

DATE OF MEETING: June 26, 2026

TO: Hornby Island Local Trust Committee

FROM: Ian Cox, Planner 2  
Northern Team

SUBJECT: **Temporary Use Permit application – food service trailer**  
Applicant: Hummingbird Bread Co. (Olivia Bailey)  
Location: 3005 St. John’s Point Road; PID 003-869-008; LOT A, SECTION 10, HORNBY ISLAND, NANAIMO DISTRICT, PLAN 18085

## RECOMMENDATION

1. That the Hornby Island Local Trust Committee approve issuance of Temporary Use Permit PL-TUP-2026-0135 for the operation of a mobile bakery food truck for a period of three years.

## REPORT SUMMARY

The Hornby Island Local Trust Committee (LTC) is asked to consider a Temporary Use Permit (TUP) application for the operation of a mobile bakery food trailer on the subject property. Pursuant to Section 6.10 of the Hornby Island Official Community Plan (OCP) Bylaw No. 149, a TUP may be issued to allow temporary uses for a period of time to enable impacts to be assessed before any further permitting of the use, as per OCP Policy 6.5.1.10. Staff recommend approval of the permit subject to conditions, as noted in the draft permit (**Attachment 1**).

## BACKGROUND

The subject property is located at 3005 St. John’s Point Road, at the corner of Central Road and St. John’s Point Road as shown in *Figure 1*. The property is approximately 1.62 hectares (4 acres) in area, and is surrounded by residential, agricultural, park, and retail and commercial use properties. The intersection of Central Road and St. John’s Point Road encompasses the island’s busiest commercial area. Site context information is provided in **Attachment 2**.

The applicant proposes to operate a 2.4-meter wide by 9.1-meter long food service trailer with takeout window and has provided that parking for the use would be shared with the existing Hornby Island Pizza operation on the property, which itself operates under an existing TUP. The parking area is reserved for up to twelve (12) off-road parking spaces. The proposed truck would be located adjacent to the pizzeria as a “...separate but complementary food service business” as stated in the applicant’s Project Narrative (**Attachment 3**). No permanent buildings are proposed as part of the application. There is an existing residence on the property located approximately 130 metres from the proposed site of the food trucks.



Figure 1 -

Property.

Subject

## ANALYSIS

### Policy/Regulatory

#### **Islands Trust Policy Statement:**

The following policies from the Islands Trust Policy Statement (ITPS) are relevant to this application:

- **Directive Policy 5.7.2** *Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.*

#### **Official Community Plan:**

The subject property is designated **Rural Residential (RR)** and is within Development Permit Area No. 6-Riparian Areas.

Relevant OCP policies include:

- **Policy 6.5.1.10** *Temporary Use Permits may be permitted for:*
  - a) temporary use;
  - b) a period of evaluation of a new commercial venture (that does not involve significant new development) prior to application for rezoning;
  - c) uses for a period of time to enable impacts to be assessed before any further permitting of the use; or
  - d) seasonal activities.

Section 6.10 of the OCP sets out objectives for issuance of TUPs, including:

- (3) *to allow particular uses for a period of time to enable impacts to be assessed before any further permitting of the use as per policy 6.5.1.10;*

Both Section 6.10 in the OCP and Section 10.3 of the LUB provide guidelines when considering issuance of a TUP. Based on the information provided by the application and through issuance of the TUP, subject to conditions, staff consider the application to be consistent with the guidelines - see **Attachment 4**.

### **Land Use Bylaw:**

The subject property is zoned **Residential 2 – Large Lot Residential (R2)** under the LUB. The applicant's proposal for the operation of the food service trailer does not comply with permitted uses in the R2 zone, nor with the Home Occupation regulations in Section 3.6 in the LUB; thus, the applicant is applying for the permit to allow the use as required by LUB Section 10.1.

## **Issues and Opportunities**

### **DP-6 – Riparian Areas**

Areas of the subject property are within Development Permit Area No. 6 – Riparian Areas (DP-6). In relation to the TUP application, staff note that the identified riparian area along St. John's Point Road is of interest. The "[RAR Stream Identification of the Ford Creek and Lower Beulah Creek Watersheds](#)" report by Mimulus Biological Consultants, dated December 2011, identifies the roadside watercourse along the west side of St. John's Point Rd., flowing south under a culvert at Central Road, as a non-fish bearing ditch. The Mimulus report provides, "None of the roadside ditches contained instream habitat for fish. However, as these watercourses contribute water and nutrients to downstream fish habitat, they were classified as streams under RAR." The LUB provides the following exemption from the requirement for a development permit:

**9.6.2** *The following activities are exempt from any requirement for a development permit:*

*(s) Any development more than 8.0 metres from a stream that is a roadside ditch which does not contain instream habitat for fish according to the Stream identification Reports prepared for Hornby Island by Madrone Environmental Services (January 2014) and Mimulus Biological Consultants (March 2012).*

The proposed siting of the food truck and trailer are approximately 16.7 meters from the lot line along St. John's Point Road and the proposed siting of the septic field approximately 47 m from the lot line along St. John's Point Road.

A Development Permit is not required for this proposal.

### **Solid and Waste Water Disposal**

The protection of Hornby Island's groundwater resource is a high priority within the OCP. The OCP directs the LTC to consider groundwater protection when considering applications for permits through OCP Policy 2.2.2:

**2.2.2** *In order to protect the groundwater resource of the Island, the following should be addressed: a) wherever possible through zoning and land use regulations and where appropriate through Development Permit Areas; b) **when considering applications for permits**, re-zoning and subdivision; and c) through information and advocacy directed to residents, property owners and agencies with jurisdiction on Hornby Island:*

*ii) **maintaining the quality of the groundwater resource by preventing contamination from: sewage and grey water**, concentrated animal feeding operations, intensive fertilizer or pesticide application, improper use or storage of toxic chemicals, improper waste disposal, such as burning and open dumps, inadequate protection of wells, inadequate*

*sealing of abandoned wells, over-pumping of groundwater in areas where salt-water intrusion is likely to occur;*

The operator of Hornby Island Pizza previously installed a Type 1 septic system on the lot, consisting of a septic tank with effluent filter and pump to a dispersal field, in accordance with the provincial *Sewerage System Regulation (SSR)*. The septic field is sited approximately 47 meters and 65 m from the front and exterior lot lines, respectively. Staff consider OCP Policy 2.2.2 to be addressed through TUP Guideline 10.3(6)(b) of the LUB and TUP Guideline 6.10.6(b) of the OCP, which require confirmation that site conditions allow for adequate provisions for approved waste disposal. The applicant provides that wastewater will be directed to the on-site system. The onus is on the applicant, operator, and owner of the system for compliance with provincial and Island Health requirements pertaining to wastewater.

Staff have included a requirement for an emergency spill kit on site within the proposed TUP to mitigate potential risk of contamination to land, surface, or groundwater.

A condition has been added to the proposed permit requiring the applicant to provide a letter of assurance and/or an assessment of the septic system by a qualified professional, that the Type 1 system is capable of accepting effluent levels from both food trucks on the lot. If the LTC approves the permit, the applicant would be required to provide a copy of the assessment to staff prior to issuance of the permit.

Garbage, recycling, and compost will be stored in containers on site and hauled to the Hornby depot on a regular basis.

### **Water Use**

The applicant states that water will be delivered to the site and stored in holding tanks located behind the trailer. Again, the onus is on the operator for compliance with provincial and Island Health regulations regarding water supply, handling, and quality. As included in the analysis of the TUP Guidelines, staff consider this option to be compliant with the Guidelines, since there will be no additional draw on the aquifer on the lot.

### **Parking**

The applicant intends to share the existing twelve (12) off-road parking spaces that are currently used by the Hornby Island Pizza on the lot. This does not appear to satisfy the LUB parking requirement under section 5.3(1), depending on how many seats in total will be provided for “dine-in” guests. A condition is included in the proposed permit stating that parking must meet the LUB requirement to provide the total number of parking spaces, calculated as the sum of the requirements for the uses calculated separately. The closest use per LUB table 5.4, line item 3., is “restaurant, pub, café” which requires 1 parking space per two seats. The number of seats has not been provided for the baker or pizza operation. A condition of the proposed permit requires the use to be compliant with the aforementioned section of the LUB.

### **Consultation**

Notice of the TUP (**Attachment 5**) was circulated to surrounding property owners and residents on June 12, 2026 and published in the Hornby Island Tribune on June 17, 2026 in accordance with the Local Government Act. No correspondence in response to the notice was received at the time of preparing this report, but may be received before the LTC meeting on June 26, 2026.

Two letters of support for the ALC Non-Farm Use application were provided by the applicant, one from the Comox Valley Regional District Area Director and another from the Hornby Island Farmland Trust Society (Attachment 4). Any submissions received after the agenda is published will be sent to the LTC prior to the meeting and will be raised by the planner at the meeting. Correspondence should be sent to [northinfo@islandstrust.bc.ca](mailto:northinfo@islandstrust.bc.ca).

### **First Nations**

Islands Trust reviews all applications to ensure the preservation and protection of cultural heritage, archaeological sites, and ancestral places. Staff consider the TUP application to be consistent with respect to LTC Standing Resolutions on reconciliation. Notwithstanding, to provide applicants with awareness about unknown archaeological and cultural areas of significance, staff forwarded the Islands Trust Chance Find Protocol and the provincial Archaeological Branch guidelines on Heritage Act responsibilities directly to the applicant when the application file was opened.

**Rationale for Recommendation**

As found on page 1, staff consider the proposal to meet the TUP guidelines outlined in the OCP and LUB, provided the applicant abides by the conditions of the permit and as such, recommend approval of the TUP for a period of three (3) years (**Attachment 1**).

**ALTERNATIVES**

**1. Request additional information**

The LTC may choose to request further information before making a decision on the permit. Recommended wording for the resolution is as follows:

*That the Hornby Island Local Trust Committee request that the applicant for PL-TUP-2026-0135 provide the following information to the Hornby Island Local Trust Committee [insert information request].*

**2. Deny the application**

The LTC may deny the application. Recommended wording for the resolution is as follows:

*That the Hornby Island Local Trust Committee deny application PL-TUP-2026-0135 for the following reasons... [insert reasons].*

**NEXT STEPS**


If the LTC decides to issue the permit, the proposed TUP in **Attachment 1** will be issued.

Submitted By:	Ian Cox, Planner 2	June 15, 2026
Concurrence:	Renée Jamurat, RPP MCIP, Regional Planning Manager	June 15, 2026

**ATTACHMENTS**

- 1. Draft TUP
- 2. Site Context
- 3. Project Narrative
- 4. TUP Guidelines
- 5. Public Notice

# PROPOSED

 <p data-bbox="227 367 495 409">Islands Trust</p>	<p data-bbox="665 262 1299 294" style="text-align: center;"><b>HORNBY ISLAND LOCAL TRUST COMMITTEE</b></p> <p data-bbox="803 304 1161 336" style="text-align: center;"><b>TEMPORARY USE PERMIT</b></p> <p data-bbox="852 346 1112 378" style="text-align: center;"><b>PL-TUP-2026-0135</b></p> <p data-bbox="820 388 1144 420" style="text-align: center;"><b>(Hummingbird Bakery)</b></p> <p data-bbox="690 430 1274 472" style="text-align: center;"><b>3005 St John's Point Road, Hornby Island</b></p>
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To: HORNBY ISLAND CO-OPERATIVE ASSOCIATION, INC. NO. CP0000710

1. This Permit applies to the land described below:

PID: 003-869-008

LOT A, SECTION 10, HORNBY ISLAND, NANAIMO DISTRICT, PLAN 18085

2. Pursuant to Section 493 of the *Local Government Act* and Section 6.10 of the Hornby Island Official Community Plan Bylaw No. 149, 2014, and despite Hornby Island Land Use Bylaw No. 150, 2014, this Permit is issued to allow the following:

2.1 Operation of a commercial mobile bakery trailer/food truck with service window, approximately 2.5 meters in width by 9.5 meters in length, including the preparation and sale of baked goods and light food items from the subject property.

