



Hornby Island Local Trust Committee

Minutes of Regular Meeting

Date: September 1, 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 (electronic)
 Sonja Zupanec, Island Planner
 Chad Townsend, Island Planner
 Ian Cox, Planner 2 (electronic)
 Lisa Millard, Meeting Administrator/Recorder (electronic)

Others Present: There were approximately 68 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.

4. REPORTS

4.1 Trustee Reports

Trustee Allen spoke to the work done through the course of the term and announced that he will be seeking re-election.

Trustee Scott reported that he will not be running in the upcoming election and encouraged members of the public to seek election and remain involved in local government.

4.2 Chair's Report

Chair Peterson spoke to the upcoming Trust Council meeting being held in September and provided agenda highlights.

4.3 Electoral Area Director's Report - none

4.4 Islands Trust Conservancy Report - none

5. COMMUNITY INFORMATION MEETING - Proposed Bylaw Nos. 176 and 177 - Hornby Island Official Community Plan and Land Use Bylaw Review Project

5.1 Planner Presentation

The Planner provided a presentation and highlighted the following:

- Proposed Bylaw No. 176 will amend the Official Community Plan by including a new requirement for a Temporary Use Permit for vacation home rental use, new policies supporting housing diversity, and a new policy supporting housing in the Agricultural Land Reserve consistent with Agricultural Land Commission regulations;
- Proposed Bylaw No. 177 will amend the Land Use Bylaw by amending the definition of structure to exclude cisterns, the definition of vacation home rental use to specify guest less than 30 days, the PU(a) site specific zone to include community housing, and to introduce new Temporary Use Permit guidelines for vacation home rental use;
- Vacation rental operators will be required to submit an application, with applicable fees, for a Temporary Use Permit, and once issued can seek renewal of the permit on expiry;
- Proposed Temporary Use Permit guidelines, under which all applications will be reviewed, were summarized;
- Both bylaws have been given First and Second Reading between August, 2024 and June, 2026;
- The Public Hearing provides a formal opportunity for members of the public to express support or non-support of the bylaws as presented.

5.2 Question & Answer Period

The following questions, answers, and clarifications were recorded:

Does the bylaw consider the specific water conservation needs of Hornby Island as well as quality of water? Will the bylaw address water use through requirements for water metering and proof of water quality?

There is no requirement for water metering; however, the Temporary Use Permit application requires confirmation from a qualified professional that the quality and quantity of groundwater is adequate for the use intended.

How is the Temporary Use Permit application fee set?

Application fees are set by Trust Council and are the same across the entire Trust Area. The Local Trust Committee theoretically has ability to alter a fee structure through a request to Trust Council.

If the applications are being batched, will neighbours be consulted regarding potential impacts including user density?

There will be a deadline in which all applications need to be received, all applications are posted to the website, and there is a notification requirement associated with the applications. The permits will specify a site-specific maximum occupancy.

Who are the qualified professionals that will be used, will the criteria exclude people that already do this type of work on Hornby Island, and is a Registered Onsite Wastewater Practitioner designation required?

In BC, there are certain professional designations required to design, install, and inspect septic systems and determine well water quality and quantity and one can not work outside the scope of their credentials and are required to disclose if they are qualified to perform said work. It is important to hire a qualified professional to ensure the application is not rejected.

Does potable water include drinking water purchased in 5-gallon bottles?

Applicants would need to specify, as part of their application, that the only water provided for potable purposes is purchased water, while those providing potable water through a well or rainwater collection system would need to demonstrate that the system meets minimum standards of potability.

The time estimated to review one application is stated as 22 hours, what has been considered to simplify the process and would removal of lot and site plan requirements streamline the review?

Streamlining the process is a management decision, there is a staff capacity issue and having designated staff available to focus on a known volume of applications specific to a certain time of year has been contemplated. It will be important to provide applicants with information on how to submit a complete application so staff time is not spent on follow up on incomplete applications.

Can the Chair explain why he has described vacation rentals on Hornby as the wild west?

Hornby is the only jurisdiction in BC that has short-term vacation rentals as an outright permitted use without some form of regulation.

What is Islands Trust doing to prioritize the environment and protecting the aquifer in relation to the number of vacation rentals and number of vacationers?

There is no guideline associated with ecological considerations other than the requirements the sewage disposal and water systems do not have adverse impacts and theoretically, that impact has already been made through the development of the residential lot to accommodate residential use.

Are we able to opt into the provincial legislation regarding short-term vacation rentals?

The Local Trust Committee can consider opting in annually.

Does the Official Community Plan amendment that refers to Temporary Use Permits preclude any opportunities for looking at licensing through the Comox Valley Regional District as an alternative management program for vacation rentals?

There is nothing in the Official Community Plan or Land Use Bylaw that would fetter the discretion of a Local Trust Committee to consider more efficient options, and the elected officials can decide that there needs to be a change if new information has come forward that warrants it. If it is

determined that the Temporary Use Permit system is no longer necessary, or there is a system that is complementary to it, the bylaw can be amended.

Does this mean the Official Community Plan would not need to be amended by the Land Use Bylaw would if a licensing system with the Regional District was put in place?

It depends on the specific amendment, and until the details of what amendments would be required to move to a licensing system one, or both bylaws would require an amendment.

Is there a right to appeal if the Trustees were to refuse an application that was a qualifying application?

Issuance of a Temporary Use Permit allows discretionary approval unlike a development permit whereby, if the guidelines are met the permit is issued. The Local Trust Committee can withhold issuance of a Temporary Use Permit for any reasons they deem appropriate and that would be based on advice provided by staff, through the Official Community Plan, or other considerations. Non-issuance of a permit might be considered if there is non-support for the use in a specific neighbourhood, if there is a history of non-compliance of regulations, or an ongoing breach of conditions.

Would the number of Temporary Use Permits be a reason for not accepting an application?

There is a guideline in the proposed bylaw that stipulates that the density, or the number of operators in an area, or number of permits issued in a specific neighbourhood might be part of the consideration for issuing a permit.

What is seen as a community benefit in implementing Temporary Use Permits and what problems do you see this solving?

A Trustee replied the issue is about regulations, there has been a number of concerns in neighbourhoods regarding vacation rentals and the community benefit is that there has been a lot of work done to permit residential dwellings be offered as vacation rentals with regulations put in place. The Planner added a model has been developed to attempt to provide a limited economic benefit in residential zones for established, historic, predominant, seasonal use. The current approach no longer serves the needs of the community as a whole and it was determined additional measures need to be put in place.

Can there be regulations without Temporary Use Permits?

The Land Use Bylaw could be expanded to include other requirements; however, the current regulatory solution gave outright permitted use with a limited number of regulations and over a number of years there has been significant input through bylaw enforcement and Local Trust Committees and it was determined to look at regulated use through part of an Official Community Plan and Land Use Bylaw review.

Has there been any data collection done to gather views from people in a meaningful way?

A Trustee replied no, but opinions need to be heard as well.

If the pilot program is not put forward quickly it will hold up the ability to get more affordable housing. Why has the Public Use PU(a) zone been included in the Official Community Plan/Land Use Bylaw review instead of a standalone bylaw or a resolution without meeting.

The PU(a) zoning issue is included as part of the bylaw revisions that are being considered and the process has taken longer than anticipated due to uncertainty around one aspect of the process, which means all other aspects of the Official Community Plan/Land Use Bylaw review have been put on hold in order to extract and advance one component. Should the Local Trust Committee wish to extract another component and work through the public engagement, referral, and public hearing process, they can direct staff to do so. The PU(a) zone was included in the larger project in an attempt for efficiency. The Local Trust Committee can not amend a bylaw without going through the legislative process.

Many are worried about the discretionary factor of issuing a Temporary Use Permit. How transparent will the process be? Will all neighbours be asked for input? How will the differing input be weighed?

Temporary Use Permit applications are put on the agenda for Local Trust Committee meeting discussion at an open public meeting. The applicant is invited to be in attendance and neighbours and members of the public can attend to indicate support or opposition to the application. The Local Trust Committee discusses the merits of the application through the lens of a professional Planner who vets the application. The process is transparent.

If one does not have a Temporary Use Permit, will they need to cease their rental operation?

If their application is denied, or incomplete, or the permit was not issued then operations need to cease.

Does the applicant/operator need to be a resident owner? Is principal residency required?

The Local Trust Committee determined principal residency is not required because there are many long-term home owners that rent their homes as vacation rentals but do not live on Hornby Island. The local government can opt into the provincial principal residency requirement on an annual basis and could do so in the future.

Is monitoring done through a complaint-based system?

Bylaw enforcement can proactively monitor bylaw infractions if there are environmental and health and safety risks, and they also rely on community members through the complaint process.

How will Island's Trust evaluate the success or failure of this process? Will there be reporting?

Members of the public can convey that they would like an evaluation process and the Local Trust Committee can determine if they wish that to be undertaken and request for it to be done.

If a Temporary Use Permit application is denied, is there a timeline before a person can reapply?

The Planner was not sure if a period in which an application can be resubmitted will apply to this process or if there will be an annual intake of applications even if denied previously.

The meeting was recessed for a break at 12:44 p.m. and reconvened at 12:52 p.m.

The meeting was recessed for a Public Hearing at 12:52 p.m.

6. PUBLIC HEARING - Proposed Bylaw Nos. 176 and 177 - Hornby Island Official Community Plan and Land Use Bylaw Review Project

6.1 Recall to Order

The meeting was recalled to order at 1:45 p.m.

Item 11.4 was discussed following item 6.1.

7. PUBLIC PARTICIPATION PERIOD

A member of the public spoke in support of the Emcon Temporary Use Permit application.

8. MINUTES

8.1 Local Trust Committee Minutes dated June 26, 2026 - for adoption

The following amendment to the minutes was presented for consideration:

Page 1, Item 4.1, Trustee Reports: change Trustee Graham to Trustee Scott.

By general consent, the Local Trust committee meeting minutes of June 26, 2026 were adopted as amended.

8.2 Section 26 Resolutions-without-meeting Report - none

8.3 Advisory Planning Commission Minutes - none

9. BUSINESS ARISING FROM MINUTES

9.1 Follow-up Action List Report dated August 25, 2026

Received for information.

10. DELEGATIONS – none

The meeting was recessed for a break at 1:55 p.m. and reconvened at 2:30 p.m.

11. APPLICATIONS AND REFERRALS

11.1 PL-TUP-2026-0161 (Emcon) - Staff Report

The Planner summarized the staff report and noted the application seeks a Temporary Use Permit to allow the residential use of six recreational vehicles (RVs) and RV sites on the subject property and noted the public correspondence received in response to the notice period. There was one letter of support from HICEEC and

at least two letters raising concern related to parking, water use, septic system siting and general congestion in the area that might arise from increased density.

The applicant was in attendance.

Discussion ensued and the following comments were noted:

- The current zoning only allows one residence;
- A new water study is recommended by staff and apparently forthcoming from the applicant as indicated prior to the meeting;
- There is need for two parking spaces per trailer;
- The housing is intended for long-term rentals;
- There are no other residential neighbours that would be affected and the location is close to the firehall;
- If a time period is not stipulated in the resolution the period will be three years.

HO-2026-048

It was MOVED and SECONDED

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

CARRIED

11.2 PL-TUP-2026-0187 (Ford's Cove) - Staff Report

The Planner noted the staff report presents the Local Trust Committee with an application for a Temporary Use Permit to allow the use of an existing building on the subject property for accommodation of three staff residential units. The Planner confirmed that twelve letters had been received in support of the application and two letters and some phone calls addressing concerns about water use and the scale of the commercial uses on the property had been received to date.

The applicant was in attendance, spoke to the application, and indicated that the well is monitored and use is reported to the province.

The Local Trust Committee had no questions or comments.

HO-2026-049

It was MOVED and SECONDED

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

CARRIED

11.3 PL-DP-2026-0159 (HIRRA - Community Hall) - Staff Report

The Planner summarized the staff report, describing the application for a Development Permit within Development Permit Area 2 (DPA 2) – Community Service Use, to construct an accessible washroom addition to the Hornby Community Hall.

The Local Trust Committee had no questions or comments.

HO-2026-050

It was MOVED and SECONDED

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

CARRIED

11.4 PL-TUP-2026-0135 (Hummingbird Bakery) Site Plan Amendment - Staff Report

The Planner summarized the staff report and noted the applicant was issued a Temporary Use Permit in June, 2026 to allow a commercial mobile bakery trailer/food truck on the subject property and is seeking an amendment to the Temporary Use Permit to facilitate the siting of a storage shipping container associated with the bakery trailer.

The applicant was in attendance.

The Local Trust Committee had no questions or comments.

HO-2026-051

It was MOVED and SECONDED

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 June 26, 2026.

CARRIED

HO-2026-052

It was MOVED and SECONDED

that the Hornby Island Local Trust Committee approve PL-TUP-2026-0135 as amended.

CARRIED

12. LOCAL TRUST COMMITTEE PROJECTS

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

The Planner indicated the Post Public Hearing staff report presents the Local Trust Committee with the opportunity to give Proposed Bylaw Nos. 176 and 177 Third Reading.

Discussion ensued and the following comments were recorded:

- The Temporary Use Permit system is for the purpose of permitting, and regulating vacation rentals and will not impede operators in the operation of their rental business;
- If operators are compliant there should be no issues;
- There remains opportunity for business licensing through the Comox Valley Regional District in the future;
- The bylaws will go through the Executive Committee and the Ministry and will be coming back to the Local Trust Committee for adoption, there will be at least one year between adoption and the rolling out of the system, and there remains potential that the incoming Local Trust Committee to make further amendments should they wish to do so.

HO-2026-053

It was MOVED and SECONDED

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.

CARRIED

HO-2026-054

It was MOVED and SECONDED

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.

CARRIED

HO-2026-055

It was MOVED and SECONDED

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.

CARRIED

HO-2026-056

It was MOVED and SECONDED

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.

CARRIED

12.2 2027-2028 Business Case for Staffing Resource Support (Processing Temporary Use Permits for Short Term Vacation Rentals) - Staff Report

The Regional Planning Manager summarized the staff report which presents a draft business case for staffing support for the processing of Temporary Use Permits related to short-term vacation rentals.

Discussion ensued and the following comments were noted:

- The Regional Planning Manager confirmed there are limited options for staffing to support the request tied to the processing of upwards of 87 Temporary Use Permit applications due to the current level of applications that are typically processed and the business case highlights the best suggestion available at this time;
- The Comox Valley Regional District has indicated it is not against the notion of business licensing for short-term vacation rentals but indicated they wanted the Local Trust Committee to have a regulatory regime put into place before further exploration on licensing is undertaken;
- There is not sufficient time to undertake a study prior to budget submission deadlines, should a study be undertaken the scope of the current major project

might change, and a study might produce new information which might lead to the requirement to hold another public hearing;

- The recommendations from Executive Committee are not binding; however, the Local Trust Committee is being asked to consider them.

HO-2026-057

It was MOVED and SECONDED

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.

CARRIED

HO-2026-058

It was MOVED and SECONDED

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.

CARRIED

13. CORRESPONDENCE - none

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

14. NEW BUSINESS - none

15. STAFF REPORTS

15.1 Proposed Draft 2027/28 Local Trust Committee Operating Budgets - Request for Decision

The Regional Planning Manager summarized the Request for Decision which asks the Local Trust Committee to consider their proposed draft operating budget for the upcoming fiscal year.

The Local Trust Committee had no questions or comments.

HO-2026-059

It was MOVED and SECONDED

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

CARRIED

15.2 Highlights of the Trust Conservancy Board Meeting dated March 17, 2026

Received for information.

15.3 Applications Report dated August 25, 2026

Received for information.

15.4 Trustee and Local Expense Report dated June, 2026

Received for information.

15.5 Adopted Policies and Standing Resolutions

Received for information.

15.6 Local Trust Committee Webpage - none

16. WORK PROGRAM

16.1 Active Projects Report dated August 25, 2026

Received for information.

16.2 Future Projects Report dated August 25, 2026

Received for information.

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

By general consent, the meeting was adjourned at 3:53 p.m.

Tim Peterson, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder