



File No.: 6500-20  
Housing Options Impacts  
Review

DATE OF MEETING: June 25, 2020  
TO: Gabriola Island Local Trust Committee  
FROM: Heather Kauer, Regional Planning Manager  
Northern Team  
SUBJECT: Report subject: Housing Options and Impacts Review Next Steps

## RECOMMENDATION

1. That the Gabriola Island Local Trust Committee endorse the amended “Housing Options and Impacts Review Project Charter - Version 5” dated June 2020.
2. That the Gabriola Local Trust Committee direct staff to commence advertising for and publishing a survey related to prioritizing the topic areas identified by the Housing Options and Impacts Review Project Charter – Version 5” dated June 2020.

## REPORT SUMMARY

The purpose of this report is to provide an analysis of the draft engagement strategy submitted by the Gabriola Housing Advisory Planning Commission (APC) and make a recommendation for a staged plan for next steps on the project.

## BACKGROUND

At their February 27, 2020 meeting, the Gabriola Local Trust Committee passed the following resolution:

**GB-2020-022 it was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee:

- a) Endorse the 'February 2020 Engagement Strategy' text as amended; and
- b) Request Staff to post the Engagement Strategy to the project website once amended.

**CARRIED**

**Trustee Langereis Abstained**

At their May 14, 2020 meeting, the Gabriola Local Trust Committee passed the following resolutions:

**GB-2020-031 it was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee request staff to amend the Housing Options and Impacts Review project charter timelines and budget to reflect the Trust Council approval of a Northern Trust Area Water Project and prepare a report to suggest staging for the project. **CARRIED**

**GB -2020-032 it was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee request staff to send correspondence on behalf of the Local Trust Committee Chair to the Housing Advisory Planning Commission to thank them for their work and advise them of the status of the project.

**CARRIED**

Staff have amended the Project Charter removing references to freshwater work as reflected in Resolution 2020-031. Staff have also amended the Project Charter to reflect the timing of the project reflected in the endorsed “February 2020 Engagement Strategy.” The Engagement Strategy does not include budget estimates for fiscal years 2021-2022 or 2022-2023 so staff have included an estimate of LTC project budget dollars available during these years. The draft, amended Project Charter v. 4.1 is attachment 1 of this report.

On Friday, June 5, 2020, staff convened an electronic meeting with Trustee Colbourne and the Chairs of the Gabriola Housing Advisory Planning Commission (HAPC) and the Gabriola Advisory Planning Commission (APC). The purpose of the meeting was to advise them of the staff reports and LTC discussion regarding the project between February and May and to ask about the processes and discussion that had taken place thus far regarding the project in their respective groups to inform the development of staff’s recommended new staging plan. Staff has developed this staff report with information from that meeting in mind.

**Process**

The following table outlines the steps in the OCP and LUB bylaw amendment process and distinguishes each step in regards to whether that procedural step is required by statute or is at the LTCs discretion:

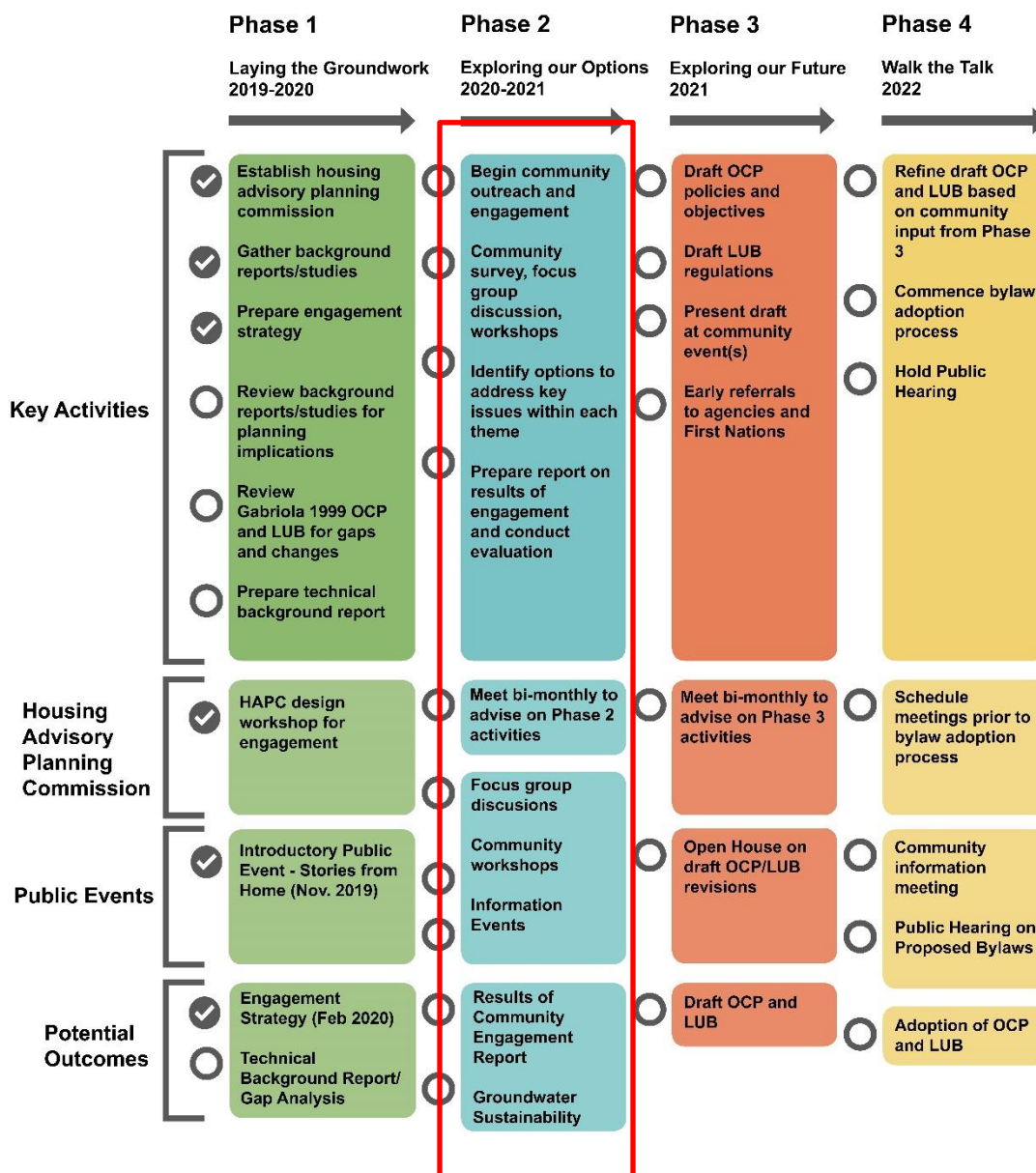
<b>OCP/LUB Amendment Process:</b>				
	<b>Required Steps</b>	<b>Discretionary Steps</b>	<b>Budget Impact</b>	<b>Note</b>
0		Preliminary consultation	\$-\$\$\$\$	Limited Islands Trust project budgets, staffing, and training
1	Preliminary Referral to specific agencies per protocol agreements		If paper mailing	Islands Trust project budgets, policies, staffing levels and training assume and accommodate these steps
2	1 <sup>st</sup> Reading			
3		Legal Review	\$\$	
4	Referral to specific agencies and First Nations		If Paper mailing	
5	2 <sup>nd</sup> Reading			
6		Community Information Meeting (CIM)	\$-\$\$\$	
7	Public Hearing		\$\$	
8	3 <sup>rd</sup> Reading			
9	EC Approval			
9.5	Ministry approval for OCP amendments			
10	Adoption			

