

**MINUTES OF THE HORNBY ISLAND LOCAL TRUST COMMITTEE  
REGULAR BUSINESS MEETING  
HELD AT 12:30 PM, ON FRIDAY, MARCH 16, 2012  
AT NEW HORIZONS, 1765 SOLLANS ROAD, HORNBY ISLAND, BC**

<b>PRESENT:</b>	David Graham	Chair
	Alex Allen	Local Trustee
	Tony Law	Local Trustee
	Sonja Zupanec	Island Planner
	Vicky Bockman	Recorder

There were eight (8) members of the public in attendance.

**1. CALL TO ORDER**

Chair Graham called the meeting to order at 12:38 pm.

**2. APPROVAL OF AGENDA**

The agenda was adopted by consensus.

**3. MIMULUS BIOLOGICAL CONSULTANTS PRESENTATION –  
STREAM MAPPING ON HORNBY ISLAND**

Michele Jones of Mimulus Biological Consultants provided background on the Riparian Areas Regulation. She commented that it was enacted under the Fish Protection Act, is enforced by local bylaws, and is intended to prevent harmful alteration, disruption or destruction of fish habitat from land development activities. She reported that the Ministry of Environment identified watersheds where Riparian Areas Regulation would apply and on Hornby Island these included Ford and Beulah Creeks. She explained that the purpose of the report was to identify and map all streams within the Ford and Beulah Creek drainage areas.

She clarified that for this regulation, a stream is defined as a watercourse, whether it usually contains water or not, a pond, lake, river, creek or brook; and a ditch, spring or wetland that is connected by surface flow to a watercourse, pond, lake, river, creek or brook that provides fish habitat. She advised that the term “ravine” in this report is being used as a land form description. Additional surveys will be required to complete the stream identification and mapping within the upper Beulah Creek drainage area.

She presented the stream identification report, commenting that within the watersheds all watercourses, wetlands, and ditches were assessed as to whether they meet the Riparian Areas Regulation criteria for a stream. She explained that this information will allow the Islands Trust to accurately identify

the Riparian Assessment Area for the watercourses. She added that any proposed development inside a Riparian Assessment Area would cause implementation of the Riparian Areas Regulation process and that development within the Riparian Assessment Area would require a Qualified Environmental Professional to complete and submit an assessment.

The chair opened the floor to questions, which are summarized as follows:

Clarification was requested regarding the term “ravine” used in the report versus the term as defined in Riparian Areas Regulation. The formula used to determine stream gradient was questioned.

Michele Jones clarified that the use of the term “ravine” in her report is used as a term referring to a land form and is not the same as that defined under Riparian Areas Regulation. She indicated that she had forwarded this question, when received previously from the inquirer, to the appropriate person for response and provided other names that the inquirer might contact for further information. She presented her understanding of the formula used to determine the stream gradient.

What is the estimated time to finish the mapping of the Beulah Creek drainage area? Has this been requested or granted and who is the funding authority?

Michele Jones replied that at least three tributaries are remaining to be mapped and estimated that it could take a similar amount of time as has been put into the project thus far to complete the mapping.

Planner Zupanec explained the Islands Trust funding source of the project that has been completed thus far and added that continued funding will be determined shortly as a part of the budgeting process. She advised that consideration will have to be given to additional implementation and the Local Trust Committee will determine further steps.

Has the mapping in the area of the Islanders Secure Land Association property been completed yet?

Michele Jones responded that yes, the mapping has been completed.

Trustee Law asked what would be involved to map Ford and Beulah Creek drainage areas, where there are ravines, using the Riparian Areas Regulation definition of ravines.

Michele Jones responded by describing the methodology that would be involved and concluding that accuracy might be a challenge. She suggested that it might be easier to produce such information from Light Detection and Ranging (LIDAR) topography contour maps.

Trustee Law asked for clarification as to why roadside ditches were identified in this report when these do not seem to be identified in mapping of other local governments that are already compliant.