3. This permit is subject to the following conditions:

- a) The general layout of the mobile bakery trailer and trailer shall be in substantial accordance with Schedule "A" – Site Plan, which are attached to and form a part of this permit, as signed and dated by the Deputy Secretary, Islands Trust.
- b) The applicant must provide to Islands Trust, a copy of an assessment and/or letter of assurance by a Registered Onsite Wastewater Practitioner (ROWP) or septic engineer, stating that the system to which the operation is connected, is capable of accepting the intended effluent volume from two food truck operations on the lot.
- c) The operation may consist of one approximately 2.5 meter X 9.5 meter mobile bakery trailer with roof covering, and a limited, low-intensity outdoor seating area consistent with the surrounding uses as shown on Schedule "A" – Site Plan.
- d) The operation of the food truck and trailer shall be restricted to between the hours of 8:00 a.m. and 8:00 p.m. and in accordance with Comox Valley Regional District noise control bylaws.
- e) A total of twelve (12) vehicle parking spaces shall be provided on site designed to the standards of Hornby Island Land Use Bylaw No. 150, 2014.
- f) Signage shall meet the sign regulations in the Hornby Island Land Use Bylaw No. 150,

2014.

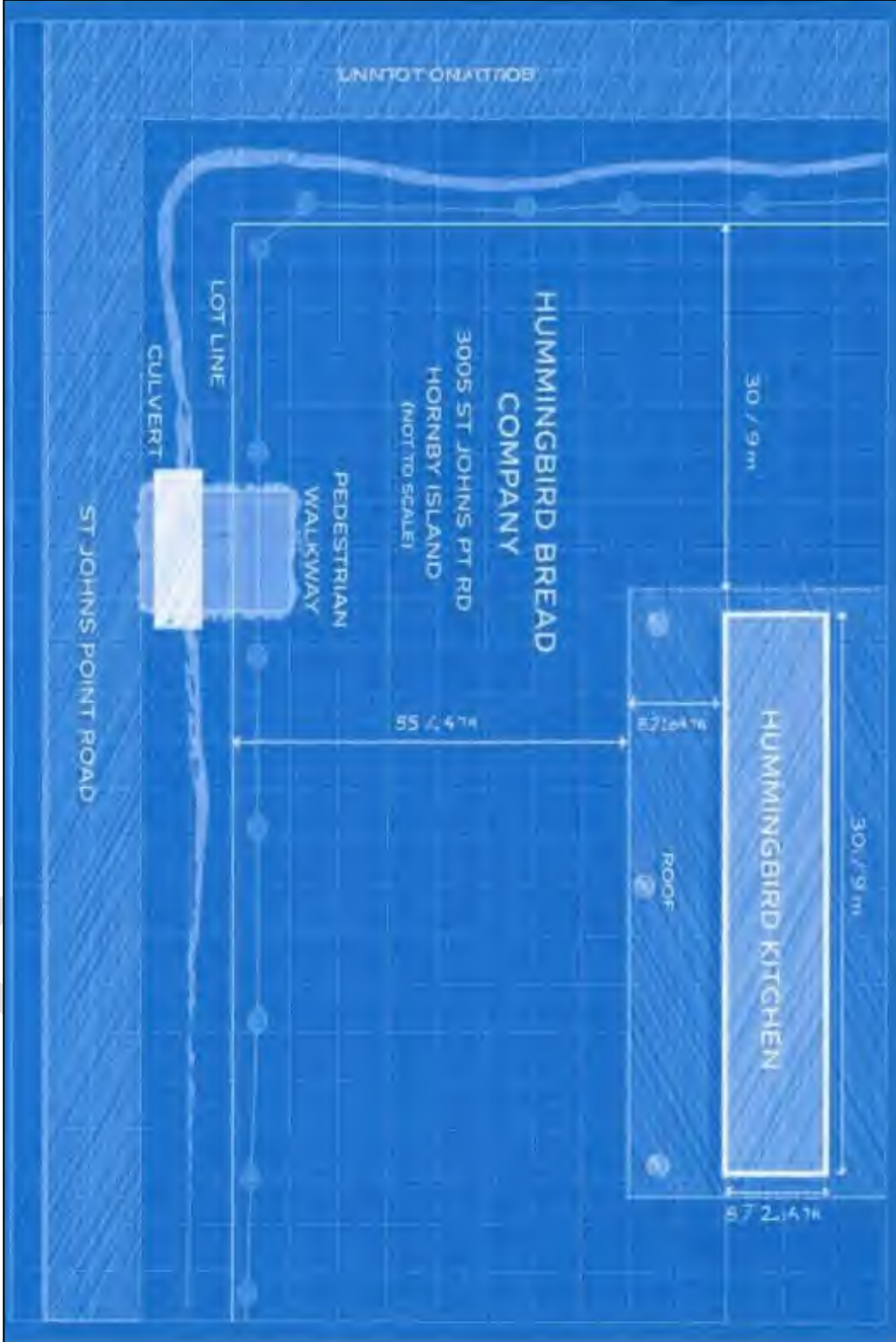
- g) An emergency spill kit shall be kept on site for the period of the operation of the food truck and trailer, it shall be kept fully supplied at all times and the operator shall ensure that there is personnel on site at all times during the operation of the food truck and trailer that are familiar with its use.
  - h) The holder of the Permit will be responsible for any violation of the conditions of this Permit. For the purpose of investigating a complaint, Islands Trust staff may enter the property during business hours to ensure compliance with the Temporary Use Permit.
4. It is the responsibility of the permit holder to obtain any required authorization under the *Sewerage System Regulation* or any other relevant legislation pertaining to wastewater.
  5. It is the responsibility of the permit holder to obtain any required authorization under the *Water Sustainability Act* or any other relevant legislation pertaining to groundwater.
  6. This Permit is valid for a period of three years from the date of issuance.
  7. This is not a Building Permit or a Siting and Use Permit, nor does it relieve the Permittee from the need to secure all other approvals necessary for the proposed land use.

**AUTHORIZING RESOLUTION PASSED BY THE HORNBY ISLAND LOCAL TRUST COMMITTEE THIS XXth DAY OF XX, 202X.**

\_\_\_\_\_  
Deputy Secretary, Islands Trust

\_\_\_\_\_  
Date Issued

HORNBY ISLAND LOCAL TRUST COMMITTEE  
PL-TUP-2026-0135  
SCHEDULE "A"  
Site Plan



## ATTACHMENT 2 – SITE CONTEXT

### LOCATION

Legal Description	LOT A, SECTION 10, HORNBY ISLAND, NANAIMO DISTRICT, PLAN 18085
PID	003-869-008
Civic Address	3005 St. John's Point Road
Lot Size	1.62 ha (4 acres)

### LAND USE

Current Land Use	Residential
Surrounding Land Use	Residential, Commercial, Agricultural, Park (provincial)



Figure 1 – Subject Property Air Photo

### HISTORICAL ACTIVITY

File No.	Purpose
HO-RZ-2009.1	For a 17-strata lot subdivision (proceed no further).