Thus far the Gabriola Housing Options and Impacts Review Project (HOIRP) has been in step 0 of the above table, Preliminary Consultation. Thus far preliminary consultation for this project has taken one year and cost \$5,000. The majority of this budget went toward paying a consultant to facilitate the HAPCs development of a public engagement plan. The resulting plan as proposed by the HAPC would extend preliminary consultation an additional year and cost, at a minimum, an additional \$9,500.

**ANALYSIS**

The project staging plan recommended by the HAPC is as follows:

**Gabriola Housing Options and Impacts Review  
Project Timeline: 2019-2022**



The HAPC has proposed that the question that should be posed to the public during Phase 2 of the project should be:

*“How might we amend Gabriola’s OCP policies and/or LUB regulations to fulfil our obligations to our community and the unique natural ecology in which we all live, by allowing a range of affordable, accessible housing options in accordance with water and climate change imperatives set by Islands Trust?”*

Some concerns staff have with this proposed question are:

- This question could elicit answers that go beyond the identified scope of the project;
- This question may not lead to answers that will inform the specific topics identified in the project scope;
- As the question is posed, respondents would need to have a level of understanding of OCPs and LUB’s that the average person doesn’t typically have.

The LTC endorsed project charter identifies 18 “in-scope” topics that can be loosely categorized into four topic areas:

- Secondary suites on lots under 2 ha in size
- Multi-family housing
- Policies related to social needs
- The Gabriola Build-Out map

The HAPCs proposed question would be more applicable if the LTC is considering changing the scope of the project, but if not, the question may be too broad.

If the topic areas are to remain in their current state, then presumably when the project has reached proposed Phase 3, some of the questions that the LTC will need answers to in order to amend the OCP and LUB within the scope of the project are:

- Should we allow secondary suites on lots smaller than 2 ha? If so, under what conditions?
- Should we allow more multi-family housing like duplexes, triplexes, townhouses, and / or apartment buildings? If so, under what conditions?
- Which potential OCP social needs policies does Islands’ Trust have the ability to implement and how should they do that?

It isn’t clear from HAPC’s proposed engagement strategy if public input will be sought to address these types of questions or what type of public input that would be.

The LTC should clarify whether they would consider changing the scope of the project to include other topic areas or if public engagement should focus on the topic areas already endorsed by the LTC and the questions posed to the public should reflect that focus.

Also problematic is the phrase “How might we amend... the OCP / LUB?” While this is ultimately the goal of the LTC, the public aren’t typically familiar enough with these documents to feel comfortable providing meaningful, specific input on the wording of the documents themselves.

When soliciting public input on large, technical documents, best practices suggest that public input should be framed in a way that doesn’t require a lot of technical knowledge. As an example, attachment 2 is the latest survey posted by the BC Legislature for their annual budget consultation. The document to be amended is the

B.C. Provincial Budget, but the survey posted doesn't ask the public how they think the Provincial Budget document should be amended. Instead, a limited number of priority budget focus topics have been identified and the public are asked to help the legislature prioritize them.

Also of note in the B.C. survey is that it only has five questions and the list of limited choices are things that the legislature has already identified they are willing and able to do. Limiting the survey to five questions takes into account the amount of time and effort the public are typically willing to put into answering surveys.

When an organization asks for public input in the form of "If we could wave a magic wand..." the organization runs the risk of setting up the public for disappointment since organizations are limited in their authority and budget. Not all ideas about the budget can be implemented by the B.C. legislature and not all ideas about housing can be implemented by the Gabriola LTC.

Nor are elected bodies necessarily willing to implement all the ideas that can be generated during public input sessions. If the LTC knows, for instance, that they wouldn't want to allow 10 storey apartment buildings on Gabriola, then the questions posed to the public should be framed in such a way that makes clear that this option would not be considered.

As the B.C. legislature has done with their survey, the best way for the Gabriola LTC to focus public input is to provide a limited amount of topics to choose from that fit within the scope of the project and don't include topics that the LTC is unwilling or unable to implement. Surveys and input sessions should be short in length and time to maximize the amount of time the public is willing to participate.

### **Who, What, and How**

As indicated in the HAPC's proposed Engagement Plan, the HAPC proposes multiple methodologies be utilized to garner public input during Phase 2 of the project. The plan also assumes that the various methods will be facilitated by multiple people, including a paid consultant, Islands Trust Planning staff, the Islands Trust Communication Specialist, and the HAPC. The HAPC estimates that the total cost involved in Phase 2 will be \$9,500.

### **Staffing**

As staff notes on attachment 3 show, some of the assumptions are problematic:

**Consultant:** Consultant costs are estimated to be approximately \$150 per hour. If a consultant is used for all labour related to designing publication materials, development of those materials, leading in-person public engagement discussion, and facilitation of group decision-making, the proposed total budget appears to be an underestimate of the costs involved in this work. Also to consider is that consultant contracts must be developed, monitored, and paid by Islands Trust staff. So the use of consultants reduces but does not eliminate staff workloads.

**Communication Specialist:** Islands Trust has a staff person with this title, however, this person is unavailable to do work for the Northern Office until the new Islands Trust website is complete. Staff estimate that this means this staff person will not be available until fiscal year 2021-2022.

**Planning Staff:** as indicated in attachment 3, due to workloads related to LTC meeting management and multiple LTC projects assigned to each Planner, Planner time available for this project is limited to approximately 6 hours

a week. Planners are not necessarily trained public engagement facilitators, however, they are trained to perform specific types of public engagement that are required by legislation and standard for Islands Trust, including those related to OCPs and LUBs.

**Other Islands Trust Staff:** one of the things that is not reflected in the HAPC public engagement strategy is that for each HAPC meeting, there are actually five Islands Trust staff people who perform duties related to that meeting. An *Administrative Assistant* researches, books, and facilitates payment for meeting venues as well as developing and publishing public notification of the meeting. *Planners* at a minimum gather documents to be forwarded to APCs. They might also be asked to attend HAPC meetings and / or present or lead discussion at HAPC meetings. HAPC meetings are also required by bylaw to involve a contracted *minute-taker* whose time is charged by the hour. The minutes that are taken are reviewed and edited by the *Planning Team Assistant* and the minutes are included in LTC agenda packages by the *Legislative Clerk*.

Regular LTC meetings are planned annually which means that notification and venue booking can be done on an annual basis. For each special LTC meeting, HAPC or APC meeting, venue booking and notification have to be accommodated on an ad-hoc basis, to be accommodated in addition to on-going work related to facilitating the 38 regular, annual LTC meetings facilitated by the northern office of the Islands Trust.

### **Decision-Making**

One of the factors that affects the timing and budget of a project is whether decision-making is conducted by individuals or groups. When individual staff members are authorized to make autonomous decisions, a project can progress more quickly and minimize costs. If decisions are designed to be made by groups, the process will be slower and more expensive. The value of the survey questions in the end depends on a few factors, including the familiarity that the decision-maker has with the documents to be amended.

In the case of the HOIRP project, the following represents some possible scenarios for deciding on what survey questions should be utilized:

<b>Decision-maker</b>	<b>Group or Individual</b>	<b>Time Cost</b>	<b>Budget cost</b>
Consultant led HAPC + Planner brainstorming and decision-making during one or multiple meetings	Group	Highest	Highest
Consultant makes autonomous decisions	Individual	Low	High
HAPC makes group decisions during one or multiple meetings	Group	Medium	Medium
Planner makes autonomous decisions	Individual	Low	Low

## **Requirements of the HAPC**

The HAPC is an advisory body that is governed by the Local Government Act as well as the Gabriola Advisory Planning Commission bylaw. By statute, APCs only meet when referred items to work on by the LTC. Staff don't have the authority to send referral items to APCs without a resolution of the LTC. APC meetings must be public, minutes must be taken and published, and the minutes must be reported back to the LTC. APCs are subject to the Open Meetings provision of the Community Charter which means that they aren't authorized to meet outside of a public meeting to discuss LTC assigned business if a quorum is present. There is a cost associated with every APC or HAPC meeting and as mentioned, there are at least five staff members performing tasks related to each meeting.

