

File No.: NP-6500-20-2023: Housing
Access and Affordability
Project

DATE OF MEETING: October 3, 2025
TO: North Pender Island Local Trust Committee
FROM: Brad Smith, Island Planner
Southern Team
COPY: Robert Kojima, Regional Planning Manager
SUBJECT: Housing Access and Affordability Project – Preliminary APC recommendations

RECOMMENDATION

- 1) That the North Pender Island Local Trust Committee directs staff to prepare draft land use and Official Community Plan bylaws for the Housing Access and Affordability Project.
- 2) That the North Pender Island Local Trust Committee directs staff to update the Housing Access and Affordability Project charter to reflect new timelines and other updates as presented in the October 3, 2025 staff report.

REPORT SUMMARY

This report is to provide an update to the North Pender Island Local Trust Committee (LTC) on the LTC's Housing Access and Affordability Project and to seek direction on next steps for drafting potential bylaw amendments.

The recommendation above is supported as:

- There are several recommendations of the APC and staff that will require bylaw amendments;
- Having draft bylaws prepared will allow staff to begin developing bylaw language to bring forward starting at the November 21, 2025 meeting.
- Project timelines have been delayed and the project charter needs to be updated.

BACKGROUND

The LTC endorsed the Housing Action Plan at the May 30, 2025 Meeting. Since the last staff report to the LTC in July, 2025, the following has been accomplished:

- Suitable Land Analysis - work is underway, goal is to have draft maps by November 21 meeting
- Build-out analysis- work is underway, goal is to have preliminary data by October 25 CIM
- Island wide mail-out with information on the project and how to become involved is completed (Attachment 1) – BCGEU and Canada Post strikes impacting planned mail drop delivery, other options being explored.
- Follow-up letter to First Nations has been drafted with details of the endorsed [HAP](#), will be sent shortly
- Meeting scheduled with Tsawout First Nation Housing Department for October 2 to discuss project

- Staff and the APC Chair have engaged with representatives of the Anglican diocese to discuss options
- The APC has provided a preliminary recommendations report as requested by the LTC for potential policy and legislative amendment options for HAP Action #s 4-9, 12 and 18 (Attachment 2). Several preliminary recommendations include proposed bylaw amendments. The work will be further informed by the October 25 CIM and the suitable land and build-out analyses.
- Staff is seeking direction from the LTC to prepare amending OCP and LUB bylaws for the housing project in anticipation of amendments likely being made (e.g. zoning changes at fire hall to permit accessory worker accommodation). Having draft bylaws prepared will allow staff to begin developing bylaw language to bring forward starting at the November 21, 2025 meeting.
- The project charter has been reviewed and requires updating. Proposed updates are included as Attachment 3.

Additional project information, including previous staff reports, is available here:

<https://islandstrust.bc.ca/island-planning/north-pender/projects/>

An October 3, 2025 project status table is included at Attachment 4 with an update on each Plan Action.

ALTERNATIVES

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

1. Request further information

The LTC may request further information prior to making a decision. Staff advise that the implications of this alternative are that commencing work on the project would be delayed. Recommended wording for the resolution is as follows:

That the North Pender Island Local Trust Committee request that...

2. Receive for information

The LTC may receive the report for information.

NEXT STEPS

With direction from the LTC, staff will prepare draft bylaws and update the project charter.

Submitted By:	Brad Smith, Island Planner	September 25, 2025
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1. Housing Project Mailout
2. APC Preliminary Recommendations Report, September 2025
3. Project Charter, v2 October 2025
4. Housing Action Plan Status Table, October 2025

North Pender Island Housing Access and Affordability Project Timeline



Community Information Meeting

Your voice matters for North Pender Island's future housing

Join this Community Information Meeting to learn about the North Pender Housing Access and Affordability Project, ask questions of trustees and staff, and share your ideas to help shape housing solutions that work for the North Pender Island community.

