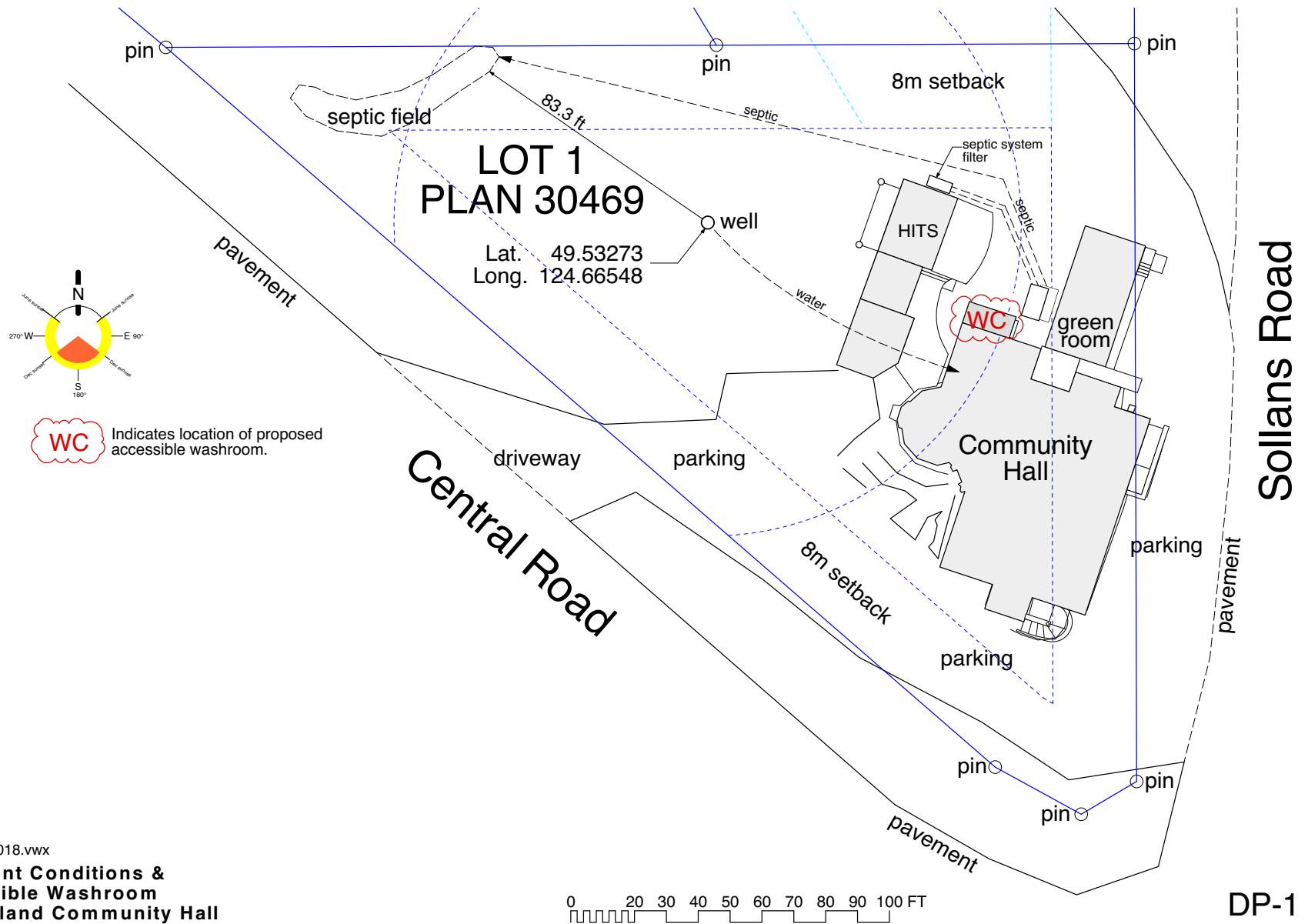
A qualified construction company would be contracted hired by HIRRA and through the Community Hall Committee to manage the project. The work would include but not be limited to equipment and fencing rentals, site civil operations, under slab plumbing rough-in, concrete footings/ foundation/slab, perimeter and roof drainage, 2x6 wood-framed building, removal of men's bathroom window and seal up wall, waterproofing, relocation of

Project Narrative – describe existing and proposed uses, buildings and structures on the subject property

butt end siding and shingle siding of the other two walls, insulation, roofing, one 36" Right Hand outswing steel insulated emergency exit door with window and panic bar with door closer, one 36" interior Left Hand in-swing steel-framed door with powered auto door closer complete c/w wall buttons, rough-in plumbing and electrical, drywalling and mudding, installation of a full accessible chair height toilet, single urinal, sink with manual levered faucet, grab bars installed as per CSA accessibility standards, two bathroom fans complete with ducting for existing men's and the new accessible washroom, complete with manual controlled (including electrical finishing as per CSA standards), heat detector to be interlocked and tested by Fire Plus Included. Completed project will deliver a "turnkey" fully accessible bathroom with one toilet, urinal, sink and essential amenities.

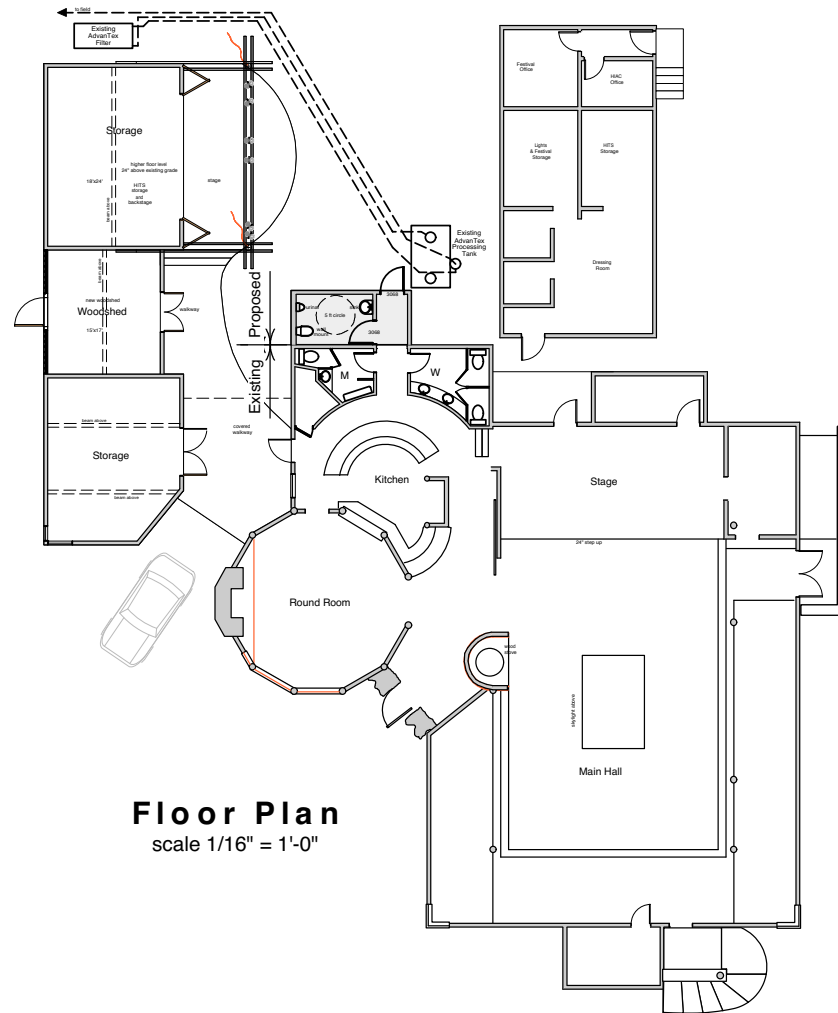
The site location has been prepared, and the project is shelf ready for spring 2026, pending confirmation May 31, 2026 of remaining funding.

ATTACHMENT 4



Drawn: MM
Scale: 1"= 30'
Date: Apr 10, 2026
File name: HIRRA Survey 2018.vwx

Site Plan of Current Conditions & Proposed Accessible Washroom For the Hornby Island Community Hall



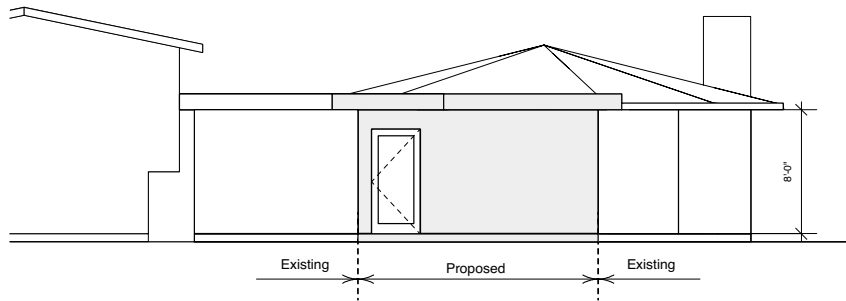
Floor Plan
scale 1/16" = 1'-0"

Drawn: MM
Scale: as shown
Date: Apr 10, 2026
File name: Hall Reno-2026.vwx

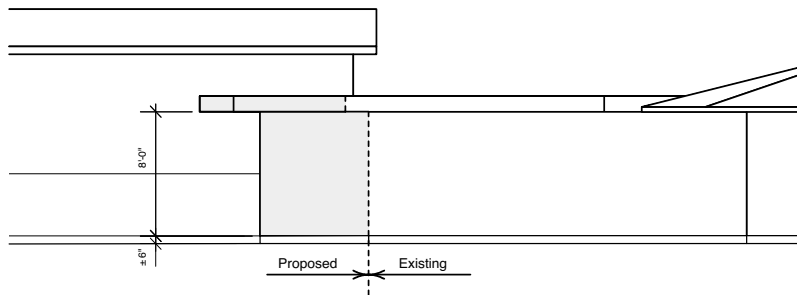
**Floor Plan of Current Conditions &
Proposed Accessible Washroom
For the Hornby Island Community Hall**



DP-2



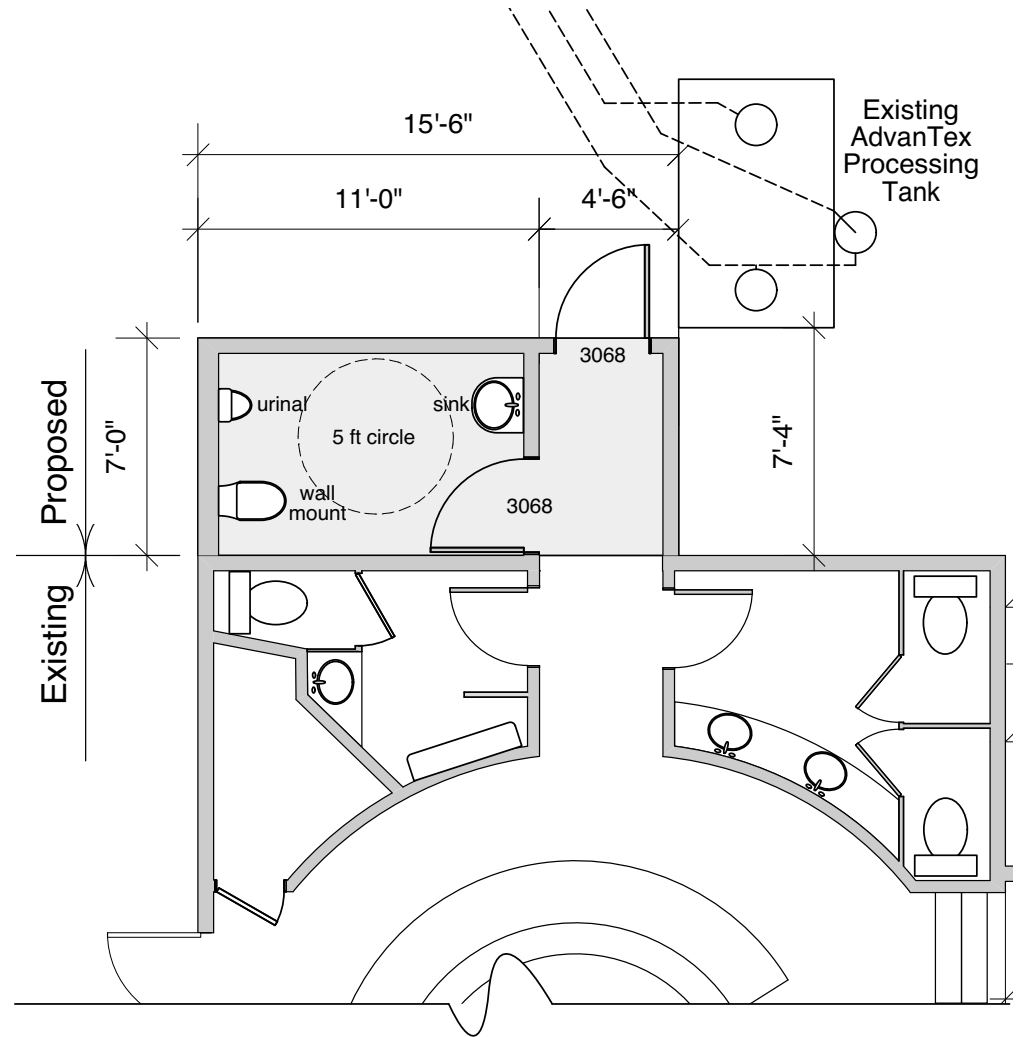
West Elevation
scale 1/8" = 1'-0"



North Elevation
scale 1/8" = 1'-0"