Community groups that are not official APCs are not bound by any of these rules. For instance, on Lasqueti Island, the Lasqueti Community Association decided to conduct their own review of Lasqueti's OCP. They had several meetings over the course of two years, none of which involved Islands Trust staff or utilized any Islands Trust funds. At the end of this process, the LCA submitted a report to the Lasqueti LTC that had a summary of their recommended changes to the OCP. Staff are currently reviewing that report to determine if the proposed changes are able to be implemented given the restraints of the Local Government Act on OCPs. Thus far staff have found that the vast majority of the recommendations are able to be implemented without concern.

Of course, the risk of a process that does not involve Islands Trust staff is that a great deal of work can be done by a community group only to find in the end that their recommendations cannot be implemented due to limitations of legislation, budget, and staffing.

## **COVID**

Several of the public engagement methods recommended are also problematic at the current time due to social distancing limitations imposed by the COVID emergency response. Ministerial orders currently prohibit electronic meetings for Advisory Planning Commissions of Islands Trust and meeting in person is problematic due to limited venue availability, social distancing requirements, and limits on the number of people that can gather at one time. Islands Trust is also responsible for ensuring staff are employing safety measures in the course of their work. Facilitation of small discussion groups in private homes, for instance, would not be allowed for Islands Trust staff.

APCs could theoretically meet outdoors in a public venue if they socially distance and can keep public attendance below 50 people. However, staff are not recommending this option due to concerns about management of these meetings and the potential for the unintended spread of COVID. Staff note the recent infection cluster reported by the Province caused by a family gathering.

## **RESOURCES**

### **Budget**

As noted in the [May 14, 2020 staff report to the LTC](#), the total amount of budget allocated to all Islands Trust LTC projects for fiscal year 2020-21 is \$75,000. This is based on an assumption of \$4,000 per LTC. Project budgets over \$4,000 can be accommodated by other revenue line items in the Islands Trust budget, to be

approved by the Director of Local Planning Services. Staff believe that meaningful preliminary consultation can occur in fiscal year 2020-21 with a budget under \$4,000. (See the specific budget breakdown in attachment 4.)

## **Staff**

Islands Trust labour costs for staff do not come out of LTC project budgets. The ability of staff in the northern office of Islands Trust to support projects is affected by the following factors:

- 7 LTCs served in Northern Region
- Number of Staff (5 Planners, 1 RPM, 3 Admin staff x 35 hour work week)
- Available work hours reduced by staff medical leave and COVID emergency measures
- Staff workloads:
  - o 38 annual LTC Meetings + unknown # of special meetings + unknown # of APC meetings
  - o LTC Top Priority Projects X 7 LTCs (Attachment 5)
  - o 60 + ongoing development applications at any one time
- Staff experience with public consultation specifically focused on amendments to OCPs and LUBs
- Many years / decades of experience staff have of working with and amending OCPs and LUBs.

With these things in mind, a summary of supportable staff activities related to the HOIRP with the current scope is attachment 6 of this report.

## **Technology**

Islands Trust has a website that is currently being updated. Costs associated with posting project materials to the website are not taken out of LTC project budgets, although there is a cost to the overall organization for updating and maintaining the website.

Islands Trust also has a Survey Monkey license. Licensing and use of this software does not come out of LTC project budgets. The software is very easy to learn and use and actually helps the user design surveys and determine appropriate questions.

Digital mapping services are also available through Islands Trust with no project cost to the LTC.

## **RECOMMENDATION**

Given the above, staff are recommending the following next step for this project:

Staff develop and publish a survey on the Islands Trust website with associated advertising designed to help the LTC prioritize the topics identified in the HOIRP project scope.

Given staff's extensive experience with public consultation related to OCPs and LUBs, limitations on staff time and project budgets, and limitations on public meetings, specifically APCs, staff are recommending the following for fiscal year 2020-21, which is illustrated in the proposed Project Charter / Workplan v. 5 (attachment 4) of this report:

The public engagement in Phase 2 of the HOIRP project is focused on having the public help the LTC prioritize the topic areas to be addressed with the following methods:



1. Materials and presentations developed and posted by staff to the Islands Trust Website;
2. Extensive advertising of a survey;
3. A Survey Monkey survey

Phases 3 – 6 of the project, to occur after the survey results are collected and analyzed, would become individual, topical phases of the project that staff work on sequentially, starting with the topic that the public have identified as the top priority in Phase 2 (e.g. Phase 3: Secondary suites, Phase 4: Multi-family, Phase 5: Social Needs, Phase 6: Build-out map)

Staff would develop a survey, website project page, and Community Information Meeting(s) within each work phase that is specific to each topic area.

### **Rationale for recommendation**

As topics to be explored have already been identified in the scope of the Project Charter and staff have identified that topics would need to be addressed one by one due to staffing considerations, prioritization of the timing of topic areas should be the focus of preliminary consultation.

After an order of priority is determined, public consultation during each topical phase would be focused on that particular topic area. Breaking up the public consultation by topic area would allow for the consultation to be more granular and maximize respondents' time.

This approach would take budget, and staff time, workload, and expertise into account, allow for effective change to happen relatively quickly, and still allow for meaningful public engagement.

### **ALTERNATIVES**

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

#### **1. Staff develop draft survey and advertising plan / HAPC comments**

The LTC may wish for staff to develop potential survey questions and an advertising plan for the survey and have the HAPC comment before publication. The motions would be:

*That the Gabriola Island Local Trust Committee request staff draft survey questions and an advertising plan for a survey designed to inform the sequence of the review of in-scope topics identified in the Gabriola Housing Options and Impacts Review Project Charter v. 4; and*

*That the Gabriola Local Trust Committee request staff forward the draft advertisement plan and survey questions to the Gabriola Housing Advisory Commission to provide recommended amendments and that all meetings resulting from the referral must meet the respective health and legislative requirements set forth by the Provincial Health Officer and Provincial Government.*

#### **2. Refer the HAPC engagement strategy back to the HAPC for amendment**

The LTC may refer the HAPC Engagement Strategy back to the HAPC to amend the document based on staff comments and staff reports regarding workload, budget, available tools, and public engagement limitations during COVID emergency measures. The motion could be:

*“That the Gabriola Local Trust Committee refer the project charter and public engagement strategy of the Housing Options and Impacts Review Project to the Housing Advisory Planning Commission to provide*

*recommended amendments based on staff comments regarding budget and staffing and that all meetings resulting from the referral must meet the respective health and legislative requirements set forth by the Provincial Health Officer and Provincial Government.”*

**3. Ask staff for more information**

Alternatively the LTC could ask staff to report back with more detailed information on one or more of the above options. The motion would be:

*That the Gabriola Island Local Trust Committee ask staff to provide more information about....*

**NEXT STEPS**

If the LTC accepts the recommendation, staff will develop an advertising plan, survey advertisements, and survey questions and begin the publication process. Staff would then report back to the LTC on the results of the survey.

Submitted By:	Heather Kauer, RPP, MCIP, AICP Regional Planning Manager	June 16, 2020
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**ATTACHMENTS**

1. Draft Project Charter v.4.1
2. Sample Survey – B.C. Legislature
3. HAPC Engagement Table analysis
4. Proposed Project Charter / Workplan / Staging plan v.5
5. Northern Team Staff Projects June 2020
6. Staff HOIRP task scope

# Housing Options and Impacts Review Project - Charter v 4.1 DRAFT

Gabriola Island Local Trust Committee

Date: June, 2020

**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.

## Objectives

- Develop an Engagement 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; Coastal Douglas fir and associated ecosystems protection toolkit and with focus on water protection/conservation and ecological footprint analysis.

## In Scope

### First Nations Relations and Perspectives

- Establish opportunities to incorporate First Nations perspectives on indigenous housing needs and inter-governmental collaboration for effective decision making.

### Affordable/Attainable/Seniors/Special Needs Housing:

- 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.

### Secondary Suites:

- Consider secondary suites on lots smaller than 2 hectares.

### Multi-dwelling and Mixed Use:

- Consider OCP designations, density provisions, LUB regulations, and Development Permit guidelines for multi-dwelling housing and mixed use buildings.

### Build Out Map:

- Review and update the Gabriola Island Build-Out Map.

## Out of Scope

- Review of minimum lot sizes for subdivisions.
- Secondary suite provisions for lots 2 hectares or larger (*completed during Phase 1 Project*).
- 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).

## Workplan Overview



Deliverable/Milestone	Date
LTC endorses project charter and Terms of Reference for a Housing APC.	Spring 2019 (COMPLETED)
HAPC and Planning staff finalize engagement strategy and HAPC workplan for LTC endorsement.	Winter 2019-20 (COMPLETED)
Initiate broad community consultation and engagement on review topics.	2020-2021
Draft bylaw(s) developed; early referrals and consultation.	2021-2022
Legislative process for proposed bylaw(s); adoption.	2022-2023





## Select Standing Committee on Finance and Government Services: Annual Budget Consultation

How would you like to participate?  
(select all that apply)

 <p data-bbox="585 724 804 849">Make a written, audio or video submission</p> <div data-bbox="577 959 814 1031"></div>	 <p data-bbox="1041 724 1209 805">Complete a survey</p> <div data-bbox="1087 959 1157 1031"></div>
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# Select Standing Committee on Finance and Government Services: Annual Budget Consultation

1. The B.C. government is committed to making life more affordable, delivering the services people count on and building a resilient, sustainable economy. What are your top three priorities to help make life better for you and your community as we come through COVID-19?

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

This gives respondents a limited amount of space to articulate their three top, general priorities.

2. Aside from the immediate need to keep people healthy and safe through the COVID-19 pandemic, what actions should government prioritize to help strengthen B.C.'s economy? Please rank your top three choices by entering 1, 2 or 3 in the answer column.

- |  |             |
|--|-------------|
| Improve access to affordable child care                                  | Answer text |
| Improve physical and mental health supports and programs for all workers | Answer text |
| Improve regulations in B.C.'s financial and securities markets           | Answer text |
| Invest in the transition to a clean economy and reduce pollution         | Answer text |
| Support paid sick leave for working British Columbians                   | Answer text |

Etc.

This provides a limited list of choices that the legislature would be willing and able to do. They are asking the public to help them narrow down and prioritize because they know they can't do all these at once. Notice they aren't saying "If we could wave a magic wand and give you whatever you want..." because they can't and they won't implement all ideas and they don't want to set up an expectation that they would.