### POLICY/REGULATORY

Official Community Plan Designations	Land Use Designation: <b>RR – Rural Residential</b>  <b>6.3.3 Rural Residential</b>
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**6.3.3.3** *The principal use in this category should be residential with any accessory uses consistent with the residential character.*

**6.5 Retail and Personal Service**

**6.5.1.10** *Temporary Use Permits may be permitted for:*

- a) temporary use;*
- b) a period of evaluation of a new commercial venture (that does not involve significant new development) prior to application for rezoning;*
- c) uses for a period of time to enable impacts to be assessed before any further permitting of the use; or*
- d) seasonal activities.*

**6.10 Temporary Use Permits**

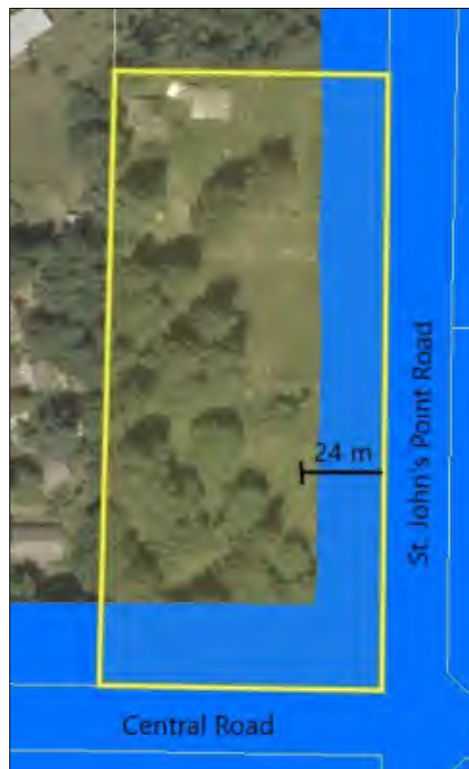
*The objectives of this subsection are:*

*(3) to allow particular uses for a period of time to enable impacts to be assessed before any further permitting of the use as per policy 6.5.1.10;*

See Attachment 2 for a full review of Temporary Use Permits (TUP) guidelines.

Development Permit Area: **DPA 6 – Riparian Areas**

See Land Use Bylaw regulations below.



**Figure 2 - DPA 6 on subject property (shown in blue)**

Land Use Bylaw

Zone: **Residential 2 – Large Lot (R2)**

Permitted Principal Uses in the R2 zone include:

- Residential use of a dwelling;
- Secondary suite in a dwelling on lots 2 ha or larger;
- Horticulture, agriculture or silviculture accessory to a principal residential use;
- Accessory uses, buildings and structures, including but not limited to home occupations;
- Vacation home rental use.

### **3.6 Home Occupation Regulations**

**3.6 (1)** Only the uses expressly permitted in Subsections 3.6(3), 3.6(9) and 3.6(20)\* inclusive are permitted as home occupations. Without limiting the generality of the foregoing the following uses are prohibited as home occupations:

(a) restaurant, food take-out service;

(b) retail store;

(c) salvage, junk or incineration business;

(d) chemical manufacturing;

(e) storage of toxic or flammable materials other than for use in small quantities in carrying out a home occupation;

(f) winery involving a lounge other than on ALR land;

(g) extraction and sale or delivery of groundwater;

(h) high-pressure cleaning, laundry, laundromat, shower or bathing facility or other activity that involves the use of groundwater as a primary element of the home occupation or that causes total domestic water use to exceed 350 litres per day;

(i) any activity that creates vibration, glare, fumes, odours, electrical interference or any other nuisance ordinarily detectable off the lot on which the home occupation is operated; and

(j) any activity that is prohibited elsewhere in this bylaw.

### **Development Permit Area No. 6: Riparian Areas**

**9.6.2** The following activities are exempt from any requirement for a development permit:

s) Any development more than 8.0 metres from a stream that is a roadside ditch which does not contain instream habitat for fish according to the Stream identification Reports prepared for Hornby Island by Madrone Environmental Services (January 2014) and Mimulus Biological Consultants (March 2012).

The LUB provides the following definitions:

**restaurant** means an establishment providing primarily for the preparation and sale of food for eating in the establishment or taking out, and may include the serving of alcoholic beverages in conjunction with food.

**structure** means any object or construction fixed to, supported by or embedded in land including retaining walls and stairs and excludes loose

	<p>stones and concrete, other paved surfaces, storage of building materials, septic fields, tanks, absorption fields and related appurtenances.</p> <p>*Staff note there is a typo in this regulation, and should read “...Subsections 3.6(3), 3.6(9), 3.6(11) and 3.6(22)...”. Proposed Bylaw 162 corrects this error.</p>
Other Regulations	<p><b>Sewerage System Regulation (SSR)</b>  <i>6(1) A person must not construct or maintain a sewerage system that uses a treatment method classified as Type 1 or Type 2 unless the person is</i>  <i>(a) qualified as an authorized person, or</i>  <i>(b) an owner constructing or maintaining a sewerage system on his or her land under the supervision of an authorized person.</i></p> <p>The applicants have submitted a Septic System Evaluation by Ron McMurtrie and Associates, P.Eng., dated December 16, 2019, detailing the plans to install a Type 1 system in accordance with the SSR.</p> <p><b>Island Health</b>  Operation of a food premises under the <i>Food Premises Regulation</i> requires an application to Island Health prior to construction or operation.</p> <p><b>Agricultural Land Reserve</b>  Lots to the south and northeast are within the Agricultural Land Reserve (ALR).</p>
Covenants	None
Bylaw Enforcement	HO-BE-2010.1 (closed)

