

# Housing– Secondary Suites Project Charter v1 February 14, 2017

North Pender Island Local Trust Committee

**Purpose:** The overall objective of this project is to improve the stock, availability, and impacts of affordable housing on North Pender Island. This project charter guides the process to consider secondary suites on North Pender Island.

**Background:** The project was initiated as phase two of the North Pender Island Local Trust Committee’s housing focus. Secondary suites, also known as basement suites, are often classified as accessory residential uses. The North Pender Island Land Use Bylaw 103 does not currently permit secondary suites in any zone. This project will consult stakeholders and the community at large prior to bringing draft regulations for consideration by the Local Trust Committee.

## Objectives

- Consult the wider North Pender Island community on secondary suites
- Consider amendments the Official Community Plan and the Land Use Bylaw to permit and regulate secondary suites as accessory dwelling units on North Pender Island.

## In Scope

- Community meetings to inform and gather feedback
- Specifically consult the Capital Regional District (Building Inspection and Integrated Water Services), the Magic Lake Water and Sewer Commission, Razor Point and the Trincomali Service Areas on secondary suites
- Draft Bylaws for consideration by the NPI LTC.

## Out of Scope

- Additional or extraordinary community consultation
- Amendments to any other portions of the OCP or LUB
- Amendments to unrelated Bylaws.

## Workplan Overview

| Deliverable/Milestone   | Date             |
|---|------------------|
| 1) Specific Consultation with Stakeholders (water service areas, CRD) | Spring 2017      |
| 2) Initial Community Information Meeting                              | Late Spring 2017 |
| 3) Draft bylaws for consideration of further consultation             | Summer 2017      |
| 4) Community Information Meeting(s)                                   | Fall 2017        |
| 5) Formal Bylaw process begins  | Fall 2017        |
| 6) Public Hearing   | Spring 2018      |
| 7) Consideration of Adoption  | Fall 2018        |
| 8) Implementation: fact sheets  | Fall 2018        |

## Project Team

|                                |                 |
|--------------------------------|-----------------|
| Justine Starke, Island Planner | Project Manager |
| Phil Testemale                 | Design support  |
| Regina Robinson                | Admin support   |
| Barb Dashwood                  | GIS support     |

### RPM Approval:

Robert Kojima

**Date: Feb. 15 2017**

### LTC Endorsement:

Resolution #: 2017-23

**Date: Feb 23, 2017**

## Budget

North Pender Island: Housing—Secondary Suites

| Fiscal  | Item                  | Cost           |
|---------|-----------------------|----------------|
| 2017/18 | CIM(S)                | 1000.00        |
| 2017/18 | Communications/Design | 1000.00        |
| 2017/18 | Legal/Contingency     | 2000.00        |
| 2018/19 | Public Hearing        | 2000.00        |
|         | <b>Total</b>          | <b>6000.00</b> |