



Hornby Island Local Trust Committee

Minutes of Regular Meeting

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

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

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

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

1. CALL TO ORDER

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

2. TERRITORIAL ACKNOWLEDGEMENT

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

3. APPROVAL OF AGENDA

By general consent, the agenda was approved as presented.

4. REPORTS

4.1 Trustee Reports

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

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

4.2 Chair's Report

Chair Peterson reported the following:

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

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

4.3 Electoral Area Director's Report - none**4.4 Islands Trust Conservancy Report - none****5. PUBLIC COMMENTS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

A member of the public made the following comments:

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

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

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

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

6. MINUTES

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

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

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

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

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

Received for information.

6.4 Advisory Planning Commission Minutes - none

7. BUSINESS ARISING FROM MINUTES

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

Received for information.

8. DELEGATIONS - none

9. APPLICATIONS AND REFERRALS

9.1 Trust Council Bylaw 183 - Policy Statement Referral - Memorandum

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

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

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

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

HO-2025-036

It was MOVED and SECONDED

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

CARRIED

10. LOCAL TRUST COMMITTEE PROJECTS

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

The Planner summarized the staff report and highlighted the following:

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

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

HO-2025-037

It was MOVED AND SECONDED

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

CARRIED

HO-2025-038

It was MOVED and SECONDED

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

CARRIED

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

The Planner summarized the staff report and highlighted the following:

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

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

HO-2025-039

It was MOVED and SECONDED

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

CARRIED

11. CORRESPONDENCE

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

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

Received for information.

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

Received for information.

12. NEW BUSINESS - none

13. STAFF REPORTS

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

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

HO-2025-040

It was MOVED and SECONDED

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

CARRIED

HO-2025-041

It was MOVED and SECONDED

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

CARRIED

HO-2025-042

It was MOVED and SECONDED

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

CARRIED

HO-2025-043

It was MOVED and SECONDED

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

CARRIED

13.2 Trust Conservancy Report - none

13.3 Applications Report dated August 29, 2025

Received for information.

13.4 Trustee and Local Expense Report dated June, 2025

Received for information.

13.5 Adopted Policies and Standing Resolutions

Received for information.

13.6 Local Trust Committee Webpage - none

14. WORK PROGRAM

14.1 Active Projects Report dated August 29, 2025

Received for information.

14.2 Future Projects Report dated August 29, 2025

Received for information.

15. UPCOMING MEETINGS

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

16. ADJOURNMENT

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

Tim Peterson, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder