

**MINUTES OF THE HORNBY ISLAND LOCAL TRUST COMMITTEE BUSINESS MEETING  
HELD AT 12:15 PM, OCTOBER 19, 2011  
IN THE NEW HORIZONS  
1765 SOLLANS ROAD, HORNBY ISLAND, BC**

PRESENT:	Louise Bell	Chair
	Fred Hunt	Local Trustee
	Tony Law	Local Trustee
	Miles Drew	Bylaw Enforcement Coordinator
	Sonja Zupanec	Island Planner
	Vicky Bockman	Minute Taker

There were no members of the public in attendance.

**1. CALL TO ORDER**

Acting Chair Law, called the meeting to order at 12:30 p.m. and advised that Chair Bell and Minute Taker Bockman would arrive on the next ferry.

**2. APPROVAL OF AGENDA**

The agenda was adopted by consensus.

**3. MINUTES**

*3.1 Local Trust Committee Meeting Minutes dated September 21, 2011*

The minutes were adopted by consensus, with the following amendments:

- Page 1, Item 6, third line: remove the text "Trust"
- Page 2, Item 7, second line: change "address" to "attend"
- Page 2, Item 7, second line: change "conference" to "convention"
- Page 5, Item 10, fourth paragraph, second line: change "a" to "this"
- Page 5, Item 10, first, third and fifth lines: change "McKenzie" to "Mackenzie"
- Page 6, Item 4.1, second paragraph, second line: add the text "proposed climate change" before "pamphlet"
- Page 9, first paragraph, fourth line: change "Sonstens" to "Sonstenes"
- Page 9, Item 14.2, third paragraph: delete the last sentence and replace with "B.C. Hydro has agreed to participate in a community information meeting and discussion about Smart Meters prior to installation commencing on Hornby."

**4. BUSINESS ARISING FROM MINUTES**

*4.1 Follow up action list*

Planner Zupanec presented the Follow-up Action List dated October 11, 2011.

*4.2 BC Hydro Smart Meter Program*

Trustee Law reported on communications with BC Hydro that have occurred since the last Local Trust Committee meeting. He stated that BC Hydro has said that the proposed community information meeting and discussion regarding Smart Meter installation on Hornby Island will not take place until 2012 as other communities with earlier installation dates are considered a priority. Trustee Law confirmed with BC Hydro that no Smart Meters have been installed on Hornby yet and that the installation date is scheduled for July, 2012.

**5. CORRESPONDENCE**

*5.1 Email dated October 15, 2011 from Jennifer Armstrong regarding Hornby Island Resort – Zoning Amendment Process*

Received.

*5.2 Email dated October 17, 2011 from Tanya de Frias regarding Hornby Island Visitors*

Received.

**16. CLOSED MEETING**

**HO-078-2011** It was **MOVED** and **SECONDED** that the Hornby Island Local Trust Committee close the next part of the October 19, 2011 business meeting to discuss matters pursuant to Section 90(1)(d) of the *Community Charter* to consider adoption of Closed Meeting Minutes and that Staff be invited to attend this meeting.

**CARRIED**

Acting Chair Law recessed the Local Trust Committee meeting to the public to hold an in-camera meeting at 12:45 pm

**17. RECALL TO ORDER**

Rise and Report from closed meeting.

*Acting Chair Law reconvened the Local Trust Committee meeting at 12:50 pm.*

*Acting Chair Law recessed the meeting for a short break at 12:54 pm.*

*The meeting was reconvened at 1:00 pm.*

**6. TRUSTEES' REPORT**

Trustees Law and Hunt began by presenting a gift to Chair Bell in appreciation and recognition of her work in chairing the Local Trust Committee over this term.

Trustee Law stated that since the last Local Trust Committee meeting he and Trustee Hunt attended the Vancouver Island Summit on Climate Action at the BC Mayors Climate Leadership Council. He said that there may be a caucus of smaller communities in a future Council to discuss issues in common such as transportation and greenhouse gas emissions.

Trustee Law reported on meetings with BC Ferries representatives and said that there had been a meeting on Denman regarding the proposed cable ferry, adding that he has requested a meeting to address that issue on Hornby. He reported on recent meetings with Mr. Gordon Macatee, BC Ferries Commissioner, on Hornby and Denman Islands. Trustee Law said that because there was a power outage on the scheduled Hornby meeting date which reduced the number of public attending, he has asked for another meeting to be held on Hornby. He said that subsequent to the meetings, he wrote a letter to David Hahn, President and Chief Executive Officer of BC Ferries, summarizing the issues which were raised at the Denman meeting. He added that Commissioner Macatee is encouraging people to go to the website where they may respond to discussion items which have been posted there.

Trustee Hunt reported that the BC Mayors Climate Leadership Council offered an opportunity to share the Natural Area Protection Tax Exemption Program with other interested communities. He said that he is working with a local governance group, including representatives from Hornby Island Ratepayers' and Residents' Association and Comox Valley Regional District, to organize a meeting and open house with MLA Don McRae which is scheduled for October 28, 2012.

**7. CHAIR'S REPORT**

Chair Bell reported that she attended the annual convention of the Union of British Columbia Municipalities (UBCM) on September 16-30, 2011. She reported on several presentations to provincial cabinet ministers and resolutions processed including a meeting with the Premier and Transportation Minister Blair Lekstrom to discuss escalating ferry fares on BC Ferries minor routes; a breakfast for all Members of the Legislative Assembly and Electoral Area Directors for the areas in which our islands fall; and a meeting with Steve Thompson, Minister of Forests, Land and Natural Resources to discuss the issue of derelict vessels. She stated that Executive Committee members participated in the question period at the Union of British Columbia Municipalities Ministers Resources Panel and questioned Minister Terry Lake about the Water Act and the proposed Underground Raven Coal Mine.

Chair Bell reported that Union of British Columbia Municipalities delegates voted in favour of Resolution 174 which was “that a moratorium be placed on the mandatory installation of wireless smart meters until major issues and problems identified regarding wireless smart meters are independently assessed and acceptable alternatives are made available at no added cost to the consumer”.

Chair Bell reported on the Executive Committee actions since the last Local Trust Committee meeting including approval of bylaws, reviewing of an amendment to the Land Use Bylaw for Bowen Island, preparation of the agenda for the December Trust Council meeting and overseeing preparation of the three videos on the Islands Trust being prepared with grant money.

Chair Bell concluded her report by acknowledging the hard work and good decision making skills demonstrated by both Trustees Law and Hunt during this term and commended them for the unparalleled amount of community consultation that was provided. She also thanked staff and the minute taker for their contributions.

**8. DELEGATIONS**

None

**9. TOWN HALL SESSION**

None.

**10. APPLICATIONS AND PERMITS**

*10.1 HO-DP-2011.1 (Hornby Island Resort)*

Planner Zupanec presented a verbal update, stating that plans received by the applicant include one setback that could not be adjusted to meet the Land Use Bylaw frontage requirement. In addition, she reported that although the original building heights had not changed, once the classification of the residential buildings was changed to “accessory”, their heights were above the allowed height for accessory buildings and that this change was missed due to an administrative oversight. She stated that these issues will require that the Local Trust Committee consider two variance requests. She outlined the process and options and requested guidance as to how to proceed.

Discussion followed and included clarification of the background information, public notification requirements and timing considerations. It was the consensus that the variance requests should be addressed in the normal course of business and that the variance application be considered at the next Local Trust Committee business meeting.

11. **LOCAL TRUST COMMITTEE PROJECTS**

None.

12. **REPORTS**

12.1 *Work Program Reports - Top Priorities and Projects List Report dated October 11, 2011*

Planner Zupanec presented the report.

12.2. *Applications log dated October 11, 2011*

Planner Zupanec presented the report.

12.3. *Trustee and Local Expenses - Expenses posted to September 21, 2011.*

Received.

13. **NEW BUSINESS**

13.1 *Local Trust Committee Recommendations for Next Term*

There was discussion of the status of outstanding Local Trust Committee projects and possible methods for advising incoming Trustees of work to be considered for completion during next term. It was determined that adding these projects to the Projects List and creating resolutions would be the preferred methods of accomplishing this goal.