## SITE INFLUENCES

Islands Trust Fund	This proposal does not directly affect an Islands Trust Conservancy Board (ITC)-owned property or conservation covenant, nor directly affects a property adjacent to an ITC-owned property or conservation covenant. Therefore referral to ITC for comments is not required.
Regional Conservation Strategy	The ITC – <a href="#">Regional Conservation Plan 2018-2027</a> identifies this area of Hornby Island as MEDIUM to LOW priority for conservation purposes.
Species at Risk	Islands Trust mapping indicates that no Species at Risk (SAR) are within this area.
Sensitive Ecosystems	<p><a href="#">Schedule D2</a> of the OCP identify the subject property within a Recharge area, and the aquifer is classified as IIA – Lightly developed*, high vulnerability (*correction: moderately developed, high vulnerability).</p> <p>The ditches adjacent to the subject property that run along St. John’s Point Road and Central Road, are identified as Riparian Areas Regulation (RAR)-applicable watercourses, according to the Mimulus Report dated December 2011. It is noted that the Mimulus report identifies Ditch 4 (along St. John’s `Point Road) as requiring an 8 m setback.</p>
Hazard Areas	None mapped.
Archaeological Sites	Remote Access to Archaeological Data (RAAD) information does not identify any archaeological sites within the property or within 100 metres.

	Notwithstanding the foregoing, and by copy of this report, the owners and applicant should be aware that there is still a chance that the lot may contain previously unrecorded archaeological material that is protected under the <i>Heritage Conservation Act</i> . If such material is encountered during development, all work should cease and Archaeology Branch should be contacted immediately as a <i>Heritage Conservation Act</i> permit may be needed before further development is undertaken. This may involve the need to hire a qualified archaeologist to monitor the work.
Climate Change Adaptation and Mitigation	n/a
Shoreline Classification	n/a
Shoreline Data in TAPIS	n/a
Groundwater Vulnerability	Aquifer Intrinsic Vulnerability - HIGH

**Temporary Use Permit Application**

**Hummingbird Bread Company**

3005 St. Johns Point Rd

Hornby Island, BC

**Applicant:** Olivia Bailey on behalf of The Hornby Island Coop

**Date:** March 2026

## **Table of Contents**

1. Property Information
2. Description of Proposed Temporary Use
3. Site Plan
4. Suitability of the Location
5. Project Rationale
6. Servicing (Water, Waste, Power)
7. Potential Impacts and Site Management
8. Owner Authorization Letter

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### **1. Property Information**

#### **Civic Address**

3005 St. Johns Point Road  
Hornby Island, BC V0R 1Z0  
Canada

#### **Parcel Identifier (PID)**

003-869-008

#### **Legal Description**

LOT A, PLAN VIP18085, SECTION 10, NANAIMO LAND DISTRICT, HORNBY ISLAND

#### **Current Zoning**

R2 – Residential Two Zone

#### **Land Size**

Approximately 4 acres

The property is located at the intersection commonly known as Four Corners on Hornby Island. The site is a corner lot with frontage along St. Johns Point Road and an intersecting central road.

The property currently hosts Hornby Island Pizza, which operates under an existing Temporary Use Permit. The proposed bakery would be located adjacent to this operation as a separate but complementary food service business.

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## **2. Description of Proposed Temporary Use**

The proposed temporary use is a small-scale bakery operation operating from one mobile trailer located on the property.

This trailer will function as the **bakery kitchen**, where baked goods and light food items are prepared. The bakery kitchen trailer measures approximately **30 feet in length by 8 feet in width**.

Customers will order from the service window of the “storefront” side of the trailer and may enjoy their food in a modest outdoor seating area.

The seating area will be simple, charming, and informal, providing a small gathering space for residents and visitors.

No permanent buildings are proposed as part of this application.

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## **Reason for Temporary Use Permit**

This use requires a Temporary Use Permit because the preparation and sale of food is not currently permitted within the existing zoning of the property.

The applicant is requesting a **three-year Temporary Use Permit**.

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## **Operating Schedule**

The business will operate year-round with seasonal variation in hours.

### **Spring and Summer**

- Approximately 5 days per week
- Hours generally between 8:00 AM and 3:00 PM

### **Fall and Winter**

- Reduced operating days and hours depending on seasonal demand

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### **Customer Activity**

Customer activity is expected to remain modest and similar to a small takeaway bakery.

At peak times there may be approximately **10–20 visitors on site at one time**.

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### **3. Site Plan**

You can find the site plan in the application package.

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### **4. Suitability of the Location**

The proposed location is well suited to small-scale bakery use.

The bakery will complement the existing Hornby Island Pizza and other surrounding operations while maintaining a separate and distinct offering focused on sourdough bread and sweet and savoury baked goods.

Parking on the property is shared between the two businesses using the existing parking area.

The bakery operation occupies a very small physical footprint, consisting of one kitchen trailer and a modest outdoor seating courtyard.

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### **5. Project Rationale**

The proposed Hummingbird Bread Company bakery builds on the existing small-scale commercial activity at the Four Corners.

Hummingbird previously operated on Hornby Island and became a well-loved part of the local food community. Many residents and visitors have expressed enthusiasm about the possibility of the bakery reopening.

The project supports Hornby Island's local food culture and small business economy while remaining modest in scale and compatible with surrounding uses.

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## **6. Servicing (Water, Waste, Power)**

### **Water Supply**

Water will be delivered to the site and stored in large holding tanks located behind the bakery trailer. And will comply with VIHA guidelines.

### **Wastewater**

The property is serviced by an existing septic system. Wastewater generated from the bakery operation will be managed in accordance with Island Health requirements and will be directed to the on-site septic system.

### **Waste Management**

Garbage, recycling, and compost will be stored in designated containers on site and hauled to the depot on a regular basis.

### **Electrical Service**

Electrical power will be supplied through the existing electrical service available on the property.

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## **7. Potential Impacts and Site Management**

### **Traffic and Parking**

Customer traffic is expected to be modest and typical of a small takeaway bakery.

Parking will be shared with the existing parking area serving Hornby Island Pizza.

There is existing bicycle parking available at the Four Corners location.

### **Noise**

The bakery will operate during daytime hours and will not involve amplified music or late-night activity.

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## **8. Owner Authorization Letter**

You can find the owner authorization letter in the application package.

