

# Housing Access and Affordability - Project Charter and Engagement Plan - Endorsed

North Pender Island Local Trust Committee

LTC Endorsement Date: July 26, 2024

**Purpose:** To engage in community consultation, to consult with First Nations, and to engage with stakeholder groups to review housing options and to undertake amendments to the OCP and LUB and development of a housing action plan to improve access to affordable housing in the community.

**Background:** Lack of affordable housing has long been a concern of the North Pender community. Previous local trust committees have taken actions such as permitting secondary suites and limiting and regulating short-term vacation rentals as discrete initiatives. Housing is also a priority in Trust Council's strategic plan and is a priority of the Regional Planning Committee. There are also a number of opportunities and ongoing housing related initiatives across the Trust Area that have relevance to this project.

## Deliverables

- Staff reports with data, analysis and recommendations
- Qualitative Housing Needs Survey
- Potential amendments to LUB and OCP
- Housing Action Plan
- Communications plan

## In Scope

- Review housing policies and regulations
- Conduct a web-based qualitative housing needs survey
- Community, stakeholder and First Nations consultation
- LUB and OCP legislative amendments
- Community education

## Out of Scope

- Other non-housing related amendments to OCP or LUB
- Other mapping or professional reports.

## IAP2 Engagement Level:

- ☒ Inform
- ☒ Consult
- ☐ Involve
- ☐ Collaborate

## Workplan Overview

Deliverable/Milestone	Target Date
Project Charter endorsed and project initiation	Jul 2024
Engagement letter to First Nations	Aug 2024
Conduct web-based housing needs assessment survey/	Aug - Oct 2024
Draft Terms of Reference for APC	Sep 2024
Preliminary report with analysis	Nov 2024
LTC review of options	Nov 2024 – Jan 2025
Initiate drafting of housing Action Plan	Jan 2025
Recommendations to LTC, LTC review, direction to prepare bylaws	Feb 2025
Community consultation on draft bylaws, bylaw referrals, First Nations engagement, Finalize Housing Action Plan	Feb – Apr 2025
Legislative process to amend LUB/OCP (timeline much shorter if not requiring OCP amendments)	Oct 2025 – Jul 2026
Implementation and communications	Jul – Oct 2026

## Project Team

Brad Smith, Island Planner	Project Manager
Robert Kojima, RPM	Project Sponsor
GIS co-ordinator	Mapping
Emily Bryant	Admin support

## Budget

Budget Sources:		
Fiscal	Item	Cost
2024-25	Consultation	\$10,000
	Legal	\$3,000
	Contingency	\$2,000
	<b>Total 2024-25</b>	<b>\$15,000</b>

<b>RPM Approval:</b> <i>Robert Kojima</i> <b>Date:</b> Sep 1, 2025	<b>LTC Endorsement:</b> Resolution #: NP-2024-050 <b>Date:</b> Oct 3, 2025			
		2025-26	Consultation	\$4000
			Public Hearing	\$2000
			Legal/Contingency	\$2000
			<b>Total 2025-26</b>	<b>\$8,000</b>
		2026-27	Public Hearing	\$2,000
			Implementation/Contingency	\$2,000
			<b>Total 2026-27</b>	<b>\$4,000</b>

## Deliverables Schedule

Meeting	Deliverable/Milestone
Jul 26, 2024	LTC endorsement of project charter/work plan
Sep 28, 2024	Community Information Meeting
Nov 29, 2024	Report to LTC with data review and analysis including survey results and APC report
Feb – Apr2025	LTC considers options and recommendations and provides direction to proceed with bylaw amendments, Action Plan development
May 30, 2025	Housing Action Plan endorsed
Oct 3, 2025	Preliminary Recommendations report received from APC, direction to draft bylaws
Oct 25, 2025	Community Information Meeting – CANCELLED DUE TO BCGEU STRIKE
Nov 21, 2025	Staff report with recommendations for bylaw amendments
Jan – Mar 2026	Draft bylaws back to LTC, consideration of first reading, CIM, scheduling of public hearing, completion of referrals
Apr-May 2026	Public Hearing (if required), second and third readings, referral to EC and Minister
Jul – Oct 2026	Final adoption of bylaws, LTC review of communications/implementation plan
Jun - Oct- 2026	Project implementation and community outreach completed
Oct 2026	Implementation update to LTC and project close-out

## Engagement Strategy/Timelines

Timeline	Deliverable/Milestone
Aug 2024	Early Engagement Letter to First Nations
Aug – Oct 2024	Conduct web-based housing needs assessment survey
Sep 2024	Community Information Meeting – needs assessment
Aug 2024 – Oct 2025	Directed engagement with community, First Nations and stakeholders (Including meeting with Pender Islands Housing Society)
Winter- Spring 2026	CIM and Public Hearing on proposed bylaw amendments
Summer 2026	Development of implementation strategy and communications plan
Summer – Fall 2026	Project implementation including community outreach and education, updated web content, community mail-out on bylaw amendments and other housing initiatives