



# Hornby Island Local Trust Committee

## Special Meeting Agenda

Date: March 3, 2026  
Time: 5:00 pm  
Location: Electronic Meeting, and a physical location to view the livestream of the meeting:  
Islands Trust Gabriola Office  
700 North Road  
Gabriola, BC V0R 1X3

---

**Pages**

<b>1. CALL TO ORDER</b>	5:00 PM - 5:05 PM	
“Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change.”		
<b>2. TERRITORIAL ACKNOWLEDGEMENT</b>		
<b>3. APPROVAL OF AGENDA</b>		
<b>4. MINUTES</b>	5:05 PM - 5:10 PM	
4.1 Local Trust Committee Minutes dated January 23, 2026 - for adoption		2 - 16
<b>5. PUBLIC COMMENTS</b>	5:10 PM - 5:20 PM	
<b>6. BUSINESS ITEMS</b>	5:20 PM - 6:00 PM	
6.1 Major Project: Hornby Island Official Community Plan and Land Use Bylaw Review - Staff Report		17 - 25
<b>7. ADJOURNMENT</b>	6:00 PM - 6:00 PM	



## Hornby Island Local Trust Committee

### Minutes of Regular Meeting

**Date:** January 23, 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  
Jason Youmans, Senior Policy Advisor (electronic)  
Lisa Millard, Meeting Administrator/Recorder (electronic)

**Others Present:** There were between 30 and up to 60 members of the public in attendance throughout the meeting.

#### 1. CALL TO ORDER

Chair Peterson called the meeting to order at 11:47 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

The following additions to the agenda were presented for consideration:

13.2 Extension of Advisory Planning Commission appointments

**By general consent**, the agenda was adopted as amended.

#### 4. COMMUNITY INFORMATION MEETING - POLICY STATEMENT BYLAW 183

##### 4.1 Planner Presentation

The Senior Policy Advisor provided a presentation and highlighted the following:

- Islands Trust was created in 1974 by the Provincial Government and is made up of thirteen local trust areas and one island municipality and is governed by elected representatives who form Trust Council;
- Trust Council must adopt an Islands Trust Policy Statement;
- The current Trust Policy Statement has been in effect since 1993;
- The Trust Policy Statement sets the high-level guidance under which all Local Trust Committees develop Official Community Plans and it forms the foundation

for strategic planning, regulatory bylaws, and informs inter-governmental relationships;

- The Islands Trust Policy Statement amendment project was undertaken in response to reconciliation with Indigenous Peoples, climate change, and housing needs;
- The draft was given first reading in July 2025 and is in the referral process;
- Public feedback and referral responses will be provided to Trust Council for consideration prior to adoption;
- The draft Trust Policy Statement includes guiding principles, directive policies, and advisory policies;
- The draft Trust Policy Statement has been referred to the Hornby Island Local Trust Committee and the Local Trust Committee wishes to hear public input to inform their referral response.

#### 4.2 Question & Answer Period

The following comments, questions, and answers were recorded:

- The suitable land analysis could help inform decisions on where housing is best suited but it is a decision support tool and does not inform the Trust Policy statement;
- Will the Trust Policy Statement recommendations impact the Official Community Plan project that is under discussion and does Islands Trust annual budget impact the local housing project?
  - When the Trust Policy Statement is adopted each Local Trust Committee would consider at what time their Official Community Plan might come into compliance with the Trust Policy Statement and the Hornby Housing Review Project would not stall in the interim.
- A Trustee asked how the Trust Policy Statement interacts with Local Trust Committee Bylaws and it was noted that following third reading a bylaw is sent to Executive Committee for approval and Executive Committee looks at the bylaw to determine if the Policy Statement Directives Checklist has been met and that proposed bylaws are consistent with the Trust Policy Statement.
- The Policy Statement will apply to any new bylaws that engage the Official Community Plan or Land Use Bylaw and if an application comes forward the Local Trust Committee needs to address the policies and ensure that there has been a demonstrated effort to meet the objectives and goals of the Trust Policy Statement.
- The policies generally allow ability for Local Trust Committees to determine bylaws that are suited for their individual Trust Areas.
- How will Islands Trust avoid issues that are under federal and provincial jurisdiction such as docks?
  - The draft Trust Policy Statement has undergone reviews by legal council related to jurisdiction and staff have a clear understanding of the jurisdictional authority of a Local Trust Committee.

#### 4.3 Public Comments

Comments on the draft Trust Policy Statement have been included in section 4.2.

**5. REPORTS**

**5.1 Trustee Reports**

Trustee Scott reported ongoing community discussion regarding short-term vacation rentals.

Trustee Allen read a statement regarding housing insecurity and noted managing tourism growth equates to managing housing, if housing is being treated as a commodity there is impact on housing security and availability for residents, and there is a need for balance.

**5.2 Chair's Report**

Chair Peterson reported the following:

- Attended Trust Council in December and highlighted adoption of the Chief Administrative Officer's Operational Report recommendations which addressed several challenges and issues that Islands Trust faces, and the review of the draft 2026/27 budget;
- Committee of the Whole will meet prior to the March Trust Council meeting to do further work on the budget;
- Attended a session on current state of the BC Ferries system and noted the fiscal outlook is not positive, and the state of the aging fleet and terminal berths will equate to ongoing fiscal challenges.

**5.3 Electoral Area Director's Report - none**

**5.4 Islands Trust Conservancy Report - none**

**6. PUBLIC COMMENTS**

A member of the public expressed the need for the meetings to be held in-person with ability for community members to attend electronically as many are off island at this time of year.

The Chair noted there are technical considerations in holding hybrid meetings and low bandwidth creates challenges. A Public Hearing will be held during the March meeting and people will have the ability to attend in person to make statements or send in written submission.

A member of the public noted there will be thirty fewer campsites on island this summer.

A member of the public requested a microphone be provided so they can hear the Trustees. The Chair replied that the Trustees can look into providing a microphone for future meetings.

**7. MINUTES**

**7.1 Local Trust Committee Minutes dated September 5, 2025 - for adoption**

**By general consent**, the Local Trust Committee meeting minutes of September 5, 2025 were adopted.

**7.2 Section 26 Resolutions-without-meeting Report dated January 16, 2026**

Received for information.

**7.3 Advisory Planning Commission Minutes - none**

**7.4 Hornby Island Board of Variance Minutes and Order dated January 5, 2026 - for information**

Received for information.

**8. BUSINESS ARISING FROM MINUTES**

**8.1 Follow-up Action List Report dated January 16, 2026**

Received for information.

**9. DELEGATIONS**

**9.1 J. Zamluk regarding Request for Standing Non-Enforcement Resolution**

The delegation spoke to farms that began to offer seasonal agri-tourism accommodation as permitted by Agricultural Land Reserve (ALR) policy which subsequently, and unknowingly, became unpermitted uses under Local Trust Committee bylaws which has resulted in bylaw enforcement action. They provided background information on the matter and noted the Local Trust Committee referred the matter to the Advisory Planning Commission and requested that bylaw enforcement action be put in abeyance until the Local Trust Committee receives recommendations from the Advisory Planning Commission.

The Planner noted that items are referred to Advisory Planning Commissions within the scope of a current project, the project underway does not address agri-tourism bylaws, and should the Local Trust Committee wish to include the matter as part of the current project, or as a separate project, they need to provide direction to staff to revise the project charter.

The meeting was recessed for a break at 1:33 p.m. and reconvened at 2:00 p.m.

**HO-2026-001**

**It was MOVED and SECONDED**

that the Hornby Island Local Trust Committee implement a Standing Resolution to direct Bylaw Enforcement staff to take no enforcement action with respect to existing and proposed farm-based agri-tourism accommodation uses until the Local Trust Committee completes the major project Official Community Plan/Land Use Bylaw review.

**CARRIED**

**10. APPLICATIONS AND REFERRALS**

**10.1 PLDVP20250405 (Mid Island Co-op) - Staff Report**

The Planner summarized the staff report and highlighted the following:

- The application seeks a development permit to reduce the minimum interior side and exterior side lot line setbacks to allow the siting of a service area which was not finalized at the time other development permits were applied for;

- The interior side lot setback variance request is from 3.0 metres to 1.2 metres on the southern interior side lot line and the exterior side lot setback variance request is from 6.0 metres to 4.0 metres on the western exterior lot line.

Trustee had no questions or comments.

**HO-2026-002**

**It was MOVED and SECONDED**

that the Hornby Island Local Trust Committee approve issuance of Development Variance Permit PLDVP20250405.

**CARRIED**

**10.2 Referral Response to Comox Valley Regional District regarding Proposed Regional Growth Strategy Minor Amendment**

Received for information.

**10.3 LTC Referral: Trust Council Bylaw No. 183 - Policy Statement – Memorandum**

**HO-2026-003**

**It was MOVED AND SECONDED**

that the Hornby Island Local Trust Committee respond to the Islands Trust Council that interests are unaffected by Bylaw No. 183.

**CARRIED**

**11. LOCAL TRUST COMMITTEE PROJECTS**

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

The Planner summarized the staff report and highlighted the options for the Local Trust Committee following the Community Information Meeting that will take place later in the agenda. They noted that it is unlikely the bylaws can be adopted prior to the next local government election due to the approval time required by the Ministry of Housing and Municipal Affairs.

The Planner provided the following information to the Local Trust Committee for their information:

- The Provincial vacation rental registry shows 87 operators registered in the system with 79 being active;
- The Bylaw Enforcement Officer indicated that as of last November, 2025 there were approximately 110 listings on various platforms, and no new public complaints had been received;
- Any amendments the Local Trust Committee wishes to make to the proposed bylaws will be discussed following the Community Information Meeting;
- The use of Temporary Use Permits could be undertaken by establishing specific application deadlines annually.

Discussion ensued and the following comments were noted:

- A Trustee noted they are considering setting a CAP at 65 temporary use permits at any given time based on averages from other islands, information received from the Province indicating 65 would be the highest number in proportion to the population of the island compared to other gulf islands, information published regarding short-term vacation rentals in surrounding communities, the consideration of the sustainability of summer visitor population, and consideration of the number operators that are operating within the confines of legality;
- The Planner clarified the Local Trust Committee had previously discussed and set a CAP at 67 and subsequently remove it from the proposed bylaw as there was ambiguity associated with the number.

**12. CORRESPONDENCE - none**

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

**13. NEW BUSINESS**

**13.1 Letter of Support for Hornby Island Community Economic Enhancement Corporation - Trustee Allen for Discussion**

Trustee Allen summarized an email sent to the Local Trust Committee members detailing why the Hornby Island Community Economic Enhancement Corporation's application for a Crown land grant should be supported.

The Chair noted senior staff spoke with the Ministry of Housing and Municipal Affairs and Ministry of Water, Land and Resource Stewardship staff who confirmed a not-for-profit operation is not eligible to apply for a Crown land grant but is eligible to apply for nominal rent tenure.

**HO-2026-004**

**It was MOVED and SECONDED**

that the Hornby Island Local Trust Committee request staff to write a letter of support to the Hornby Island Community Economic Enhancement Corporation's application for a Crown land grant of 10 hectares on Central Road behind the old Fire Hall for the purpose of providing affordable community housing on Hornby Island, conditional on support from K'omoks First Nation.

**DEFEATED**

**13.2 Extension of Advisory Planning Commission Terms**

Trustee Allen noted the desire to extend the current committee's term to the end of October, 2026 due to the impending expiration of the current term.

**HO-2026-005**

**It was MOVED and SECONDED**

that the Hornby Island Local Trust Committee request staff to bring forward the question of extending Advisory Planning Commission appointments to the March, 2026 regular meeting for discussion.

**14. STAFF REPORTS**

**14.1 Hornby 2026/27 Annual Meeting Schedule - Staff Report**

The annual meeting schedule for the fiscal year 2026/27 was presented for consideration.

**HO-2026-006**

**It was MOVED and SECONDED**

that the Hornby Island Local Trust Committee approve their April, 2026 to March, 2027 Meeting Schedule.

**CARRIED**

**14.2 Public Notification Bylaw - Request for Decision**

The Director of Legislative and Information Systems Services summarized the request for decision and highlighted the following:

- The Local Trust Committee was previously required to follow statutory notification as directed through *Local Government Act* regulations and can now adopt a Public Notification Bylaw;
- Trust Council has developed a model bylaw that recommends Local Trust Committee use social media and the Islands Trust website as a minimum requirement;
- The Local Trust Committee determine their means of notification.

**HO-2026-007**

**It was MOVED and SECONDED**

that the Hornby Island Local Trust Committee amend Bylaw No. 180, cited as “Hornby Island Local Trust Committee Public Notification Bylaw No. 180, 2026”, by preplacing item ii) “electronically by posting the notice on Islands Trusts social media platform” with “by posting in a local print weekly newspaper”.

**CARRIED**

**HO-2026-008**

**It was MOVED and SECONDED**

that the Hornby Island Local Trust Committee give Bylaw No. 180, cited as “Hornby Island Local Trust Committee Public Notification Bylaw No. 180, 2026”, First Reading as amended.

**CARRIED**

**HO-2026-009**

**It was MOVED and SECONDED**

that the Hornby Island Local Trust Committee give Bylaw No. 180, cited as “Hornby Island Local Trust Committee Public Notification Bylaw No. 180, 2026”, Second Reading.

**CARRIED**

**HO-2026-010**

**It was MOVED and SECONDED**

that the Hornby Island Local Trust Committee give Bylaw No. 180, cited as “Hornby Island Local Trust Committee Public Notification Bylaw No. 180, 2026”, Third Reading.

**CARRIED**

**HO-2026-011**

**It was MOVED and SECONDED**

that the Hornby Island Local Trust Committee forward Bylaw No. 180, cited as “Hornby Island Local Trust Committee Public Notification Bylaw No. 180, 2026”, to the Islands Trust Executive Committee for consideration of approval.

**CARRIED**

**HO-2026-012**

**It was MOVED and SECONDED**

that the Hornby Island Local Trust Committee considers that the notification methods in draft Bylaw No. 180 are reliable, suitable and accessible for the Hornby Island Local Trust Area.

**CARRIED**

**14.3 Hornby Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 179 - Request for Decision**

**HO-2026-013**

**It was MOVED and SECONDED**

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

**CARRIED**

The meeting was recessed for a break at 3:32 p.m. and reconvened at 4:06 p.m.

**14.4 Trust Conservancy Report - none**

**14.5 Applications Report dated January 16, 2026**

Received for information.

**14.6 Trustee and Local Expense Report dated November, 2025**

Received for information.

**14.7 Adopted Policies and Standing Resolutions**

Received for information.

**14.8 Local Trust Committee Webpage - none**

**15. WORK PROGRAM**

**15.1 Active Projects Report dated January 16, 2026**

Received for information.

**15.2 Future Projects Report January 16, 2026**

Received for information.

**16. UPCOMING MEETINGS**

**16.1 Next Regular Meeting Scheduled for Friday, March 20, 2026 at 11:30 am at Hornby Island Community Hall, 4305 Central Road, Hornby Island, BC**

**17. COMMUNITY INFORMATION MEETING - HORNBY ISLAND PROPOSED BYLAWS 176 (OFFICIAL COMMUNITY PLAN) AND 177 (LAND USE BYLAW)**

**17.1 Planner Presentation**

The Planner provided a presentation and highlighted the following:

- The purpose of the project is to review the Official Community Plan (OCP) and Land Use Bylaw (LUB) for the purpose of increasing housing options on Hornby Island, regulate vacation rentals through a Temporary Use Permit, and incorporate First Nations engagement recommendations into the OCP and LUB;
- Official Community Plan Bylaw No. 176 amendments include supporting rezoning applications for multi-dwelling housing proposals to ensure affordability, supporting land in the Agricultural Land Reserve over 4 hectares in size to be able to construct a principal residence, secondary suite and a secondary dwelling, and requiring all vacation home rentals to be operating through the use of a valid Temporary Use Permit;
- Land Use Bylaw amendments include not considering cisterns as structures, permitting community housing in the PU zone with density of 10 units per hectare with a maximum of 24 units per lot, including Temporary Use Permit Guidelines for vacation rentals which would be considered by elected officials when issuing Temporary Use Permits, and pending discussion of implementing a CAP on the number of Temporary Use Permits that will be issued for short-term vacation rentals;
- Temporary Use Permit Guidelines will address the accumulative impact of vacation rental use in a neighbourhood and on the island, proof of adequate septic capacity, water quantity and water quality, requirements for posting information for guests regarding First Nations significance in the area, and any other requirements the Local Trust Committee considers appropriate including site specific nuances of individual applications;
- The Provincial vacation rental registry has 87 Hornby Island vacation rentals listed as registered with 79 active and there are 12 active open bylaw files;
- The Local Trust Committee is to consider if they wish to make any amendments to the proposed bylaw as currently written or they can decide they do not wish to make amendments and proceed to Public Hearing;
- Once the bylaws are adopted, they would go into effect immediately.

**17.2 Question & Answer Period**

The following questions, answers, and comments were noted:

- What qualifications would a certified professional need to have to inspect water and septic systems?

- Provincial legislation dictates each of the professional bodies that are certified to do specific work including Registered On-Site Wastewater Practitioners while specific laboratories test water samples for Canadian drinking water standards.
- Why are septic and water testing requirements being tied to short-term vacation rentals instead of broadly across the island?
  - Community concerns that came up through the original phases of engagement were that the intensification of land use could lead to concerns about the quality of groundwater if it is impacted by failing septic systems.
- Will the septic system be required to be inspected annually?
  - Inspection would be required at the time of Temporary Use Permit application.
- Has data been collected on intensity of use of short-term vacation rental properties compared to owners that have family and friends visiting through the summer?
  - There is antidotal information and data collection happening at the community level and the Local Trust Committee has assumed intensification of use during the rental period. If there is no faith in the antidotal approach, and concrete information is preferred, this feedback needs to be given to the Local Trust Committee.
- How will the difference on the number of vacation rentals registered with the province and the number advertising locally be handled?
  - That information can be considered by the LTC if it deems the discrepancy to be important.
- Will the Temporary Use Permits be issued by the Local Trust Committee?
  - Yes.
- How was the number 65 for a CAP determined when the Provincial registry has 87?
  - A Trustee noted there are 87 vacation rentals registered with the Province, this does not necessarily mean they are all in compliance, other Gulf Island were considered which have much fewer than 65, the number of people on the island in the summer is not sustainable, many comments from community members have been received in which they feel there are too many, and there is need for a balance.
- There are concerns about the potential date of the bylaw adoption and affects on pre-bookings; how will this be managed?
  - There is nothing from preventing the Local Trust Committee from identifying an aspect of the Land Use Bylaw that will be subject to a phasing in period and grace period to ensure there is no hardship for operators to come into compliance.
- A member of the public encouraged the Local Trust Committee to increase the CAP and let the legislation and follow-up from the community deal with those not in compliance.
- What happens to the bylaw and proposals for amendment in light of an election.
  - An election can trigger an entire new approach to doing business and an incoming Local Trust Committee can undo work of the previous one.

- Has Islands Trust devised a way of addressing how much water people draw from their individual wells?
  - Unless one is monitoring their well the volume of use is not known and commercial users are required to monitor their wells and monitor use.
- Is there a rationale for restricting vacation rentals from May to September?
  - The community recommended that stipulation when the bylaw came into effect many years ago.
- What is the capacity of the Local Trust Committee to manage 65 Temporary Use Permit applications within a timely fashion?
  - The decision of granting the permits lies with the elected officials; however, processing of applications will be done by staff and discussions of the logistics of managing the work load have been undertaken by senior management should the bylaws be adopted.
- How will the Trustees decide who gets a permit and who doesn't?
  - If, for example, 150 applications are received and every single one meets every single guideline then the Local Trust Committee will need to decide how to conduct what amounts to a lottery of issuing TUPs.
- Is it accurate that one of the criteria considered in issuing a Temporary Use Permit would be if complaints from neighbours had been received?
  - There is nothing in the Guideline regarding the property being subject to bylaw complaints; however, staff reports typically have a section for implications and if there is an active infraction then the Local Trust Committee would be informed.
- How would a CAP be enforced when there is such a high demand for tourists and people show up?
  - There is a sense that people won't show up if they don't have a place to stay.
- The current short-term vacation rental bylaw only applies to residential zones and not agricultural zones and if the bylaw fails to pass does this mean that agricultural areas will be exempt from short-term rental restrictions?
  - If the bylaws do not get adopted the default is the current bylaw. Properties in the Agricultural Land Reserve can not operate a short-term vacation rental; however, they can undertake agri tourism activities.
- If qualified professionals are required to do assessments there will be a number of reports to be done. How much grace time would Trustees give for reports?
  - If the bylaws are adopted then the Local Trust Committee would consider the best way forward to introduce the requirements to the community including the time to get applications completed.
- There has been no discussion on the difference between bylaws for permanent residents and non permanent residents.
  - Currently there is no distinction on whether the applicant is a permanent resident or a part time resident.
- If someone meets all requirements and is denied a Temporary Use Permit, will they be given a written explanation, put on a waiting list, or given an opportunity to reapply?
  - These things have not been determined. Typically, if an application is denied the applicant is informed and the file is closed.

