



DATE OF MEETING: July 12, 2018  
TO: Gabriola Island Local Trust Committee  
FROM: Sonja Zupanec, Island Planner  
Northern Team  
SUBJECT: Housing Options Review Project Phase 2 Draft Project Charter

## RECOMMENDATION

1. That the Gabriola Island Local Trust Committee endorse the Housing Options Review Project Charter - Phase 2, dated July 2018.
2. That the Gabriola Island Local Trust Committee request staff to prepare a work plan and budget for the Housing Options Review Project – Phase 2, and request funding confirmation from the Director of Administrative Services for the 2018/19 fiscal year.
3. That the Gabriola Island Local Trust Committee refer the July 2018 Staff Report regarding the Housing Options Review Project – Phase 2 to the Gabriola Island Advisory Planning Commission (APC) for input regarding a communications and engagement strategy to guide the project, and that staff and one trustee attend the meeting.

## REPORT SUMMARY

The purpose of this report is to: present a draft Project Charter based on the Gabriola Island Local Trust Committee (LTC) confirmed activities for a Phase 2 Housing Options Review Project (the project) for endorsement; and recommend that the LTC solicit Advisory Planning Commission (APC) input on a communications and engagement strategy.

## BACKGROUND

At the June 14, 2018 regular business meeting the LTC passed the following resolutions:

### **GB-2018-036 It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee confirm the following activities for Phase 2 of the Housing Options (Official Community Plan/Land Use Bylaw) Review Project on the Projects List:

- a) Review Official Community Plan policies respecting affordable and attainable housing, rental housing, seniors housing and special needs housing, and policies relating to social needs, social well-being and social development;
- b) Consider the definitions of 'affordable housing' and 'attainable housing' in the Official Community Plan;
- c) Explore opportunities to foster affordable, rental, seniors and special needs housing and associated services on Gabriola Island in collaboration with the Regional District of Nanaimo, health and housing service providers and community groups;
- d) Review provisions for secondary suites above existing farm buildings in the Agricultural Land Reserve;
- e) Consider opportunities for secondary suites on lots smaller than 2 hectares;
- f) Consider an Official Community Plan designation for multi-dwelling housing;
- g) Consider Official Community Plan density provisions for multi-dwelling housing;
- h) Consider opportunities for mixed use buildings.

**CARRIED**

**GB-2018-045**

**It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee replace Housing Options Review Project with Housing Options Review Project Phase 2 and update the activity accordingly.

**CARRIED**

## **ANALYSIS**

### ***Draft Project Charter***

In order to initiate the project, staff has prepared a draft project charter (Attachment 1) for LTC endorsement. The draft project charter incorporates LTC direction and prioritizes intergovernmental collaboration with Snuneymuxw First Nation and groundwater water conservation as overarching considerations for the project.

### ***Budget Work Plan***

In order to initiate work on the project, the project charter must be endorsed by the LTC and a budget for 2018/2019 must be approved by the Director of Administrative Services. For the current fiscal 2018/2019 budget, the development of a comprehensive communications and engagement strategy is the primary deliverable to guide the multi-year project. Additional budget approvals will be required as the project advances.

### ***Advisory Planning Commission Referral***

The APC can assist the LTC by providing recommendations on specific elements of a communications and engagement strategy for the project. This may include:

- engagement objectives;
- stakeholder identification;
- engagement phases; and
- Communications and consultation methods.

Staff can incorporate APC recommendations into a draft communications and engagement strategy for LTC consideration in fall 2018.

## **NEXT STEPS**

Upon LTC endorsement of the Project Charter, staff can prepare a budget work plan for Director's approval. Once the 2018/2019 budget is approved staff can prepare a referral to the APC to solicit input on considerations for the communications/engagement strategy. Recommendations can be forwarded to the LTC in September 2018.

Submitted By:	Sonja Zupanec, RPP, MCIP Island Planner	June 25, 2018
Concurrence:	Ann Kjerulf, RPP, MCIP Regional Planning Manager	June 26, 2018

## **ATTACHMENTS**

1. Draft Project Charter - Housing Options Review Project Charter Phase 2 – July 2018

# Housing Options Review Project - PHASE 2 Charter **DRAFT v 1.0**

Gabriola Island Local Trust Committee

Date: July 2018

**Purpose** To increase housing options on Gabriola Island through Official Community Plan (OCP) policies and Land Use Bylaw (LUB) regulations, in a manner which supports the Object of the Islands Trust, strengthens relations with Snuneymuxw First Nation and builds on the findings of the 2018 Northern Region Housing Needs Assessment.

