



DATE OF MEETING: April 26, 2024
TO: Hornby Island Local Trust Committee
FROM: Ian Cox, Planner 2
Northern Team
COPY: Renée Jamurat, Regional Planning Manager
SUBJECT: Revised Project Charter for Endorsement - Community Heritage Register, Minor Project

RECOMMENDATION

- 1. That the Hornby Island Local Trust Committee endorse the revised Community Heritage Register Project Charter version 2.0, dated April 26, 2024, reflecting a revised work program, timeline, and budget.**

REPORT SUMMARY

The purpose of this report is to provide the Hornby Island Local Trust Committee (LTC) with an updated draft Project Charter version 2.0 (**Attachment 1**) for the Community Heritage Register Minor Project, primarily to address advances in its OCP/LUB review Major Project related to broader and ongoing discussion and relationship building with K'ómoks First Nation (K'ómoks), and to advance the Minor Project most efficiently.

Staff propose that the LTC's Major Project formal engagement process to be the primary avenue for discussing and addressing K'ómoks' interests and concerns at this time rather than the Community Heritage Register Minor Project, as provided in the revised Project Charter version 2.0.

BACKGROUND

On December 13, 2023, the LTC endorsed the Community Heritage Register Project Charter version 1.0 (**Attachment 2**) which included engagement with K'ómoks as part of the project work program. Since that time, planning staff have begun work on the LTC's OCP/LUB review (Major Project), having initiated the formal engagement phase of that project with K'ómoks staff.

ISSUES AND OPPORTUNITIES

First Nations Engagement

A series of working group meetings, site visits and bylaw reviews are scheduled for May – December 2024 as part of the OCP/LUB Major Project, as mentioned in the Regional Planning Team staff report dated April 26, 2024 (LTC Meeting Agenda April 26, 2024). Engagement between K'ómoks staff and the Islands Trust Regional Planning Team

will be continuous and ongoing for the next several months in order to identify potential amendments to the Hornby OCP and Land Use bylaws that the LTC can consider in order to address the Nation's concerns and interests.

Staff consider this Major Project formal engagement process to be the primary avenue for discussing and addressing K'ómoks' interests and concerns at this time, without the need to additionally refer and engage the Nation on the Heritage Register project, particularly as it is relatively small in scope with the Old Schoolhouse, Community Hall, and Room to Grow buildings being the only potential site deposits to the register at this time.

As a result staff propose a revised Project Charter to reflect this change to the workplan tasks (**Attachment 1**).

Project Budget

The Regional Planning Team is requesting to spend \$1,500 from the Minor Project budget to cover costs associated with the OCP/LUB Major Project bylaw drafting, advertising and public hearing in the fall/winter of 2024. This would mean a reduction to the Minor Project budget to \$0, which staff consider acceptable if the LTC resolves to endorse the Project Charter version 2.0 without the previous K'ómoks engagement component and under the rationale as explained above. The OCP/LUB Major Project staff report is included in this agenda package for April 26, 2024.

Rationale for Recommendation

Endorsing the Project Charter version 2.0 will allow expedition of the Community Heritage Register Minor Project as well as permitting the Regional Planning Team to continue broader relationship building with K'ómoks First Nation as part of the LTC's Major Project work plan.

ALTERNATIVES

The LTC may consider the following alternatives to the staff recommendation:

1. Do not amend the Project Charter

Staff advise that the implication of this alternative may cause significant delay in completing the Minor Project, possibly until the broader engagement with K'ómoks First Nation is complete as part of the OCP/LUB review Major Project.

2. Receive for information

The LTC may receive the report for information.

NEXT STEPS

If the LTC resolves to endorse the Project Charter version 2.0 as indicated with the staff recommendation on page 1 of this report, the updated document will be published and staff will carry out the workplan as amended, with the next formal step of presenting the LTC with a draft Heritage Register at the next possible opportunity in Summer/Fall 2024.

Submitted By:	Ian Cox, Planner 2	April 17, 2024
Concurrence:	Renée Jamurat, RPP MCIP, Regional Planning Manager	April 18, 2024

ATTACHMENTS

1. Draft Heritage Register Project Charter V.2
2. Heritage Register Project Charter V.1 (endorsed)

Hornby Community Heritage Register - Charter v2.0 DRAFT

Hornby Island Local Trust Committee

LTC Endorsement Date:

Purpose: To develop and establish a preliminary Community Heritage Register (CHR) for Hornby Island and add Statements of Significance for three existing buildings: the Community Hall; the Old Schoolhouse; and the Room to Grow building.

Background: At the Dec. 10, 2021 LTC meeting, the Hornby Island Residents and Ratepayers Association Community Hall Committee (HIRRA CHC) requested the LTC establish a Community Heritage Register (CHR) for Hornby Island, in order to secure funding through the Comox Valley Regional District's (CVRD's) Hornby Island Heritage Conservation Service Establishment Bylaw No. 317, 2014. A CHR is a cornerstone to a local government's community heritage program. It should be implemented as part of a carefully planned heritage program to achieve clearly stated community goals. At the June 16, 2023 LTC meeting, the LTC requested staff to prepare a Project Charter for a CHR. This project will achieve the basic steps in developing a CHR for the Island and establish a preliminary Community Heritage Register with Eligibility Criteria.