- Will Trustees consider primary residents be exempt from the Temporary Use Permit or CAP and would they consider composting toilets so that compliance works for people across all income levels.
  - This rendition of the bylaw does not incorporate any of those pieces.
  - A Trustee noted it has not been discussed yet and indicated they were not sure if commercial rentals are allowed to have composting toilets.
- If property is not registered but operating how will this be dealt with?
  - A Trustee noted bylaw enforcement checks rental advertisements.
- A locum doctor spoke to the property they have on Hornby that is used as their residence when they work at the clinic and it is important to consider how assumptions about non-permanent residents may have an impact on the community. They agree with the registration process and restrictions being proposed and supposes community concern is likely around the proposed CAP, which seems fundamentally unfair as the CAP is not based on data.
  - A Trustee noted that the Provincial Government has brought the issue of principal residence into short-term vacation rentals, does not believe they will leave Hornby with no cap, and they would like the community to come up with a CAP.
- The CAP is under consideration in the perspective of rentals available from May to September. Is there a way to take the total number of weeks a vacation rental can be rented, multiply it by the proposed CAP, and spread the rental weeks out year-round regardless of the number of homes?
  - The Advisory Planning Commission recommendations did not include this type of consideration.
- There are uses, other than vacation rentals, that require a Temporary Use Permit. Does the CAP of 65 refer to total Temporary Use Permits or just those for vacation rentals?
  - The CAP relates to vacation rental permits only.
- The requirements to have full scale septic and full-scale water are a bit elitist for Hornby and the higher the standards are set the higher the affect will be on those that need to rent in order to live on island.
- If rentals are allowed based on weeks per year how would that be monitored and reinforced?
  - It does not seem possible to do.
- A principal residence is where one claims their home owners grant, many residents have to rent their homes temporarily to afford to live here, there are many people that have second and third homes and the Local Trust Committee should consider this when determining who to give permits to, and the suggested fees for the Temporary Use Permits should be considered as a sliding scale and directly relevant to the rental rate and number of rental days.
  - Technically this is a good idea; however, there is not an example of a sliding scale within the Trust and it would be at the will of the Local Trust Committee to direct staff to look into the possibility.
- Is there a legal basis within the Temporary Use Permit framework to make permanent residency part of the bylaw?
  - The guidelines in the Land Use Bylaw need to be clear and outline specifically what the application would be vetted against. Inclusion of

prioritizing permanent residency is at the discretion of the Local Trust Committee.

- Is the Temporary Use Permit application fee going to be \$2280?
  - The fee has not been determined yet and must be based on cost recovery.
- If there is a CAP and there are 150 applicants and one doesn't get a Permit would the application fee returned?
  - Staff would recommend that a portion of the fees be returned if the applicant met all criteria and the issuance of Temporary Use Permits are on a lottery basis.
- Would the Temporary Use Permit renewal fee be less than the application fee?
  - The Local Trust Committee sets the fees and they should be cost recovery based. As there is not a CAP in the bylaw right now these issues have not been considered. If a CAP is implemented and direction given to amend the bylaw then staff would take these items into consideration.
- A member of the public stated a sliding scale, composting toilets, permanent residency, and spreading out the five-month period to allow winter rentals should be considered, they noted there are 90 members of the Hornby Island Short Term Rental Association and asked where one would get information to fulfill the requirement regarding K'omoks First Nation information being provided to guests.
  - Islands Trust would provide information regarding what the Nation is concerned about and what values have been identified for protection and operators would use the communication pieces to provide information in their own words.
- There needs to be a lot of answers before moving forward, the CAP should reflect the number of families that are already renting and then be lowered through attrition.
- If a permanent resident wants to rents out their house in the summer, are they allowed to move into a trailer or cabin on their property and rent the primary dwelling.
  - An answer to this question could be provided following some research.
- It is correct that in 2003 there were quality of life concerns that led to an identification that a majority of permanent residents wanted regulations on short-term vacation rentals and something needs to be done to ensure the Province doesn't specify regulations.
- It is alarming how often coliform bacteria and e coli have been identified in the water and if one is renting, they are selling a service and have an obligation to ensure the health of their guests. The contamination is not necessarily ground water contamination and can be come from poorly functioning septic fields and wells.
- A resident noted that they are impacted by summer rentals all summer, they would like a clause regarding the number of beds and bedrooms be scaled to size of the lot, that permanent year-round residents get priority, with people who have family homes and visit part-time get second priority, and those that primarily rent out the home get last consideration.

