



File No.: 6500-20
Gabriola Housing Options and
Impacts Review Project

DATE OF MEETING: January 24, 2019
TO: Gabriola Island Local Trust Committee
FROM: Sonja Zupanec, MCIP, RPP
Local Planning Services
SUBJECT: Updated Project Charter and New Housing Advisory Committee

RECOMMENDATION

1. That the Gabriola Island Local Trust Committee endorse the Gabriola Island Housing Options and Impacts Review Project Charter v.2 dated January 2019.
2. That the Gabriola Island Local Trust Committee request staff to contact the following agencies and community groups to solicit expression of interest for volunteer(s) to be appointed to a 2 year term on a newly formed 'Gabriola Island Housing Advisory Planning Commission':
 - a) Snuneymuxw Housing Committee
 - b) Gabriola Advisory Planning Commission
 - c) Gabriola Housing Society
 - d) People for a Healthy Community on Gabriola Island
 - e) Gabriola Chamber of Commerce
 - f) Gabriola Auxiliary for Island Health Care Society
 - g) Gabriola Village Vision
3. That the Gabriola Island Local Trust Committee endorse the 'Terms of Reference' for the Gabriola Housing Advisory Planning Commission.

REPORT SUMMARY

The purpose of the report is to present an updated project charter and recommend the LTC consider establishing a special advisory planning commission to advance the work on the housing project over the next two years.

BACKGROUND

The LTC passed the following resolutions at the November 22, 2018 regular business meeting:

GB-2018-114

It was MOVED and SECONDED

that the "Housing Options Official Community Plan/Land Use Bylaw Review Project Phase 2" be renamed to the "Housing Options & Impacts Review Project" and be moved to the top priority on the Top Priorities List.

CARRIED

The project has been renamed and the Top Priority List has been updated and posted to the web.

GB-2018-115

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request Staff to update the Activity for the Top Priority number one (1) Housing Options & Impacts Review Project be the same as the Objectives in the Housing Options Review Phase 2 Charter, except that bullet four (4) be amended to read “all housing” and bullet five (5) be amended by adding the words “ecological footprints” at the end.

CARRIED

The Project Charter has been updated and staff recommend a revised workplan and establishment of a Housing Advisory Planning Commission (Attachment 1).

GB-2018-116

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request Staff to move the Review and Update the Gabriola Build Out Map on the Projects List to the In-Scope section of the Gabriola Housing Options & Review Official Community Plan/Land Use Bylaw Project Charter.

CARRIED

The review and update of the build out map has been included in the ‘In-Scope’ actions under ‘Secondary Suites’.

ANALYSIS

Issues and Opportunities

Project Charter Revisions

Staff recommend updating the ‘Workplan Overview’ section of the project charter (Attachment 1) to reflect next steps and timelines for the development of a communication and engagement strategy. If endorsed, the updated project charter will be posted to the project webpage.

Housing Advisory Planning Commission

Staff recommend that the LTC advance the housing project by creating a special Housing Advisory Planning Commission (HAPC) subject to the provisions of [Advisory Planning Commission Bylaw No. 296](#). Up to nine members can be appointed for a two year term and should represent a broad cross section of interest groups such as the Snuneymuxw Housing Commission, Gabriola Housing Society, People for a Healthy Community, Village Vision, and Gabriola Advisory Planning Commission (APC) Members. A draft ‘Terms of Reference’ (Attachment 2) has been prepared by staff for LTC consideration, to potentially guide the work of appointed members, whether it be undertaken by a HAPC or the existing APC. The first step to advance the project is the development of a communication and engagement strategy by May 31, 2019, for LTC consideration.

The current Gabriola APC consists of eight members who were appointed in June 2017 with terms expiring in June 2019. The APC members represent broad community interests, including housing, and had expressed interest in having the development of a communications and engagement strategy re-referred to the APC, pending confirmation of Top Priority projects for the new term. If there is sufficient interest, staff recommend that one or two members of the current APC could also be appointed to the HAPC. The LTC could continue to provide referrals to the APC on general planning matters and applications as they arise.

Draft Terms of Reference

Staff have prepared a draft Terms of Reference (TOR - Attachment 2) for LTC review and consideration. The TOR identifies the purpose of the Commission and proposes a workplan for the members. The LTC can use the draft TOR if it chooses to retain the existing APC to advance the housing project instead.