## Select Standing Committee on Finance and Government Services: Annual Budget Consultation

3. If you had one dollar to put toward programs and services across government, how would you choose to divide it? Enter whole numeric values only (no decimals). Total of all entries must equal 100.

Affordable child care	Answer text _____
Affordable housing	Answer text _____
Arts and culture	Answer text _____
Building the clean economy	Answer text _____

Etc.

These kinds of questions are useful even in non-budgetary surveys because it reminds people that projects are being funded by their tax dollars and those dollars are limited, so prioritization is necessary.



## Select Standing Committee on Finance and Government Services: Annual Budget Consultation

4. Given the ongoing demand for government programs, supports and services, how would you like to see your government continue to pay for them? Please choose up to three.

- Increase the provincial debt
- Increase personal income tax
- Increase corporate income tax
- Increase property-based taxes
- Increase consumption taxes, including PST and Carbon Tax
- Reducing or eliminating existing programs
- Other:

## Select Standing Committee on Finance and Government Services: Annual Budget Consultation

### 5. Please identify your region:

- Vancouver Island/Coast
- Lower Mainland/Southwest
- Thompson/Okanagan
- Kootenay
- Cariboo
- North Coast
- Nechako
- Northeast

This survey – which is seeking comment on a huge, detailed document - has a total of 5 questions and is administered once a year. This considers the frequency and amount of time people are willing to spend responding to surveys. Public engagement burnout is possible.

# HAPC PROPOSED ENGAGEMENT PLAN 2020-2021 – STAFFING ANALYSIS

Project Phase	Purpose of Engagement	Technique	Description	Resources Required	Estimated Budget
1 Laying the Groundwork 2020	INFORM <i>Here's what is happening...</i>	Project Website	General updates, photos, videos, resources and relevant project contacts	-planner staff time to manage -communications specialist content edits	ON HOLD- LAUNCH JUNE 2020 No cost to LTC
		Social Media	Time sensitive updates, event promotion, polls	-planner staff time to manage -communications specialist review	ON HOLD – may require consultant time
		Newspaper Articles/Inserts	Advertising, press releases, submissions	-planner staff time -communications specialist review	\$1000
		Open Houses/pop-up booth	Organize a booth or table in a busy public location. Provide simple and fun ways for people to learn about the project and solicit input about their concerns. Share how they can follow up, participate or provide feedback.	-planner staff time -HAPC participation	\$500
2 Exploring our Options 2020	INVOLVE <i>Here's a problem, what ideas do you have?</i>	Small Group Circle Dialogue	Meet participants where they are at and generate ideas to strengthen the OCP and LUB in the three theme areas. Conduct 4-8 sessions with a diverse range of participants.	-professional facilitation -planner staff time -HAPC participation -stakeholder participation	\$500 EACH x 4? = \$2,000
		Kitchen Table Talks/Plan in a Box	Small (5-8 people) informal meeting in someone's home or café. Participants work through a series of prepared questions to generate ideas. Voucher for ~\$50 towards food to incentivize groups' participation and submission of ideas.	-planner staff time -HAPC participation -8-10 community volunteers to host -APC participation	\$2,500
2 Exploring our Options 2020-21	CONSULT <i>Here are some options, what do you think?</i>	Online Polling	Online polling allows visitors to vote on choices and track responses.	-planner staff time -HAPC participation	\$500
		Surveys	Structured form or questionnaire distributed to residents/property owners. Gain feedback and opinions on options. Web based, paper or in-person interviews.	-professional survey development -planner staff time -communication specialist review -HAPC participation	\$1000
2 Exploring our Options 2020-21		Focus Groups	Facilitated small group (6-10 people) discussions on options and concerns.	-professional facilitation -planner staff time -HAPC/APC participation	\$500 each x 4 = \$2,000

**Professional Facilitation:** (\$150 / hr)

**Communication specialist:** not available in fiscal year 2020-2021

**Planner staff time:** Not enough staff capacity to facilitate decision-making or attend more than 3 HAPC meetings per year; 6 hours of Planner time available per week for all HOIRP project activities

**HAPC participation:** every time the HAPC or APC meet, it requires work to be done by 5 Islands Trust staffing positions – at least 1 Planner, Admin Assistant, Minute-Taker, Planning Assistant, and Legislative Clerk