- The Land Use Bylaw can regulate density based on lot size and if criteria are made explicit in the bylaw based on residency status, then this can be considered as a guideline.
- The CAP should be based on current compliance.
- Will the Temporary Use Permit fees be in addition to the Provincial registry fees?
  - Yes
- The Islands Trust mandate is to be a steward of the islands and look at the interests for all British Columbians and reducing the number of people who come to the island is not necessarily in the interest of the populace.
- There is no opposition to water and septic regulations or to a CAP but there is resistance to a CAP that is less than the number of people that already operate. The CAP should not be set until it is known how many applications come forward that will be in compliance.

**17.3 Public Comments**

Comments are included in item 17.2.

The meeting was recessed for a break at 6:15 p.m. and reconvened at 6:24 p.m.

**18. LOCAL TRUST COMMITTEE PROJECTS**

**18.1 Major Project: Hornby Island Official Community Plan and Land Use Bylaw Review - Discussion for Next Steps**

**HO-2026-014**

**It was MOVED and SECONDED**

that the Hornby Island Local Trust Committee request staff to schedule an electronic special meeting to consider next steps, prior to the March 20 regular meeting.

**CARRIED**

**19. ADJOURNMENT**

**By general consent**, the meeting was adjourned at 6:25 p.m.

---

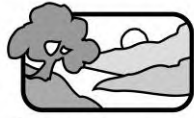
Tim Peterson, Chair

Certified Correct:

---

Lisa Millard, Meeting Administrator/Recorder

DRAFT



DATE OF MEETING: March 3, 2026

TO: Hornby Island Local Trust Committee

FROM: Sonja Zupanec, RPP, MCIP  
Northern Team

SUBJECT: **January 23, 2026 Report UPDATED for LTC Re-consideration March 3**

Provincial Short Term Registry Update and Review of Proposed Bylaw Nos. 176 (OCP) and 177 (LUB)

## RECOMMENDATION

1. **That the Hornby Island Local Trust Committee indicate its' preference to either:**
  - a. **request staff to amend proposed bylaws 176 (OCP) and 177 (LUB); and/or**
  - b. **request staff to schedule a Public Hearing for the proposed bylaws; or**
  - c. **proceed no further.**

## REPORT SUMMARY

The purpose of this report is to outline options for advancing consideration of Proposed Bylaws Nos. 176 and 177 regarding changes to vacation rental regulations. A summary of available provincial short-term rental registry data (May–September 2025) is provided in this report so the Local Trust Committee (LTC) can consider possible amendments with up-to-date information. All relevant background information and public correspondence related to this project is posted to the Islands Trust [project webpage](#).

## BACKGROUND

In July 2025, the LTC gave second reading as amended to Proposed Bylaws No. 176 (Official Community Plan – Attachment 1) and 177 (Land Use Bylaw – Attachment 2) to remove a draft provision for a cap of 67 temporary use permits (TUP) issued at any given time for vacation home rental use in residential zones. The LTC indicated it wished to learn more from the Provincial short term rental registry data for the period of summer of 2025 before further consideration of a specific cap for TUPs. The LTC passed the following resolution:

**HO-2025-037** 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**

Staff accessed the provincial data for 2025 in November/December and the registry showed **87 operators 'registered' and 79 operators shown as 'active'**. In 2025, Islands Trust Bylaw Enforcement staff noted there were ~110 vacation rental listings on various online platforms. The data may help inform bylaw amendments related to a cap on TUP applications to ensure bylaws are responsive to actual community conditions. No public complaints to Islands Trust Bylaw Enforcement were made last year regarding vacation rentals use on

Hornby Island. There are currently 12 open bylaw enforcement files regarding vacation rental use which were mostly proactively opened by enforcement staff, and not by complaint from residents.

**HO-2025-038** 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**

A CIM is scheduled for 4pm on January 23<sup>rd</sup>. Staff have prepared a short presentation on the proposed bylaws and potential next steps that the LTC could take. There will be an opportunity for public questions and comments. After the close of the CIM, the LTC may choose to advance the bylaws via any number of amendments or to public hearing.

**HO-2025-039** 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**

A business case for \$5,000 to complete the OCP/LUB Review Project has been submitted and is subject to Trust Council approval in March 2026. The complete scope of deliverables outlined in the [Project Charter](#) currently exceed what can be substantially completed prior to the local Islands Trust elections this fall 2026. The Regional Planning Team may not be available to support this project beyond March 2027 and it would be prudent for the LTC to significantly refine the workplan to ensure top priority First Nation engagement and housing amendments are considered by March 2027. Remaining OCP and LUB amendments may need to be resourced as individual minor projects.