Rationale for Recommendation

Local Planning Services (LPS) staff currently have limited capacity to substantially advance the LTC's housing project, without assistance from external consultants or community volunteers. Staff recommend the LTC endorse the updated project charter and establish a new HAPC in order to support advancement of this project. The HAPC can guide the development of a comprehensive community consultation and engagement strategy for an anticipated multi-year project pursuant to an endorsed terms of reference. Staff recommend representation from community agencies and organizations as per the staff recommendation, included on Page 1 of the report.

ALTERNATIVES

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

1. Expand the list of agencies or community groups and request expressions of interest for a HAPC.

The LTC may wish to identify additional agencies or community groups to be represented on a newly established HAPC and can modify the recommended resolution on Page 1 of the report as necessary.

2. Amend the draft Terms of Reference for a HAPC.

The LTC may wish to modify the draft TOR and specify additional responsibilities, timelines or deliverables. In this case the recommended resolution on Page 1 of the report should include the words "as amended" and the meeting minutes can reflect the desired changes endorsed by the LTC.

3. Refer the Housing Options and Impacts Review Project Charter and development of the communication and engagement strategy to the existing APC, request an expression of interest from a member of the Snuneymuxw Housing Committee for appointment to the current APC and determine the level of interest/availability for existing members to have their terms extended beyond June 2019 to allow for project continuity.

The LTC may decide to advance the housing project by referring the terms of reference to the existing APC. The implications of this alternative are that the terms of the current APC expire in June 2019 and members may be unavailable to serve an additional term. Appointment of new members may result in a possible break in continuity in the work of the commission. There is currently one available seat on the APC which should be filled by a member representing the indigenous housing perspective. Recommended wording for the resolutions is as follows:

That the Gabriola Island Local Trust Committee request that staff refer the January 2019 Housing Options and Impacts Review Project Charter to the Advisory Planning Commission for comment and that members be asked to work within the endorsed Project Terms of Reference to develop a communication and engagement strategy for LTC consideration.

That the Gabriola Island Local Trust Committee request staff to solicit expressions of interest from members of the Snuneymuxw Housing Commission to be appointed to the Advisory Planning Commission for a two year term.

NEXT STEPS

If the LTC concurs with the recommendations, staff will contact the identified agencies and community groups to solicit expressions of interest to be appointed to a HAPC. The LTC can consider appointments during a closed session at the next regularly scheduled business meeting on February 28th, 2019.

Submitted By:	Sonja Zupanec, MCIP, RPP Island Planner	January 14, 2019
Concurrence:	Ann Kjerulf, MCIP, RPP Regional Planning Manager	January 14, 2019

ATTACHMENTS

1. Project Charter – draft revised January 2019
2. Draft Terms of Reference – January 2019 for Gabriola Island Housing Advisory Planning Commission

Housing Options and Impacts Review Project - Charter v 2.0

Gabriola Island Local Trust Committee

Date: DRAFT January 2019

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. The second phase of the project 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>Objectives</p> <ul style="list-style-type: none"> Develop an Engagement and Communication Strategy to prioritize consultation methodology and topics. Strengthen relations with Snuneymuxw First Nation and incorporate First Nation perspectives into policy/regulatory options. 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. Develop a strategy to address all housing continuum gaps identified in the 2018 Northern Region Housing Needs Assessment Report. 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 and ecological footprints. 	<p>In Scope</p> <p>First Nations Relations and Perspectives</p> <ul style="list-style-type: none"> Establish opportunities to incorporate First Nations perspectives on indigenous housing needs and inter-governmental collaboration for effective decision making. <p>Regional Conservation Plan and Development Permit Areas:</p> <ul style="list-style-type: none"> Consider new Development Permit areas for water conservation; form and character; and protection of biodiversity. Consider and incorporate RCP goals as part of the housing project. <p>Affordable/Attainable/Seniors/Special Needs Housing:</p> <ul style="list-style-type: none"> Review definitions of “affordable” and “attainable” housing. Review OCP policies respecting affordable, rental, seniors, special needs housing, social needs, social well-being and social development; develop a new ‘housing first’ policy. Review amenity zoning and housing agreements; density bank policies; opportunities for rental zoning. <p>Secondary Suites:</p> <ul style="list-style-type: none"> Review provisions for secondary suites above existing farm buildings in the ALR. Review and update the Gabriola Build-out map and consider secondary suites on lots smaller than 2 hectares. <p>Multi-dwelling and Mixed Use:</p> <ul style="list-style-type: none"> Consider OCP designations, density provisions, LUB regulations, and Development Permit guidelines for multi-dwelling housing and mixed use buildings. 	<p>Out of Scope</p> <ul style="list-style-type: none"> Review of minimum lot sizes for subdivisions. Secondary suite provisions for lots 2 hectares or larger outside the ALR (<i>completed during Phase 1 Project</i>). Review of home occupation regulations. Review of marina/live-aboard regulations. Review of DP Areas 1 (Tunnel), 2 (Lock Bay Area), 3 (Riparian Areas), 5 (Gabriola Pass Area), 6 (Escarpment Areas), 9 (Light Industrial Use).
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Workplan Overview