## **Project Narrative**

### **Existing Uses, Buildings, and Structures**

The subject property, located at 3005 St. Johns Point Road on Hornby Island, is approximately 4 acres in size and is zoned R2 – Residential Two Zone. The property is situated at the Four Corners intersection and is currently developed with a small-scale commercial food service use (Hornby Island Pizza), which operates under an existing Temporary Use Permit.

Existing improvements on the property include the pizza operation, associated outdoor seating, and a shared parking area. The site functions as a modest local gathering place and is already established as a small-scale food service location.

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### **Proposed Uses, Buildings, and Structures**

The proposed use is a small-scale bakery operation known as Hummingbird Bread Company. The bakery will operate from a single mobile trailer measuring approximately 30 feet in length by 8 feet in width.

The trailer will function as both a bakery kitchen and service area, where baked goods and beverages are prepared and sold. Customers will order from a service window and may enjoy food in a modest outdoor seating area located adjacent to the trailer.

No permanent buildings or structures are proposed as part of this application. The bakery trailer is fully mobile and relocatable, minimizing site disturbance and long-term impact.

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### **Site Layout and Function**

The bakery will be located adjacent to the existing Hornby Island Pizza operation and will share the existing parking area. The layout is designed to be compact and efficient, with a small footprint that integrates into the existing site without requiring significant changes.

Outdoor seating will be informal and limited in scale, supporting a low-intensity use consistent with the surrounding area.

### **Home Occupation**

This proposal does not include a home occupation.

## ATTACHMENT 4 – TUP GUIDELINES IN THE HORNBY ISLAND LAND USE BYLAW AND HORNBY ISLAND OFFICIAL COMMUNITY PLAN

LUB Section 10.3 Guideline	OCP Section 6.10 Guideline	Submitted	Compliant?	Planner Comments
<p>(1) Upon application, Temporary Use Permits may be considered for all parcels of land within the Hornby Island Local Trust Area, with the following exclusions:</p> <p>a) properties less than one quarter of a hectare except when the application is for vacation home rental use,</p> <p>b) land zoned as public park, ecosystem management area or water supply protection, as shown on Schedule B, and</p> <p>c) a parcel identified as an environmentally sensitive area, as shown on Schedule D1 or D2 of the Hornby Island Official Community Plan Bylaw No. 149, unless information is provided to illustrate that the proposed land use does not negatively impact the environmentally sensitive features.</p>	<p>6.10.1 Upon application, Temporary Use Permits may be considered for all parcels of land within the Hornby Island Local Trust Area, with the following exclusions:</p> <p>a) properties less than one quarter of a hectare (0.63 acre), except when the application is for vacation home rental use,</p> <p>b) land designated as Park, as shown on Schedule B, and</p> <p>c) a parcel identified as containing an environmentally sensitive area, as shown on Schedule D1 or D2, unless information is provided by the owner that establishes that the proposed land use does not negatively impact the environmentally sensitive features or is located outside of the sensitive area on the parcel.</p>			<p style="text-align: center;"><i>TBD by LTC</i></p> <p><a href="#">Schedule D1</a> does not indicate the subject property contains an environmentally sensitive area.</p> <p><a href="#">Schedule D2</a> indicates the subject property is within an <b>IIA – Moderately developed*, high vulnerability</b> aquifer area and is within a <b>Recharge area</b>.</p> <p>The proposed siting of the food service trailer will be on a previously cleared area, measured approx. 16.7 meters from the lot line, which borders the outer perimeter of the Recharge area identified on Schedule D2.</p> <p>The applicant intends to discharge effluent to an existing Type 1 septic system in accordance with the <i>Sewerage System Regulation</i>.</p> <p>*Staff note that, per a previous TUP report for the same property, Schedule D2 of the OCP incorrectly identifies IIA as “lightly developed, high vulnerability” and should be amended as “moderately developed, high vulnerability” according to the Ministry of Environment’s: <a href="http://www.env.gov.bc.ca/wsd/plan_protect_sustain/grounderwater/aquifers/Aq_Classification/Aq_Class.html">http://www.env.gov.bc.ca/wsd/plan_protect_sustain/grounderwater/aquifers/Aq_Classification/Aq_Class.html</a>.</p>
<p>(2) Applications for Temporary Use Permits may be referred to the Advisory Planning Commission which may be requested to provide an opportunity for public input to be received and considered in preparing</p>	<p>6.10.2 Applications for Temporary Use Permits may be referred to the Advisory Planning Commission which may be requested to provide an opportunity for public input to be received and considered in preparing</p>			<p style="text-align: center;"><i>TBD by LTC</i></p> <p style="text-align: center;">For LTC to determine since there is currently no APC appointments.</p>

LUB Section 10.3 Guideline	OCP Section 6.10 Guideline	Submitted	Compliant?	Planner Comments
its recommendations.	its recommendations.			
(3) Temporary Use Permits for parcels within the Agricultural Land Reserve should only be issued for uses that do not conflict with Agricultural Land Commission policies and regulations.	6.10.3 Temporary Use Permits for parcels within the Agricultural Land Reserve should only be issued for uses that do not conflict with Agricultural Land Commission policies and regulations.	<i>n/a</i>		
(4) A professional assessment of hydrological impacts may be required when the proposed use is within an identified groundwater recharge area or an aquifer classified as highly developed.	6.10.4 A professional assessment of hydrological impacts may be required when the proposed use is within an identified groundwater recharge area or an aquifer classified as heavily developed as shown on Schedule B or D2 and if the proposed use involves more than minimal potential impacts upon the groundwater resource.	<p style="text-align: center;"><i>TBD by LTC</i></p> <p>Staff note that Schedule D2 indicates the subject property is <b>within a Recharge area</b>. Lot is within an identified <b>Moderately developed</b> area.</p> <p>The applicant intends to discharge effluent to an existing Type 1 septic system for greywater disposal that meets the requirements of the <i>Sewerage System Regulation</i>. The applicant proposes to have water delivered to the property and use storage tanks behind the mobile trailer for fresh water. Therefore a hydrological assessment has not been provided in the application materials. Staff consider the proposed hauled water and waste disposal to meet the intent of the guideline since there will be no draw on the groundwater. The owner and applicant should be sure that the system is designed for the amount of effluent from the two food truck operations. This is an Island Health matter.</p>		
(5) Where approvals are required from other agencies, these should be obtained prior to the issuing of a Temporary Use Permit.	6.10.5 Where approvals are required from other agencies, these should be obtained prior to the issuing of a Temporary Use Permit.	No	<i>TBD</i>	<p><b>Included as a condition of the permit.</b></p> <p>The applicant has been advised of requirements under the <i>Sewerage System Regulation</i>. An evaluation/assurance letter from a Registered Onsite Wastewater Practitioner (ROWP) and/or septic engineer is a condition of the proposed permit.</p>