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**



Floor Plan
scale 1/4" = 1'-0"

DP-3



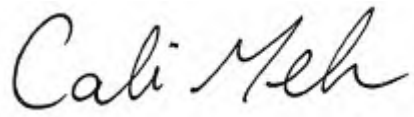
Province of British Columbia

Water Sustainability Act

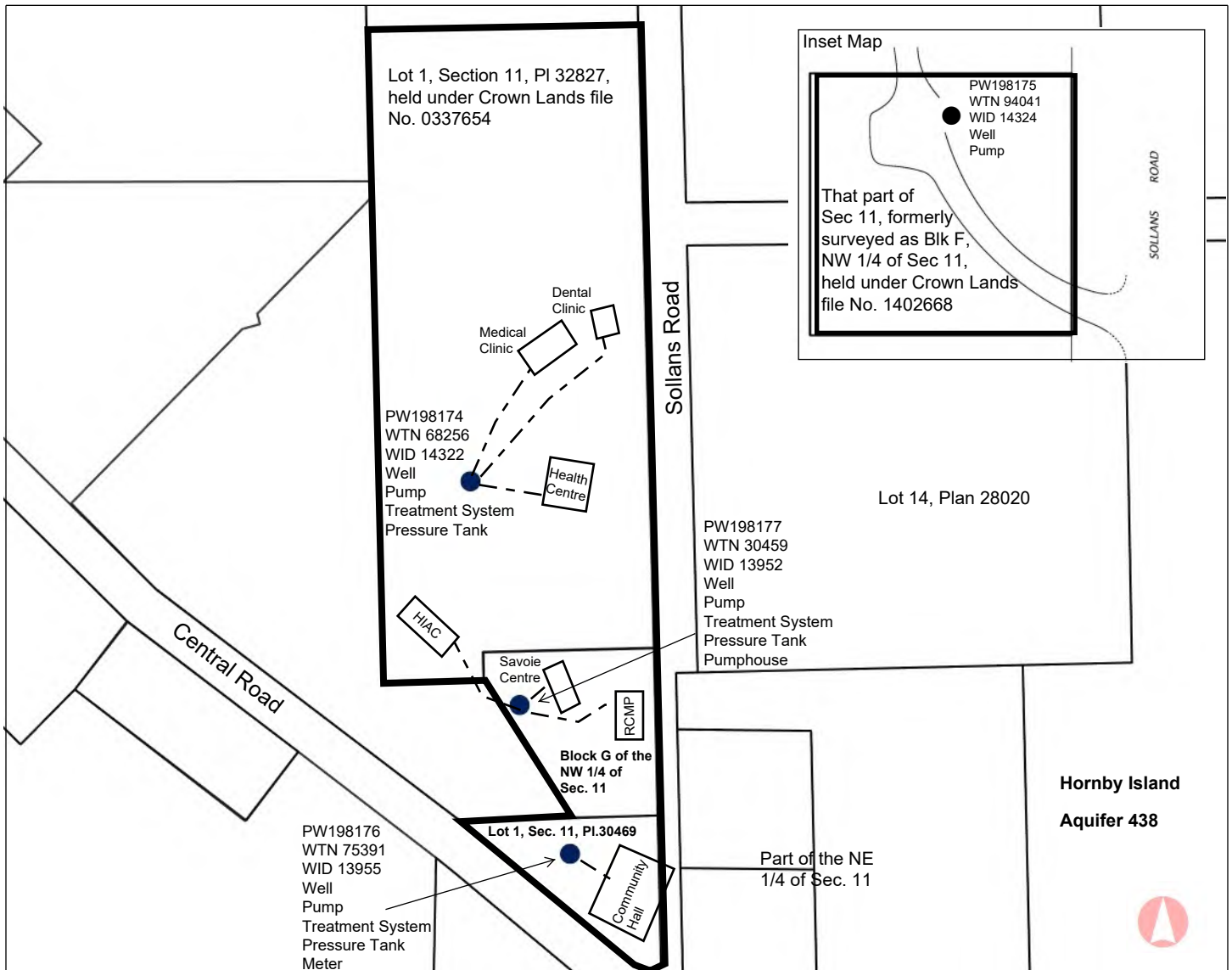
CONDITIONAL WATER LICENCE

The holder of leases held under Crown Lands file numbers 0337654 and 1402668 to which this licence is appurtenant is hereby authorized to divert and use water as follows:

- a) The aquifer on which the rights are granted is 438.
- b) The points of well diversion are located as shown on the attached plan.
- c) The date from which this licence shall have precedence is October 30, 1992.
- d) The purpose for which this licence is issued is industrial (camps & public facilities).
- e) The maximum quantity of water which may be diverted for industrial (camps & public facilities) purpose is 3.5 cubic metres per day at a rate not to exceed 250 cubic metres per year.
- f) The period of the year during which the water may be used is the whole year.
- g) The lands upon which the water is to be used and to which this licence is appurtenant are Lot 1, Section 11, Hornby Island, Nanaimo District, Plan 30469; Block G of the Northwest 1/4 of Section 11, Hornby Island, Nanaimo District; Lot 1, Section 11, Hornby Island, Nanaimo District, Plan 32827, leased under the *Land Act*, held under Crown Lands File No. 0337654; and That part of Section 11, Hornby Island, formerly surveyed as Block F, Northwest 1/4 of Section 11, Nanaimo District, leased under the *Land Act*, held under Crown Lands File No. 1402668.
- h) The authorized works are well (4), pump (4), pressure tank (3), pumphouse, treatment system (3), and meter which shall be located approximately as shown on the attached plan.
- i) The construction of the said works has been completed and the water is being beneficially used. The licensee shall continue to make regular beneficial use of the water in a manner authorized herein.

A handwritten signature in black ink, reading "Cali Melh". The script is cursive and fluid, with the first name "Cali" and last name "Melh" written in a single continuous stroke.

Cali Melnechenko
Water Manager



WATER DISTRICT: Nanaimo
PRECINCT: Courtenay
LAND DISTRICT: Nanaimo

Signature: *Colin M. M.*
Date: November 6, 2019

LEGEND:

Scale: 1: 3,000
Point of Diversion: ●
Map Number: 92F.057.2.3
Pipe: - - - - -

C.L. 501661
File 20011082

The boundaries of the land to which this licence
is appurtenant are shown thus: ————

June 5, 2024

Hornby Island Residents and Ratepayers Association (HIRRA)

Hornby Island, BC V0R 1Z0

Sent via email : office@hirra.ca

**RE: SEWERAGE SYSTEM EVALUATION AND MAINTENANCE REPORT – HORNBY ISLAND
COMMUNITY HALL, 4305 CENTRAL ROAD, HORNBY ISLAND, BC
ATTENTION: REINA LEBARON, EXECUTIVE ADMINISTRATOR
OUR FILE: 0621**

Dear Reina:

An inspection and full maintenance service were carried out at the above address of the sewerage system for the Hornby Island Community Hall on May 25 and 26, 2024 by the undersigned. The following report details the results of the work performed and summarizes the condition and performance of the wastewater treatment system and dispersal field.

Client Name: Hornby Island Residents and Ratepayers Association

System Address: 4305 Central Road, Hornby Island, BC

Work Performed By: Ron McMurtrie, P.Eng.

Site Condition/Access: Good

Date of Service: May 25, 26, 2024

System Condition:

This system is working in a normal manner as intended by its design:

- **Effluent Quality Assessment:** Clear, slight color, trace/very minor suspended solids
- **Effluent Odor:** Virtually odorless
- **Effluent Grab Location:** Filtrate return in discharge pump basin
- **Sample Taken to Lab:** No



Effluent Sample from AX20 Filter

Recommendations generated from this site visit:

1. Continue with system maintenance and monitoring as per the maintenance plan.
2. Replace float switches in 2025.
3. Pump out scum layer only at inlet end of tank in Spring 2025 (no need to remove sludge).

System Information:

- **System Type:** Type 3 – Commercial
- **Treatment Method:** Recirculating Textile Media Filter – AdvanTex by Orenco Systems Inc., Model – AX20
- **System components:** Primary/Recirculation Tank – filtered recirculation pump system and recirculating ball valve; Textile Filter; Ultra-Violet (UV) disinfection system; Discharge pump basin; Dispersal field and; System control panel – web-based remote monitoring and alarm/alert callout via email notification.
- **Install Date:** 2013
- **Facilities that this system services:** Community Hall meetings and events, community kitchen and washrooms
- **Daily Design Flow:** 1,863 litres per day (207 persons capacity – maximum Fire Department approved occupancy)

1. Primary/Recirculation Tank Assessment:

- **Tank Purpose:** Primary treatment (solids separation and digestion) and recirculation/blend for the AdvanTex filter
- **Tank Supplier:** Dan's Precast
- **Material:** Concrete
- **Tank Volume:** 11,400 litres
- **Tank Condition:** Concrete appears in good condition
- **Riser/Tank Connection:** Good
- **Recirculating Splitter Valve Condition:** Appears to be operating as designed. Solids washed clean.
- **Recirculation Pump Model:** PF300511
- **Pump Voltage:** 120V
- **Pump Flow Rating:** 30 gpm
- **Pump Condition:** Good
- **Filtered Pump Vault Model:** PVU57-2425
- **Riser/Lids Condition:** Good
- **Pump vault:** Moderate solids accumulation was washed from this filter
- **Pump System Pump:** Moderate solids accumulation was washed from the pump and screen
- **Splice Box Assessment:** Dry

Float Functions (Top to Bottom)		Float Model	Float Condition
Float 1:	High Level Alarm	A	Ok - Old
Float 2:	Override Timer On/Off	A	Ok - Old
Float 3:	Low Level Alarm & Redundant Off/Timer On/Off	A	Ok - Old

Tank Location	Scum	Sludge	Total Liquid Depth	Solids Accumulation	Pump Out Needed
Tank Inlet	8"	<2"	40"	20% (mostly toilet paper)	NO
Tank Outlet	<1"	0"	40"	3%	NO



Tank "sludge judge" sample – minimal solids



Recirculating ball valve – splits treated effluent flow to discharge basin



Recirculation pump vault Equipment



Tank site – control panel in wooden "kiosk" rear left

2. Discharge Pump Basin Assessment:

- **Tank Purpose:** Dosing tank. Pumps to dispersal fields (also houses UV system).
- **Tank Supplier:** Orenco Systems Inc
- **Material:** Ribbed PVC
- **Tank Volume:** 500 litres (24" diameter x 72" deep)
- **Tank Condition:** Basin appears in good condition
- **Pump Model:** PF300511
- **Pump Voltage:** 120V
- **Pump Flow Rating:** 30 gpm
- **Pump condition:** Good
- **Lid Condition:** Good
- **Pump System Pump:** Pump light to moderate solids. Pump and screen washed clean.
- **Splice Boxes Assessment:** Dry



Discharge pump and float switches

Float Functions (Top to Bottom)		Float Model	Float Condition
Float 1:	High Level Alarm	A	Ok - Old
Float 2:	Pump On	A	Ok - Old
Float 3:	Pump Off	A	Ok - Old

Location	Scum	Sludge	Total Liquid Depth	Solids Accumulation	Pump Out Needed
Basin	0"	<1"	30"	3%	NO

3. AdvanTex Treatment Filter Assessment:

- **Manufacturer:** Orenco
- **System Model:** AX20
- **Filter Housing:** Good condition
- **Orifice Shields Condition:** Minor solids were washed from the orifice shields
- **Orifices Condition:** Orifices generally clean and exhibiting good residual pressure – 60" to 72" squirt height.
- **Textile Sheet Condition:** Good. Minor solids accumulation – light brown in color. Regular cleaning done by using a garden hose and spray nozzle.
- **Textile Sheet Odor:** Mild, earthy – aerobic conditions prevail.
- **Distribution Laterals Condition:** Good. Laterals contained minor biofilm and accumulated solids. The laterals were flushed.
- **Air Vents Condition:** Top of air vent damaged and carbon filter ageing. The vent was replaced with a new unit (see photo)



AX20 Filter – light brown bio-film



AX20 – orifice shield distribution



AX20 – carbon filter vent replaced



Residual pressure (squirt test)



AX20 Filter located behind the outdoor stage

4. UV Disinfection System Assessment:

- **Manufacturer:** Orenco
- **UV Model Number:** AXUV-125/31
- **Bulb Condition:** Required replacement – new bulb installed

- **UV Sub Assembly Condition:** Ok – components washed and re-installed
- **UV Ballast Condition:** Ok
- **UV Amp Meter Reading:** 0.32 amp – proper range.



UV assembly



UV sub-panel

5. Dispersal System Assessment:

- **Drainfield Visual Assessment:** Natural vegetation growing well – not excessive. No evidence of ponding. No odours detected.
- **Number of laterals:** 1 (1 spare lateral installed in chambers in the event of excessive root intrusion in the primary lateral)
- **Lateral Flush Results:** Laterals was successfully flushed. A minor amount of solids was flushed from the lateral.
- **Observation Port Assessment:** Observation port indicate good conditions on the sand surface. Earth aerobic odor inside the chambers – good.
- **Squirt Test Results:** Residual pressure = 72" squirt height - good.