Date: October 25, 2025

Time: 12:00 PM - 4:30 PM

Venue: St. Peter's Anglican Church Hall
4703 Canal Rd, North Pender Island



Learn more about the project by scanning the QR code, or visit: www.islandstrust.bc.ca/island-planning/north-pender/

Get Involved

Attend the next housing-related Community Information Meeting on October 25, 2025
www.islandstrust.bc.ca/island-planning/north-pender/projects/north-pender-housing-access-and-affordability-project

Volunteer with the Pender Islands Housing Society
www.penderhousing.ca

Provide input on proposed bylaw amendments to the North Pender Island Local Trust Committee (LTC)
David Maude, LTC Chair - dmaude@islandstrust.bc.ca
Deb Morrison, local trustee - dmorrison@islandstrust.bc.ca
Aaron Campbell, local trustee - acampbell@islandstrust.bc.ca

Attend LTC meetings
www.islandstrust.bc.ca/whats-happening/meetings-and-events

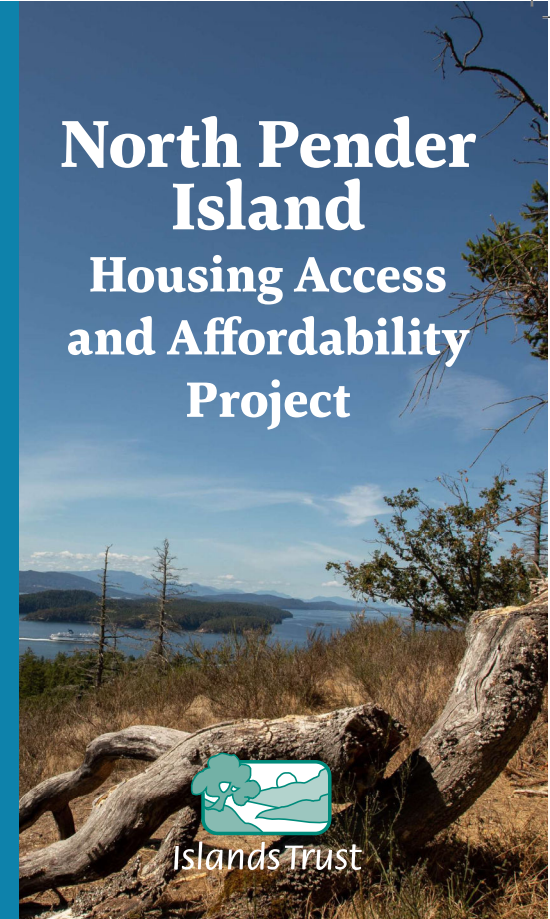
Connect with Islands Trust staff
Brad Smith, Island Planner - bsmith@islandstrust.bc.ca, (250) 405 5194

Subscribe for project updates to stay informed
www.islandstrust.bc.ca/subscribe



Learn more about the project by scanning the QR code, or visit: www.islandstrust.bc.ca/island-planning/north-pender/projects/north-pender-housing-access-and-affordability-project

North Pender Island Housing Access and Affordability Project



Islands Trust

Islands Trust acknowledges that the islands and waters that encompass the Salish Sea have been home to Indigenous Peoples since time immemorial.

North Pender Island Housing Access and Affordability Project

Housing availability and affordability have been ongoing challenges on North Pender Island for more than a decade. The North Pender Island Local Trust Committee (LTC) has taken steps such as permitting secondary suites and regulating short-term vacation rentals. While these efforts have resulted in some increased land use policy and regulatory support for a mix of housing options, housing issues are a growing concern on the island, as they are in many other communities.

To respond to these challenges, the LTC launched the [Housing Access and Affordability Project](#) in summer 2024.

This project is focused on:

- Reviewing existing housing options
- Considering housing-related bylaw amendments
- Developing a community-driven Housing Action Plan

Work so far has included community consultation and input from a special Advisory Planning Commission (APC) on Housing.



Housing Action Plan Goals, Objectives and Actions

The Housing Action Plan is informed by the work of the Special Advisory Planning Commission on Housing, which has done an extensive review of available information resulting in two recommendation reports, and through community consultation as part of the Housing project, including three Community Information Meetings, several meetings with local community groups, and the completion of a [Pender Islands Housing Needs Survey](#) that received 478 responses.