**HO-073-2011**

It was **MOVED** and **SECONDED** that the following be added to the Hornby Island Local Trust Committee Project List:

<u>Description</u>	<u>Activity</u>
Communications Plan	<ul style="list-style-type: none"> <li>• Notification of Local Trust Committee meetings, public hearings, etc.</li> <li>• Add identifiers such as property owner or street address when PIDs are used</li> <li>• Close attention to use of plain language</li> </ul>
Increased involvement of Advisory Planning Commission	<ul style="list-style-type: none"> <li>• Convene Advisory Planning Commission early in new term for a familiarization/training session</li> </ul>
Continue relationship building with K'omoks First Nation	
DPA areas for water conservation	<ul style="list-style-type: none"> <li>• Investigate the possible utilization of provisions in the Local Government Act</li> </ul>

**CARRIED**

**HO-074-2011**

It was **MOVED** and **SECONDED** that the Hornby Island Local Trust Committee encourage the Regional Planning Manager of the Northern Office to plan for twice annual meetings of the Local Trustees in the Northern Region for continuing orientation.

**CARRIED**

Chair Bell clarified that this would be in addition to Trust Council team meetings. Trustee Law added that these orientation meetings would also be opportunities to discuss particular issues that arise.

**13.2 Affordable and Special Needs Housing Documents**

*Local Trust Committee reviewed staff report and discussed how the tool might be employed on crown land. Trustee Law asked the information be provided to the new Trustee as part of their orientation.*

**14. BYLAWS**

**14.1 Bylaw Enforcement Notification System - Staff Report dated October 7, 2011**

Bylaw Enforcement Coordinator Drew presented the staff report regarding the proposed Bylaw Enforcement Notification System, explaining the purpose of

the proposal, the recommendations for setting fine and fine discount amounts, establishing of Registry and Screening Officer and providing a proposal for the next steps to be taken.

*14.1.1 Bylaw Enforcement Notification Brochure*

Bylaw Enforcement Coordinator Drew distributed a supply of brochures for use if desired.

*14.1.2 Bylaw Violation Notice*

Bylaw Enforcement Coordinator Drew presented an example of the proposed Bylaw Violation Notice.

*14.1.3 Draft Bylaw No. 144 cited as "Hornby Island Local Trust Committee Bylaw Enforcement Notification Bylaw, No. 144, 2011"*

Bylaw Enforcement Coordinator Drew explained that the proposed bylaw establishes schedules listing penalties for various offences of the Land Use Bylaw, noting that it does not create any new offences and that it creates opportunity for violators to take a disputed issue to an adjudication process. He described the proposed system as being a flexible and low cost method which is designed to increase compliance.

Discussion followed on the particulars of the proposed system. It was the consensus of the Local Trust Committee that they are supportive of the approach however it was agreed that some form of communication with the community prior to consideration of readings should be undertaken. It was determined that referring the proposed draft Bylaw Enforcement Notification Bylaw to the Advisory Planning Commission for consideration would be useful.

**HO-075-2011**

It was **MOVED** and **SECONDED** that Draft Bylaw Enforcement Notification Bylaw No. 144 be referred to the Advisory Planning Commission and that staff be requested to meet with the Advisory Planning Commission and provide full information on the draft bylaw and its context.

Trustee Hunt requested clarification of wording in the proposed bylaw.

**HO-076-2011**

It was **MOVED** and **SECONDED** to lay the motion on the table.

**CARRIED**

Discussion on the motion followed. Trustee Hunt questioned the meaning or purpose of the word "record" in section 7.3 (2)(d), and additionally, it was agreed to add text in the bylaw title to help clarify the purpose of the bylaw prior to referring it to the Advisory Planning Commission.

**ADOPTED**

The Local Trust Committee requested staff to insert the word "Violation" into Bylaw Notices in the title of Draft Bylaw No. 144 and clarify section 7.3 (2)(d).

**HO-077-2011** It was **MOVED** and **SECONDED** that the motion under resolution **HO-075-2011** be taken from the table.

**CARRIED**

Motion under resolution **HO-075-2011** was put to vote, as amended.

It was **MOVED** and **SECONDED** that Draft Bylaw Enforcement Notification Bylaw No. 144 be referred to the Advisory Planning Commission and that staff be requested to meet with the Advisory Planning Commission and provide full information on the draft bylaw and its context and that staff be requested to insert the word "Violation" into Bylaw Notices in the title of draft Bylaw No. 144 and clarify section 7.3 (2)(d).

**CARRIED**

**15. ISLANDS TRUST WEBSITE**

15.1 *Hornby Page*

No changes were recommended.

**16. CLOSED MEETING**

This moved after item 5.2 .

**17. RECALL TO ORDER**

This item moved after item 5.2.

**18. NEXT MEETING DATE**

To be announced.

**19. ADJOURNMENT**

Chair Bell adjourned the meeting at 4:10 pm.

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Minute Taker

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Chair