

# HORNBY ISLAND OFFICIAL COMMUNITY PLAN AND LAND USE BYLAW PROJECT

## TERMS OF REFERENCE: PRINCIPLES AND PROCESS

**ENDORSED BY HORNBY ISLAND LOCAL TRUST COMMITTEE [November 16, 2009]**

The following principles, objectives and consultation procedures have been endorsed by the Hornby Island Local Trust Committee to guide the process of a targeted review of the Official Community Plan and Land Use Bylaw for Hornby Island:

### **General Principles:**

1. To advance the Object of the Islands Trust.
2. To implement the Islands Trust Policy Statement objectives, including:
  - a) Preservation and Protection of ecosystems;
  - b) Stewardship of resources;
  - c) Sustaining of island character and communities
3. To ensure that policies and regulations conform to applicable statutory requirements, law and recognized planning principles, practices and conventions.
4. To respect and recognize the unique goals, needs and circumstances of Hornby island residents, land owners and visitors.
5. To recognize the roles and interests of First Nations, other agencies and stakeholders.

### **Specific Objectives:**

6. OCP provisions should address all applicable Islands Trust Policy Statement provisions and provide reasons where policies are not applicable.
7. Existing overall use and density provisions should be maintained except where existing permitted uses and densities are clearly out-dated or inapplicable to the specific circumstances.
8. Housekeeping amendments, consolidations and revisions identified by staff and trustees shall be considered as part of this process.
9. Increased density or significant new permitted uses should not be considered as part of this process, except where there are long-standing, small-scale non-conformities, where there is an inconsistency with another objective or policy or to implement another specific objective of this review. Such amendments should instead be considered by application.
10. New development permit area designations for protection of the natural environment, energy efficiency or water conservation may be considered where the administration of development permit areas is feasible.
11. Amendments to objectives, policies and regulations may be considered to address:

- a) Community housing (including secondary dwelling units)
  - b) Economic opportunities
  - c) Visitor accommodation
- provided any proposed amendments are compatible with objectives and policies to address greenhouse gas emission reduction.

12. All existing and proposed new zoning regulations should be consistent with the policies and objectives of the OCP.

13. Draft bylaws are to be prepared by staff and reviewed and endorsed by the LTC.

14. Applications for amendments to the Official Community Plan will not be considered after the endorsement of the Terms of Reference by the LTC and until a revised Official Community Plan is adopted. Exceptions may be considered for applications involving minor site specific amendments.

**Consultation process:**

15. Property owners and residents should be contacted by mail and given the opportunity to directly provide input.

16. Staff should meet with any group of owners or residents who desire to have direct input on the development of policies and regulations.

17. Staff may also gather input on specific issues through use of surveys or other means of data gathering.

18. Upon recommendation by staff the LTC will provide direction on holding community information meetings, forums or topic specific focus groups at which any member of the public would have the opportunity to attend and provide input.

19. The LTC should send early referrals of draft bylaws to applicable agencies prior to consideration of First Reading.

20. The Hornby Island Advisory Planning Commission (APC) shall be requested to participate in reviewing draft bylaws; engaging in public discussions and providing recommendations and interim reports to the HOLTC as required, following the endorsement by the LTC of an APC Project Terms of Reference.

21. Staff shall, from time to time, prepare and distribute newsletters or other information material providing owners with information on the Islands Trust, the bylaw process and updates on the project, and these newsletters shall be reviewed and endorsed by the LTC prior to distribution and available on the Hornby Island webpage of the Islands Trust website.

22. Draft bylaws are to be made available for community input on the Hornby Island webpage of the Islands Trust website at each stage in the process.