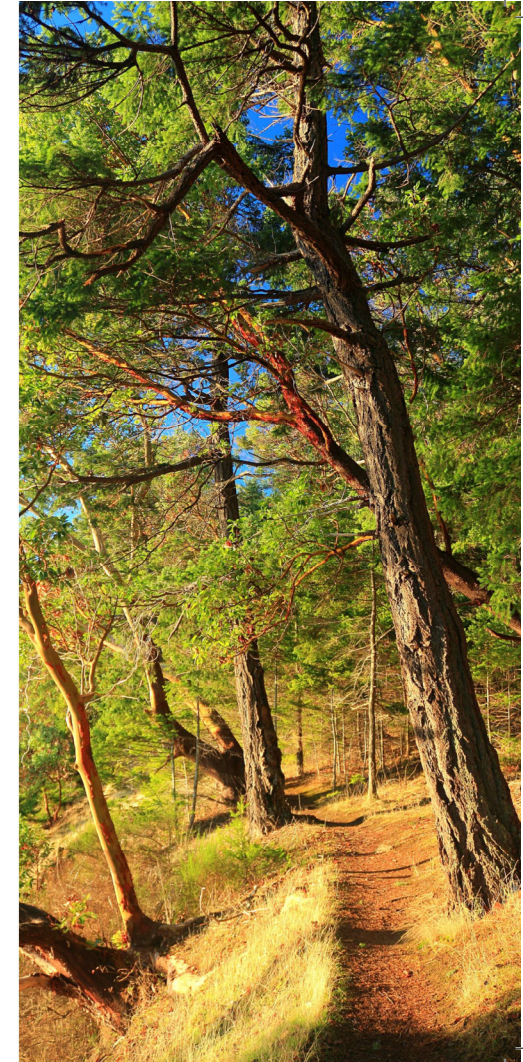
In the Housing Action Plan, there are 22 Actions associated with the five goals and objectives to guide plan implementation.

Find the Housing Action Plan here:

<https://qrco.de/HousingActionPlan>

Five goals of the Housing Action Plan

- 1. Updating and using available data**
Inform where additional density and intensity of land use will likely have the least negative impact on the land base and where development opportunity may exist. Understanding existing conditions and potential impacts will help determine where rezoning for more intense use may be supportable.
- 2. Diversifying housing options through zoning**
Provide a broader diversity of housing options on North Pender Island through amendments to land use zoning and associated OCP policies
- 3. Increasing opportunities for non-profit housing**
Increase opportunities for land to be made available for affordable housing by a not-for-profit organization, and to generate greater community interest and capacity to support this development
- 4. Increasing community education and outreach**
Increase community education and outreach in respect of housing initiatives, improve the information available to the public, and make it more accessible to a broader audience
- 5. Incorporating First Nations interests in land use decision making**
Foster collaborative working relationships with local First Nations who have an interest in housing initiatives on North Pender Island and to address housing needs of First Nations on the island



DRAFT – September 2025

APC summary of preliminary recommendations to the LTC for increasing Housing Options on North Pender Island

Background:

The focus of the North Pender Island [Housing Access and Affordability Project](#) is to increase the diversity of housing on North Pender Island. As Magic Lake, which previously provided the opportunity for smaller lots at a lower cost, is now almost built out new options to create lower cost housing while ensuring the unique natural environment and rural character of Pender island as well as the continued sustainability of any future developments, are being explored.

With increasing property costs, affordable housing is unattainable for many low- and middle-income residents of North Pender. Changes in the Official Community Plan “OCP” and Land Use Bylaws (“LUBs”) have the potential to increase the opportunity for more rental, subsidized and affordable smaller unit dwellings to be built. Part of the project is for the North Pender Local Trust Committee (“NP LTC”) to engage the Community by liaising with a Special Advisory Committee (“APC”) on housing. In response the APC has submitted two reports to the NP LTC in [November 2024](#) and [January 2025](#) and a Housing Action Plan in the summer of 2025.

The NP LTC has subsequently asked the APC to:

“report back with analysis, options and recommendations for Housing Action Plan Numbers 4-9, 12 and 18.”

These Actions items are:

4. Expand opportunities to create secondary suites and permit Accessory Dwelling Units (ADU).
5. Explore opportunities for zoning changes to permit higher density Multi-Unit Development in areas with a concentration of community amenities.

6. Explore legalizing the use of RVs in appropriate areas considering set-backs, parking, access, septic, available water, visual aesthetics, and fire safety.
7. Explore opportunities to permit worker accommodation (e.g. at community fire halls, Driftwood Center etc.).
8. Explore permitting the use of Tiny Homes as ADUs or establishing higher density tiny home zones (e.g. modular home villages) in appropriate areas considering, set-backs, parking, access, septic, available water, visual aesthetics and fire safety.
9. Explore permitting non-market housing in all residential land use zones and in some public land use zones, where appropriate (e.g. school properties, community service).
12. Explore options at time of subdivision to increase opportunities for affordable housing (e.g. land donation in exchange for rezoning to permit subdivision, allowing smaller lot sizes for affordable housing).
18. Review guidelines for Short Term Vacation Rentals (could include consideration of removal or amendment of Temporary Use Guidelines from OCP) and develop educational materials.

In developing recommendations regarding these Action Items the APC has reviewed the Islands Trust Mandate, the existing and proposed new Trust Policy Statement and the existing NP OCP and LUBs.

Any recommended changes in the NP OCP and LUBs related to housing should be in accordance with the Islands Trust's Object which is to preserve and protect this region for the benefit of residents of the Islands and of all British Columbians, and the Trust Policy Statement which states that the Trusts mandate is to, ***"support the preservation and protection of unique island character and aim to foster sustainable, inclusive, rural and resilient island communities"***.

The NP OCP similarly states the goal of zoning is: ***"To encourage a more compact, complete and connected community, in a manner that ensures that overall development potential and density are not increased unless authorized elsewhere in the plan."***

The need for the possible expansion of the housing stock on Pender Island has also been informed by the housing survey which identified as priorities worker housing, seniors housing and affordable housing.

It is also important to note when considering expanding density to accommodate more housing units that Pender island already has the highest per capita density of any of the Southern Gulf Islands. Based on the 2021 census, the number of residents per square kilometer on Salt Spring Island is 63, on Mayne island is 62, on Galiano is 23, on Saturna is 15 and on North Pender Island is 90.5.

With respect to Residential Land Uses the present OCP lists the following objectives:

- 1) To encourage a housing pattern that is appropriate to the rural character of the Island.***
- 2) To provide for a range of housing options that serve the needs of all residents and property owners of North Pender Island.***
- 3) To plan for a land use pattern which ensures the sustainable use of natural resources and minimizes greenhouse gas emissions.***
- 4) To promote use of indigenous vegetation for plantings in residential lot use.***
- 5) To protect the island's visual and ecological amenities.***
- 6) To preserve and enhance the scenic quality along roadways.***

In keeping with these objectives, the OCP states the following Residential Policies

2.1.D Except where specifically authorized elsewhere in this plan, consideration may not be given to applications to rezone land within the Rural Residential and Rural designations to a higher density without amendment to this plan.

2.1.E No consideration may be given to applications to rezone land within the Rural Residential and Rural designations that would result in the transfer of density without amendment to this plan.

However, the OCP offers considerable flexibility with respect to these policies as it relates to seniors and affordable housing:

2.1.F Subject to policies in Subsection 2.3 of this plan (Seniors and Affordable Housing policies) consideration may be given to applications to rezone land within the Rural Residential and Rural designations to a higher density where the

additional density takes the form of seniors and affordable housing.

A proposed modification of this statement that the APC is recommending is the addition of workers' housing. In our summary recommendations we note additional changes in the OCP that would be required if some of the APC's recommendations were adopted.

The preliminary recommendations of the APC with respect to the action items that were proposed for review are contained in the attached Table 1.

The recommendations are preliminary since the APC requires more time to review the options and to do more research. The recommendations will also be further informed by the Community Information Meeting scheduled for October 25, 2025, with a final recommendations report due for the November 21, 2025 regular LTC meeting.

In addition, the application of those recommendations on specific properties will be further informed by the completion of the suitable land and build-out analyses which are vital tools to identify possible locations for LUB or OCP changes to allow additional housing units.

Table 1. Preliminary Recommendations of the APC ordered by Priority Action

#	ACTION ITEM	OPTIONS	RECOMMENDATIONS	RATIONALE
7	Explore opportunities to permit worker accommodation	1.Do nothing 2. Amend the OCP to allow worker housing as well as seniors and affordable housing with a housing agreement in community service zones and commercial zones	That the LTC develop Bylaw zoning and OPC modifications to enable worker housing in both commercial and community service sites such as the Fire hall, Driftwood, and the School. Critical to this rezoning would be the development of a housing agreement that would ensure that these housing units would be used for workers.	Lack of affordable accommodation for permanent and temporary workers on NP has been identified as a critical housing issue. Such rezoning and modification of the OCP to include worker housing as well as senior and affordable housing, as an exception to the density requirement, would help address this shortage. Such ADUs would be subject to all of the other zoning regulations for ADUs on RR2 and R lots with the exception of square foot restrictions.

#	ACTION ITEM	OPTIONS	RECOMMENDATIONS	RATIONALE
4	Expand opportunities to create secondary suites and permit Accessory Dwelling Units (ADU).	1. Do nothing 2. Adopt Flexible zoning as contemplated by Mayne Island. 3. Add multiplexes as alternatives to the creation of ADUs. For example a duplex on 0.4 to 1.2 hectare lots, and a triplex on 1.2 to 5 hectare lots.	That the LTC consider adopting flexible zoning to create additional housing units on RR2 and R lots and modify the OCP to accommodate these changes. Possible flexible zoning could be: • Lots 0.4 hectares (1.0 acre) to 0.6 hectares (1.5 acres): one secondary suite and one additional dwelling with a maximum combined floor area: 232 m² (2,500 ft²) • Lots 0.6 to 1.2 hectares (1.5 to 3 acres): two dwellings, one secondary suite, and one cottage with a maximum combined floor area: 325 m² (3,500 ft²) • Lots 1.2 to 5 hectares (3 to 12.35 acres): three dwellings and one cottage with a maximum combined floor area: 436 m² (4,750 ft²) The APC also recommends exploring the option of adding multiplexes as an alternative to ADUs.	Flexible housing zoning would allow for the creation of smaller unit housing and non-market housing to be built in a manner that would balance preserving and protecting the environment with the creation of additional housing units which could be used to house family members, caregivers workers, low income families and seniors. These ADUs could be rental units as the recommendation does not contemplate subdivision of these properties. Minimum square footage for ADUs would be 250 square feet. Minimum lot size for flexible zoning would be .04 hectares (one acre) to balance preserving the rural character of the island with the creation of more affordable housing.

#	ACTION ITEM	OPTIONS	RECOMMENDATIONS	RATIONALE
5	Explore opportunities for zoning changes to permit higher density Multi-Unit Development	1. Do nothing. 2. Rezone Anglican Church lands for higher density multi unit affordable housing 3. Rezone further additional lots for low income multiunit affordable housing.	Rezoning the Anglican Church lands to allow multi unit affordable housing. The number of units would be dependant on the usual process for determining capacity. The APC further recommends the determination of whether or not other lots are suitable for multiunit affordable housing after the Suitable Land and Build Out Analyses are complete.	Zoning for not for profit affordable housing is already contemplated by the NP Bylaws and the OCP. Currently funding for further expansion of the existing facility Plumtree Court is not available. The Pender Island Housing Society ("PIRS") is prepared to consider other suitable sites for the possible development of low income housing. The Anglican Church and the Diocese are open to having their property rezoned to accommodate additional multiunit low income housing. Other suitable lots for multi-unit low income housing could be identified when the Suitable Land and Build Out Analyses are completed. The rezoning of such properties would not guarantee the development of low income housing but would facilitate it if and when funds for such developments becomes available.

