



4.2 *Greenshores Development Workshop*

Planner Zupanec provided a verbal update on the Greenshores Development Workshop which is scheduled for February 26, 2013. Advertising and publicity options were discussed and Planner Zupanec will prepare a template to be used for information pieces for Hornby and Denman Islands.

4.3 *Seachange Presentation*

Planner Zupanec advised that a presentation by Seachange on eelgrass could be included in the Greenshores Development Workshop for a fee in addition to the expense covered by Local Planning Services. She added that Islands Trust Ecosystem Protection Specialist, Kate Emmings, could also be available to present information at the workshop for no additional cost if desired. She requested feedback on interest in such a presentation and Trustees affirmed that this presentation would be very informative and useful to those wanting to learn more on this subject.

**HO-001-2013**

It was **MOVED** and **SECONDED** that the Hornby Island Local Trust Committee approves the expenditure of up to \$400.00 to enable a presentation on Hornby Island by Seachange.

**CARRIED**

5. **CORRESPONDENCE** – None.

6. **TRUSTEES' REPORT**

**Trustee Law** reported that he found the presentation at the December Trust Council meeting by the Chair of the Agricultural Land Commission to have been thought provoking. He indicated that he would like to follow-up, possibly including a continued discussion at the next Trust Council meeting, to address some of the topics that were raised that are important issues for many of the Trust area islands.

**Trustee Allen** commented that it has been quiet since the last Local Trust Committee meeting. He agreed that the Trust Council meeting in December had included an interesting discussion with the Agricultural Land Commissioner.

7. **CHAIR'S REPORT**

**Chair Graham** reported that he recently attended a Trust Council Financial Planning Committee meeting where the 2013/2014 budget was being considered. He noted that a 1.3% increase is being proposed which matches the Victoria cost of living index and is an amount deemed to be reasonable to do the work required while respecting cost to taxpayers. He advised that the budget will be reviewed again in March at the Trust Council meeting on Thetis Island.

8. **DELEGATIONS** – None.

9. **TOWN HALL**

**Diane Chouk** – indicated that the zoning regulations for Syzygy in the draft Land Use Bylaw are confusing and the effects of the proposed secondary suites discussion on the cooperative community are unclear. She expressed concern that the encouragement for land co-ops has not been translated into the new document.

Planner Zupanec explained that staff will work with Syzygy to ensure that the zone better reflects the current use of the property, and that the process will be cooperative and clear.

**Jennifer Scott** – requested information on permitted subdivision within Rural Residential (R3) Zone properties.

Planner Zupanec advised that a detailed discussion of the question would be difficult at this point without current map schedules; however she indicated that there should be more information available at the next meeting.

10. **APPLICATIONS AND PERMITS** – None.

11. **LOCAL TRUST COMMITTEE PROJECTS**

11.1 *HO-OCP-2009.1 (Official Community Plan/Land Use Bylaw Review)  
Staff Report dated January 16, 2013*

Planner Zupanec summarized the staff report. There was discussion on each of the identified pending Land Use Bylaw revision topics with the following key points considered.

Pending Land Use Bylaw Revisions

Secondary Suites

1. Number of Secondary Suites Per Lot

Trustees discussed the limited increase in secondary suites that is likely to occur with the implementation of new policies and regulations and considered the benefits of reducing the lot size requirements.

The following points were supported:

- Insert draft regulations limiting one secondary suite per legal dwelling on lots 2 hectares or larger and flag for further public consultation;
- Amend the draft Part 7 parking regulations to require one additional parking space for each secondary suite;
- Insert the suggested draft definition of secondary suite into the Land Use Bylaw;

- Maintain the draft Official Community Plan policy, revising the size lot from 3.5 to 2 hectares or larger.

2. Groundwater Vulnerability

Concern was expressed regarding possible intensification of residential land use in vulnerable aquifer zones and mitigating measures were considered.

The following points were supported:

- Staff was requested to provide a map at the next Local Trust Committee meeting indicating properties that are 2 hectares or larger within the 1A aquifer designation of the Official Community Plan;
- Exclude properties wholly or partially within the 1A aquifer designation from being permitted secondary suites.

3. Agricultural Land Commission Consideration

- Early referral of draft regulations to the Ministry of Agriculture and the Agricultural Land Commission was supported.

4. Siting and Use Permits for New Suites

The process of requiring Siting and Use Permits for new secondary suites was considered. It was recognized that inclusion of secondary suites into the Siting and Use Permit process would provide an opportunity for applicants to become informed of the best practices and requirements.

There was debate regarding advantages and difficulties of requiring surveys to accompany Siting and Use Permit applications. More information was considered to be necessary prior to further action on survey requirement at this time.

Support was expressed for the following:

- Revise the Siting and Use Permit Bylaw No. 52 to include secondary suites;
- Staff was requested to provide information at a future meeting regarding standard practice for survey requirements in other rural areas;
- Revise Part 2 item 2.8 to indicate that staff may require a survey and engage further public consultation on the issue.

5. Building Code Requirements

Discussion included the difficulties of adding secondary suites without building inspections to verify compliance with the regulations and code, the requirements of the Home Protection Office, the Comox Valley Regional District inspection services, and concerns regarding safety and quality of housing. It was recognized that this issue represents a significant change and will require considerable discussion with the community.

Support was expressed for the following point:

- Maintain secondary suites regulations in the draft Land Use Bylaw Review and engage community discussion by providing options and the associated implications to consider. Options might include: a) not to implement until building inspections are introduced, b) implement and provide information and education, and c) implement and subsequently receive building inspection.

By general consent the meeting was recessed at 2:35 pm and reconvened at 2:40 pm.

Relocation of Development Permit Area Guidelines

- The process and rationale for relocation of the Development Permit Area guidelines to the Land Use Bylaw from the Official Community Plan were discussed and the move was supported.

Other

- It was recommended that the draft Land Use Bylaw be referred to the Advisory Planning Commission early in the process for focus group input.

Land Use Bylaw Preliminary Review

Discussion on the draft Land Use Bylaw resulted in support for the following points:

1. Add Vacation Home Rental specific regulations and permitted uses;
2. Part 1, item 1.1 Definitions (1) - Clarify “accessory” definition; consider most recent vetted definition;
3. Part 1, item 1.1 Definitions (1) - Source for the definition for “crafts” to be identified with possible revision;
4. Part 1, item 1.1 Definitions (1) - Add to “community facility” definition “including administrative office” or a similar phrase to recognize the expansion of the meaning;
5. Part 1, item 1.1 Definitions (1) – staff to research the necessity of “agricultural” in line two of the definition;
6. Part 2, item 2.8 (1) – correct terminology for Temporary Use Permit;
7. Regulation 3.2 (1) – add gas-powered scooters;
8. Regulation 3.2 (1) k – staff to suggest a method of addressing the potential request for a commercial desalination plant that provides clarity and allows for public discussion of impacts, issues and process;
9. Regulation 3.2 (1) (t) – modify to reflect possible appropriate permitted use of shipping containers and continue to identify for discussion;
10. Regulation 3.3 (6) – omit entirely or change setback requirement to 3.0 metres;
11. Regulation 3.3 (7) – maintain as written;
12. Regulation 5.2 (R2) Zone (9) – replace “a minimum” with “average”;
13. Regulation 5.8 (A3) - simplify the separate site-specific zoning for Syzygy;
14. Regulation 5.10 (C1) Zone– staff to research possible permitting of food trucks;
15. Regulation 5.15 (C6) - staff to continue to consult with property owner to validate commercial activity versus residential use in Commercial Zone; keep a designation on the Official Community Plan to allow for

- rezoning of residential lots to commercial use based on an application that addresses impacts;
16. Regulation 5.21 (P2) Zone header – change “others” to “Islets” and correct spelling of Helliwell;
  17. Regulation 5.22 (PU) Zone – add food truck to permitted uses and flag for community discussion;
  18. Regulation 5.22 (PU) Zone (1) – correct last permitted use lettering from (c) to (o);
  19. Regulation 5.23 (M1) Zone (2) (a) – insert a comma after “buoys”;
  20. Regulation 5.26 (M4) Zone (2) – consider allowing commercial uses such as food and retail; flag for discussion;
  21. Regulation 5.27 (M5) Zone (1) (e) – change to “fish buying, packing and sales;
  22. Regulation 5.27 (M5) Zone (2) – add “accessory to” after building and structures;
  23. Regulation 5.6 (1) (b) – staff to research the necessity of horticulture listing as a separate permitted use;
  24. Regulation 6.6 (1) – add Vacation Home Rental signage regulations as appropriate;
  25. Part 7 Parking Regulations – add parking regulations for secondary suites.

**HO-002-2013**

It was **MOVED** and **SECONDED** that the Hornby Island Local Trust Committee:

- request staff to make identified revisions to the draft Land Use Bylaw provisions and draft Official Community Plan policies;
- request staff to add to the Projects List: “Review of Siting and Use Permit Bylaw No. 52 regarding applicability to the construction of a secondary suite within a dwelling and research of requirements for proof of adequate water and septic capability” and
- request staff to move the draft Official Community Plan Development Permit Area guidelines into the draft Land Use Bylaw.

**CARRIED**

*11.1.1 Correspondence from Eva and Kurt Wetzel dated January 22, 2013*

The correspondence from Eva and Kurt Wetzel was reviewed. Planner Zupanec will reply to the correspondence based on discussion and suggested responses provided by the Trustees.

*11.2 HO-RZ-2012.1 (Vacation Home Rental Regulation) Communications Video*

Trustee Allen reported on the costs associated with filming of the communications video and submitted a script for review. Planner Zupanec will complete a technical review of the script. It was suggested that the public be encouraged to review the Vacation Home Rental guidelines at every opportunity.

**HO-003-2013**

It was **MOVED** and **SECONDED** that the Hornby Island Local Trust Committee authorize expenditures of up to \$100.00 for advertisement in the Island Grapevine to draw attention to the Vacation Home Rental Guide and the draft Official Community Plan review for comment.

**CARRIED**

**HO-004-2013**

It was **MOVED** and **SECONDED** that the Hornby Island Local Trust Committee authorize expenditures of up to \$500.00 from the Special Projects account for a video to be placed on YouTube on Vacation Home Rentals directed toward residents.

**CARRIED**

**12. REPORTS**

**12.1 *Work Program***

*Top Priorities and Projects List Report dated January 22, 2013*

The Top Priorities and Projects List report was reviewed. The need to review and update the Building on Hornby brochure was discussed.

**HO-005-2013**

It was **MOVED** and **SECONDED** that the Hornby Island Local Trust Committee add "Review and update the Building on Hornby brochure" to the Projects List.

**CARRIED**

**12.2 *Applications Log***

*Report dated January 22, 2013*

Planner Zupanec presented the report and responded to questions that arose.

**12.3 *Trustee and Local Expenses***

**12.3.1 *Expenses posted to November 30, 2012***

The Local Trust Committee Expense Summary Report for invoices posted to November 30, 2012 was received.

**12.3.2 *Expenses posted to December 31, 2012***

The Local Trust Committee Expense Summary Report for invoices posted to December 31, 2012 was received.

**12.3.3 *Expenses posted to January 31, 2013***

The Local Trust Committee Expense Summary Report for invoices posted to January 31, 2013 was received.

13. **NEW BUSINESS**

13.1 *Building on Hornby Brochure Discussion*

This item was discussed under agenda item 12.1.

14. **BYLAWS** – None.

15. **CLOSED MEETING**

**HO-006-2013**

It was **MOVED** and **SECONDED** that the Hornby Island Local Trust Committee closes the next part of the February 1, 2013 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**

*Chair Graham closed the meeting at 4:22 pm to hold an in-camera meeting.*

*By general consent the Committee reconvened in open meeting at 4:25 pm.*

16. **RECALL TO ORDER**

Rise and Report from Closed Meeting

Chair Graham reported that closed meeting minutes were adopted in the *in-camera* session.

17. **ISLANDS TRUST WEBSITE**

17.1 *Hornby Page*

The following change was requested to the Hornby page of the Islands Trust website:

- Post the flyer on the draft Official Community Plan created by staff to the website

18. **NEXT MEETING DATE**

The agenda for the next meeting was discussed and it was suggested that allowing more time to complete the anticipated agenda items would be helpful.

By general consent the Hornby Island Local Trust Committee changed the next meeting time and location to: Friday, March 15, 2013 at 11:30 am at a location to be determined.

**19. ADJOURNMENT**

The Chair adjourned the meeting at 4:27 pm.

\_\_\_\_\_  
Recorder

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Chair