



Hornby Island Local Trust Committee

Minutes of Regular Meeting

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

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

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

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

1. CALL TO ORDER

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

2. TERRITORIAL ACKNOWLEDGEMENT

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

3. APPROVAL OF AGENDA

By general consent, the agenda was approved as presented.

4. REPORTS

4.1 Trustee Reports

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

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

4.2 Chair's Report

Chair Peterson reported the following:

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

4.3 Electoral Area Director's Report - None

4.4 Islands Trust Conservancy Report - None

5. PUBLIC PARTICIPATION PERIOD

A member of the public spoke to the following items:

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

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

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

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

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

6. MINUTES

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

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

6.2 Section 26 Resolutions-without-meeting Report - None

6.3 Advisory Planning Commission Minutes - None

7. BUSINESS ARISING FROM MINUTES

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

Received for information.

8. DELEGATIONS

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

The delegation provided a presentation and highlighted the following:

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

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

9. APPLICATIONS AND REFERRALS

9.1 PLDVP20250405 (Hornby Co-op) - Staff Report

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

The Local Trust Committee had no questions regarding the application.

HO-2026-024

It was MOVED and SECONDED

that the Hornby Island Local Trust Committee rescind development variance permit PLDVP20240155 and contain approved variances for the proposal in one revised development variance permit.

CARRIED

HO-2026-025

It was MOVED and SECONDED

that the Hornby Island Local Trust Committee approve development variance permit PLDVP20250405 as amended.

CARRIED

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

11. CORRESPONDENCE

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

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

Received for information.

12. NEW BUSINESS - None

13. STAFF REPORTS

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

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

HO-2026-026

It was MOVED and SECONDED

that the Hornby Island Local Trust Committee Bylaw No. 180, cited as "Hornby Island Local Trust Committee Public Notification Bylaw No. 180, 2026", be adopted.

CARRIED

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

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

HO-2026-027

It was MOVED and SECONDED

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

CARRIED

13.3 Hornby Island Advisory Planning Commission Appointments - Staff Report

The Regional Planning Manager summarized the staff report and noted that the current term of the Advisory Planning Commission expires June 14, 2026. It was noted the staff report should state that the Advisory Planning Commission may consist of up to seven member and not up to nine members.

HO-2026-028

It was MOVED and SECONDED

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

CARRIED

HO-2026-029

It was MOVED and SECONDED

that the Hornby Island Local Trust Committee request that staff advertise for expressions of interest for the Hornby Island Advisory Planning Commission.

CARRIED

13.4 Highlights of Trust Conservancy January 20, 2026 Board Meeting

Received for information.

13.5 Applications Report dated April 23, 2026

Received for information.

13.6 Trustee and Local Expense Report dated February, 2026

Received for information.

13.7 Adopted Policies and Standing Resolutions

Received for information.

13.8 Local Trust Committee Webpage – none

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

10. LOCAL TRUST COMMITTEE PROJECTS

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

The Planner summarized the staff report and highlighted the following:

- Staff are seeking clarification from the Local Trust Committee on whether it wishes to action public correspondence on the need for a correction to the existing PU(a) site specific zone;
- Proposed Bylaw No. 177 includes an amendment to the PU(a) zone to allow for community housing;
- Potential errors or omissions to the PU(a) zone, as identified through public correspondence, have not been discussed by the Local Trust Committee;
- Should the Local Trust Committee wish to address the matter through the current Official Community Plan/Land Use Bylaw Review Project further administrative time and resources will impact the budget and timeline of said project;
- Options include to prepare an amendment to Proposed Bylaw No. 177 as part of the major project, pause work on the Official Community Plan/Land Use Bylaw project and prepare a stand-alone project charter to address

necessary amendments to the PU(a) site specific zone, or receive the report for information.

Discussion ensued and the following comments were noted:

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

HO-2026-030

It was MOVED and SECONDED

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

CARRIED

14. WORK PROGRAM

14.1 Active Projects Report dated April 23, 2026

Received for information.

14.2 Future Projects Report dated April 23, 2026

Received for information.

15. UPCOMING MEETINGS

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

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

16. CLOSED MEETING

16.1 Motion to Close the Meeting

HO-2026-031

It was MOVED and SECONDED

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

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

and that the recorder and staff attend the meeting.

CARRIED

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

16.2 Recall to Order

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

16.3 Rise and Report

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

17. ADJOURNMENT

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

Timothy Peterson, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder