



## Denman Island Consultation on Housing Policy Review

### Project Charter

Creation Date: May 10, 2013

Last Updated: Wednesday, March 19, 2014

Version: 1.3

	Name	Endorsement Date
Project Sponsors	Courtney Simpson	19/03/2014
Project Manager	Rob Milne (Island Planner)	19/03/2014
Local Trust Committee	Denman Island	01/21/2014

#### Purpose

This project will, through a public consultation process, seek community input on acceptable options for the potential use of secondary dwelling units to meet a range of evolving housing needs.

#### Background

The Islands Trust Policy Statement (2003) submits that “Most [island residents] feel strongly that people of differing age groups and income levels should continue to have the opportunity to reside in island communities” and that “local trust committees and island municipalities shall...address their community’s current and projected housing requirements...”

This project has been initiated by the Denman Island Local Trust Committee (LTC) pursuant to the Islands Trust Council 2008-2011 Strategic Plan objective 4.3 “Use land use planning tools and decisions to improve the availability of affordable/accessible/ appropriate housing”.

A 2008 ‘*Housing needs on Hornby and Denman Island*’ report identified “at least 26 renter households and about 42 elder households on Denman Island are living in housing which is unacceptable according to nationally established standards.” The report also highlights that 13.5 percent of households are in housing need with affordability of owning/renting a home as the main barrier. A narrowing age demographic towards older residents, a lack of rental options, and a deficiency of housing models able to accommodate a growing senior population also arose as common themes.

The 2010 Islands Trust *Senior’s Housing Strategy* report examined options available to increase the supply of year-round affordable homes for older adults and proposed a three point strategy based upon the maintenance, modification and renovation of existing homes, new housing that meets the needs of older adults and seniors and the provision of affordable and diverse housing to meet the needs of low and moderate income seniors.

Another report relevant to the review is the 2011 *Age Friendly Communities Report Denman and Hornby Islands*, prepared by the Denman and Hornby Community Health Care Society which explores the ingredients required to build an age-friendly community which allows seniors and elders to continue to live in their community.

The Denman Local Trust Committee has identified the development of secondary housing options as the primary impetus for this review, but emphasized that concerns around increased density on the island might create concern by some community members.

## Objectives

- Develop a communications plan that engages all stakeholders in contributing to the development of amending bylaws which allow for the appropriate development of secondary suites and secondary dwelling units to meet the range of housing needs on Denman Island.
- Communicate both the process and outcomes to the Denman Island community and solicit feedback during development of the deliverables.
- Amend the Land Use Bylaw and Official Community Plan as required to better facilitate the development of secondary housing options within the framework established by the existing community as informed through the consultative process.

## Scope

In Scope	Out of Scope
<ul style="list-style-type: none"> <li>▪ Two public consultation meetings</li> <li>▪ One CIM</li> <li>▪ Secondary suites and/or cottages</li> <li>▪ Relevant density and population growth concerns</li> <li>▪ Desirable demographic diversity</li> <li>▪ Long-term economic sustainability</li> <li>▪ Reviewing definition of a dwelling unit</li> <li>▪ LUB amendments</li> <li>▪ OCP amendments (including review of TUP and density cap provisions)</li> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪ Density bank</li> <li>▪ Density transfer</li> <li>▪ Short-term vacation rentals</li> <li>▪ Bed and Breakfast accommodations</li> <li>▪ More than two public consultation meetings</li> <li>▪ Multi-unit projects (i.e. co-housing or senior housing)</li> </ul>

## Deliverables and Milestones

Deliverable / Milestone	Target Completion Date
Public Consultation Meeting 1 (“Needs and Fears”)	August 25, 2013
Staff Report on Meeting 1	October, 2013
Public Consultation Meeting 2	November, 2013
Draft amendments to relevant Land Use Bylaw	January, 2014
Local Trust Committee review of staff recommendations	January, 2014
Open House for public review of proposed bylaw amendments	February, 2014
Public hearing on proposed bylaw amendments	March 2014
Further readings of bylaws and referral to Executive Committee	April, 2014
Adopted bylaw amendments	May, 2014

## Stakeholders

Stakeholder	Represented by	Interests, expectations, concerns
<i>Homeowners</i>	<i>All</i>	<ul style="list-style-type: none"> <li>• New housing permissions do not threaten rural character</li> <li>• New regulations are clearly understood and accessible</li> <li>• Fair and reasonable regulation</li> <li>• Expect clear, proactive communication</li> </ul>
<i>Renters</i>	<i>All</i>	<ul style="list-style-type: none"> <li>• Greater availability of rental housing to meet housing need</li> <li>• Solutions that incentivize additional housing rather than penalize users of substandard housing</li> </ul>

## Project Team Resources

Name	Project Role	Area	Duration	Time
<i>Rob Milne</i>	<i>Project Manager</i>	<i>LPS – Northern</i>	<i>All</i>	<i>20 days</i>
<i>Additional Planner resources</i>	<i>Planning support</i>	<i>LPS – Northern</i>	<i>2-3 days</i>	
<i>Penny Hawley</i>	<i>Meeting notices &amp; bookings</i>	<i>LPS – Northern</i>	<i>All</i>	<i>1-2 days</i>
<i>Seth Wright</i>	<i>Planning support-meeting, materials preparation</i>	<i>LPS – Northern</i>	<i>Initiation of project to first CIM</i>	<i>10 days</i>

## Project Governance

Role	Responsibility
Project Champion - David Marlor	Strategic matters at Executive Committee level
Project Sponsor - Courtney Simpson	Ensures project aligns with Trust Council Strategy, provide adequate project resources
Local Trust Committee	Provides support through maintaining the project as a work program priority
Project Manager - Rob Milne	All project management of the project, lead/ direct all project work
Project Team Members	Carry out assigned project tasks

## Project Budget

Item	Details	Fiscal 13/14	Fiscal 14/15
Communications	<ul style="list-style-type: none"> <li>reproduction</li> <li>Mail outs</li> <li>Newspaper advertising</li> </ul>	\$200	\$510
Open House & Public Hearing	<ul style="list-style-type: none"> <li>Statutory advertising</li> <li>Venue rentals</li> <li>Refreshments</li> <li>Transportation</li> <li>Display materials preparation</li> </ul>	\$250	\$1,500
<b>Totals</b>		<b>\$200</b>	<b>\$2060</b>

## Critical Success Factors

- Ongoing support from Sponsors and LTC
- Project is adequately resourced – budget request for further mapping is filled in 2013-14 fiscal
- Project completes on time

## Links and Dependencies

- Any new project added to the top priorities list does not move ahead of this project.

## Risk Assessment

Risk Description	Probability	Impact	Risk Response Strategy
<i>Budget is not allocated for 2014 consultation meetings</i>	L	H	Prepare thorough budget request through RPM, in order to provide LPS director with adequate information for preparing budget information to FPC.
<i>Public consultation process is not completed on time</i>	L	L-M	Prioritized work load to ensure resources are available for timely project completion.
<i>Significant public opposition</i>	M	M-H	Ensure communications are early and ongoing. Acknowledge and respect public wishes and concerns with appropriate bylaw amendment recommendations..