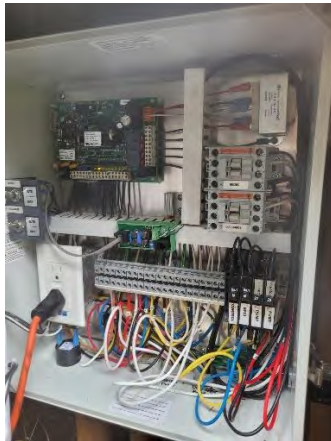
Dispersal Field – ball valve access caps



Vegetation on and adjacent to field in good condition

6. Control Panel Assessment:

- **Control Panel Interior Is Dry:** Yes
- **Control Panel Interior:** Clean.
- **Audible Alarm Functional:** Yes
- **Visual Alarm Functional:** Yes
- **Control Panel Condition/Notes:** Good condition
- **Test Mode:** Panel functions in test mode. All float switch and pump inputs and outputs and alarm functions operating properly.
- **Alarm Callout Functional:** Yes, system called out when prompted.
- **Flow Data:** Downloaded (see below). Average flows well within expected range.



Vericomm Control Panel

Vericomm Panel Flow Data Download		
Date	Discharge 30 Day Average Run Time per Day (minutes)	Discharge 30 Day Average Flow Rate (litres per day)
6/1/2024	3.2	363
5/1/2024	1.9	216
5/1/2024	1.9	216
4/1/2024	3.5	397
3/1/2024	1.3	148
2/1/2024	1.7	193
1/1/2024	0.7	79
12/1/2023	1.7	193
11/1/2023	1.6	182
10/1/2023	1.4	159
9/1/2023	2.8	318
8/1/2023	2.3	261
7/1/2023	1.7	193
6/1/2023	3.1	352
5/1/2023	1.2	136

Conclusions:

The Hornby Community Hall sewerage system is in good condition and continues to produce high quality treated effluent. The dispersal field is also in good condition. Pump replacement for recirculation and discharge pumps is anticipated in 10 to 15 years (we expect 25 years of service from the pumps). The AX20 filter is in excellent condition and will continue to serve for many years. All components in the system are rebuildable or replaceable. Monitored flow rates are well within the expected range. The Vericomm control panel continues to function properly, and the alarm/alert paging system is operating.

I trust the foregoing meets your needs regarding the condition and performance of the sewerage system and continued maintenance activities. Please do not hesitate to contact me if you have any questions or require any further information.

Yours sincerely

A circular green professional engineer stamp for Ron McMurtrie, E.G.B.C. Permit to Practice No. 1002218. The stamp is partially obscured by a large, stylized purple signature.

Ron McMurtrie, P.Eng.

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

Ron McMurtrie and Associates, Consulting Engineers

Wastewater System Specialists

Comox/Hornby Island, BC 250-335-2685

jasbreez@island.net



DATE OF MEETING: September 1, 2026

TO: Hornby Island Local Trust Committee

FROM: Ian Cox, Planner 2
Northern Team

SUBJECT: **Temporary Use Permit application – Food Service Trailer**
Applicant: Hummingbird Bread Co. (Olivia Bailey)
Location: 3005 St. John's Point Road; PID 003-869-008; LOT A, SECTION 10, HORNBY ISLAND, NANAIMO DISTRICT, PLAN 18085

RECOMMENDATION

1. That the Hornby Island Local Trust Committee amend PL-TUP-2026-0135 by replacing the original site plan with a new plan as provided by the applicant, dated
2. That the Hornby Island Local Trust Committee approve PL-TUP-2026-0135 as amended.

REPORT SUMMARY

This report asks the Hornby Island Local Trust Committee (LTC) to amend PL-TUP-2026-0135 by replacing the original site plan (**Attachment 1**) with a new plan as provided by the applicant, to facilitate the siting of a storage shipping container associated with the bakery trailer and takeout window at 4000 Central Road. Staff recommend issuance of the amended permit (**Attachment 2**) considering the structure itself and the area it will occupy are logistically necessary for the approved temporary use and will not expand the scope of the use itself.

BACKGROUND

On June 26, 2026, the LTC issued PL-TUP-2026-0135, allowing the temporary use of a portion of 4000 Central Road for a commercial mobile bakery trailer/food truck with service window. The applicant states they were unaware at the time of additional storage needs related to pantry space and the need to house a water pump; they have subsequently requested an amendment to the permit site plan to accommodate the necessary structure.

ANALYSIS

Policy/Regulatory

Policy (ITPS, OCP) and regulatory (LUB) implications were analysed in the original staff report for the permit which the LTC considered on June 26, 2026. Refer to that agenda [report](#) for specifics related to this section.

Issues and Opportunities

As of the date of this report, staff await fulfilment of condition b) of the original permit. The applicant states they are working with the property owner, Hornby Island Co-operative Associated Ltd., to produce the septic system assurance letter from a qualified professional prior to commencing the temporary use.

As required by the LUB, the proposed storage shipping container must be appropriately screened from view. This requirement has not been included as a permit condition, since it is already required by the LUB regulations, section 3.2(1)(t) and the screening provisions under section 3.10. The applicant has been made aware of this requirement.

Consultation

Notice of the original TUP (**Attachment 1**) was circulated to surrounding property owners and residents on June 12, 2026 and published in the Hornby Island Tribune on June 17, 2026 in accordance with the Local Government Act. No additional consultation for the site plan amendment is required by legislation, since the proposed storage structure and its use does not expand the scope or intensity of the originally issued TUP or its intent.

Rationale for Recommendation

Staff find that the storage container structure itself and its siting and use, align with the intent of the original permit, are necessary for operation of the temporary use, and do not expand the intent or scope of the original authorization.

ALTERNATIVES

1. Request additional information

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

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

2. Deny the amendment request

The LTC may deny the site plan amendment request. Recommended wording for the resolution is as follows:

That the Hornby Island Local Trust Committee deny the site plan amendment request for PL-TUP-2026-0135 for the following reasons... [insert reasons].

NEXT STEPS

If the LTC elects to follow the recommendations on page 1 of this report, the amended TUP presented in Attachment 2 will be issued.

Submitted By:	Ian Cox, Planner 2	August 17, 2026
Concurrence:	Renée Jamurat, RPP MCIP, Regional Planning Manager	August 20, 2026

ATTACHMENTS

1. PL-TUP-2026-0135 (ORIGINAL)
2. PL-TUP-2026-0135 (AMENDED)

ATTACHMENT 1

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

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

1. This Permit applies to the land described below:

PID: 003-869-008

LOT A, SECTION 10, HORNBY ISLAND, NANAIMO DISTRICT, PLAN 18085

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

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

3. This permit is subject to the following conditions:

- a) The general layout of the mobile bakery trailer and trailer shall be in substantial accordance with Schedule "A" – Site Plan, which are attached to and form a part of this permit, as signed and dated by the Deputy Secretary, Islands Trust.
- b) The applicant must provide to Islands Trust, a copy of an assessment and/or letter of assurance by a Registered Onsite Wastewater Practitioner (ROWP) or septic engineer, stating that the system to which the operation is connected, is capable of accepting the intended effluent volume from two food truck operations on the lot.
- c) The operation may consist of one approximately 2.5-meter X 9.5-meter mobile bakery trailer with roof covering, and a limited, low-intensity outdoor seating area consistent with the surrounding uses as shown on Schedule "A" – Site Plan.
- d) The operation of the food truck and trailer shall be restricted to between the hours of 8:00 a.m. and 8:00 p.m. and in accordance with Comox Valley Regional District noise control bylaws.
- e) Signage shall meet the sign regulations in the Hornby Island Land Use Bylaw No. 150, 2014.
- f) An emergency spill kit shall be kept on site for the period of the operation of the food truck

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

- g) The holder of the Permit will be responsible for any violation of the conditions of this Permit. For the purpose of investigating a complaint, Islands Trust staff may enter the property during business hours to ensure compliance with the Temporary Use Permit.
- 4. It is the responsibility of the permit holder to obtain any required authorization under the *Sewerage System Regulation* or any other relevant legislation pertaining to wastewater.
- 5. It is the responsibility of the permit holder to obtain any required authorization under the *Water Sustainability Act* or any other relevant legislation pertaining to groundwater.
- 6. This Permit is valid for a period of three years from the date of issuance.
- 7. This is not a Building Permit or a Siting and Use Permit, nor does it relieve the Permittee from the need to secure all other approvals necessary for the proposed land use.

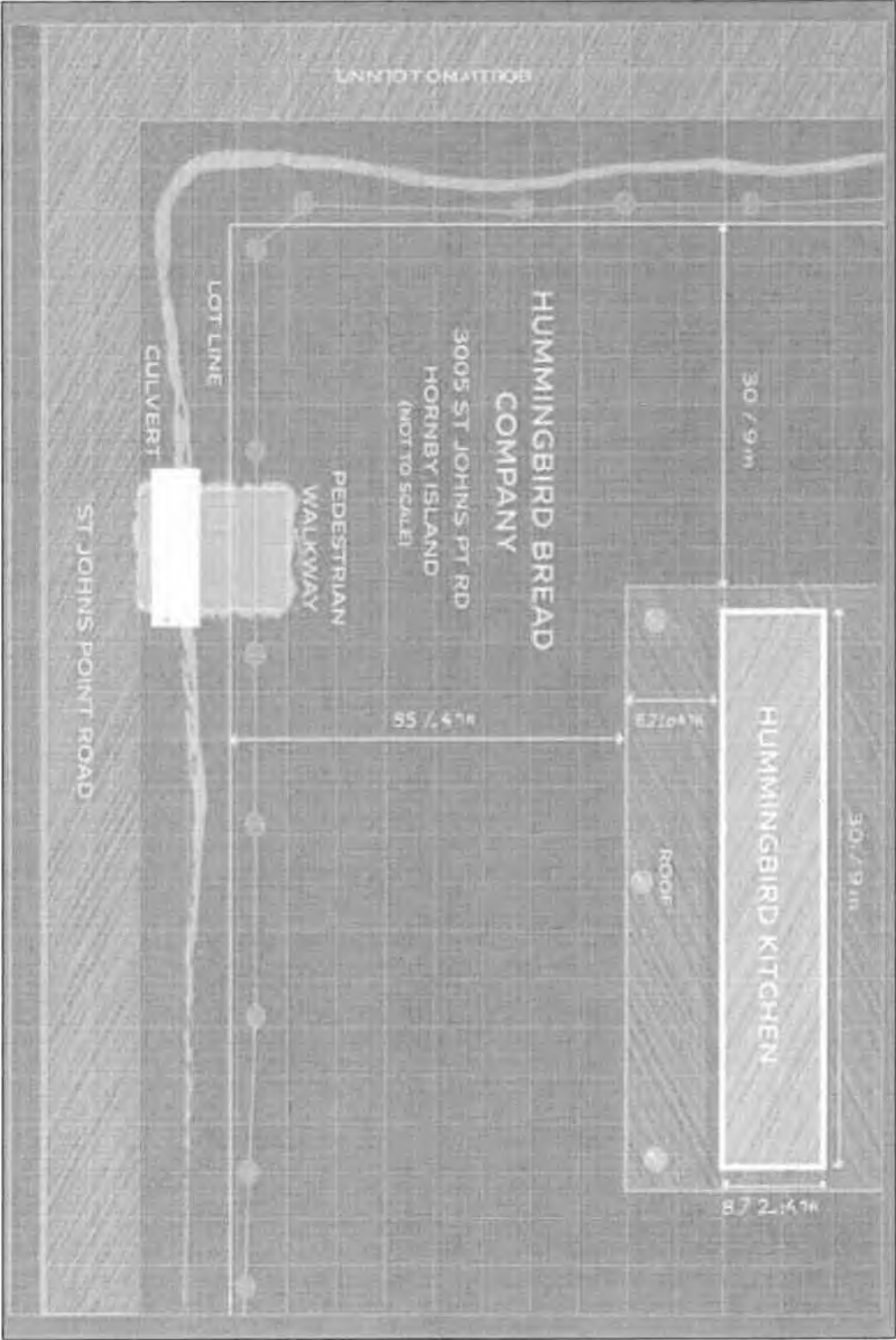
**AUTHORIZING RESOLUTION PASSED BY THE HORNBY ISLAND LOCAL TRUST COMMITTEE THIS
26th DAY OF JUNE, 2026.**


Deputy Secretary, Islands Trust
July 2, 2026
Date Issued

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

I hereby certify this to be Schedule "A" attached to
and forming part of Temporary Use Permit
PLTUP20260135

Nadine Hourao
Deputy Secretary, Islands Trust
July 2, 2026
Date Issued





1. Application

Document Fees: \$33.53

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

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

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: Temporary Use Permit

(b) Statutory authority: Local Government Act, Section 493

Issue Date: 2026-Jul-02

Expiry Date: 2029-Jul-02

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: 2026-07-02
12:06:39 -07:00

 Islands Trust	HORNBY ISLAND LOCAL TRUST COMMITTEE TEMPORARY USE PERMIT PL-TUP-2026-0135 (Hummingbird Bakery) 3005 St John's Point Road, Hornby Island
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3. This permit is subject to the following conditions:

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- b) The applicant must provide to Islands Trust, a copy of an assessment and/or letter of assurance by a Registered Onsite Wastewater Practitioner (ROWP) or septic engineer, stating that the system to which the operation is connected, is capable of accepting the intended effluent volume from two food truck operations on the lot.
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- e) Signage shall meet the sign regulations in the Hornby Island Land Use Bylaw No. 150, 2014.
- f) An emergency spill kit shall be kept on site for the period of the operation of the food truck

