

# Hornby OCP and LUB Review Project - Charter v 2.3

Hornby Island Local Trust Committee

Endorsement Date: April 26, 2024

**Purpose:** To review and update the Hornby Official Community Plan (OCP) policies and Land Use Bylaw (LUB) regulations to increase housing options, regulate vacation rentals in residential zones through Temporary Use Permits and incorporate First Nations engagement recommendations.

**Background:** The Local Trust Committee (LTC) prioritized a “Comprehensive OCP/LUB Review” project in 2021 and requested the Hornby Island Advisory Planning Commission to provide recommendations for OCP and LUB amendments related to four specific topics. The APC spent much of 2021 and early 2022 meeting and providing recommendations regarding amendments. A consultant was hired in 2022 and prepared a report of final recommendations for LTC consideration of next steps in the 2023/24 fiscal year. In April 2024 the LTC confirmed the scope and purpose of the project to: 1) update policies and regulations related to secondary suites/dwellings, regulating short term vacation rentals through the use of Temporary Use Permits and other minor amendments; and 2) updating the OCP and LUB to better address the First Nations concerns and interests regarding land use planning on Hornby Island.

Objectives	In Scope	Out of Scope	Deliverables
<p>Amend the Hornby Island OCP and LUB by incorporating select recommendations of the Hornby Island Advisory Planning Commission; consultant’s recommendations; targeted engagement with First Nations and comprehensive public input.</p>	<p>-Updating OCP language, references to include First Nations and incorporate First Nations recommendations for policy and regulatory updates.</p> <p>- Add the Islands Trust Reconciliation declaration to the OCP.</p> <p>-Draft OCP and LUB Bylaw amendments:</p> <ul style="list-style-type: none"><li>o Supporting cooperative and purpose built rental housing;</li><li>o Supporting rezoning applications for ‘Large Lot Residential’ parcels to multi-family development for residential rental tenure;</li><li>o Permitting secondary suites in all small lot zones within the principle dwelling where septic capacity allows and sufficient groundwater is available;</li><li>o Permitting secondary suites or attached/detached secondary dwelling on lots over 2ha where septic capacity allows and sufficient groundwater is available;</li><li>o Prohibiting vacation rentals as an outright permitted use in residential zones and requiring a valid Temporary Use Permit;</li><li>o Designating all small lots in the Galleon and Sandpiper area as within the heavily developed aquifer (IA).</li><li>o Update PU(a) zone to include community housing.</li><li>o Explore option to exclude cisterns from all setback requirements.</li><li>o Explore options to amend residential zoning to permit keeping of chickens for personal/commercial use and prohibit keeping of roosters.</li></ul>	<p>Public engagement beyond legislative requirements (one major community information meeting and one minor CIM immediately prior to the two anticipated public hearings).</p>	<ul style="list-style-type: none"><li>• <b>2024/2025:</b> One OCP and one LUB amendment specific to updating regulations for housing, vacation rentals, chickens in residential zones and cisterns in setbacks;</li><li>• <b>2024:</b> Comprehensive First Nations Engagement Process</li><li>• <b>2025/2026:</b> First Nations Engagement Summary Report. One OCP and one LUB Amendment Bylaw specific to First Nations engagement recommendations;</li><li>• <b>PENDING:</b> Post Bylaw adoption community communication materials.</li></ul>

Workplan Overview	
Deliverable/Milestone	Date
<i>Project Charter Endorsed - COMPLETED</i>	<i>June, 2022</i>
<i>Execute Consultant Contract - COMPLETED</i>	<i>August, 2022</i>
<i>First Community Workshop - COMPLETED</i>	<i>October, 2022</i>
<i>Second Community Workshop - COMPLETED</i>	<i>Winter, 2022/23</i>
<i>Consultant Report on Workshops and Recommendations for Bylaws - COMPLETED</i>	<i>Spring, 2023</i>
<i>LTC endorsement of project charter - COMPLETED</i>	<i>June and Sept 2023</i>
<b>Staff to participate in formal engagement with K’omoks and compile an engagement summary report for LTC consideration of potential policy and regulatory amendments to the Hornby OCP and LUB.</b>	<b>Spring 2024 – Spring 2025</b>
LTC to consider endorsement of revised Project Charter.	April 26, 2024
Housing and vacation rental draft bylaws presented to LTC for consideration of First Reading.	Summer 2024
Consider referral responses from First Nations, agencies, APC and community groups/public.	Fall 2024
Community Information Meeting - consider 2 <sup>nd</sup> Reading of housing and vacation rental bylaws.	Fall/Winter 2024
<b>CIM/Public Hearing for housing, vacation rental bylaws.</b>	<b>Winter 2024/25</b>
3 <sup>rd</sup> Reading and forward bylaws to Executive Committee and OCP to Ministry of Housing for approval.	Winter 2024/25
Adoption of housing and vacation rental bylaw amendments.	Winter/Spring 2025
<b>Staff to present First Nations Engagement Summary Report to LTC for consideration of comprehensive amendments to OCP and LUB.</b>	<b>Spring 2025</b>
<b>Draft amending OCP and LUB bylaws and commence legislative review process (bylaw readings and adoption) deriving from LTC endorsement of First Nations engagement recommendations.</b>	<b>Spring 2025-Winter 2025</b>

Project Team	
<i>Island Planner (Regional Planning Team)</i>	Project Manager/ bylaw drafting
<i>Planner 2 – Hornby Island</i>	Bylaw drafting and legislative process
<i>Legislative Clerk</i>	Legislative Process / Bylaw Review
<b>RPM Approval: Renee Jamurat, RPM June 2023; September 2023; April 2024</b>	<b>LTC Endorsement: Resolution #: 10-Jun- 22; 9-Sept-22; Jun 16-23; Sep 8-23; April 26-24</b>

Budget		
Budget Sources: TC Line Item Budget allocation		
<i>2022/23</i>	<i>Consultant Contract</i>	<i>\$13,450 SPENT</i>
<i>2022/23</i>	<i>Minute-Taker</i>	<i>\$600 SPENT</i>
<i>2023/24</i>	<i>K’omoks First Nation Engagement/Capacity Funding</i>	<i>\$14,700 ALLOCATED and work in progress April 2024-March 2025</i>
<b>CURRENT FISCAL 2024/25</b>	<b>Public Hearing for OCP and LUB regarding housing, vacation rentals</b>	<b>\$1500 (from minor project budget – heritage registry)</b>
<i>2025/26</i>	<i>Public Hearing for OCP and LUB incorporating First Nations recommendations</i>	<i>TBD in next fiscal</i>