Michele Jones responded that the water needs to connect to fish habitat by surface water and in these cases they did not connect and do not have fish in them.

It was noted that only provincial mapping was used as a starting point for this report, however it was advised that there were both regional parks and crown land maps that are available and might have provided more detail. It was asked if these maps had been provided.

Michele Jones responded that quite a bit of research had been done and some of this information had been obtained. She added that as much research was done as possible before proceeding and that there was a tight timetable for completion by late December, 2011.

Planner Zupanec added that the maps of parks would have been a lower priority than private properties with potential for development.

Trustee Law asked if the standard setback from a stream is 30 meters under the Riparian Areas Regulation.

Michele Jones explained that 30 meters is the standard, however it can vary in a detailed assessment. She clarified that this project just mapped streams and that when a landowner proposes development close to a stream, a Riparian Areas Assessment may be required and that would determine the setback required.

Trustee Law asked if the area of concern where Ford Creek goes under Strachan Road should be discussed with the Department of Transportation.

Michele Jones advised that this area would definitely be a barrier to fish however the culvert should be clear and this would need to be done wisely and with a permit within the stream.

The technical definition of a "ditch" under Riparian Areas Regulation was questioned as some of the ditches in the report do not provide fish habitat.

Michele Jones explained that the ditches in this report are considered streams under the Riparian Areas Regulation as they influence downstream fish habitat. She advised that ditches that let their water disburse on to land would not connect to streams and would not be streams under the Riparian Areas Regulation.

The Chair recessed the meeting at 2:15 pm and reconvened at 2:21 pm.

**4. MINUTES**

*4.1 Local Trust Committee Meeting Minutes dated February 3, 2012*

The minutes were adopted by consensus with the following amendments:

- Page 1, item 3.1, first line: replace “February 3, 2012” with “October 19, 2011”
- Page 3, item 9, second paragraph: replace the second sentence with: “He summarized the process by which the Local Trust Committee had drafted the bylaws. He thought they reflected Hornby’s unique situation and he hoped they would be adopted as presented.”
- Page 4, second paragraph, first line: replace “Chair” with “Trustee”

*4.2 Section 26 Resolutions Without Meeting Log dated March 7, 2012*

The Section 26 Resolutions Without Meeting Log dated March 7, 2012 was reviewed.

*4.3 Advisory Planning Commission Minutes*

There were no Advisory Planning Commission draft minutes.

**5. BUSINESS ARISING FROM MINUTES**

*5.1 Follow-up Action List dated March 7, 2012*

Planner Zupanec advised that there were no updates to provide to the Follow-up Action List.

Trustee Allen reported that he is waiting to receive the artwork for the sandwich board which will be used to advertise the Local Trust Committee meetings. Planner Zupanec recommended that the invoice for the sandwich board work be received for payment by March 31, 2012 if funds from the current fiscal are to be used.

**6. CORRESPONDENCE**

*6.1 Post Public Hearing Correspondence for Bylaw No. 142 and Bylaw No. 143*

The Post Public Hearing Correspondence for Bylaw No. 142 and Bylaw No. 143 was received. There was discussion regarding the letter from K’omoks First Nation dated July 21, 2011. Planner Zupanec advised that staff is currently working to establish a framework for going forward in order to create effective engagements with First Nation Bands.

**7. TRUSTEES' REPORT**

Trustee Allen stated that he attended the Islands Trust Council meeting and reported that the Council had voted against accepting a grant from the Gas Tax Fund to review the Islands Trust Policy Statement. He also reported that the fiscal year budget had been finalized, resulting in no increases to property taxes.

Trustee Law reported on Ferry Advisory Committee meetings and provided an update on the Cable Ferry status. He stated that he is in the process of setting up a meeting with the Hornby Island Residents and Ratepayers Association Executive, the Local Trustees and the Comox Valley Regional District Director to discuss matters of mutual concern and to share information. Trustee Law reported that a meeting date with the Area Manager of the Ministry of Transportation and Emcon has been set for April 13, 2012 and that he will be soliciting feedback from the community and advertising this meeting in the Grapevine.