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<p>(6) The general conditions for issuing a Temporary Use Permit are as follows:</p> <p>a) adequate off-road parking should be provided;</p> <p>b) confirmation that site conditions allow for adequate provisions for approved waste disposal;</p> <p>c) commercial uses (other than very short term uses or vacation home rentals) should be screened from adjacent residential uses;</p> <p>d) industrial uses should be screened from adjacent properties and roads;</p> <p>e) there should be adequate setbacks of the use to minimize impacts upon adjacent properties;</p> <p>f) noise generation should be addressed to prevent disturbance of the neighbourhood and to ensure compliance with regional district regulations;</p> <p>g) the use should be conducted so as to not risk contamination of the land, surface water or groundwater, including by making adequate provision for the safe storage of toxic materials;</p> <p>h) water supply should be addressed so as to not create negative impacts upon existing common water sources;</p> <p>i) other potential impacts upon the</p>	<p>6.10.6 The general conditions for issuing a Temporary Use Permit are as follows:</p> <p>a) adequate off-road parking should be provided;</p> <p>b) there should be adequate provision for approved waste disposal before consideration is given by the Local Trust Committee;</p> <p>c) commercial uses (other than very short term uses or vacation home rentals) should be screened from adjacent residential uses;</p> <p>d) industrial uses should be screened from adjacent properties and roads;</p> <p>e) there should be adequate setbacks of the use to minimize impacts upon adjacent properties;</p> <p>f) noise generation should be addressed to prevent disturbance of the neighbourhood and to ensure compliance with regional district regulations;</p> <p>g) the use should be conducted so as to not risk contamination of the land, surface water or groundwater, including by making adequate provision for the safe storage of toxic materials;</p> <p>h) water supply should be addressed so as to not create negative impacts upon existing common water sources;</p> <p>i) other potential impacts upon the neighbourhood should be mitigated, including by limitations</p>	<p>Yes</p>	<p>TBD</p>	<p><b>Included as conditions of the permit.</b></p> <p>The applicant intends to share the existing twelve (12) off-road parking spaces that are currently used by the Horny Island Pizza on the lot.</p> <p>This does not appear to satisfy the LUB parking requirement under section 5.3(1), depending on how many seats in total will be provided for “dine-in” guests. A condition is included in the permit stating that parking must meet the LUB requirement to provide the total number of parking spaces, calculated as the sum of the requirements for the uses calculated separately. The closest use listed in the LUB is restaurant, pub, café = 1 space per 2 seats.</p> <p>Screening not required, proposed siting of food truck is across from and beside existing commercial operations.</p> <p>Proposed siting of food truck and trailer is approx. 16.7 meters from lot line.</p> <p>Staff have included the requirement for an emergency spill kit so as to mitigate any potential risk of contamination to land, surface water or groundwater.</p> <p>The applicant proposes to</p>

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<p>neighbourhood should be mitigated, including by limitations upon the hours of operation where appropriate; j) the owner of the property may be required to provide a security to guarantee the performance of the terms of the permit and should be required to provide an undertaking to demolish or remove any building or structure and to restore the land to a condition specified in the permit, especially in circumstances where temporary housing is provided and such housing is no longer used for such temporary purposes; and k) lands with good agricultural potential should not be compromised by any use permitted by a Temporary Use Permit.</p>	<p>upon the hours of operation where appropriate; j) the owner of the property may be required to provide a security to guarantee the performance of the terms of the permit and should be required to provide an undertaking to demolish or remove any building or structure and to restore the land to a condition specified in the permit, especially in circumstances where temporary housing is provided and such housing is no longer used for the temporary purposes; and k) lands with good agricultural potential should not be compromised by any use permitted by a Temporary Use Permit.</p>			<p>install storage tanks for delivered water. Staff note that authorization under the <i>Water Sustainability Act</i> or any other relevant legislation pertaining to groundwater, may be required should the applicants make use of groundwater or surface water.</p> <p>Staff recommend hours of operation be from 8:00 a.m. to 8:00 p.m. as included in the proposed permit as a condition, as well as compliance with CVRD noise bylaw regulations.</p> <p>Requirement for a security – <i>TBD by LTC.</i></p>
<p>(7) Applicants for Temporary Use Permits should address the issues identified in these policies in their applications and are strongly encouraged to consult with neighbours about the proposed use prior to making application.</p>	<p>6.10.6* Applicants for Temporary Use Permits should address the issues identified in these policies in their applications and are strongly encouraged to consult with neighbours about the proposed use prior to making application.</p> <p>*Staff note the numbering in this section of the OCP is incorrect from Guideline 6.10.6 to 6.10.9. This was identified in the staff report for the Hornby Island Pizza TUP</p>	<p>No</p>	<p>Appears to be</p>	<p><i>TBD by LTC</i></p> <p>At the time of staff report completion, no objections or concerns were received in response to the public notice.</p>

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	in 2020.			
(8) Light Industrial activities which require specific consideration of impacts with respect to environmental protection, water use, waste generation, noise, odour, parking, or neighbourhood character, may be allowed upon application for a Temporary Use Permit that will contain specific conditions to address these impacts.	6.10.7 Light Industrial activities require specific consideration of impacts with respect to environmental protection, water use, waste generation, noise, odour, parking, or neighbourhood character, but may be allowed upon application for a Temporary Use Permit that contains specific conditions to address these impacts.	<i>n/a</i>	<i>n/a</i>	
(9) The Local Trust Committee should consider the climate change impacts of any significant change in reviewing temporary use permit applications.	6.10.8 The Local Trust Committee should consider the climate change impacts of any proposed temporary use when reviewing temporary use permit applications.	<i>n/a</i>	<i>n/a</i>	
(10) In consideration of applications for vacation home rentals the Local Trust Committee may consider the following: a) the cumulative effects, both positive and negative, on the neighbourhood and island of all temporary use permits issued for vacation home rentals; b) limitations on any signage that may be placed on the property; c) a requirement for information to be posted that will inform guests regarding the location of property lines by way of a map, any applicable noise bylaws, measures	6.10.9 In consideration of applications for vacation home rentals the Local Trust Committee may consider the following: a) The cumulative effects, both positive and negative, on the neighbourhood and island of all temporary use permits issued for vacation home rentals; b) Limitations on any signage that may be placed on the property; c) A requirement for information to be posted that will inform guests regarding the location of property lines by way of a map, any applicable noise bylaws, measures to	<i>n/a</i>	<i>n/a</i>	

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<p>to address water conservation, fire safety, storage and management of garbage, septic system care and control of pets (if pets are permitted) in accordance with standards applicable by regional district bylaw, as stated in the permit or as determined by the owner or manager to effectively manage the site;</p> <p>d) the proposed maximum number of occupants;</p> <p>e) the proposed time periods that dwelling will be available for rental or months of the year when the rental will occur; and</p> <p>(f) other considerations the LTC considers appropriate.</p>	<p>address water conservation, fire safety, storage and management of garbage, septic system care and control of pets (if pets are permitted) in accordance with standards applicable by bylaw, as stated in the permit or as determined by the owner or manager to effectively manage the site;</p> <p>d) The proposed maximum number of occupants;</p> <p>e) The proposed time periods that the dwelling will be available for rental or months of the year when the rental will occur; and.</p> <p>f) Other requirements that the Local Trust Committee may consider appropriate.</p>			



**NOTICE**  
**PL-TUP-2026-0135**  
**HORNBY ISLAND LOCAL TRUST COMMITTEE**

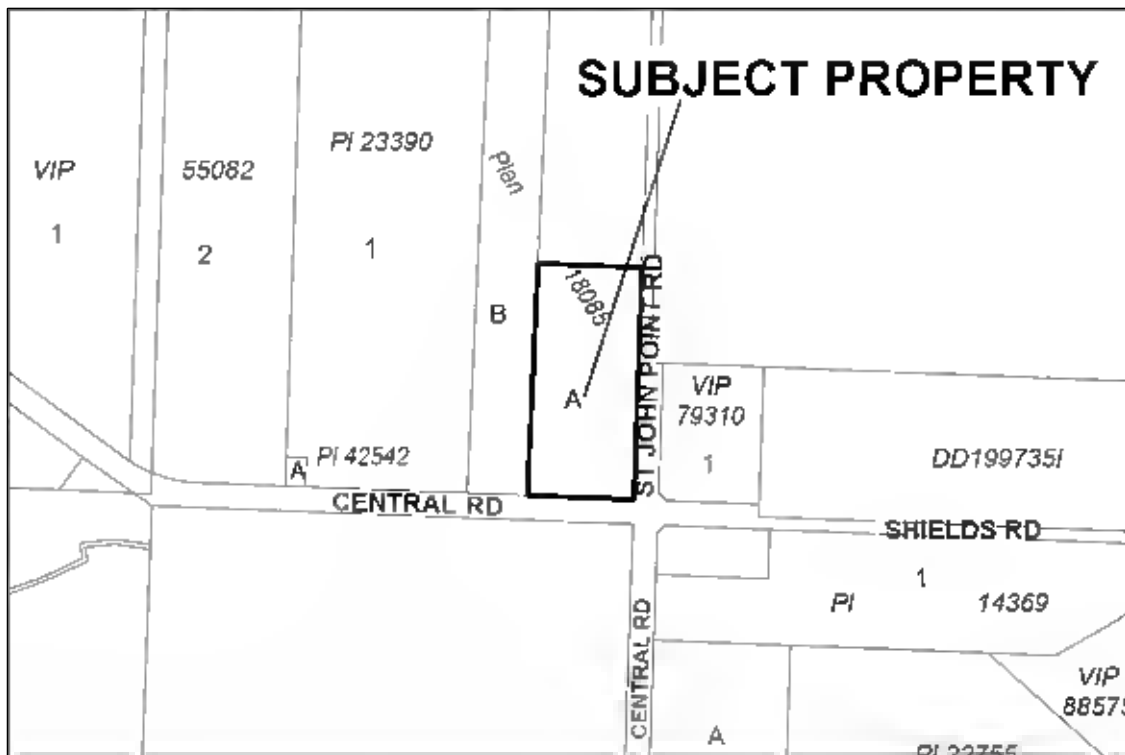
ATTACHMENT 5

**NOTICE** is hereby given pursuant to Section 494 of the *Local Government Act* that the Hornby Island Local Trust Committee (LTC) will be considering a resolution allowing for the issuance of a Temporary Use Permit (TUP). The permit seeks to expand the permitted uses on a lot zoned Residential 2 – Large Lot (R2), to allow for a commercial bakery operation involving the preparation and sale of baked goods and light food items, conducted from a kitchen trailer with a service window, approximately 2.4 meters in width by 9.1 meters in length. The proposed permit would apply to:

PID: 003-869-008

LOT A, SECTION 10, HORNBY ISLAND, NANAIMO DISTRICT, PLAN 18085  
3005 St. John’s Point Road, Hornby Island.

The general location of the subject property is shown on the following map:



A copy of the proposed permit may be inspected at the Islands Trust Office, 700 North Road, Gabriola Island, BC V0R 1X3 between the hours of 8:30 am to 4:00 pm Monday to Friday inclusive, excluding statutory holidays, and on the Islands Trust website <https://islandstrust.bc.ca/island-planning/hornby/current-applications/> commencing **June 12, 2026** and continuing up to and including **June 25, 2026**.

Enquiries or comments should be directed to Ian Cox, Planner 2 at (250) 247-2207, for Toll Free Access, request a transfer via Enquiry BC: In Vancouver 660-2421 and elsewhere in BC 1-800-663-7867; or by fax (250) 405-5155; or by email to: [northinfo@islandstrust.bc.ca](mailto:northinfo@islandstrust.bc.ca) before **4:00 pm, June 25, 2026**.

The Hornby Island Local Trust Committee may consider a resolution allowing for the issuance of the permit during the business meeting to be held **in person at 11:30 am, June 26, 2026, Hornby Island Community Hall, 4305 Central Road, Hornby Island, BC.**

Written comments made in response to this notice will also be available for public review.