## **RATIONALE FOR RECOMMENDATIONS**

Staff recommend that at the close of the CIM on January 23, 2026, the LTC indicate its' support for either advancing the bylaws as presented or amending the bylaw to address concerns regarding the number of TUPs operating at any time. LTC action is required to advance the bylaws prior to the local government elections in the fall of 2026.

Staff recommendation is provided on page 1 of this report.

## **Next Steps**

Upon the close of the CIM the LTC will have an opportunity to reflect on public support for the proposed bylaws and direct staff to either amend the proposed bylaws or advance to public hearing. The suggested resolution wording for amendments to the bylaw would be:

*“That the Hornby Island Local Trust Committee amend (insert Proposed Bylaw No.) by (insert specific amendments).”*

If the LTC does not wish to make any further amendments to the proposed bylaws, the LTC can request staff to schedule a public hearing during the March 20, 2026 regular business meeting, or at an alternate date/time. The suggested resolution wording would be:

*“That the Hornby Island Local Trust Committee request staff to schedule a Public Hearing for Proposed Bylaw Nos. 176 (OCP) and 177 (LUB) during the March 20, 2026 regular business meeting.”*

Submitted By:	Sonja Zupanec, RPP, MCIP, Island Planner	January 12, 2026
Concurrence:	Renée Jamurat, RPP, MCIP, Regional Planning Manager	January 12, 2026

## **ATTACHMENTS**

1. Proposed Bylaw No. 176 (OCP) – at second reading
2. Proposed Bylaw No. 177 (LUB) – at second reading



**HORNBY ISLAND LOCAL TRUST COMMITTEE**  
**BYLAW NO. 176**  
**Schedule "1"**

1. **Schedule "A"** of Hornby Island Official Community Plan, 2014 is amended as follows:
  - 1.1 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE**, Subsection **6.3 Residential**, article **6.3.1 Residential – General, Objectives** (1) is deleted and replaced with:

“(1) to ensure that a variety of housing and housing tenure options are supported by this Plan.”
  - 1.2 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE**, Subsection **6.3 Residential**, article **6.3.1 Residential – General, Policies**, is amended by adding the following new policy after 6.3.1.3 “6.3.1.4 Vacation Home Rental use is permitted through the issuance of a valid Temporary Use Permit.”
  - 1.3 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE**, Subsection **6.3 Residential**, article **6.3.3 Rural Residential, Objectives**, be amended by adding a new objective after (4) which reads: “(5) to support multi-dwelling residential rental tenure development in the Large Lot Residential zone, through rezoning applications.”
  - 1.4 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE**, Subsection **6.3 Residential**, article **6.3.3 Rural Residential, Policies** 6.3.3.6 is amended by deleting the words “and vacation home rentals”.
  - 1.5 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE**, Subsection **6.3 Residential**, article **6.3.3 Rural Residential, Policies** is amended by adding a new policy 6.3.3.10 that reads “6.3.3.10 Rezoning applications are encouraged for multi-dwelling developments restricted to residential rental tenure and which ensure affordability is maintained in perpetuity.”
  - 1.6 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE**, Subsection **6.4 Agriculture**, article **6.4.1 Agriculture, Policies**, 6.4.1.4 be deleted in its entirety and replaced with “6.4.1.4 On lots 4.0 hectares or larger in the Agricultural Land Reserve, regulations should permit one principal dwelling and one secondary suite within the principal dwelling as well as one additional secondary dwelling limited in floor area and consistent with the Agricultural Land Commission regulations.”
  - 1.7 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE**, Subsection **6.5 Commercial and Home Occupations**, article **6.5.2 Visitor Accommodations and Tourism, Policies**, 6.5.2.5 a) is amended by removing the words “, guest houses or vacation home rentals”.
  - 1.8 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE**, Subsection **6.5 Commercial and Home Occupations**, article **6.5.2 Visitor Accommodations and Tourism, Policies**, 6.5.2.5 b) is deleted in its entirety and replaced with “6.5.2.5 b) On land in the Agricultural Land Reserve, vacation home rentals approved by a temporary

use permit and agri-tourism accommodation in accordance with Agriculture Land Commission policy and regulations, if zoning allows such a use.”

- 1.9 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE**, Subsection **6.5 Commercial and Home Occupations**, article **6.5.2 Visitor Accommodations and Tourism, Policies**, Policy 6.5.2.5 is amended by adding a new item c) that reads: “c) Vacation home rental use may be approved through the issuance of a Temporary Use Permit and subject to guidelines contained within the Land Use Bylaw.”
- 1.10 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE**, Subsection **6.5 Commercial and Home Occupations**, article **6.5.3 Vacation Home Rental**, is deleted in its entirety and subsequent subsections renumbered accordingly.
- 1.11 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE**, Subsection **6.5 Commercial and Home Occupations**, article **6.5.5 Home Occupations, Background**, paragraph 2 is amended by removing the words “and vacation home rental of a primary residence is addressed in article 6.5.3 Vacation Home Rental”.
- 1.12 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE**, Subsection **6.5 Commercial and Home Occupations**, article **6.5.5 Home Occupations, Policies**, Policy 6.5.5.7 is deleted in its entirety and subsequent policies renumbered accordingly.
- 1.13 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE**, Subsection **6.10 Temporary Use Permits, Objectives**, Objective (9) is deleted in its entirety and replaced with “(9) to allow vacation home rental use as per Policy 6.5.2.5 c)”.
- 1.14 **Section VI – OBJECTIVES AND POLICIES FOR SUSTAINABLE LAND USE**, Subsection **6.10 Temporary Use Permits, Guidelines**, 6.10.1 through 6.10.10 are deleted and replaced with the following text: “The guidelines for this subsection are found in the Hornby Island Land Use Bylaw.”



**HORNBY ISLAND LOCAL TRUST COMMITTEE**  
**BYLAW NO. 177**  
**Schedule "1"**

1. **Schedule "A"** of Hornby Island Land Use Bylaw, 2014 is amended as follows:
  - 1.1 **PART 1, INTERPRETATION**, Section **1.1 Definitions**, the definition of **structure** is amended by adding the words ", and water storage cisterns." After "related appurtenances".
  - 1.2 **PART 1, INTERPRETATION**, Section **1.1 Definitions**, and the definition of **vacation home rental use** is deleted.
  - 1.3 **PART 3, GENERAL REGULATIONS**, Section **3.7 Vacation Home Rental Uses** be deleted and subsequent sections are re-numbered accordingly.
  - 1.4 **PART 8, ZONE REGULATIONS**, Section **8.1 Residential 1- Small Lot (R1) Zone (Galleon Beach, Shingle Spit, Sandpiper, Whaling Station Bay/Anderson Drive and portion of Klaver Lot)**, Subsection **(1) (d)** is deleted.
  - 1.5 **PART 8, ZONE REGULATIONS**, Section **8.2 Residential 2- Large Lot (R2) Zone**, Subsection **(1) (h)** is deleted.
  - 1.6 **PART 8, ZONE REGULATIONS**, Section **8.4 Residential 4- Forest (R4) Zone**, Subsection **(1) (g)** is deleted.
  - 1.7 **PART 8, ZONE REGULATIONS**, Section **8.5 Agriculture 1 (A1) Zone**, Subsection **(1) (f)** is deleted.
  - 1.8 **PART 8, ZONE REGULATIONS**, Section **8.21 Public Use (PU) Zone**, Subsection **(9) table** is amended by adding a new site specific regulation after "(d) Recycling depot" that reads "(e) Community housing, to a maximum density of 10 units per hectare and 24 live/work units per lot."
  - 1.9 **PART 10, TEMPORARY USE PERMIT AREAS**, Section **10.1 Temporary Use Permits**, text is amended by adding the following sentence at the end of the paragraph "All Temporary Use Permit Objectives are listed in the Hornby Island Official Community Plan."
  - 1.10 **PART 10, TEMPORARY USE PERMIT AREAS**, Section **10.2 Objectives** is deleted and subsequent section renumbered accordingly.
  - 1.11 **PART 10, TEMPORARY USE PERMIT AREAS**, Section **10.3 Guidelines**, Subsection **(10)** is deleted and replaced with the following:

"When considering the issuance of a Temporary Use Permit for a vacation home rental, the following additional guidelines apply:

    - (a) The cumulative impacts of vacation home rentals on both the neighbourhood and the island as a whole shall be considered. Applications may be refused where the concentration or cumulative effect of vacation home rentals would result in unacceptable land use impacts, including but not limited to impacts on residential character, traffic, or housing availability.
    - (b) applicants for a Temporary Use Permit should provide:

- i) Confirmation from an authorized person that the sewerage system for the vacation rental has been inspected in the last 6 months and meets the requirements of the Sewerage System Regulation and/or determines what level of construction is required on the existing system to comply with the Sewerage System Regulation;
- ii) an issued operating permit for a water supply system servicing more than one dwelling;
- iii) confirmation from a qualified professional to certify the watery supply meets the Guidelines for Canadian Drinking Water Quality for microbial and chemical quality or can be made potable with specified measures;
- iv) confirmation from a qualified professional that well water quantity intended to supply the vacation rental is sufficient.

(c) a condition of the Temporary Use Permit should require the permit holder to post information for guests about awareness and sensitivity to the significant First Nations cultural heritage and archaeological sites on the island;

(d) a condition of the Temporary Use Permit should prohibit recreational vehicles or camping;

(e) a condition of the Temporary Use Permit should allow vacation home rental use only between May 1 – September 30;

(f) a condition of the Temporary Use Permit should allow no more than 2 beds per bedroom and no more than three bedrooms to be used for dwellings on lots less than 1.0 hectare in size; or more than four bedrooms if the lot has an area of 1.0 hectare or more.

(g) a condition of the Temporary Use Permit should restrict occupancy during any period of seven consecutive days to only one guest or guest party;

(h) a condition of the Temporary Use Permit should limit occupancy and signage on the property;

(i) a condition of the Temporary Use Permit should require specific information to be posted to guests regarding the location of property lines by way of a map, any applicable noise bylaws, measures to address water conservation, fire safety, storage and management of garbage, septic system care and control of pets (if pets are permitted) as stated in the Temporary Use Permit or as determined by the owner or manager to effectively manage the site; and

(j) any other requirements the Local Trust Committee may consider appropriate.