Deliverables

Establish a preliminary Community Heritage Register for Hornby Island containing three Statements of Significance for settler sites:
 -Community Hall
 -Old Schoolhouse
 -Room to Grow

In Scope

-Research and identify community heritage resources, process, issues, and needs
 -Inform affected owners and tenants
 -Staff workshop with HIRRA
 -One referral to APC
 -Draft Register with Eligibility Criteria & Statements of Significance

Out of Scope

-Review or amendment of OCP and LUB policies and regulations
 -Community engagement
 -First Nations engagement
 -Designation of Heritage Conservation Areas
 -Heritage Designation Protection Bylaw

IAP2 Engagement Level:

- Inform
- Consult
- Involve
- Collaborate

Workplan Overview

Deliverable/Milestone	Target Date
Draft Project Charter to LTC for consideration	December 13, 2023
Staff to research community heritage issues, needs, and resources and process	February 2024
Share project and site information with owners and tenants of affected sites	Spring 2024
Staff workshop with HIRRA regarding Eligibility Criteria and Draft Register	Spring 2024
Staff Report to present draft Heritage Register to LTC for review	Spring 2024
One APC referral/meeting	Summer 2024
Staff Report to present Heritage Register to LTC to establish by resolution	Summer 2024
Staff to provide notice to the <i>Heritage Branch</i> for Inclusion on the BC Register of Historic Places	Fall 2024

Project Team

Planner 2	Project Manager
RPM	Project Sponsor
IT Administration Staff	Administrative Support
IT Mapping Department	Mapping Support
IT Communications Staff	Media/Webpage Support

Budget

Fiscal	Item	Cost

RPM Approval: Date:	LTC Endorsement: Resolution #: Date:			\$0
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DRAFT

Hornby Community Heritage Register - Charter v1

Hornby Island Local Trust Committee

LTC Endorsement Date: 2023-12-13

Purpose: To develop and establish a preliminary Community Heritage Register (CHR) for Hornby Island and add Statements of Significance for three existing buildings: the Community Hall; the Old Schoolhouse; and the Room to Grow building.

Background: At the Dec. 10, 2021 LTC meeting, the Hornby Island Residents and Ratepayers Association Community Hall Committee (HIRRA CHC) requested the LTC establish a Community Heritage Register (CHR) for Hornby Island, in order to secure funding through the Comox Valley Regional District's (CVRD's) Hornby Island Heritage Conservation Service Establishment Bylaw No. 317, 2014. A CHR is a cornerstone to a local government's community heritage program. It should be implemented as part of a carefully planned heritage program to achieve clearly stated community goals. At the June 16, 2023 LTC meeting, the LTC requested staff to prepare a Project Charter for a CHR. This project will achieve the basic steps in developing a CHR for the Island and establish a preliminary Community Heritage Register with Eligibility Criteria.

Deliverables

Establish a preliminary Community Heritage Register for Hornby Island containing three Statements of Significance for settler sites:

- Community Hall
- Old Schoolhouse
- Room to Grow Building

In Scope

- Research and identify community heritage resources, process, issues, and needs
- Inform K'ómoks First Nation, affected owners, and tenants
- Workshop with HIRRA
- One CIM or one referral to APC
- Draft Register with Eligibility Criteria & Statements of Significance

Out of Scope

- Review or amendment of OCP and LUB policies and regulations
- Community engagement
- First Nations engagement
- Designation of Heritage Conservation Areas
- Heritage Designation Protection Bylaw

IAP2 Engagement Level:

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Share project and site information with K'ómoks First Nation, owners, and tenants of affected sites	Spring 2024
Workshop with HIRRA regarding Eligibility Criteria and Draft Register	Spring 2024
Staff Report to present draft Heritage Register to LTC for review	Spring 2024
One CIM <u>OR</u> one APC Meeting	Summer 2024
Staff Report to present Heritage Register to LTC to establish by resolution	Summer 2024
Staff to provide notice to the <i>Heritage Branch</i> for Inclusion on the BC Register of Historic Places	Fall 2024

Project Team

Island Planner	Project Manager
Planner 2	Project Support
RPM	Project Sponsor
IT Administration Staff	Administrative Support
IT Mapping Department	Mapping Support
IT Communications Staff	Media/Webpage Support

Budget

Budget Sources:		
Fiscal	Item	Cost
2024/2025	Workshop venue, materials, and supplies	\$500
	CIM venue, advertising, materials and supplies	\$1000

RPM Approval: <i>Renée Jamurat</i> Date: 2023-12-13	LTC Endorsement: Resolution #: 2023-043 Date: 2023-12-13
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	Total	\$1500

Meeting	Deliverable/Milestone	Target Date	Cost
December 13, 2023	Staff present draft project charter to LTC	December 13, 2023	\$0
	Planner to research & gather info	ongoing	\$0
TOTAL			\$