



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