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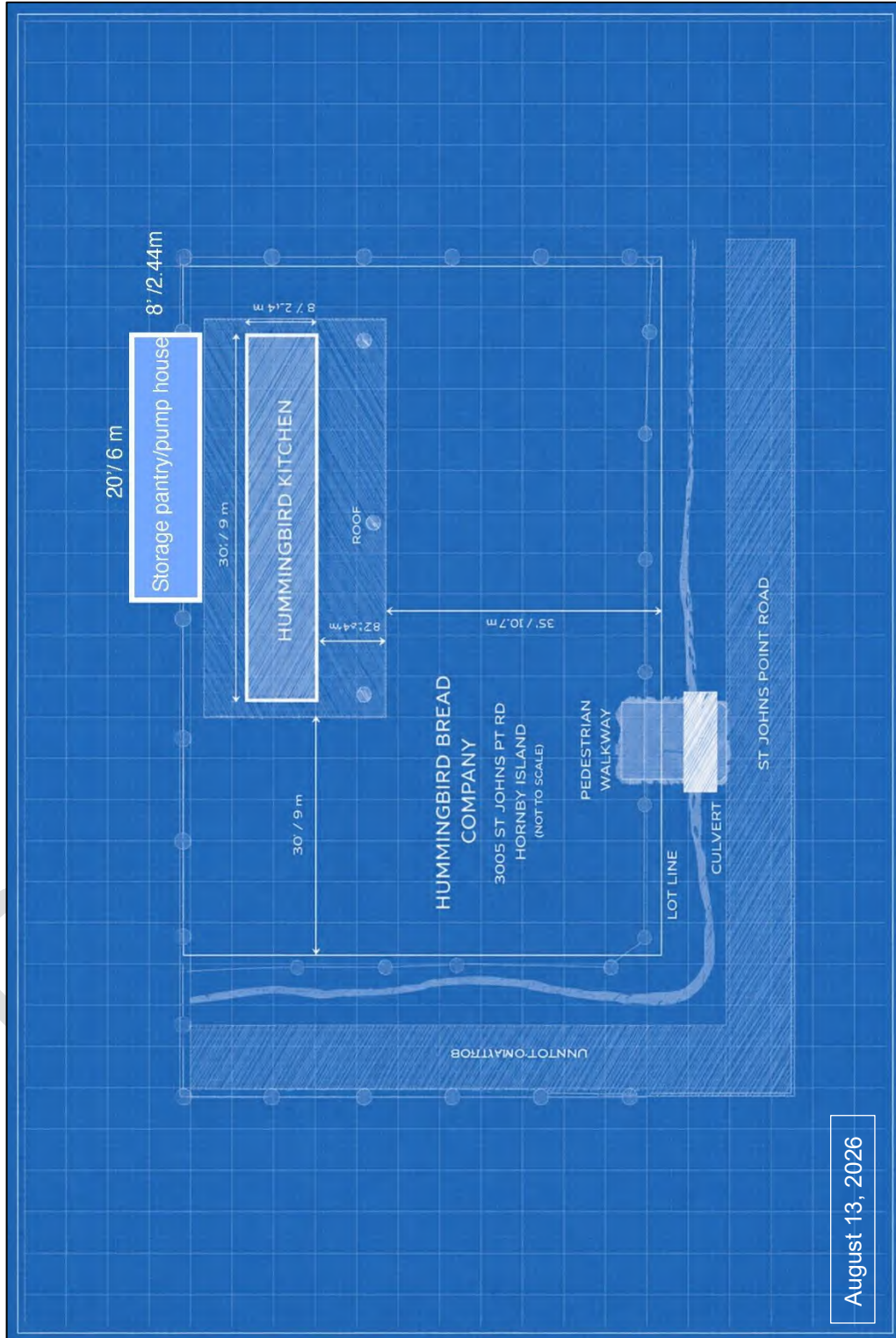
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 5. It is the responsibility of the permit holder to obtain any required authorization under the *Water Sustainability Act* or any other relevant legislation pertaining to groundwater.
 6. This Permit is valid for a period of three years from the date of issuance.
 7. This is not a Building Permit or a Siting and Use Permit, nor does it relieve the Permittee from the need to secure all other approvals necessary for the proposed land use.

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

Deputy Secretary, Islands Trust

Date Issued

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





File No.: 6500-20

(Hornby Island OCP and
LUB Review Project)

DATE OF MEETING: September 1, 2026

TO: Hornby Island Local Trust Committee

FROM: Sonja Zupanec, Island Planner/ Chad Townsend, Island Planner
Local Planning Services

SUBJECT: Hornby Island OCP and LUB Review Project – Bylaw Nos. 176 (OCP) and No. 177 (LUB) – Post Public Hearing

RECOMMENDATION

1. That the Hornby Island Local Trust Committee Bylaw No. 176, cited as, “Hornby Island Official Community Plan Bylaw No. 149, 2014, Amendment No. 1, 2024”, be read a third time.
2. 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 third time.
3. That the Hornby Island Local Trust Committee proposed Bylaw No. 176 cited as “Hornby Island Official Community Plan Bylaw No. 149, 2014, Amendment No. 1, 2024” and proposed Bylaw No. 177 cited as “Hornby Island Land Use Bylaw No. 150, 2014, Amendment No. 1, 2024”, be forwarded to the Secretary of the Islands Trust for Executive Committee approval.
4. That the Hornby Island Local Trust Committee proposed Bylaw No. 176, cited as “Hornby Island Official Community Plan Bylaw No. 149, 2014, Amendment No. 1, 2024” be forwarded to the Minister of Municipal Affairs and Housing for approval.

REPORT SUMMARY

This is a post Public Hearing report supporting next steps for proposed Bylaws No. 176 (OCP amendment) and Bylaw No. 177 (LUB Amendment). These bylaws are the first phase of OCP and LUB amendments outlined in the [project charter](#) primarily related to vacation home rental regulations. Implementation of First Nations interests, housing and other amendments are not included in these proposed bylaws.

The recommendations above are supported as:

- All statutory requirements have been completed including the required notification and the holding of a Public Hearing consistent with the *Local Government Act*;
- Public, government agency or First Nation concerns raised with the proposed bylaws have been considered by the LTC; and,

- All Islands Trust bylaw amendments require the approval of the Executive Committee of the Islands Trust prior to the consideration of adoption.

BACKGROUND

The Hornby Island Local Trust Committee (LTC) is considering Bylaw Nos. 176 and 177 that would amend the Official Community Plan (OCP) and Land Use Bylaw (LUB).

Bylaw 176 (OCP Amendment) – amending the OCP with:

- A new requirement for a Temporary Use Permit for vacation home rental use;
- New policies supporting housing diversity;
- A new policy supporting housing in the ALR consistent with ALC regulations.

Bylaw 177 (Land Use Bylaw Amendment) – amending the LUB by:

- Amending the definition of ‘structure’ to exclude cisterns;
- Amending the definition of ‘vacation home rental use’ to specify guests less than 30 days;
- Amending the PU(a) site specific zone to include community housing;
- Introducing new Temporary Use Permit guidelines for vacation home rental use.

Both Bylaw Nos. 176 (OCP) and 177 (LUB) were given First Reading on August 9, 2024. Several amendments were made during Second Reading. Bylaw No. 176 was given Second Reading on May 16, 2025 and Bylaw No. 177 was given Second Reading as amended on June 26, 2026.

A Community Information Meeting (CIM) was held in spring 2026. All written Public Correspondence 2022-2026 is available on the [website](#). Referrals were sent out to government agencies, organizations and First Nations in 2024. The September 1, 2026 Public Hearing was a quasi-judicial process within and following which specific procedures must be followed.

The procedural steps following the close of the Hearing are as follows:

1. Consideration of Second Reading, as amended (this may include further changes to alter a bylaw);
2. Consideration of Third Reading;
3. Forwarding of the bylaws to Executive Committee for approval;
4. Forwarding the OCP amendment to Ministry of Municipal Affairs and Housing for approval; and
5. Final LTC consideration and adoption.

Following the close of the Public Hearing, the LTC may not hear further submissions without holding a new Public Hearing. The principle is that if new information is considered by the LTC, all other interested parties also need to have the opportunity to consider any new relevant material and to make further representations to the LTC. The courts have clarified that this does not open the door to endless Public Hearings: a local government body can legitimately decide that after a hearing if it wishes to hear further from staff on issues raised at the hearing.

ALTERNATIVES

1. Amend the Bylaw(s)

That the Hornby Island Local Trust Committee proposed Bylaw No. 176, cited as “Hornby Island Official Community Plan Bylaw No. 149, 2014, Amendment No. 1, 2024” be amended as follows:...

That the Hornby Island Local Trust Committee proposed Bylaw No. 177, cited as “Hornby Island Land Use Bylaw No. 150, 2014, Amendment No. 1, 2024” be amended as follows:...

2. Proceed no further

That the Hornby Island Local Trust Committee proceed no further with Bylaw Nos. 176 and 177.

NEXT STEPS

If the recommendations are supported:

- Bylaw Nos. 176 and 177 will be forwarded to the Islands Trust Executive Committee for approvals;
- Bylaw 176 (OCP Amendment) will be forwarded to the Minister of Municipal Affairs and Housing for approval; and
- Bylaw Nos. 176 and 177 will be returned to the LTC for final adoption.

Submitted By:	Sonja Zupanec, Island Planner Chad Townsend, Island Planner	August 18, 2026
Concurrence:	Renée Jamurat, RPP, MCIP, Regional Planning Manager	August 20, 2026

ATTACHMENTS

1. Bylaw 176 (OCP)
2. Bylaw 177 (LUB)

PROPOSED

HORNBY ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 176

A BYLAW TO AMEND HORNBY ISLAND OFFICIAL COMMUNITY PLAN, 2014

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

1. This bylaw may be cited for all purposes as “Hornby Island Official Community Plan Bylaw No. 149, 2014, Amendment No. 1, 2024”.
2. Hornby Island Local Trust Committee Bylaw No. 149, cited as “Hornby Island Official Community Plan, 2014,” is amended as per Schedule “1” and “2” attached to and forming part of this bylaw.

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

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

PUBLIC HEARING HELD THIS - DAY OF - , 202x

READ A THIRD TIME THIS - DAY OF - , 202x

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

- DAY OF - , 202x

APPROVED BY THE MINISTER OF MUNICIPAL AFFAIRS AND HOUSING THIS

- DAY OF - , 202x

ADOPTED THIS - DAY OF - , 202x

Chair

Secretary

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

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

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

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

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

PROPOSED

HORNBY ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 177

A BYLAW TO AMEND HORNBY ISLAND LAND USE BYLAW, 2014

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

1. This bylaw may be cited for all purposes as “Hornby Island Land Use Bylaw No. 150, 2014, Amendment No. 1, 2024”.
2. Hornby Island Local Trust Committee Bylaw No. 150, cited as “Hornby Island Land Use Bylaw, 2014,” is amended as per Schedule “1” attached to and forming part of this bylaw.

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

READ A SECOND TIME THIS 26TH DAY OF JUNE , 2026

PUBLIC HEARING HELD THIS - DAY OF - , 202x

READ A THIRD TIME THIS - DAY OF - , 202x

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

- DAY OF - , 202x

ADOPTED THIS - DAY OF - , 202x

Chair

Secretary

HORNBY ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 177
Schedule “1”

1. **Schedule “A”** of Hornby Island Land Use Bylaw, 2014 is amended as follows:

1.1 **PART 1, INTERPRETATION, Section 1.1 Definitions**, the definition of **structure** is amended by adding the words “, and water storage cisterns.” After “related appurtenances”.

1.2 **PART 1, INTERPRETATION, Section 1.1 Definitions**, and the definition of **vacation home rental use** be deleted and replaced with:

“vacation home rental use means the use of a residential dwelling unit for the temporary accommodation of paying guests for a period of less than 30 consecutive days, where: (a) an owner or tenant of the lot on which the dwelling unit is located is ordinarily a resident in the dwelling and the vacation home rental use is occurring during a temporary absence of that owner or tenant; or (b) the owner or tenant is residing in another lawful dwelling on the same lot while the vacation home rental is occurring; or (c) the owner of the lot resides seasonally in the dwelling unit and the vacation home rental use is occurring during the absence of that owner; and includes such a use of a dwelling unit the residential use of which is a lawfully nonconforming use under Section 528 of the Local Government Act, unless such residential use is discontinued for a continuous period of six months.”

1.3 **PART 3, GENERAL REGULATIONS, Section 3.7 Vacation Home Rental Uses** be deleted and subsequent sections are re-numbered accordingly.

1.4 **PART 8, ZONE REGULATIONS, Section 8.1 Residential 1- Small Lot (R1) Zone (Galleon Beach, Shingle Spit, Sandpiper, Whaling Station Bay/Anderson Drive and portion of Klaver Lot)**, Subsection (1) (d) is deleted.

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

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

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

1.8 **PART 8, ZONE REGULATIONS, Section 8.21 Public Use (PU) Zone**, Subsection (9) **table** is amended by adding a new site specific regulation after “(d) Recycling depot” that reads “(e) Community housing, to a maximum density of 10 units per hectare and 24 live/work units per lot.”

1.9 **PART 10, TEMPORARY USE PERMIT AREAS, Section 10.1 Temporary Use Permits**, text is amended by adding the following sentence at the end of the paragraph “All Temporary Use Permit Objectives are listed in the Hornby Island Official Community Plan.”

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

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

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

- (a) The cumulative impacts of vacation home rentals on both the neighbourhood and the island as a whole shall be considered. Applications may be refused where the concentration or cumulative effect of vacation home rentals would result in unacceptable land use impacts, including but not limited to impacts on residential character, traffic, or housing availability.
- (b) Applicants for a Temporary Use Permit should provide:
 - i) Confirmation from an authorized person that the wastewater management system serving the vacation rental has been inspected within the previous six (6) months and complies with the Sewerage System Regulation, or confirmation identifying what upgrades or construction would be required for the system to achieve compliance. Where alternative wastewater systems (such as composting or waterless toilets) are proposed, documentation must demonstrate that the system complies with applicable regulations or has been designed and assessed by a qualified professional.
 - ii) Where the vacation rental is served by a water system supplying more than one dwelling, a copy of a valid operating permit issued under the Drinking Water Protection Regulation, if applicable.
 - iii) Confirmation from a qualified professional, within the previous six (6) months, that the groundwater or rainwater supply serving the vacation rental meets, or can be made to meet through specified treatment or management measures, the Guidelines for Canadian Drinking Water Quality for microbial and chemical quality.
 - iv) Where groundwater is the whole or partial water supply serving the vacation rental, confirmation from a qualified professional that the quantity of groundwater available to serve the vacation rental is sufficient for the intended use.
 - v) Where rainwater is the whole or partial water supply serving the vacation rental, documentation of the rainwater collection system and quantity of the storage is sufficient for the intended use.
- (c) a condition of the Temporary Use Permit should require the permit holder to post information for guests about awareness and sensitivity to the significant First Nations cultural heritage and archaeological sites on the island;
- (d) a condition of the Temporary Use Permit should prohibit recreational vehicles or camping;

- (e) a condition of the Temporary Use Permit should allow vacation home rental use only between May 1 – September 30;
- (f) a condition of the Temporary Use Permit should allow no more than 2 beds per bedroom and no more than three bedrooms to be used for dwellings on lots less than 1.0 hectare in size; or more than four bedrooms if the lot has an area of 1.0 hectare or more.
- (g) a condition of the Temporary Use Permit should restrict occupancy during any period of seven consecutive days to only one guest or guest party;
- (h) a condition of the Temporary Use Permit should limit occupancy and signage on the property;
- (i) a condition of the Temporary Use Permit should require specific information to be posted to guests regarding the location of property lines by way of a map, any applicable noise bylaws, measures to address water conservation, fire safety, storage and management of garbage, septic system care and control of pets (if pets are permitted) as stated in the Temporary Use Permit or as determined by the owner or manager to effectively manage the site; and
- (j) any other requirements the Local Trust Committee may consider appropriate.”



DATE OF MEETING: September 1, 2026

TO: Hornby Island Local Trust Committee

FROM: Renée Jamurat, Regional Planning Manager
Northern Team

COPY: Sonja Zupanec, Island Planner – Project Planner
Mary Storzer, RPM, Regional Planning Team support

SUBJECT: 2027-2028 Business Case for Staffing Resource Support for TUP Processing of STVRs

RECOMMENDATIONS

1. That the Hornby Island Local Trust Committee has considered the Executive Committee recommendations and approves the business case for staffing resource support for Temporary Use Permit processing of short-term vacation rentals.
2. That the Hornby Island Local Trust Committee requests staff forward the business case to the Financial Planning Committee and Regional Planning Committee for comment and consideration for inclusion in the 2027-2028 budget.

REPORT SUMMARY

The purpose of this report is to present the drafted business case for staffing support for the processing of Temporary Use Permits related to short term vacation rentals, should Proposed Bylaw Nos. 176 and 177 be adopted in 2027. Should the Local Trust Committee (LTC) approve the business case, staff will forward it to both the Regional Planning Committee and Financial Planning Committee for comment before forwarding to Trust Council for approval in the 2027/28 budget.

BACKGROUND

The Hornby LTC sought comment from the Executive Committee (EC) on the proposed TUP processing for vacation rentals, which has wider resource implications to Planning Services. The EC passed the following resolutions on July 8, 2026:

THAT the Executive Committee advise the Hornby Island Local Trust Committee that it has considered administrative capacity, financial resourcing and regulatory requirements, and implementation processes associated with Proposed Bylaw Nos. 176 and 177, and that it has no concerns at this time.

THAT the Executive Committee advise the Hornby Island Local Trust Committee that it has no concerns on submitting a business case based on the option 2 for budget consideration.

Following these resolutions, the LTC directed staff to schedule a CIM and Public Hearing which will be held on September 1, 2026.

The EC passed the following additional resolutions for the LTC to consider:

1. THAT the Executive Committee recommend to the Hornby Island Local Trust Committee, as part of developing its 2027/28 budget and business case to evaluate other options that could reduce financial and resource requirements, that the LTC work collaboratively with the Comox Valley Regional District to commission an independent study examining the benefits and impacts of short-term rentals on Hornby Island; and
2. THAT the study provide an objective, evidence-based assessment of the effects of short-term rentals on, including but not limited to housing availability and affordability, the local economy, tourism, neighbourhood character, infrastructure, community well-being, and other issues specifically related to Hornby Island, such as, ferry capacity, solid waste management, freshwater, and emergency response; and
3. THAT the study identify and evaluate the full range of regulatory and management tools available to both the Comox Valley Regional District and the Hornby Island Local Trust Committee, including business licensing, land use regulations, enforcement mechanisms, and other policy options, to support informed decision-making by both authorities.
4. THAT should the HOLTC undertake a study, that the Executive Committee request staff to explore opportunities for grant funding and other external financial support that may be available to the Hornby Island Local Trust Committee and/or the Comox Valley Regional District to help expedite an independent study, with the objective of completing the work in time to inform the 2027/28 budget and any resources required to implement the preferred management approach.

ANALYSIS

The Executive Committee recommended to the LTC as part of drafting this business case, to evaluate other options that could reduce financial and resource requirements such as a study, collaborate with the Comox Valley Regional District, and evaluate a range of regulatory and management tools.

Staff seek direction from the LTC on whether it wishes to request further evaluation at this time and prior to proceeding further with the bylaw readings, of any other options that could reduce financial and resource requirements, and/or explore any of the EC recommendations.

Recall that zoning (regulatory) options have been provided to the LTC in the work leading up to this point. Conversation with the Regional District regarding land use and business licensing processes, and timing has occurred, with the LTC giving direction to amend its land use bylaws to regulate short term vacation rentals as a use.

Should the LTC wish to contemplate more work at this time, staff recommend that the LTC indicate its request by resolution as provided in the Options section of this report.

OPTIONS

The LTC may consider the following options:

1. **(Recommended) Approve Business Case for budget submission as presented.**

If this option is selected then staff will submit the business case for the 2027-28 budget approval. As raised in previous staff reports, the adoption of Bylaws Nos. 176 & 177 should

occur after Trust Council's approval of this budget request for staff support, so that administrative capacity is confirmed to prepare for the volume of TUP applications anticipated as a result of the adopted bylaws.

2. Request further analysis on ways to reduce financial and resource requirements of the proposed TUP approach for regulating vacation rentals before proceeding further with the business case and bylaw readings.

Should the LTC wish to undertake more analysis, then staff advise that the budget request will not be submitted in time for the 2027-2028 budget cycle, and the bylaw readings will be paused. This will require LTC direction given through the major project workplan as it will have implications on project scope, budget and timelines and likely require a second public hearing if new information pertaining to the bylaws is considered during the analysis. The following resolution is recommended:

That the Hornby Island Local Trust Committee request staff provide information on [insert specifics here].

3. Receive for information.

The LTC may choose to proceed no further with the proposed bylaws or project. The following resolution is recommended:

That the Hornby Island Local Trust Committee proceed no further with Proposed Bylaw Nos. 176 and 177.

RATIONALE FOR RECOMMENDATION

The LTC has given consideration to the proposed bylaws, desired processing approach to implement the short-term vacation rental regulations, and sought comment from Executive Committee regarding wider implications to staff capacity, processing systems, and decision pathways. Staff recommendation is provided on page 1 of this report.

Next Steps:

If the LTC concurs with the staff recommendations, the business case will be forwarded for 2027-28 budget deliberations and approval.

Consideration of adoption of the proposed bylaws can occur after Ministerial approval of Proposed Bylaw No. 176 (OCP) and if the business case is approved by Trust Council in March 2027.

Submitted By:	Renée Jamurat, RPP, MCIP, Regional Planning Manager	August 18, 2026
Concurrence:	Stefan Cermak, RPP MCIP, Director of Planning Services	August 19, 2026

ATTACHMENT

1. Draft Business Case – Hornby LTC Request for Temporary Staffing Support for TUP-STVR Processing – Planner 2 (temporary).



Islands Trust

Funding Request Business Case

Completion of this form initiates a request to the Senior Leadership Team, FPC, and ultimately Trust Council for allocation funding in the next fiscal year budget. The form is to be completed and submitted at the start of the decision-making process. The business case forms part of the Annual Budget Process (refer to Islands Trust Council Budget Process Policy 6.3.i).

TO BE COMPLETED BY INITIATOR

Requested by (*Committee or Operational Unit*):

Hornby Local Trust Committee

Department:

Planning Services

Name of Request:

Temporary Staffing Support for Proposed TUP-STVR Processing – Planner 2 (temporary full-time)

\$ Value of Request (*indicate by fiscal year and total if project is multi-year*):

Using the Staff Costing Budget tool (based on full time, temporary Planner 2 position)

Yearly expense (salary, benefits, equipment):
\$126,954

Pro-rated for 6 months: \$63,477

Budget Source (select all that apply):

☐ **Specific Project Funding** (select all that apply)

- ☐ Third Party Contractors
- ☐ Staff Travel Expense
- ☐ Staff Overtime Expense
- ☐ New Staff Member – Temporary for project
- ☐ Computer Hardware/Software

☐ **Furniture (Finance) & Tech. Equipment (IS)**

☐ **Computer Hardware/Software/Supplies**

☒ **New Staff Resources** (see Attachment 1: Staff Costing Budget Tool)

☐ **Permanent**

☒ **Temporary**

Temp Duration: up to 6 months

☐ **Other Funding Sources (i.e. grants) – please describe:** _____

Date of Submission to Finance:

September 2, 2026

Funding Required for (date range):

Fall (October) 2027 to Winter (March) 2028 for May-September 2028 vacation rental season.

TIE TO ISLANDS TRUST GUIDING DOCUMENTS:

- This request comes through the Hornby LTC's project to update their OCP and LUB, whereby the LTC is proposing regulating short term vacation rentals (STVRs) through Temporary Use Permits.

[LTC to confirm applicable Policy Statement directives below.]

From the [Policy Statement](#):

- Policy 5.2.1 Trust Council holds that growth and development in the Trust Area should be compatible with preservation and protection of the environment, natural amenities, resources and community character.

- 5.2.4 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.
- 5.7.2 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.

ISSUE/OPPORTUNITY:

This request is made by the Hornby LTC to address an anticipated administrative capacity issue need to process an influx of Temporary Use Permits (TUPs) as a result of their proposed OCP and Land Use Bylaws Nos. 176 & 177 being adopted to allow the regulation of short-term vacation rentals through TUPs.

As part of their major project the HO LTC wishes to amend their Land Use Bylaw to regulate short term vacation rentals (STVR) through issuance of a Temporary Use Permit. The potential result should this amendment be adopted, is that there may be an influx of TUP applications submitted, all requesting approval for the same period of time prior to the spring 2028 vacation rental season on Hornby Island.

The LTC asks that the budget request utilize the revenue generated through the TUP application fees to justify the request for the staff support. Temporary staff support is anticipated for 6 months to help with processing new TUP applications.

The northern office RPM has raised concern that the current capacity of the northern office to process applications will experience challenges and not be able to handle the timely processing of an influx of over approximately 30 TUP applications in addition to the expected current planning work.

The benefit of approving this request will be to support the LTC in its processing of TUP applications ahead of their 2028 rental season should the amendment be adopted, while minimizing the impact to service levels provided by the northern office team such as application processing, enquiries, other Local Trust Areas' work programs and staff workload.

Background:

- Further information is referenced in Staff reports to the Hornby LTC dated June 26, 2026 & September 1, 2026, and Executive Committee July 8, 2026.
- This is a one-time request for new TUP applications; however, staff may see the need arise again for renewals in the future, based on the length of TUP term set by the LTC and the number of applications that are submitted. That timeframe and corresponding capacity need is unknown to staff at this time.
- The report was presented to Executive Committee for consideration and comment on July 8, 2026, and the EC had no concerns at that time. It recommended to the LTC as part of drafting this business case, to evaluate other options that could reduce financial and resource requirements such as a study, collaborate with the Comox Valley Regional District, and evaluating a range of regulatory and management tools. **[ADD ANY DIRECTION FROM SEPT. 1 LTC MEETING.]**

PROJECTED RESULTS/DELIVERABLES:

- This staffing request approval will support the temporary operational challenge of processing a large amount of TUP applications in a short time frame, amongst the current workload of the Northern Planning team.
- The result of hiring support staff is anticipated to result in bringing forward TUP applications to the LTC ahead of the 2028 vacation rental season.

- This approval may support more efficient completion of work with focussed staff processing Hornby TUP applications, and desire by vacation rental operators to receive a decision in a timely manner.
- Overall, the proposed short term vacation rental TUP regulations represent a concentrated workload with an anticipated higher administrative demand in the initial year followed by lower but recurring cyclical renewal activity, and with a request to Trust Council that the corresponding revenues be used to offset the costs of hiring additional temporary staff.

ALTERNATIVES CONSIDERED:

Option 1 (recommended): Hire Planner 2 for 6 month term, Temporary Auxiliary or Permanent 'As & When'.

Benefits –

An additional temporary Planner 2 will provide capacity support to process the anticipated influx of TUP applications for Hornby Island. Supports management of staff workload, anticipated to help maintain current levels of service and targeted application processing timeframes.

Preference is for a permanent 'As and When' Planner term with funding for 6 months, to allow the option to request support in future years if needed, respond quicker to future need, saving time on hiring process.