Deliverable/Milestone	Date
LTC endorses project charter and Terms of Reference for a Housing Advisory Planning Commission with membership from Snuneymuxw, APC, community groups specializing in housing, health, economic development and environmental protection.	Winter 2019
Housing APC to develop the Engagement and Communication Strategy for LTC endorsement.	Spring 2019
Initiate broad community consultation and engagement on review topics.	2019-2020
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 and Impacts 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 / Planning Support	2019-2020	Topic Consultation/Legal Review	\$5,000 (pending budget approval)
New Housing APC	Community/First Nations Representatives	2020-2021 2021-2022	Legislative Process (community information meetings; public hearing; advertising)	\$3,000 (pending budget approval)
RPM Approval: Date: July 12, 2018 November 22, 2018		LTC Endorsement: Resolution # GB-2018-115		Total
				\$12,000

The Gabriola Island Local Trust Committee [Advisory Planning Commission Bylaw No. 296](#) permits the appointment of an Advisory Planning Commission to advise on matters of land use, community planning, or proposed bylaws and permits, pursuant to the *Local Government Act*, that are referred to it by the Local Trust Committee (LTC).

This Terms of Reference guides the purpose and roles of a Gabriola Housing Advisory Planning Commission (HAPC) to advise the LTC on matters related to the 'Gabriola Housing Options and Impacts Review Project'. The roles, responsibilities and procedures of the HAPC are also pursuant to Bylaw No. 296 and should be referred to separately.

1. Purpose

The HAPC is a select committee to the Gabriola Island Local Trust Committee (LTC) with final decisions in all matters brought before the HAPC resting with the LTC.

The HAPC will:

- a) Prepare a draft engagement and communications strategy to prioritize consultation methodology and topics, consistent with the Housing Options and Impacts Review Project Charter;
- b) Participate in LTC sponsored community consultation events on emerging housing issues;
- c) Bring an informed voice to the development of policy and regulatory amendments;
- d) Review findings from community engagement sessions; inform draft policies and regulations pertaining to the Housing Options and Impacts Review Project; and
- e) Provide advice and recommendations on policy and regulations to address housing needs across the housing continuum, including emergency shelters to market home ownership and indigenous housing needs.

2. Work Plan Overview

- a) **WINTER/SPRING 2019 Inaugural meeting of the HAPC** – Member introductions and background presentation/orientation by Islands Trust staff. Develop understanding of tasks, terms of reference for the work and best practices in the literature for achieving goals. Establish a meeting schedule to achieve work plan goals.
- b) **Commission Meeting #2** – Review sample engagement and communication strategies. Identify key stakeholders, engagement phases/topics, key messages, required background information, engagement methods and preferred implementation options for the strategy during the project.
- c) **Commission Meeting #3-#5** – Preparation of a draft engagement and communication strategy in final report format (electronic) for Local Trust Committee consideration **by May 31, 2019**.
- d) **Subsequent Commission Meetings** – to be determined (minimum 4 per year) as referred by the LTC.

3. Duties and Responsibilities

- a) The HAPC may request technical information from other agencies or individuals, through the Islands Trust staff.
- b) All deliberations of the HAPC must take place at a meeting of the HAPC and such meetings must be open to the public.
- c) Pursue any other matters referred to the HAPC by the LTC and report back to the LTC expeditiously, as required.

END OF DOCUMENT

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