**Background** This project builds on the Housing Options Review Project PHASE 1 completed in June 2018, which focused on secondary suites on lots 2 hectares or larger. Phase 2 will consider a broader range of housing issues, and the potential for increased density on the island to accommodate increased housing options. Support for the Islands Trust’s “preserve and protect mandate, including a focus on indigenous housing needs and protecting the island’s groundwater supply/water conservation, is an overarching consideration.

<p><b>Objectives</b></p> <ul style="list-style-type: none"> <li>Develop an Engagement and Communication Strategy to prioritize consultation methodology and topics.</li> <li>Strengthen relations with Snuneymuxw First Nation and incorporate First Nation perspectives into policy/regulatory options.</li> <li>Explore opportunities to foster affordable, rental, special needs and seniors housing and associated services on Gabriola Island in collaboration with Snuneymuxw First Nation, the RDN, health and housing service providers and community groups.</li> <li>Develop a strategy to address housing continuum gaps identified in the 2018 Northern Region Housing Needs Assessment Report.</li> <li>Ensure proposed policy/regulatory changes are consistent with the Object of the Islands Trust and Islands Trust Policy Statement, with focus on water protection/conservation.</li> </ul>	<p><b>In Scope</b></p> <p><b>First Nations Relations and Perspectives</b></p> <ul style="list-style-type: none"> <li>Establish opportunities to incorporate First Nations perspectives on indigenous housing needs and inter-governmental collaboration for effective decision making.</li> </ul> <p><b>Development Permit Areas:</b></p> <ul style="list-style-type: none"> <li>Consider new Development Permit areas for water conservation; form and character; and protection of biodiversity.</li> </ul> <p><b>Affordable/Seniors/Special Needs Housing:</b></p> <ul style="list-style-type: none"> <li>Review definition of “affordable housing”.</li> <li>Review OCP policies respecting affordable, rental, seniors, special needs housing, social needs, social well-being and social development; develop a new ‘housing first’ policy.</li> <li>Review amenity zoning and housing agreements; density bank policies; opportunities for rental zoning.</li> </ul> <p><b>Secondary Suites:</b></p> <ul style="list-style-type: none"> <li>Review provisions for secondary suites above existing farm buildings in the ALR.</li> <li>Consider secondary suites on lots smaller than 2 hectares.</li> </ul> <p><b>Multi-dwelling and Mixed Use:</b></p> <ul style="list-style-type: none"> <li>Consider OCP designations, density provisions, LUB regulations, and Development Permit guidelines for multi-dwelling housing and mixed use buildings.</li> </ul>	<p><b>Out of Scope</b></p> <ul style="list-style-type: none"> <li>Review of minimum lot sizes for subdivisions.</li> <li>Secondary suite provisions for lots 2 hectares or larger outside the ALR (<i>completed during Phase 1 Project</i>).</li> <li>Review of home occupation regulations.</li> <li>Review of marina/live-aboard regulations.</li> <li>Review of DP Areas 1 (Tunnel), 2 (Lock Bay Area), 3 (Riparian Areas), 5 (Gabriola Pass Area), 6 (Escarpment Areas), 9 (Light Industrial Use).</li> </ul>
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## Workplan Overview

Deliverable/Milestone	Date
LTC endorses project charter; referral to APC for comment on communication/engagement strategy considerations.	July –September 2018
Develop Engagement and Communication Strategy for LTC endorsement.	2018/2019
Initiate consultation and engagement on review topics.	2019
Draft bylaw(s) presented to LTC for review.	2020
Community consultation and early referrals of draft bylaw(s)	2020-2021
Legislative process for proposed bylaw(s)	2021
Adoption of proposed bylaw(s) and communications materials	Spring/Summer 2022

Project Team		Budget		
Island Planner	Project Manager/Planner	Budget Source: Gabriola LTC Housing Options Review Project		
Regional Planning Manager	Project Sponsor	Fiscal	Item	Cost
Legislative Clerk	Legislative Process/Bylaw Review	2018-2019	Communication and Engagement Process / Materials	\$4,000
Islands Trust Communications Specialist / Planner 2	Communications / Graphic Support	2019-2020	Topic Consultation/Legal Review	\$5,000 (pending budget approval)
Existing APC or new Housing APC; Snuneymuxw First Nation	Community/ First Nations Representatives	2020-2021 2021-2022	Legislative Process (community information meetings; public hearing; advertising)	\$3,000 (pending budget approval)
<b>RPM Approval:</b>	<b>LTC Endorsement:</b>		<b>Total</b>	<b>\$12,000</b>
<b>Date:</b>	Resolution #			