Risks –

- Offers a temporary solution to a bylaw regulation, and may likely need to be requested again in the future.
- Staff anticipate budget challenges with Trust Council supporting a staffing budget request for a Planner 2 which may not be revenue neutral, and as a result more information may be needed.

Financial implications –

- The Hornby Island Fees Bylaw currently sets the fee for a Temporary Use Permit application at \$2,327 and \$758 for a renewal application (both subject to a 2% increase each April 1). No amendments to the fees bylaw are anticipated as part of this review project although Trust Council has requested a general fee review with options being targeted for presentation at the September 2026 Trust Council.
- In financial terms, Year 1 (and subsequent intake years) could generate approximately \$202,449 in application fee revenue (87 TUP scenario × \$2,327), while a full renewal cycle would generate approximately \$65,946 in renewal fee revenue (87 TUP scenario × \$758). These estimates are based on processing 87 applications.

The LTC requests the needed staffing be funded as an enhanced service level of the LTC from the Trust Council base budget for the next fiscal budget (2027-2028) in order to hire staff to process TUP applications. Part of this request would be to monitor and report to Trust Council the differences at year end between TUP application fee revenues and the costs of the new staffing position(s).

Resource requirements –

- Estimated processing times: New application = approximately 22 hours of staff time; Renewals = approximately 5.5 hours.
- Using a scenario of anticipated volume of up to 87 new permits in Year 1 and up to 87 renewals on a three-year cycle, this equates to a peak workload of approximately 1,914 staff hours in the initial intake years and approximately 479 staff hours in renewal years.
- The number of eighty-seven (87) permits is used because it represents the approximate known number of STVRs currently.
- Assumes current staffing levels for the northern office has a processing threshold of 20-30 new TUP applications before more staff were needed to assist.

- This scenario translates to a 'shortcoming' of staffing resources of approximately 1,254 hours which would be needed to process an additional 57 TUP applications (or over the threshold of 30 TUP applications).
- The LTC must consider (and staff must process) all TUP applications that come in regardless of the 'administrative intake' timeframe. The LTC must consider those TUP applications on its merits; and approval is at the LTC discretion.

Other implications include -

- Hiring process would be initiated after budget approval by TC and bylaw adoption by LTC.
- Must allow time to coordinate hiring new staff and start of application intake, ahead of the targeted season.
- STVR TUPs intake could occur as early Fall 2027; approvals in Winter 2028 for May 2028 rental season.
- This would require less administrative resources to execute vs Option 3 but still requires resources to implement.

Option 2: Do Nothing, use existing staffing resources.

Benefits – No additional budget spent by Trust Council.

Risks – Longer processing times for applications, reduced staffing capacity/time to work on all northern LTC work programs, increased staff workloads, decreasing in service levels in northern office. May include reduced service levels for other services like enquiries, affecting all northern LTCs.

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

Financial implications – Potential staff overtime costs incurred.

Resource requirements –

- A general assumption is made that the current staffing levels for the northern office can process between 20-30 new TUP applications before more staff were needed to assist with the increasing number of applications submitted (i.e. up to 87).
- Re-allocating staff from non-required work to processing applications.

Other implications-

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

Option 3: Special Property Tax Requisition (to Hornby LTA) to fund temporary Planner 2.

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

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

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

Benefits – No capital budget is spent, represents a more transparent reflection of an area paying for a service generated by that area.

Risks –

- Staff do not anticipate support from Hornby Island community or LTC to increase taxes.
- Is not a common approach used by Islands Trust.
- In light of this financial process, staff is concerned that there will not be appropriate time to prepare operationally and accounting for the timing of the bylaw adoption, before the start of the rental season.

Financial implications –

- Special tax requisitions can only be considered through Trust Council's annual budget process.

Resource requirements –

- Trust Council approval is required to hire staff, which would be funded by the special property tax requisition.
- The hiring process for any newly approved temporary staff would begin after Trust Council's budget approval in March 2027, and after the LTC adopts the amended bylaw.
- This approach will require administrative resources and assistance from finance services to pursue budget request.

Other implications-

- For this option, the land use bylaw adoption is contingent on the March 2027 budget decisions, and so the bylaw adoption would occur after that.

RECOMMENDED OPTION RATIONALE:

The LTC request is based on Option 1 (recommended), and the LTC is satisfied that with the approval of this staffing resource, the implementation of the proposed bylaws can proceed without significant unexpected service disruption that extends beyond the LTC work program, impacting the ability to support the work programs of other Local Trust Committees and other service levels.

RISK ASSESSMENT:

- Complexity and multiple processes including timing of budget approval, bylaw adoption, hiring, and application intake may not align and impact the ability to process TUP applications in time for the May 2028 rental season.
- Factors outside of the LTC and staff control, is if there is an overwhelming number of applications that cannot be processed in time for the 2028 rental season, and as a result there may be some applications that will be processed later. Also, it may require more planners' time to process and may impact other services such as enquiries, extending out processing timelines for other applications.

COST/BENEFIT ANALYSIS:

Quantitative factors include:

- Request is for one (1) Planner 2 position for up to 6 months to address the anticipated 1,254 hours of staffing resources.
- Estimated hours of support needed: Based on the estimated processing times, each new application may require approximately 22 hours of staff time, while each renewal may require approximately 5.5 hours. Using a scenario of anticipated volume of up to 87 new permits in Year 1 and up to 87 renewals on a three-year cycle, this equates to a peak workload of

approximately 1,914 staff hours in the initial intake years and approximately 479 staff hours in renewal years.

- Assumes current staffing levels for northern office has a processing threshold of 20-30 new TUP applications before more staff were needed to assist.
- There is an estimated 'shortcoming' of staffing resources of approximately 1,254 hours for initial intake year. (The hours based on the processing applications beyond the threshold.)
- Since a full-time planner will provide up to 1800 hours of support, then it is anticipated that up to one (1) full-time temporary position will be needed to address the shortcoming of staffing resources.
- Hiring process takes about 4-5 months, involves the Hiring Manager (RPM), HR Advisor, staff training/onboarding, and related dedicated staff time. Estimated RPM hours for hiring process approx. 35 hours.

Qualitative factors include:

Assuming that Trust Council approves the temporary hiring of staff based on the recommended Option 1 (Request funds from base budget), additional implementation challenges and factors include:

- The influx to the volume of applications submitted, particularly in the intake years, will create a significant workload and require careful coordination to avoid delays. This includes not just planning resources to process applications and support project, but also administrative resources to support notifications.
- Other options may need to be explored to mitigate the increased processing demand & timing such as delegating TUP renewals. This would likely require amendments to Hornby LTC's administrative bylaws such as [Development Procedures Bylaw No. 74](#).
- In renewal years, without delegation to staff, all renewals would require LTC decision, increasing logistical meeting demands and staff time.
- Office space in northern office is currently at capacity; reconfiguration may be needed to accommodate additional staff working in the office.

PROCUREMENT PROCEDURE:

A hiring process will be undertaken in accordance with standard PSA hiring practices, including: posting of job to external sources, review of resumes, interviews, reference and criminal record checks, offer letter, on-boarding and training of new staff.

PROPOSED IMPLEMENTATION STRATEGY:

- March 2027 - Trust Council approval for staffing resource, funded by the base budget.
- April – September 2027: Hiring process would be initiated after budget approval by TC and bylaw adoption by LTC.
- STVR TUPs intake could occur as early Fall 2027; approvals in Winter 2028 for May 2028 rental season.
- Must allow time to coordinate hiring new staff and start of application intake, ahead of the targeted 2028 season.

STAFF RESOURCING:

- Request is for one (1) Planner 2 position for up to 6 months. The preferred approach is for a permanent 'As and When' term. For more information, see Attachment 1: Staff Costing Budget tool and Attachment 2: Planner 2 Job Profile.

Pre-hiring activities:

- RPM, Planning Services – screen applicant resumes, prepare and mark written assessment for applicants, conduct interviews, conduct reference checks, conduct offer – estimated 35 hours
- Employee Services Coordinator – administer job posting/resume collection/administer written assessments and interview scheduling, prepare offer letter, file for criminal record check – total 5 hours
- Interview Panellists (RPM + 2 others) – conduct interviews and post-interview discussions, 2 hours/interviewee per panellist.

Post-hiring activities:

- RPM, Planning Services – training/orientation with new staff, 2 weeks
- Employee Services Coordinator – process new hire paperwork, schedule/deliver basic new hire orientation and on boarding sessions – estimated 15 hours
- Others across organisation – orientation to other departments and relevant processes – 1-2 weeks

CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION:

- Internal communication to staff upon approval.
- Position posted to BC PSA and external sites.
- Staff have strongly recommended before bylaw adoption, to develop a clear public communication package and application guide that sets out submission requirements in detail to require complete applications at intake, reduce delays and applicant frustration, and improve transparency regarding the process and expectations.
- Note, the LTC must consider all TUP applications that come in after the target 'administrative intake' date, in order for an STVR to be approved in time for the 2028 rental season. Staff must process all TUP applications that come in, and the LTC must consider those TUP applications on its merits; and approval is at the LTC discretion.

ATTACHMENTS

1. Staff Costing Budget tool – Planner 2, temporary
2. Job Profile, Planner 2
3. Organizational Chart – Mark-up showing requested staffing

Requested by: Hornby Island Local Trust Committee

Prepared by: Renee Jamurat, Regional Planning Manager, July 23, 2026.

Reviewed with other Department Directors (if applicable): Finance, Regional Planning Team RPM.

Approving Director's signature

Date Director Approved

Attachment 1 - Staff Costing Budget tool – Planner 2, temporary

ISLANDS TRUST

STAFF SALARY TOOL - Auxillary STAFF

Step 1: Collect the Relevant Data

Grey shaded cells are formulaic, or set rates/dollars. Do not adjust these cells unless authorised by the DAS. Fill in all other non-shaded cells.

Fiscal Year:	2027/28
Department/Unit:	Planning Services
Position Title:	Planner 2
Classification + Grid:	Planning Officer Grid 24
Full Time Equivalent (FTE):	1.0
Base Annual Salary, STEP 1:	80,703.86 Salary Lookup Tool
Base Annual Salary, STEP 5:	91,936.08 Salary Lookup Tool
Vacation Paid in lieu	6.0% per BCGEU
Annual Health Benefit Paid in lieu max of \$67.90 bi-weekly	1771.5
PSA Benefit Rate:	25.4% dictated by PSA
TMA (Temporary Market Adjustment %)	3.3% Salary Lookup Tool Enter the % or zero if no TMA listed on Salary Lookup tool

Will this staff member be issued a cell phone? (Y/N):	N
Will this staff member require a LAPTOP? (Y/N):	Y
Will this staff member require a DESKTOP COMPUTER? (Y/N):	Y
Will this staff member travel as part of their role? (Y/N):	Y
Will this staff member require training in the year (Y/N):	N

if Yes, please fill in Step 4 of this tool.
if Yes, please fill in Step 4 of this tool.

Step 2: Calculate the starting salary

All cells formulaic, do not fill in any cells.

	Rate increase	Base Annual Salary	
		STEP 1	STEP 5
Base Annual Salary as at April 1, 2026		\$ 80,704	\$ 91,936
Estimated increase at April 1, 2027	3.00%	\$ 2,421	\$ 2,758
Opening salary for fiscal 2027/28		\$ 83,125	\$ 94,694

Step 3: Calculate the Fiscal Year Expense

Grey shaded cells are formulaic, or set rates/dollars. Do not adjust these cells unless authorised by the DFES. Fill in all other non-shaded cells.

		STEP 1	STEP 5
Base Annual Salary as at April 1, 2027		\$ 83,125	\$ 94,694
Vacation paid in lieu	6.0%	\$ 4,987	\$ 5,682
Annual Health Benefit Paid in lieu max of \$67.90 bi-weekly	1771.5	\$ 1,771	\$ 1,771
less: Unpaid Time off (assumed)	ALL		
Net Salary + Vacation Expense		\$ 89,884	\$ 102,147
Benefits Expense	25.4%	\$ 22,831	\$ 25,945
TOTAL SALARIES EXPENSE OF ROLE		\$ 112,714	\$ 128,093

Includes Employer portion of CPP/EI/Admin charges

Step 4: Associated Expenses (Travel, Cell phone, Incidentals)

Grey shaded cells are formulaic, or set rates/dollars. Do not adjust these cells unless authorised by the DFES. Fill in all other non-shaded cells.

TRAVEL: How to estimate this?

Please consider the following items in your estimates of travel costs:

	Estimated Dollars
Transportation Costs (flights/ferries/km allowances)	\$ 1,000
Accommodation	\$ -
Per Diems	\$ 1,000
Overtime considerations	
TOTAL TRAVEL	\$ 2,000

CELL PHONE - (connect with IS team)

Annual cell phone charges	TOTAL CELL	\$ -
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COMPUTER HARDWARE - (connect with IS team)

Purchase of new laptop (includes dual monitors/docking station/keyboard/mouse)	\$ 2,750
Purchase of new desktop	\$ 1,800
TOTAL HARDWARE	\$ 4,550

TRAINING

Estimated training costs (registrations)	\$ -
Estimated Travel for Training (transport/accom/per diems/OT)	\$ -
TOTAL TRAINING	\$ -

TOTAL INCIDENTAL CHARGES	\$ 6,550
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Step 5: Summarise the Estimated Expenses

All cells formulaic, do not fill in any cells.

Item	STEP 1	STEP 5
Salary + Vacation + health benefit allowance	\$ 89,884	\$ 102,147
Benefits	\$ 22,831	\$ 25,945
Total Salary and Benefits	\$ 112,714	\$ 128,093
AVERAGE	\$	\$ 120,404

Summary for Business Case Insertion

Salary + Benefits	\$ 120,404	Ongoing fiscal year cost
Travel	\$ 2,000	Ongoing fiscal year cost
Cell Phone	\$ -	Ongoing fiscal year cost
Computer - Laptop	\$ 2,750	One-time expense
Computer - Desktop	\$ 1,800	One-time expense
Training	\$ -	Ongoing fiscal year cost (may decrease over time)
TOTAL COST OF NEW POSITION in 1st year	\$ 126,954	

Total one-time expenses	\$ 4,550
Total ongoing yearly expenses	\$ 122,404

TITLE: PLANNER 2 (PLANNING OFFICER R24)

CLASSIFICATION: (GRID 24)

MINISTRY: ISLANDS TRUST
MINISTRY OF MUNICIPAL AFFAIRS

WORK UNIT: PLANNING SERVICES

SUPERVISOR TITLE: REGIONAL PLANNING MANAGER

SUPERVISOR POSITION #: 36532 (GAB)
36529 (VIC)
36550 (SSI)

PROGRAM

Located in Coast Salish territory, the Islands Trust is a special purpose government responsible for protecting the unique amenities and environment of more than 450 islands and surrounding waters in the southern Strait of Georgia and Howe Sound. Created by the Province via the Islands Trust Act, Islands Trust plans and regulates local land use, coordinates with other level of government and First Nations on key issues impacting the area, and protects land through the Islands Trust Conservancy.

JOB OVERVIEW

The Planner 2 provides support to Local Trust Committees (LTCs) and community commissions and committees within an assigned regional area of the Islands Trust. Acting under the supervision of a Regional Planning Manager (RPM) or an Island Planner, the Planner 2 is responsible for various planning related duties including: processing planning applications and referrals of varying complexity, preparing covenants and other legal documentation in consultation with Islands Trust legal advisors, drafting bylaws, managing LTC projects and undertaking planning and community consultation processes under the guidance of a more senior planning officer or supervisor. The Planner 2 may also represent Planning Services (PS) at LTC meetings, community information meetings, public hearings, or Islands Trust committee meetings when requested by the Regional Planning Manager.

Other duties may include responding to general planning enquiries, conducting planning related research, instructing GIS and mapping staff on mapping support, and assisting in Bylaw Enforcement related matters.

ACCOUNTABILITIES

- Processes planning applications and referrals of varying complexity as assigned by the Regional Planning Manager including, but not limited to, Official Community Plan (OCP) and Land Use Bylaw (LUB) amendments, temporary use permits, development permits and development variance permits, siting and use permits, building permit referrals, subdivision referrals, Liquor Control Licensing Board referrals, Agricultural Land Commission referrals, and Crown agency referrals;
- Undertakes inter-agency and First Nations liaison in conjunction with application and bylaw referrals and as requested by a Regional Planning Manager;
- Provides planning and administrative support at LTC meetings;
- Facilitates community input to consider planning issues by organizing and administering community information meetings, Advisory Planning Commission meetings, and Public Hearings;
- Under direction from the Director of Planning Services or a Regional Planning Manager, provides principal staff liaison with Islands Trust solicitors on preparation of covenants and other legal documentation, including documentation required for litigation;
- Responsible for routine updates to OCPs, LUBs, and administrative bylaws including the preparation and processing of amending bylaws.

OTHER JOB DUTIES AND TASKS:

- Responds to public enquiries received in person, by telephone, by e-mail or in written correspondence;
- Conducts research and prepares reports for presentation to local trust committees in conjunction with permit applications, proposed bylaw amendments and referrals;
- Provides instruction or assistance to other Islands Trust staff regarding notices, scheduling of meetings, mapping requests and other administrative and technical processes necessary to support planning processes;
- Undertakes research on topical policy issues including data collection and coordination, data presentation, issues identification and policy opportunities assessment;
- Supports the activities of the Regional Planning Manager, Director of Planning Services, and other staff as required;
- Assists Bylaw Enforcement Officers with bylaw enforcement procedures.

JOB REQUIREMENTS

Education and Experience:

- A university degree in planning or a related field such as geography or urban studies, and a minimum of two years land use planning experience, or an equivalent combination of education and experience;
- Valid driver's license.

Preference may be given to candidates who also have:

- Experience working in a BC local government planning office;
- Experience processing land use applications including Official Community Plan (OCP) and Land Use Bylaw (LUB) amendments, development permits and development variance permits, subdivision referrals, and Agricultural Land Commission referrals;
- Experience working with First Nations and rural communities;
- Previous involvement in OCP or other community planning processes;
- Membership or eligibility for membership, in the Canadian Institute of Planners;
- Experience with local government planning.

Required Skills:

- A working knowledge and understanding of the *Local Government Act* and other Provincial policies and legislation applicable to land use planning in the Province of BC;
- Understanding of common law principles applicable to land use planning and related statutory processes;
- Excellent oral and written communication skills;
- Ability to work effectively both in a team environment and independently, with minimal supervision;
- Ability to establish and maintain respectful and diplomatic working relationships with applicants, trustees, staff, agencies and the public;
- Ability to work effectively under pressure and manage and prioritize workload;
- Ability to maintain organized and complete files for assigned projects, applications and referrals.

BEHAVIOURAL COMPETENCIES

- **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.

- **Information Seeking** is driven by a desire to know more about things, people or issues. It implies going beyond the questions that are routine or required in the job. It may include "digging" or pressing for exact information; resolution of discrepancies by asking a series of questions; or less-focused environmental "scanning" for potential opportunities or miscellaneous information that may be of future use.
- **Concern for Order** reflects an underlying drive to reduce uncertainty in the surrounding environment. It is expressed as monitoring and checking work or information, insisting on clarity of roles and functions, etc.
- **Service Orientation** is the desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.
- **Teamwork and Co-operation** the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.

INDIGENOUS RELATIONS BEHAVIOURAL COMPETENCIES

- **Sustained Learning and Development** means continually increasing your ability to build and maintain respectful and effective relationships with Indigenous peoples. Central to this competency is appreciating that there are many other cultural understandings of knowledge and ways of working that have legitimacy and deserve respect—and therefore require our continual learning and development, including direct exposure to cultural and community ways. It includes an eagerness to continually reflect upon and assess your own level of cultural agility and competence, self-awareness and expertise. It means being willing to learn in new and different ways and appreciating how diverse ways of thinking and acting can ensure the success of the BC Public Service in supporting Indigenous self-determination.

Islands Trust Staff Organization Chart





REQUEST FOR DECISION

To: Hornby Local Trust
Committee

For the Meeting of: September 1, 2025

From: Finance and Employee
Services

Date Prepared: August 21, 2026

SUBJECT: Proposed Draft 2027/28 LTC Operating Budgets

RECOMMENDATION:

That the Hornby Local Trust Committee submit the proposed draft 2027/28 local trust committee operating budget for inclusion in the Trust Council draft 2027/28 budget.

DIRECTOR, FINANCIAL AND EMPLOYEE SERVICES COMMENTS:

Seeking early input from local trust committees (LTCs) on their proposed draft operating budgets for the upcoming fiscal year ensures planned operating activities of the LTC are appropriately captured and funded. This approach brings the LTC budget processes into alignment with other Trust-legislated bodies, as well as Trust Council's policy on budget process.

PURPOSE:

To seek input and endorsement from the LTCs on their proposed draft operating budgets.

LTCs are asked to consider both their project budget needs, **as well as** their operating expense budget needs, in accordance with Trust Council's policy, in this and future budget cycles. This approach provides an opportunity for LTCs to be directly involved in setting budgets for all their areas of oversight and ensures appropriate consideration of actual future plans for the LTC.

BACKGROUND:

Trust Council's [Budget Process policy](#) states the following:

"Local trust committees (LTCs) are asked to provide their project needs and review their local trust committee expense budgets, passing any resolutions required to adopt/modify their budget proposals."

In recent history, LTCs have appropriately submitted budget requests for projects, but have omitted submissions for operating expense budgets. In the absence of these submissions, Islands Trust Financial and Employee Services staff have drafted LTC operating budgets for inclusion in Trust Council's draft budgets. Figures have been based on historical spending trends for each LTC, plus anticipated changes in LTC operations or activity levels as communicated to Financial and Employee Services staff via the Planning Services department.

Planning Services staff prepare draft funding request business cases for major LTC projects; these are reviewed under separate agenda item(s). Financial and Employee Services staff have prepared proposed draft LTC operating expense budgets, which have been refined by Planning Services staff as needed to reflect actual known plans of the LTC. The proposed draft LTC operating expense budget amounts (attached) have been developed based on the following:

BUDGET LINE	PAYS FOR	METHODOLOGY
Trustee Expenses	Travel and other reimbursable expenses for local trustees on LTC business, trustee training/conference attendance associated with the role on the LTC.	Based on recent spending trends for recurring costs, increased by estimated 3% for inflation. No amounts for training have been included in the proposed draft budget attached, as budget <u>requests for local trustee training must be submitted to the budget cycle by way of resolution and training request form for specific identified training needs</u> . See TC Policy 6.12.1 Trustee Training/Conference s 1.3.
Executive Committee on LTC	Travel expenses for LTC Chairs to participate in LTC business, such as LTC meetings, public hearings, and CIMs.	Amounts are set by Executive Committee , based on spending trends for the current year, increased by an estimated 3% for inflation. This budget line is challenging to budget for in an election year when it is not known where new LTC chairs may be travelling from in the new term. This line is presented to the LTC for their information as LTC operations impact this budget.
LTC Meeting Expenses	Travel expenses for staff attending LTC meetings, public meeting notices, meeting venue rental, and contracted minute taker costs where applicable.	Based on recent spending trends for LTC meetings, and the estimated number of LTC meetings to be held next fiscal year. Election years can see disruptions to regular meeting schedules; however, it is assumed the number of meetings will remain stable despite potential changes in scheduling for outgoing/incoming trustees.
APC Meeting Expenses	Travel expenses for staff attending APC meetings, public meeting notices, meeting venue rental, contracted minute taker costs where applicable.	Amounts are set by RPMS , based on actual number of planned APC meetings - RPMS to inform Finance and Employee Services or amend the draft budget before presenting to

		LTCs, increased by 3% for estimated inflation.
Local Exp: Communications	Cost of Trustee communications in local publications, where applicable.	Based on recent spending trends, increased by 3% for estimated inflation. <i>*For Hornby LTC, there is no budget that has been allocated or requested the previous or current fiscal years.</i>

LTCs should be aware of, and pay attention to, the following Trust Council policies, as identified in section 4 of this policy, to inform their budget discussions.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: None.

FINANCIAL:

LTC involvement in setting their operating budgets as well as project budgets reduces the risk of budget amounts being misaligned with planned LTC activities.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS:

Planning Services staff will forward the LTC's proposed draft budget requests, amended as necessary, to Financial and Employee Services staff by **September 4th** each year, for incorporation in Islands Trust Council's draft budget. Financial Planning Committee and Trust Council will review and endorse the requests in the consolidated draft budget for Islands Trust Council approval.

FIRST NATIONS RELATIONS: None.

RELEVANT POLICY(S):

[Policy 6.3.1 Budget Process](#)

[Policy 6.3.2 Special Property Tax Requisition](#)

[Policy 6.12.1 Trustee Training/Conference](#)

[Policy 5.9.1 Best Management Practices for Delivery of Local Planning Services](#) – to be mindful of the impact of staff overtime and to schedule regular business meetings accordingly

RESPONSE OPTIONS

Recommendation (Resolution):

“That the Hornby Local Trust Committee submit the proposed draft 2027/28 local trust committee operating budget for inclusion in the Trust Council draft 2027/28 budget.”

Alternative:

The LTC may direct changes to the proposed draft 2027/28 LTC operating budget prior to submission. The LTC should specify the changes, and the following resolution is suggested:

“That the Hornby Local Trust Committee submit the revised proposed draft 2027/28 local trust committee operating budget for inclusion in the Trust Council draft 2027/28 budget.”

ATTACHMENT:

1. Proposed Draft 2027/28 Hornby LTC Operating Budget (include prior years actuals or budget for comparative purposes)

Prepared By:	Derek Cockburn, Director, Financial & Employee Services
Reviewed By:	Stefan Cermak, Director, Planning Services/ July 14, 2026
Approved By:	Rueben Bronee, CAO / July 17, 2026

Hornby Island Local Trust Committee
LTC Budget Request
Fiscal Year: 2027-28

Account #	Description	Account includes these expenses	2023-24 Actual Spending	2024-25 Actual Spending	2025-26 Actual Spending	2026-27 Approved Budget	Recommended 2027-28 Budget Request	\$ Change	% Change	Comments
65000-635	Trustee Expenses	Local trustees (not Chair) travel to conferences/meetings with outside organizations approved by resolution, office supplies, etc.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	
65050-610	EC on LTC	All Chair costs for travel to meetings of the LTC including PH and CIM		\$ 2,054	\$ 1,201	\$ 1,212	\$ 1,760	\$ 548	31%	EC sets budget - do NOT override
65200-635	LTC Meeting Expenses	All travel by Planning staff to attend Meetings, minute taking, meeting ads, and Hall rental	\$ 2,667	\$ 2,624	\$ 1,619	\$ 2,260	\$ 2,330	\$ 70	3%	
65210-635	APC Meeting Expenses	Minute taking, ads for members, and Hall rental	\$ 430	\$ 2,180	\$ -	\$ 2,970	\$ 3,060	\$ 90	3%	
65220-635	Communications	Trustee summary, notes and communications to the public that go into publications	\$ -	\$ -	\$ -	\$ -		\$ -	0%	
Totals			\$ 3,098	\$ 6,858	\$ 2,820	\$ 6,442	\$ 7,150	\$ 708	10%	



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

HIGHLIGHTS OF ISLANDS TRUST CONSERVANCY MARCH 17, 2026 BOARD MEETING

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

- The ITC Board Chair rose and reported that it has approved spending of up to \$5,000 from the Land Securement budget to support a potential nature reserve securement in the Lasqueti Island Local Trust Area.
- The ITC Board requested staff to allocate undesignated donations received in the 2025-26 fiscal year to the Property Management Fund to support management of Islands Trust Conservancy protected areas.
- The ITC Board requested staff to notify the Lasqueti Island Local Trust Committee that ITC's interests are unaffected by proposed Bylaw No. 107, Lasqueti Island.
- The ITC Board requested staff to notify the Island Planner for Denman Island that approval of Bylaws 256 and 257 is endorsed by the ITC Board on the basis that the proposed bylaws brings the Official Community Plan and zoning into alignment with the conservation purpose of the subject properties and adds another layer of protection from development.
- The ITC Board accepted the conservation proposal submitted by Marilyn Walker to place a Natural Area Protection Tax Exemption (NAPTEP) covenant on approximately 2.5 ha of a Salt Spring Island property.
- The ITC Board requested staff to forward the ITC quarterly update to Trust Council local trust committees, and Bowen Island Municipality for the Conservancy Report agenda item, following its receipt at Trust Council.
- There is a joint Executive Committee/ITC Board meeting on April 15, 2026.
- The next Islands Trust Conservancy Board meeting is May 12, 2026.

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: August 25, 2026

Development Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20260195	Jonathan Bixby	5/5/2026	8180 ANDERSON DR, HORNBY ISL	Development Permit application for the existing shed and rainwater cistern installed on the property. These accessory structures are located within the Riparian Development Permit Area
Planner		Status	Most Recent Completed Activity	
Ian Cox		Under Review	Planning Review	

Application Number	Applicant Name	Date Received	Address	Purpose
PLDP20260159	Reina LeBaron	4/16/2026	4305 CENTRAL RD, HORNBY ISLA	Adding accessible washroom to the community hall
Planner		Status	Most Recent Completed Activity	
Ian Cox		Local Trust Committee	Email Applicant of LTC Meeting	

Hornby

Development Variance Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20260196	Jonathan Bixby	5/5/2026	8180 ANDERSON DR, HORNBY ISL	Application to vary the lot line for the studio and lot coverage of the Single Family Dwelling. Cross-refer PLDP20260195.
Planner	Status	Most Recent Completed Activity		
Ian Cox	Under Review	Add Optional Referrals		

Application Number	Applicant Name	Date Received	Address	Purpose
PLDVP20260162	Katherine Davies	4/19/2026	5445 CAMPBELL RD, HORNBY ISL	Requesting a Development Variance Permit to reduce the minimum setback from 30 metres to not less than 22 metres from the septic system to a neighbouring well.
Planner	Status	Most Recent Completed Activity		
Ian Cox	Approved	Record LTC Decision/Update FUAL		

Rezoning

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20260072	COMOX VALLEY (R	2/18/2026	4315 SHINGLE SPIT RD, HORNBY	CVRD is requesting to amend the Hornby Island Land Use Bylaw (Bylaw Amendment application - Land use) to create a site-specific zone to allow a community boat launch use and to match the marine area boundaries of the provincial tenure to replace the boat launch.
Planner	Status	Most Recent Completed Activity		
Stephen Baugh	Under Review	Generate Complete Application Letter		

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
PLSUP20260346	Tom Molfenter and S	8/17/2026	6885 ANDERSON DR, HORNBY ISL	
Planner	Status	Most Recent Completed Activity		
Rob Pingle	Under Review	Add Optional Referrals		

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	

Hornby

Temporary Use Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLTUP20260228	Greg Titcomb	5/22/2026	6060 CENTRAL RD, HORNBY ISLA	TUP application to operate a seasonal juice bar and operate outdoor seasonal vendor tables.
Planner		Status	Most Recent Completed Activity	
Ian Cox		Under Review	Add Optional Referrals	

Application Number	Applicant Name	Date Received	Address	Purpose
PLTUP20260296	Jon Laskin	7/9/2026	3005 ST. JOHN'S POINT RD, HORN	TUP application to operate Bakery and Pizzeria
Planner		Status	Most Recent Completed Activity	
Ian Cox		Under Review	Add Optional Referrals	

Application Number	Applicant Name	Date Received	Address	Purpose
PLTUP20260161	Kyle Young	4/17/2026	4000 CENTRAL RD, HORNBY ISLA	Application for Temporary Use Permit to allow six recreational vehicles sites to be used for residential accommodation in RVs on the property.
Planner		Status	Most Recent Completed Activity	
Ian Cox		Local Trust Committee	Email Applicant of LTC Meeting	

Hornby

Application Number	Applicant Name	Date Received	Address	Purpose
PLTUP20260187	Ford's Cove Marina	4/29/2026	10835 CENTRAL RD, HORNBY ISLA	Application for TUP to construct staff accommodation
Planner		Status	Most Recent Completed Activity	
Ian Cox		Local Trust Committee	Email Applicant of LTC Meeting	

Islands Trust
LTC EXP SUMMARY REPORT F2027
Invoices posted to Month ending June 2026

635 Hornby	Invoices posted to Month ending June 2026	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
LTC Local				
65050-635	LTC "Executive Expense on LTC's"	1,212.00	855.75	356.25
65200-635	LTC - Local Exp - LTC Meeting Expenses	2,260.00	333.04	1,926.96
65210-635	LTC - Local Exp - APC Meeting Expenses	2,970.00	236.00	2,734.00
TOTAL LTC Local Expense		<u>6,442.00</u>	<u>1,424.79</u>	<u>5,017.21</u>
Projects				
73001-635-2004	Hornby OCP/LUB	15,000.00	0.00	15,000.00
TOTAL Project Expenses		<u>15,000.00</u>	<u>0.00</u>	<u>15,000.00</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	It was MOVED and SECONDED that the Hornby Island Local Trust Committee adopt the following Standing Resolution: 1. That whereas the Hornby Island Local Trust Committee intends to facilitate a community process to review residential density to address community housing needs, which may result in amendments to the Official Community Plan and Land Use Bylaw, it is resolved that related enforcement actions against properties identified as: a) Lot B, Section 15, Hornby Island, Plan 24652 (1655 Central Road); b) Lot B, Section 6, Hornby Island, Plan 30442 (7205 Central Road); and c) Lot 6, Section 10, Hornby Island, Plan 26332 (2475 St. Johns Point Road) shall be held in abeyance; 2. That nothing in this enforcement policy should be interpreted as giving permission to any party to violate Hornby Island Land Use Bylaw No. 150 and the Hornby Island Local Trust Committee may change this policy at any time and may give direction to commence enforcement activities with respect to the identified properties at any time without notice; and 3. That unless the Hornby Island Local Trust Committee extends the effective period, this enforcement policy expires on October 31, 2018 or when the housing needs project is complete, whichever is the sooner.
2.	August 3, 2018	HO-2018-044	Processing non-medical cannabis retail license applications	It was MOVED and SECONDED, that the Hornby Island Local Trust Committee adopt the following Standing Resolution with respect to the processing of non-medical cannabis retail license applications: • Proposed or amended licenses for non-medical cannabis retail establishments require an application to the Local Trust Committee. • The application process shall comprise a public consultation component, which includes at least one notification to neighbours, one public meeting, posting of public notices and one advertisement in a local periodical.

No.	Meeting Date	Resolution No.	Issue	Policy
				- The public consultation process shall be determined by the Local Trust Committee after initial review of the proposal. - However, as a minimum, the Local Trust Committee will mail or otherwise deliver a notice to all owners and residents of properties within a 500 metre radius of the subject property where the establishment is proposed at least 10 days before adoption of a resolution providing comment on the application. The required notice shall include the following information: - Name of the applicant and a description of the proposal in general terms - The location of the proposed establishment and the subject site - The place where, and date and time when, both a public meeting will be held and a resolution of the Local Trust Committee considered. - The name and contact information of the Islands Trust planning staff member who can provide copies of the proposed or amended license application - How public comments may be submitted to the Local Trust Committee.
3.	September 28, 2018	HO-2018-070 See HO-2017-011 above	Enforcement actions against three specific properties for unlawful dwellings	It was MOVED and SECONDED, that the Hornby Island Local Trust Committee extend the effective period of Standing Resolution HO-2017-011 to expire on October 31, 2020 or when the Housing Review Project is complete, whichever is the sooner.
4.	January 25, 2019	HO-2019-007	Notices of intention to apply for a federal cannabis license	It was MOVED and SECONDED, that the Hornby Island Local Trust Committee adopt the following standing resolution: “That the Hornby Island Local Trust Committee request that Notices of Intention to Apply for a Federal Cannabis License be forwarded to the Local Trust Committee upon receipt by the Islands Trust.”

No.	Meeting Date	Resolution No.	Issue	Policy
5.	May 24, 2019	HO-2019-038	First Nations Relationship Building	It was MOVED and SECONDED, that the Hornby Island Local Trust Committee adopt the following standing resolution with respect to First Nations in the Local Trust Area: Whereas the Local Trust Committee seeks to engage in Reconciliation with local First Nations, governments and the island community by honouring the Truth and Reconciliation Commission Calls to Action, United Nations Declaration on the Rights of Indigenous Peoples, Draft Principles that Guide the Province of British Columbia's Relationship with Indigenous Peoples, and Islands Trust First Nations Engagement Principles, the Local Trust Committee endeavours to: a) Annually, write a letter to First Nations, (re)introducing Trustees and staff and provide a schedule of known Local Trust Committee meetings for the upcoming year, as well as, provide an update of current projects and advocacy activities; b) For various Local Trust Committee meetings, invite elders from local First Nations to attend and provide a traditional welcome to the territory; c) Work with First Nation governments on cooperative initiatives, including and not limited to, language, place names, territorial acknowledgements, and community education on Coast Salish and local First Nations' cultural heritage and history; d) Work with First Nation governments on engagement principles for inclusive land use, marine use, and climate change planning; advocacy, protection and stewardship; and knowledge and information sharing protocols; e) Establish and maintain government-to-government dialogue with First Nations, now and into the future, based on respect and recognition of Aboriginal rights and title, treaty rights, and First Nations' traditional territories within the Islands Trust Area.
6.	June 26, 2020	HO-2020-055	Standing Resolution regarding Restaurant Expansion during COVID Emergency Response - Staff Report	It was MOVED and SECONDED, that the Hornby Island Local Trust Committee adopt the following standing resolution: That the Hornby Island Local Trust Committee has no objection to Liquor and Cannabis Regulation Branch issuance of Temporary Expanded Service Area Authorizations for liquor primary and manufacturer licensees in the Hornby Island Local Trust Area.

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 OCP and LUB Review

Responsible

Dates

Activity:

Sonja Zupanec

Rec'd: 06-Nov-2020

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.

Future Projects Report

Hornby Island

1. <i>OCP</i>	Responsible	Date Received
- Ford's Cove Neighbourhood and Transportation Plan - Aquifer Classification System: A review of the aquifer classification system as described in the email letter from Sadie Chezenko dated December 19, 2021 - Freshwater Sustainability: LTC project absorbed into regional project managed by RPC in 2018-2022 term		09-Sep-2022
2. <i>OCP & LUB</i>	Responsible	Date Received
- Climate Change: Address climate change through amendments of OCP policies and LUB regulations - Regional Conservation Plan: Consider amendments to the OCP and LUB that would make these documents consistent with the Regional Conservation Plan		09-Sep-2022
3. <i>Advocacy and Communications</i>	Responsible	Date Received
- Marine Protection: Ongoing participation in public education, advocacy and regional processes with respect to the marine environment and shoreline protection.		09-Sep-2022
4. <i>LUB</i>	Responsible	Date Received
Consider zoning amendments to allow chickens (but not roosters) in all zones. Consider excluding cisterns from setback regulations.		09-Sep-2022

Future Projects Report

Hornby Island

5. *Administrative*

Responsible

Date Received

- Consider the use of Covenants (enabled under S. 219 of the Land Title Act) in conjunction with rezoning applications, to reduce the direct impacts of development on Indigenous culturally sensitive areas.

20-Jan-2023

6. *Bylaw Enforcement*

Responsible

Date Received

7. *First Nations*

Responsible

Date Received

- Participate in heritage and traditional knowledge mapping with the K'omoks First Nation.
- Consider the use of covenants in conjunction with rezoning application to reduce the direct impacts of development on indigenous culturally sensitive areas.
- improve communications with K'omoks First Nation by setting up regular LTC/Chief and Council meetings to discuss a wide range of issues of mutual concern.
- Consider the development of an agreemetn similar to the qathet Regional District, City of Powell River and Tla'amin First Nation.
- Work with K'omoks First Nation to determine how they wish to be engaged, information circulated in review of development and policy plans.
- Consider inviting K'omoks representatives to attend as non voting members and Advisory Planning Commission and Local Trust Committee meetings.

05-May-2023

Future Projects Report

Hornby Island

8. *OCP & LUB*

Responsible

Date Received

Staff to prepare briefing on farm stand regulations using other LTC bylaw examples.

13-Sep-2024

On hold until OCP/LUB project completed.