# STAFF PROPOSED ENGAGEMENT PLAN – ONLINE; HAPC DESIGNS AND DECIDES / STAFF SUPPORTS

Project Phase	Purpose of Engagement	Technique	Description	Resources Required	Estimated Budget
1 Laying the Groundwork 2020	INFORM <i>Here's what is happening...</i>	Project Website	General updates, photos, videos, resources and relevant project contacts	-planner staff time to manage -communications specialist content edits	ON HOLD- LAUNCH JUNE 2020 No cost to LTC
		Social Media	Time sensitive updates, event promotion, polls	-planner staff time to manage -communications specialist review	ON HOLD – may require consultant time
		Newspaper Articles/Inserts	Advertising, press releases, submissions	-planner staff time -communications specialist review	\$1000
		Open Houses/pop-up booth	Organize a booth or table in a busy public location. Provide simple and fun ways for people to learn about the project and solicit input about their concerns. Share how they can follow up, participate or provide feedback.	-planner staff time -HAPC participation	\$500
2 Exploring our Options 2020	INVOLVE <i>Here's a problem, what ideas do you have?</i>	Small Group Circle Dialogue	Meet participants where they are at and generate ideas to strengthen the OCP and LUB in the three theme areas. Conduct 4-8 sessions with a diverse range of participants.	-professional facilitation -planner staff time -HAPC participation -stakeholder participation	\$500 EACH x 4? = \$2,000
		Kitchen Table Talks/Plan in a Box	Small (5-8 people) informal meeting in someone's home or café. Participants work through a series of prepared questions to generate ideas. Voucher for ~\$50 towards food to incentivize groups' participation and submission of ideas.	-planner staff time -HAPC participation -8-10 community volunteers to host -APC participation	\$2,500
2 Exploring our Options 2020-21	CONSULT <i>Here are some options, what do you think?</i>	Online Polling	Online polling allows visitors to vote on choices and track responses.	-planner staff time -HAPC participation	\$500
		Surveys	Structured form or questionnaire distributed to residents/property owners. Gain feedback and opinions on options. Web based, paper or in-person interviews.	-professional survey development -planner staff time -communication specialist review -HAPC participation	\$1000
2 Exploring our Options 2020-21		Focus Groups	Facilitated small group (6-10 people) discussions on options and concerns.	-professional facilitation -planner staff time -HAPC/APC participation	\$500 each x 4 = \$2,000

These activities may be curtailed by COVID distancing protocols for some time. Staff not advised to lead or participate until further notice

# Housing Options and Impacts Review Project - Charter v. 5

Gabriola Island Local Trust Committee

Date: June, 2020

**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.

## Objectives

- Develop an Engagement 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; Coastal Douglas fir and associated ecosystems protection toolkit and with focus on water protection/conservation and ecological footprint analysis.

## In Scope

### First Nations Relations and Perspectives

- Establish opportunities to incorporate First Nations perspectives on indigenous housing needs and inter-governmental collaboration for effective decision making.

### Topics sequentially phased; order TBD by consultation:

### Affordable/Attainable/Seniors/Special Needs Housing:

- 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.

### Secondary Suites:

- Consider secondary suites on lots smaller than 2 hectares.

### Multi-dwelling and Mixed Use:

- Consider OCP designations, density provisions, LUB regulations, and Development Permit guidelines for multi-dwelling housing and mixed use buildings.

### Build Out Map:

- Review and update the Gabriola Island Build-Out Map.

## Out of Scope

- Review of minimum lot sizes for subdivisions.
- Secondary suite provisions for lots 2 hectares or larger (*completed during Phase 1 Project*).
- 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).

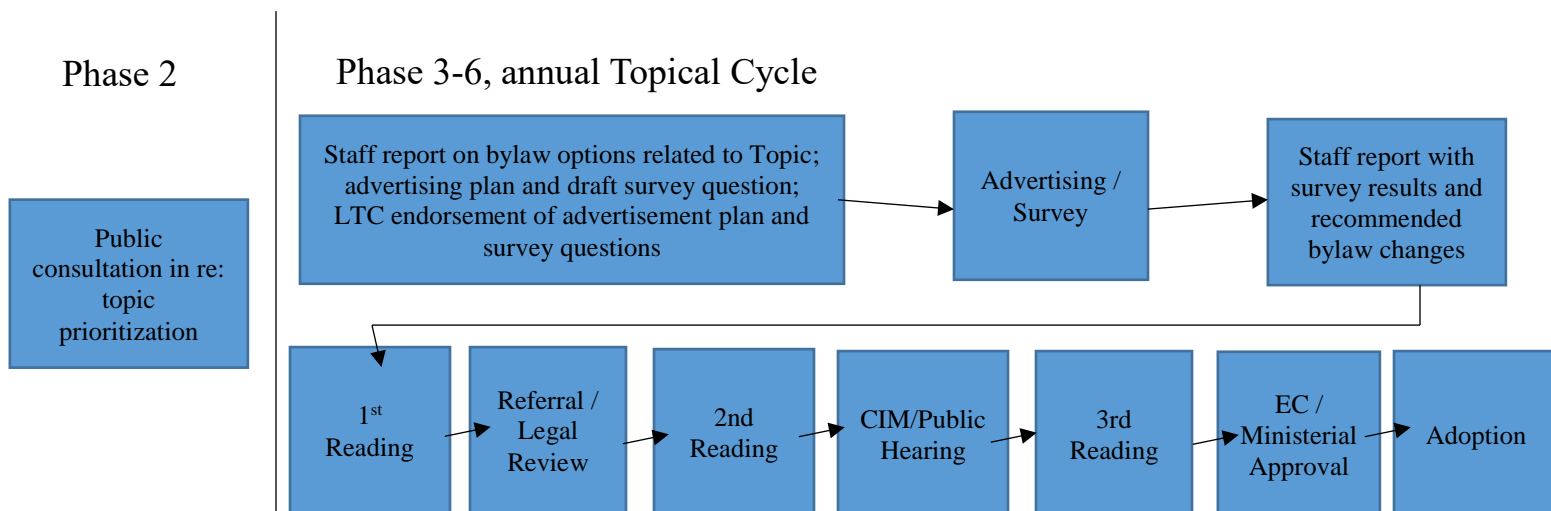
## Workplan Overview

Deliverable/Milestone	Date
LTC endorses project charter and Terms of Reference for a Housing APC.	Spring 2019 (COMPLETED)
HAPC and Planning staff finalize engagement strategy and HAPC workplan for LTC endorsement.	Winter 2019-20 (COMPLETED)
Initiate community consultation to prioritize housing topics to be addressed	Fall, Winter 2020
Phase 3-6 Topic Cycle	2021 - 2025

Project Team	
Island Planner	Project Manager/Planner
Regional Planning Manager	Project Sponsor
Legislative Clerk	Legislative Process/Bylaw Review
Communications /Planner 2	Communications / Planning Support
Housing APC	Community/First Nations Reps
<b>RPM Approval:</b> <b>Date:</b> 12 July 2018; 22 Nov 2018; 11 Jan 2019; 27 Feb 2020;	<b>LTC Endorsement:</b> Resolution # GB-2018-115; GB-2019-013; GB-2019-74; GB-2020-023; GB-2020-031

Budget:		
Gabriola Housing Options and Impacts Review Project		
Budget Sources:		
Fiscal	Item	Cost
2019-2020	Engagement Strategy development; HAPC facilitation/engagement activity	\$5,000 (Completed)
2020-2021	Public Consultation for Topic Prioritization;	\$500
2021-2022	Phase 1	\$3,500
2022-2023	Phase 2	\$3,500
2023-2024	Phase 3	\$3,500
2024-2025	Phase 4	\$3,500
	Total	\$19,500

PROJECT CHARTER WORK PLAN OVERVIEW			
Meeting	Deliverable/Milestone	Target Date	Cost
June 26, 2020	Staff directed to develop advertisement plan and survey		\$0
July – Sept, 2020	Online prioritization survey (\$0) / Advertising (\$500)		\$500
Nov. 26, 2020	Staff Report to LTC on Survey results and recommended project charter with phasing of topics		\$0
<b>Preliminary Research and Consultation:</b>			<b>\$500</b>
	<b>Annual Topic Phase Cycle:</b>		
LTC Mtg 1	Staff report to LTC with list of bylaw options regarding current topic and proposed survey questions and advertising strategy		
	Online Survey (\$0) / Advertising (\$500)		\$500
LTC Mtg 2	Report to LTC on survey results / proposed bylaw elements; LTC directs staff to draft bylaws		
LTC Mtg 3	1 <sup>st</sup> Reading		
	Referral to agencies and legal review		\$2,000
LTC Mtg 4	2 <sup>nd</sup> Reading		
LTC Mtg 5	CIM/Public Hearing		\$1,000
LTC Mtg 6	3 <sup>rd</sup> Reading		
	EC / Ministerial Approval		
LTC Mtg 7	Adoption of bylaws		
<b>TOTAL 18 month PHASE BUDGET:</b>			<b>\$3,500</b>



Planner	June 2020 Projects			RZ	LUB	OCP
				OCP/LUB	Other Projects	apps
Bronwyn	HO Wiseman RZ	GM Dock RZ	20+ apps			
Ian	GB ECO ZONE	20+ apps				
Heather	HO R3A RZ	GB Cannabis	HO OCP Phase 1	LA OCP	GB HOIRP	
Jaime	GB Paisley RZ	GB Ferries RZ	GM Keats Shoreline	20+ apps		
Marnie	DE DCLTA RZ	TH Downzone RZ	TH RAR	GM B&P RAR	DE Ferry Signage	
Sonja	DE DHA RZ	GM DL 696 RZ	GM DL 696 DVP			



	Staff In Scope – up to 6 hours a week	Staff out-of-scope
Managing consultant contracts (procurement and monitoring)	<ul style="list-style-type: none"> <li>- Procure pre-determined consultant</li> <li>- Monitor consultant progress</li> <li>- Limited support</li> </ul>	Develop or facilitate a competitive bid process
Research and reporting	Collect, analyze, and report on data if given enough time: <ul style="list-style-type: none"> <li>- Complex, In-depth: 3 months</li> <li>- Mid-range complexity: 2 months</li> <li>- Low level complexity: 1 month</li> </ul>	Respond to any and all, frequent requests for data collection or analysis
Decision-making	Make autonomous decisions	Lead / facilitate group decision-making
HAPC attendance	Attend / Facilitate / Lead discussion up to 3 annual HAPC meetings	Attend more than 3 HAPC meetings
Developing materials for online engagement	Developing advertising and survey w/ autonomous decision-making or HAPC referral	Leading group decision-making regarding advertising or online content
Publishing on-line	<ul style="list-style-type: none"> <li>- Posting limited numbers of documents and presentations to the Islands Trust website</li> <li>- Publishing survey questions on Survey Monkey</li> </ul>	Facilitating publication of unlimited documents / presentations developed by others
Publishing in paper media	Facilitate the publication of ads / surveys / and /or news releases Write or draft ads / Surveys / or news releases for publication	Facilitating group decision-making in regards to documents to be published
Publishing in social media		Not able to accommodate this fiscal year
Direct mail	<ul style="list-style-type: none"> <li>- Print documents, stuff envelopes, take to post office up to one direct mailing</li> </ul>	
Collecting, organizing, and reporting on public comments	<ul style="list-style-type: none"> <li>- Collect and organize comments</li> <li>- Simple reporting on comments</li> <li>- Analysis of comments</li> <li>- Recommendations regarding preliminary public comments</li> </ul>	Facilitating group analysis or reporting