



Hornby Island Local Trust Committee

Minutes of Regular Meeting

Date: January 24, 2025
Location: Hornby Island Community Hall
 Central Road, Hornby Island, BC

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

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

Others Present: There were approximately 10 members of the public present.

1. CALL TO ORDER

Planner Zupanec stated Chair Peterson will arrive to the meeting late.

Planner Zupanec called the meeting to order at 11:35 a.m.

By general consent Trustee Scott will be Acting Chair.

2. TERRITORIAL ACKNOWLEDGEMENT

Acting Chair Scott 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 Allen reported the following:

- Attended recent Financial Planning Committee meeting and highlighted discussions on Local Trust Committee budgets, Trustee remuneration, and Executive Committee travel expenses;
- Attended Trust Council in December and noted discussion about code of conduct and decorum in response to tensions amongst meeting attendees;
- Acknowledged recent passing of past Trustee Elspeth Armstrong; and
- Attended one-to-one meeting with new Chief Administrative Officer Rueben Bronee.

Trustee Scott reported the following:

- Welcomed new Chief Administrative Officer Rueben Bronee whom he will be having a meeting with in the coming weeks;

- Attended Trust Council meeting in December; and
- Will be attending Saanich Inlet Protection Society's Let the Herring Live Forum.

4.2 Chair's Report

Chair Peterson provided his report when he arrived at the meeting and noted the following:

- Committee of the Whole is meeting twice per month to advance draft Policy Statement work and will be reviewing the 2022 Governance Report and the Standards of Conduct Policy;
- Financial Planning Committee continues to meet in preparation for the upcoming Trust Council meeting being held in Nanaimo in March; and
- Attended Trust Council meeting in December and highlighted focus on draft budget for the 2025/26 fiscal year, Bowen Island Mayor Andrew Leonard's delegation presentation; and session with representatives of San Juan County.

4.3 Electoral Area Director's Report - None

5. PUBLIC COMMENTS

A speaker inquired about the status of the Housing Needs Assessment.

The Planner noted Islands Trust is undertaking a federation-wide housing needs assessment and the data collected will be compiled into a report which will be made available to the public.

A member of the public asked if the new Chief Administrative Officer has provided any input on how procedures, and conduct, at Trust Council could be improved.

Trustees noted the Official Community Plan and Land Use Bylaw review process has taken several years and they would like the Chief Administrative Officer to be aware of the lengthy timelines, and they believe Trust Council issues are related to decorum and Chair management.

A member of the public spoke to delays in the approval process for the application related to the Co-op development which is affecting surrounding businesses. They referred to a local business owner who is experiencing barriers and hurdles which might affect their ability to operate this summer, resulting in a potential inability to continue to remain open in the future.

The Planner noted the public comments period is intended for open discussion; however, the speaker is not the applicant and the Planner that has been assigned to the file has been in touch with the applicant directly.

An individual stated that Islands Trust takes too long to process bylaws, staff seem to manage the operations, and they would like Islands Trust to be more efficient.

A member of the public referenced a letter submitted on November 26 and indicated they had not yet received a response.

The Planner noted the Local Trust Committee had received the email, which was posted to the project website, and the Trustees have opportunity to address the correspondence during the project discussion portion of the meeting.

6. MINUTES

6.1 Local Trust Committee Minutes dated November 1, 2024 - for adoption

The following amendment to the minutes was presented for consideration:

On page 8 of the minutes, in resolution HO-2024-056, after words "Option No. 2" add "Town Hall during regular business meeting."

By general consent, the minutes were adopted as amended.

6.2 Section 26 Resolutions-without-meeting Report dated January 17, 2025
Received for information.

6.3 Advisory Planning Commission Minutes dated November 15, 2024 - for receipt
Received for information.

6.4 Advisory Planning Commission Minutes dated November 29, 2024 - for receipt
Received for information.

Chair Peterson arrived to the meeting at 12:08 p.m. and assumed Chair responsibilities.

The meeting was recessed for a break at 12:08 p.m. and reconvened at 12:19 p.m.

Item 4.2 Chair Report was discussed prior to Item 7.

7. BUSINESS ARISING FROM MINUTES

7.1 Follow-up Action List Report dated January 17, 2025

The Planner provided the following updates:

- K'omoks First Nation provided a response pertaining to 5875 Central Road indicating a Cultural Heritage Investigation Permit is not required for the application;
- The status of providing parking covenant EG107386 release will be reviewed and the Follow Up Action list updated accordingly; and
- The Planner noted that all of Planner Cox's files have been reassigned during his leave and applicants can contact Islands Trust Northern Office to be referred to the Planner that has been assigned the file.

8. DELEGATIONS - None

9. APPLICATIONS AND REFERRALS - None

10. LOCAL TRUST COMMITTEE PROJECTS

10.1 Major Project: Hornby Island Official Community Plan and Land Use Bylaw Review - Summary of Referral Responses for Proposed Bylaw Nos. 176 (OCP) and 177 (LUB) - Staff Report

The Planner noted the following:

- The Denman Island Local Trust Committee has considered proposed Bylaws No. 176 and 177 and stated their interests are unaffected;

- Recommendations for consideration are outlined in the staff report;
- Representatives of the Advisory Planning Commission are present to answer questions related to their meeting minutes; and
- Public correspondence has been received by email, posted to the project website, and it can form part of the Local Trust Committee's deliberations.

A Trustee suggested moving the proposed bylaws to second reading so referrals could go out and public commentary could begin while the Suitable Land Analysis data could be incorporated at a later date. They indicated that they thought the recommendations from the Advisory Planning Commission would be included in the recommendations in the staff report.

The Planner clarified the following:

- The referral process had been completed and a summary of First Nations responses were outlined in the staff report provided;
- K'omoks First Nation had indicated they will defer consideration until they meet with the Suitable Land Analysis team to review data;
- A Community Information Meeting could be scheduled once the Local Trust Committee considers the referral responses, Advisory Planning Commission recommendations, and all available data that supports the types of changes to the bylaw that are being proposed;
- If there are significant changes to the proposed bylaws amendments should be made prior to second reading;
- The Local Trust Committee would proceed to a Public Hearing when they are confident all information received to date has been considered and the bylaws are close to final adoption;
- The Advisory Planning Commission recommendations are for consideration of the Local Trust Committee, and the Local Trust Committee directs staff which recommendations, or version of them, are to be incorporated into the bylaws; and
- The Suitable Land Analysis data is another piece of information that might, or might not, inform decisions regarding bylaw amendments.

The meeting was recessed for a break at 12:50 p.m. and reconvened at 1:15 p.m.

During the public comments' session, a member of the public had requested to speak to the Official Community Plan and Land Use Bylaw Review project when the Chair was in attendance. The Chair invited the member of the public to speak and the following comments were noted:

- A major shift in vacation rental policies will damage the local economy;
- The Local Trust Committee made a motion February 2, 2024 which directed staff to explore potential vacation rental business licensing with Comox Valley Regional District;
- If Temporary Use Permits are required, the volume of applications, and shortage of staff, might result in processing delays;
- The community wants tourism revenue to go to community members and not large hotel chains; and
- Would like to know why making vacation rentals illegal is under consideration.

The Planner noted staff met with Comox Valley Regional District to discuss the issue and the Regional District deferred the matter by

indicating they wanted to first see how the Local Trust Committee determined how to regulate vacation rentals.

HO-2025-001

It was MOVED and SECONDED

that Hornby Island Local Trust Committee request staff to schedule a special electronic meeting in February 2025 to:

- i. Review and discuss preliminary data and mapping from the "Hornby Island Suitable Land Analysis Project";
- ii. discuss implications of the land analysis data on possible amendments to proposed Bylaw Nos. 176 (Official Community Plan) and 177 (Land Use Bylaw), and
- iii Consider any applications ready for LTC discussion.

CARRIED

HO-2025-002

It was MOVED and SECONDED

that Hornby Island Local Trust Committee authorize the release of up to \$150 from the Major Project budget to cover local advertising expenses to promote the special electronic meeting in February 2025.

CARRIED

HO-2025-003

It was MOVED and SECONDED

that Hornby Island Local Trust Committee request staff to invite members of the Advisory Planning Commission and K'omoks First Nation Council Members to attend the special electronic meeting in February 2025 to learn about the Hornby Island Suitable Land Analysis Project and potential implications on the proposed bylaws being considered by the Local Trust Committee.

CARRIED

HO-2025-004

It was MOVED and SECONDED

that Hornby Island Local Trust Committee defer consideration of bylaw amendments or further readings of Proposed Bylaw Nos. 176 and 177 until the Suitable Land Analysis project has been completed in March 2025 and the Local Trust Committee has considered the data and recommendations.

CARRIED

HO-2025-005

It was MOVED and SECONDED

that Hornby Island Local Trust Committee request staff to continue working on the Hornby Island Official Community Plan/Land Use Bylaw Review Project as a minor project commencing April 1, 2025 and request the Director of Planning Services to allocate \$5,000 from the 2025-2026 fiscal budget.

CARRIED

HO-2025-006

It was MOVED and SECONDED

that Hornby Island Local Trust Committee endorse the revised project charter for the Hornby Island Official Community Plan/Land Use Bylaw Review Project upon confirmation of minor project funding in March 2025.

CARRIED

11. CORRESPONDENCE

11.1 Email dated January 3, 2025 from K. Ronan regarding Crown Land Application

HO-2025-007

It was MOVED and SECONDED

that Hornby Island Local Trust Committee refer email dated January 3, 2025 from K. Ronan regarding Crown Land Application to the Executive Committee, with a request that staff advise on a suitable path for advocacy to the appropriate Ministry.

CARRIED

11.2 Letter dated December 6, 2024 from Comox Valley Regional District regarding Hornby Village Centre Intersection
Received for information.

12. NEW BUSINESS - None

13. STAFF REPORTS

13.1 Trust Conservancy Highlights of November 19, 2024 Board Meeting
Received for information.

13.2 Applications Report dated January 17, 2025
Received for information.

13.3 Trustee and Local Expense Report dated November, 2024
Received for information.

13.4 Adopted Policies and Standing Resolutions
Received for information.

13.5 Local Trust Committee Webpage
No updates required at this time.

14. WORK PROGRAM

14.1 Active Projects Report dated January 17, 2025
Received for information.

14.2 Future Projects Report dated January 17, 2025
Project 4 can be removed from the report

15. UPCOMING MEETINGS

15.1 Next Regular Meeting Scheduled for Friday, March 21, 2025 at 11:30 am at Hornby Island Community Hall, 4305 Central Road, Hornby Island, BC

16. ADJOURNMENT

By general consent, the meeting was adjourned at 1:50 p.m.

Timothy Peterson, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder