

5. **CORRESPONDENCE** – None.

6. **TRUSTEES' REPORT**

Trustee Allen reported that the Islands Trust budget was adopted at the Trust Council meeting on Thetis Island last week and advised that the budget results in a 1.3% increase in Islands Trust property taxes for 2013/2014. He commented that the Trust Council offered an opportunity to discuss issues experienced in common with other Islands Trust area islands, including concerns regarding BC Ferries, economies, and affordable housing. He announced that it is time to be thinking of nominations for the Community Stewardship Awards; the deadline for nominations is April 26, 2013.

Trustee Law reported on matters relating to his involvement with the Ferry Advisory Committee Chairs. He advised that the BC Ferries Coastal Ferries Consultation and Engagement Summary Report is now available to be viewed on the internet. He commented briefly on the results and anticipated future work in developing criteria for assessing major capital expenditure requirements. He noted that the Islands Trust Strategic Plan includes ongoing advocacy on ferry issues.

He commented on his work with the Islands Trust Fund, noting that the recently adopted budget includes provision for continuing mapping of eelgrass and forage fish habitat which will result in valuable information for use in planning decisions. He advised that the constructive work of this group continues and it is hoped that the 23rd Nature Reserve will be adopted at their next meeting.

7. **CHAIR'S REPORT**

Chair Graham reported that the Trust Council meeting on Thetis Island was productive. He commented that the 1.3% increase in the Islands Trust budget adopted for 2013/2014 represents an increase matching the Victoria consumer price index.

8. **DELEGATIONS** – None.

9. **TOWN HALL SESSION**

Sheila Farrington requested a second Town Hall Session be provided at the end of the meeting today if time permits, and be included on agendas on an ongoing basis in the future.

Tony Quin commented on his correspondence dated March 15, 2013 regarding the Official Community Plan and Land Use Bylaw Review. He expressed concern that there has been ongoing communication between staff and commercial property owners that might result in delaying the present review. He objected to possible consideration of commercial operators' proposals in the Official Community Plan and Land Use Bylaw review without a proper application and public hearing.

Trustee Law explained that staff is contacting operators in order to gather information necessary for the review and confirmed the intent to complete the Official Community Plan and Land Use Bylaw review in a timely manner. The projected timeline in the Project Charter was referenced and it was confirmed that items out of scope will not be a part of the review.

Dianne Chuoke commented on her correspondence dated February 6, 2013 regarding legal surveys and assessments, requesting an update on the current status of the issue. She also noted that she has several bylaw review questions relating to Syzygy.

Trustees explained the need to defer these questions to a future meeting when the Planner will be available to provide in-depth responses.

Carol Quin stated that reading the correspondence between staff and commercial operators seemed to suggest that requested changes might be addressed through the Official Community Plan and Land Use Bylaw review. She expressed concern that such consideration would not be an appropriate application process.

Sheila Farrington asked if a protocol for staff communications could be provided to help the public understand what types of things are being discussed.

Trustees responded that the correspondence referenced is for gathering information only and affirmed that any changes requested by commercial operators would have to go through a public process.

JoAnn Harrison referenced her correspondence dated March 7, 2013 expressing concerns regarding the permitted uses; permitted buildings, structures and density; and siting and size for the Elder Housing Society in the draft zoning regulations. She outlined various options for additional use that the society is considering in order to raise funds.

Trustee Law responded that the correspondence had been received and the presentation today expanded understanding of the issues. He explained that the request may involve redefining of a zone and the advice of the Planner would be important and will be requested.

Gary Manzer observed that there is agricultural land on Hornby that is not being used for agriculture and at the same time there are those who wish to farm but are discouraged by the high cost of land. He requested that the Local Trust Committee consider a Farmland Trust that could encourage gifts of land for farming and lease the land to farmers at a low cost, perhaps even allowing small parcels to be combined into larger farms. He noted that there is a viable model in the Salt Spring Island Farmland Trust Society.

Trustees responded that advice from staff would be useful to assist in consideration of this request, propose possible next steps, and to explore the mechanisms needed to ensure that such a project does what is intended.

Carol Quin commented that other local governments may have identified ways to prevent misuse in their experience with this type of proposal.

10. APPLICATIONS AND PERMITS – None.**11. LOCAL TRUST COMMITTEE PROJECTS***11.1 HO-OCP-2009.1 (Official Community Plan/Land Use Bylaw Review)**11.1.1 Staff Report dated March 5, 2013*

The staff report was reviewed.

11.1.2 Draft Land Use Bylaw

There was discussion on draft Land Use Bylaw revision topics with the following key points considered.

**HORNBY ISLAND LAND USE BYLAW
Draft for Comment Version 4, March 2013**

TABLE OF REVISIONS SUPPORTED

No.	Section or Regulation	Identified Revisions Supported
1.	1.1 (1) community facility	Change “use” to “used”
2.	1.1(1) food processing...	Remove “means” after “catering”
3.	1.1(1) home occupation	Change “artist or artisan studio” to “art or craft studio”
4.	1.1(1) structure	New definition: “means anything that is constructed or erected that is fixed to, supported by or sunk into land or water, but excludes septic fields, septic tanks, absorption fields and related appurtenances”
5.	3.2 Information Note	Change formatting to italics
6.	3.3(3)	After “Subsection” change “3.3(3)” to “3.3(2)”
7.	3.3(4)	After “Subsection change” “3.3(3)” to “3.3(2)”
8.	3.3	Add information that development permit variance applications can be made for setback requirements
9.	3.6(3)(a)	Change “Artist and Artisan studies” to “Art and craft studios”
10.	3.6(1)(e)	Add: “other than for use in small quantities in carrying out a home occupation”
11.	3.6(9)(c)	Change “Artist and artisan studios” to “Art and Craft Studios”
12.	3.6 Bed and Breakfast	Add (40): regulation similar to 3.7(f)
13.	3.14(2)	After “Subsection” change “3.12(1)” to “3.14(1)”
14.	5.2(1)(e)	Correct spelling of “silviculture”

15.	5.5(1)	Add vacation home rental
16.	5.5(2)	Add Information Note that it is necessary to comply with Agricultural Land Commission regulations as it relates to a second dwelling
17.	5.12(1)(c), 5.13(1)(f), 5.14(1)(b), 5.15(1)(c)	Use consistent language for these regulations
18.	5.16(2)(a)	Correct "Buildings" to "buildings"
19.	5.21(1)	Add "radio station"
20.	5.21(1)	Add "community housing"
21.	5.23	Provide definitions for mooring buoys, chains and anchors
22.	5.25(1)(d)	Expand to include mobile foods
23.	5.25(2)(b)	Insert "and" after Buildings
24.	6.1(1)	In second line change "table" to "Table"
25.	6.3(1)(f)	Correct squared symbol at end of first line
26.	7.2(3)	Insert "other than on a residential lot" in first line after "provided"
27.	Parts 6, 7, 8	Place before zone regulations vs. at end
28.	9.1(2)	Delete "to ensure public health is maintained"
29.	9.2(3), 9.4(1), 9.4(3)	Remove square footage references
30.	10.3(10)	Remove capitalization at beginnings of (a-e)

**TABLE OF ISSUES REQUIRING FURTHER DISCUSSION
AND/OR CLARIFICATION FROM STAFF**

No.	Section or Regulation	Identified Issues and Revisions for Discussion And/or Clarification from Staff
1.	Schedule "D"	Staff to clarify need for discussion on "Wetlands"
2.	1.1(1) floor area	Discuss using interior measurements vs. exterior throughout the document
3.	1.1	Is there a standard set of Land Use Bylaw definitions in use throughout the Islands Trust area
4.	2.8	Does every temporary use permit require a siting and use permit
5.	3.2(f)	Clarify comment (U31): has a check been completed
6.	3.2(t)	Change the term "modified" for clarity
7.	3.3(7)	Discuss/clarify set back requirement from lot line, the term "field" and the reason for change in comment (s41)
8.	3.3(8)	Discuss/clarify set back requirement from lot line
9.	3.6(7)	Leave in for discussion
10.	3.7(1)(a)	Discuss "May-September" vs. "May, June, July, August and September"
11.	3.7(1)(c)	Discuss the reference to "beds" vs. "number of people"; discuss definition of "bed"
12.	5.1(8)R1(b)	Information requested for discussion: what is the size of the lot and number of existing dwellings

13.	5.3	Discuss redefining zone to permit community housing and potential increased density
14.	5.5	Clarify whether agritourism accommodation is allowed
15.	5.6.8	Discuss replacing with a regulation similar to 5.4(6);
16.	5.7	Staff to comment on Syzygy correspondence
17.	5.12(2)(d)	Discuss comparison of camp sites with 5.16(2)(b); should they be the same
18.	5.12(5)	Clarify the rationale for change and discuss
19.	5.13	Staff to provide update on consultation with property owners, current and potential usage of property and how to reconcile
20.	5.21(2)(b)	Clarify reason for “maximum of two accessory residential dwelling units permitted on a lot on which there is a police station”
21.	5.21(5)	Discuss floor area size – seems large
22.	5.26(1)(g)	Clarify meaning of “temporary”; discuss removal
23.	7.4(1) Parking Spaces for Disabled	Discuss change: “1 per 50 parking spaces” to “1 plus 1 per 50 parking spaces”
24.	7.4(1) Bicycle Parking spaces	Discuss change: “1 bicycle rack per 50 parking spaces” to “1 bicycle rack plus 1 bicycle rack per 50 parking spaces”
25.	9.1(8)	Staff to suggest a stronger word than “encourage”
26.	9.5(5)	More discussion, information and clarity required
27.	10.3(4)	Discuss and advise possible alternate method of framing the guideline
28.	Schedule “B”	Trustee Law will contact Planner regarding identified mapping errors
29.	Schedule “B”	Discuss possibility of alphabetizing the map key

Note: Any staff annotations not specifically addressed with comments were supported.

By general consent the meeting was recessed at 1:06 pm and reconvened at 1:15 pm.

11.1.3 Draft Official Community Plan

There was discussion on draft Official Community Plan revision topics with the following key points considered.

**HORNBY ISLAND OFFICIAL COMMUNITY PLAN
Draft for Comment December 2012 v.6**

TABLE OF REVISIONS SUPPORTED

No.	Section or Policies	Identified Revisions Supported
1.	6.3 Comment (SZ3)	Revise to reference plan area generally
2.	New Schedule	Create a separate Groundwater Aquifers map
3.	6.3.5.5	Delete “only” insert after “should”: “be encouraged to”

4.	6.3.5.9	Change "A campsite operated by a non-profit society" to "a non-commercial campsite"
5.	6.3.5.17	Delete "according to the carrying capacity of the property"
6.	6.9.1	Areas: Commercial Centres, fourth line: change "Ara" to "Area"
7.	6.9.2.3 Comment (SZ34)	Leave name unchanged
8.	6.9.2.4 Comment (SZ35)	No addition is necessary

**HORNBY ISLAND OFFICIAL COMMUNITY PLAN
Draft for Comment December 2012 v.6**

**TABLE OF ISSUES REQUIRING FURTHER DISCUSSION
AND/OR CLARIFICATION FROM STAFF**

No.	Section or Policies	Identified Issues and Revisions for Discussion And/or Clarification from Staff
1.	6.3 Comment (SZ2)	For discussion as an addition: "This Plan provides for up to x non-market ownership and rental housing units in the central area of the island and up to x secondary suites which can be used as rental units in rural areas of the island in order to address housing requirements identified in the Housing Needs Assessment."
2.	6.3.4 Comment (SZ7)	Do not include in Schedule B; provide a draft with inclusion in Schedule F for consideration
3.	6.5.2.5	Discuss placing the text starting with "One existing property" in an information note or a different location such as the Background
4.	6.5.5.1 Comment (SZ25)	Discuss expansion of definitions in Land Use Bylaw
5.	6.5.5.10 Comment (SZ26)	Discuss and clarify the issue
6.	6.9.1 Comment (SZ33)	Staff to draft a policy that reflects the intent of the paragraph beginning "To encourage continuation" for placement in the Commercial section
7.	7.3	Trustees requested information regarding Development Approval Information Bylaw process
8.	Heritage Roads	Discuss expansion and placement of definition and ensure the roads appear on Schedule C
9.	Schedule D2	Discussion needed on inclusion of the map, the source of the information and how current it is, more description of what circles mean

Note: Any staff annotations not specifically addressed with comments were supported.

Chair Graham invited comments from the public.

Sheila Farrington spoke on behalf of the Advisory Planning Commission, noting that the Commission will be reviewing the draft

document for inclusion of their vacation home rental recommendations. She also encouraged the definition and references to Heritage Roads be captured and placed within the document so that awareness of them is not lost.

Carol Quin noted discrepancies between maps and was assured that the maps are in draft form and the process will include opportunities for corrections. She asked about the process involved in the Park designation of Norris Rocks. She spoke regarding definitions and noted that if there is a standard regulation definition, that term is usually repeated for clarity. She described the history that led to the Bed and Breakfast bedroom regulations and recommended that the regulations be kept simple and enforceable.

Betty Kennedy suggested that the Comox Valley Regional District has large maps that might be useful to reference.

11.1.4 Compilation of Public Correspondence (February 1 to March 6, 2013)

Trustees reviewed the correspondence. They requested that staff present the correspondence again in the next meeting agenda and to provide updates on any discussions that have been held.

Trustee Law indicated that Trustees are receiving questions regarding vacation home rental septic and sewage requirements and process and noted that there is a need to provide this information. He requested that staff discuss the issues with Trustees, perhaps by email at an opportunity between meetings, to provide clarity to enable them to respond to questions that are arising.

11.1.5 Correspondence from Tony Quin dated March 15, 2013 regarding Official Community Plan and Land Use Bylaw Review

The correspondence was received and discussed earlier in the agenda.

11.2 HO-RZ-2012.1 (Vacation Home Rental Regulation)

11.2.1 Communications Video

This item was postponed to the next meeting agenda.

11.2.2 Notification to Property Owners

This item was postponed to the next meeting agenda.

11.2.3 Email dated February 28, 2013 from Frances Millan of Wind and Waves Vacation Homes

Trustees requested the item be rescheduled for the next meeting agenda when information can be provided by the Planner and a response considered at that time.

12. **REPORTS**

12.1.1 *Work Program*

Top Priorities Report and Projects List Report dated March 6, 2013

The Top Priorities and Projects List report was reviewed.

HO-007-2013

It was **MOVED** and **SECONDED** that the Development Approval Information Bylaw be added to the Project List.

CARRIED

HO-008-2013

It was **MOVED** and **SECONDED** that the list of comments provided by the Hornby Island Local Trust Committee on the Draft Hornby Island Land Use Bylaw and Draft Official Community Plan be referred to staff for follow-up action.

CARRIED

Trustees requested clarification from staff on comments made in the March 5, 2013 Staff Report regarding timing of first reading of the bylaws.

12.2 *Applications Log*

12.2.1 *Report dated March 6, 2013*

The report dated March 6, 2013 was received.

12.3 *Trustee and Local Expenses*

12.3.1 *Expenses posted to February 28, 2013*

The Local Trust Committee Expense Summary Report for invoices posted to February 28, 2013 was received.

Trustee Allen reported on the timing of the filming of the communications video. It was suggested that he contact Planner Zupanec to provide an update on the timing and to discuss the possibility of carrying over the item into the new budget year.

13. **NEW BUSINESS**

13.1 *Changing the Bylaw Complaint Procedure*

This item was postponed to next meeting agenda.

13.2 *Climate Change Policy Implementation*

Trustee Law indicated a desire to move forward on item number 3 in the Projects list: GHG Emissions Reduction - to facilitate community

communications regarding greenhouse gas emissions in collaboration with community organizations.

HO-009-2013

It was **MOVED** and **SECONDED** that Hornby Island Local Trust Committee delegate Trustee Law to communicate with local community organizations about a possible collective approach to looking at implementing Official Community Plan policies that address community actions to reduce greenhouse gas emissions.

CARRIED

14. **BYLAWS** – None.

15. **ISLANDS TRUST WEBSITE**

15.1 *Hornby Page*

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

- Update the Latest News section;
- Remove the December 2012 heading in the Latest News section, leaving the Guide to Vacation Home Rentals -2011 and December 2012 v. 6 draft of the Official Community Plan in the Latest News section.

16. **NEXT MEETING DATE**

The next meeting of the Hornby Island Local Trust Committee will take place on Friday, April 26, 2013 at 11:30 am at Room to Grow (subject to staff confirmation), 2100 Sollans Road, Hornby Island, BC.

Trustees requested staff to explore the availability of Room to Grow for future meetings.

HO-010-2013

It was **MOVED** and **SECONDED** that staff be requested to communicate to Advisory Planning Commission members to anticipate a referral of the Draft Land Use Bylaw in the coming weeks and to encourage them to become familiar with the current draft that will be subject to further revisions by the Local Trust Committee before referral.

CARRIED

17. **ADJOURNMENT**

Chair Graham adjourned the meeting at 3:23 pm.

Recorder

Chair