Trustee Law reported that he attended a meeting of the Hornby/Denman Growers & Producers Alliance where issues of concern to farmers on Hornby and Denman Islands are being prepared to be conveyed to the Minister of Agriculture. He reported that in his role as Chair of the Islands Trust Fund Board, he has registered to attend a workshop conducted by the Ministry of the Environment on the Coastal Douglas Fir ecosystem.

Planner Zupanec offered to provide a copy of the Riparian Areas Regulation Stream Identification report with some culvert issues flagged to Trustee Law for the meeting with the Ministry of Transportation and Emcon.

**8. CHAIR'S REPORT**

Chair Graham reported on his attendance at the recent Islands Trust Council meeting on Gabriola Island. He noted that since the last Hornby Island Local Trust Committee meeting, he had attended Local Trust Committee meetings on Lasqueti, Gabriola and Gambier Islands in his role as Chair of those Committees.

Chair Graham noted that he also attended a Local Trust Committee meeting on Denman Island as a Local Trustee where there is continued dialogue concerning Riparian Areas Regulations and affordable housing. He reported that the Denman Island draft Farm Plan will be presented soon and that it is hoped that this document will provide information on farming and food security on Denman Island that may be of interest to other islands as well.

**9. DELEGATIONS**

There were no delegations.

**10. TOWN HALL SESSION**

**Sheila Farrington** asked for an update regarding the current Advisory Planning Commission appointees as it was her understanding that a new member had been appointed some time ago, however the Advisory Planning Commission had not been notified.

Planner Zupanec stated that she will research this and respond with her findings. Trustee Law suggested that it might be appropriate to circulate a new list of Advisory Planning Commission appointees as appropriate

**11. APPLICATIONS AND PERMITS**

There were no applications and permits for consideration.

**12. LOCAL TRUST COMMITTEE PROJECTS**

*12.1 HO-OCP-2009.1 (Official Community Plan and Land Use Bylaw Review)*

Planner Zupanec summarized the status of the Official Community Plan and Land Use Bylaw review.

The proposed draft Project Charter was reviewed and discussion followed with some of the issues summarized as follows:

- The merits and difficulties of concurrently reviewing the Official Community Plan, Land Use Bylaw, and the Bylaw regarding the Bylaw Enforcement Adjudication System were considered.
- The K'omoks First Nation meeting was deemed to be a critical engagement opportunity and it was noted that a date had not been set for the meeting. It was determined that correspondence to express continued interest in such a meeting would be useful and should be vetted through Trust Area Services in the process.

**HO-013-2012** It was **MOVED** and **SECONDED** that the Chair be requested to respond to the letter of July 28, 2011 from Chief Ernie Hardie of K'omoks First Nation (following consultation with staff) to express the interest of the Hornby Island Local Trust Committee in meeting with the K'omox First Nation Council to discuss the issues raised in the letter, particularly with respect to the current review of the Official Community Plan and Land Use Bylaw (with an explanation for the delay in responding due to the letter being received post public hearing).

**CARRIED**

- There was discussion regarding what density provisions the Local Trust Committee would be willing to review during the Official Community Plan amendment process and it was determined that fine

tuning of density in the Official Community Plan should be limited to addressing targeted topics.

- Discussion regarding the possible creation of Development Permit Areas resulted in a consensus that the issue should be set aside from this project due to time constraints and may be placed on the Projects List.
- Communications were considered to be an important factor in many areas to ensure success. There were various methods of improvement discussed including providing information to the public regarding timelines and how they can provide input at all stages, informing the public about how their submissions become a public document, finding ways that the community can hear each other's input, and to increase communication about the possibility of improving the format of the bylaws. It was also noted that the message needs to be communicated that people need to give their input to the Local Trust Committee rather than to the Trustees and that Trustees might find a way to coordinate email lists. It was the consensus that it might be helpful to request advice from the Advisory Planning Commission as to the best process and methods of communication.
- Various changes to the Risk Assessment aspect of the Project Charter were suggested.
- An early referral of the draft Official Community Plan to the Advisory Planning Commission was discussed and it was the consensus that this would be helpful prior to public review.

**HO-014-2012** It was **MOVED** and **SECONDED** that the Advisory Planning Commission be requested to conduct a general review of the Official Community Plan "draft for comment" to identify any significant concerns, questions or issues of clarity.

**CARRIED**

Planner Zupanec stated that she will make the suggested changes to the draft and will include the recent changes regarding vacation home rentals prior to submitting the draft to the Advisory Planning Commission.

**12.2** *HO-RZ-2012.1 (Vacation Home Rental Regulation)  
Staff Report dated March 5, 2012*

Planner Zupanec summarized the staff report regarding vacation home rentals proposed Bylaw No. 145 with an update on referral responses received to date. She advised that the next step in the process is public notification and information.

A question arose from the public requesting clarification of the origin of regulation 1.a.ii. in the proposed bylaw. In response, it was noted that this would be a pertinent and fitting question for the upcoming Community Information Meeting and Public Hearing discussion.

There was discussion regarding the dates for the Community Information Meeting and Public Hearing for proposed Bylaw No. 145. It was determined that holding both the Community Information Meeting and Public Hearing sessions at the beginning of the April 27, 2012 Local Trust Committee business meeting would be the preferred option.

**13. REPORTS**

- 13.1 *Work Program Reports  
Top Priorities Report and Projects List Report dated March 7, 2012*

The Top Priorities Report and Project List Report were reviewed and there were no changes to the reports.

- 13.2 *Applications Log  
Report dated March 7, 2012*

Planner Zupanec provided updates to the Applications Log and responded to inquiries from the Trustees.

- 13.3 *Trustee and Local Expenses*

- 13.3.1 *Expenses posted to January 23, 2012*

The expenses posted to January 23, 2012 were reviewed.

- 13.3.2 *Expenses posted to February 23, 2012*

The expenses posted to February 23, 2012 were reviewed.

**14. NEW BUSINESS**

- 14.1 *Memorandum dated February 21, 2012 to Local Trustees from David Marlor, Director of Local Planning Services regarding A Strategic Approach to Islands Trust Communications*

Chair Graham noted that this memorandum may be a useful tool in designing a communications strategy with the Official Community Plan and Land Use Bylaw review.

Trustee Law commented that several aspects of communications continue to be difficult. He noted that some concerns include the resistance of people to sign on to the Islands Trust email subscriber list for information and that the previous Trustees had separate email lists for communicating information. He suggested that some improved methodology would be useful in this area.



There was discussion regarding the possibility of advertising regular business meetings in the Grapevine publication and it was determined that it would be a useful system for communication of meeting information and could be funded from the advertising budget.

**HO-015-2012** It was **MOVED** and **SECONDED** that future Hornby Island Local Trust Committee meetings be advertised in the Island Grapevine on a regular basis.

**CARRIED**

**15. BYLAWS**

There were no Bylaws for consideration.

**16. ISLANDS TRUST WEBSITE**

*16.1 Hornby Page*

The following changes were requested to the Hornby page of the website:

- Add to the Latest News section: information regarding the Community Information Meeting and Public Hearing on proposed Bylaw No. 145
- Add a new heading: Riparian Areas Regulation Implementation, and move the Mimulus Consulting report which is currently under the March, 2012 Latest News heading to the new section
- Reorder the placement of the headings: place the Hornby Island Local Trust Committee Work Program at the top of the page before Latest News and list the Top Priorities there

**17. NEXT BUSINESS MEETING DATE**

The next meeting of the Hornby Island Local Trust Committee will take place on Friday, April 27, 2012 at 12:30 pm at New Horizons, 1765 Sollans Road, Hornby Island, BC

**18. ADJOURNMENT**

The Chair adjourned the meeting at 4:40 pm.

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Recorder

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Chair