#	ACTION ITEM	OPTIONS	RECOMMENDATIONS	RATIONALE
18	Review guidelines for Short Term Vacation Rentals	1. Do nothing 2. Allow existing Temporary Use Permits ("TUPs") for Short Term Vacations Rentals ("STVRs") to lapse and issue no new TUPs for STVRs. 3. Opt in to Bill 35 by which the Province regulates STVRs.	Allowing existing Temporary Use Permits ("TUPs") for Short Term Vacations Rentals ("STVRs") to lapse and issue no new TUPs for STVRs. The APC further recommends that the NP LTC not opt in to Bill 35 at this time.	Allowing existing TUPs for STVRs to lapse while not issuing further TUPs for STVRs would allow more housing for long term rentals. It is unclear whether Bill 35 will provide improved enforcement of STVRs over the current regime. As Gabriola has opted into Bill 35 waiting to see how the Bill works there before considering adoption seems prudent.

#	ACTION ITEM	OPTIONS	RECOMMENDATIONS	RATIONALE
6	Explore legalizing the use of RVs	1. Do nothing 2. Modify the existing bylaws to allow RVs as ADUs 3. Allow RVs as primary residences 4. Issue TUPs for Recreational Vehicles ("RVs")	No change in the existing bylaws which allow the temporary use of RVs during home construction. RVs should not be permitted to be used as ADUs or primary residences unless standards and inspection regimes are in place to ensure that they are safe for year round occupancy. The APC further recommends that the LTC reconsider the current moratorium on enforcing the use of RVs outside of the currently permitted use.	RVs are not approved for primary dwellings by the CRD and there is no standards or inspections for such units as ADUs. The bylaw makes no mention of fire safety. Fire safety is of particular concern as summarized by the Pender Island Fire Chief: "Recreational Vehicles were not designed or constructed for full time residential occupancy. They were specifically designed for short term recreational use. They are constructed from light weight construction materials meant for easy transportation. The ventilation, heating, electrical and plumbing systems are intended for short term use and much less robust than their residential construction type counter parts. The use of recreational vehicles for full time residential occupancy strains all of their operational systems to their maximum therefore placing them at the top end of Fire and Life Safety risk to the occupants and to the surrounding community.

#	ACTION ITEM	OPTIONS	RECOMMENDATIONS	RATIONALE
8	Explore permitting the use of Tiny Homes as wheels as ADUs	1. Do nothing 2. Modify the existing bylaws to allow Tiny Homes on Wheels as ADUs 3. Modify the existing bylaws to allow Tiny Homes on Wheels as ADUs	No changes in the bylaws which currently do not allow the use of Tiny homes on wheels as ADUs or primary residences. Small footprint homes on foundations built to code are not included in this recommendation. The APC recommends that the NP LTC advocate with the CRD for the development or adoption of appropriate building code and inspection standards for Tiny Homes on Wheels when installed on foundations.	Tiny homes on wheels like RVs currently have no building code or inspection regimes in place to ensure the safety of anyone who would seek to use one as an ADU or Primary residence. Municipalities such as Nanaimo are currently working to develop such standards.
9	Explore permitting non-market housing in all residential land use zones and in some public land use zones	1. Do nothing 2. Wait until the Suitable Land Analysis and Build Out Study are done before proceeding on this action item.	The APC does not recommend any action on this item. As the need for such changes to current zoning to create affordable housing are adequately covered by action items 5 and 7.	The need for such changes to current zoning to create affordable housing are adequately covered by action items 5 and 7.

#	ACTION ITEM	OPTIONS	RECOMMENDATIONS	RATIONALE
12	Explore options at time of subdivision to increase opportunities for affordable housing	1. Do nothing 2. Deal with applications on a case by case basis ensuring that common law and regulatory requirements are met.	The APC does not recommend any action on this item.	The LTC would need to consider the creation and use of voluntary developer agreements in order to ensure that clear legal framework is in place. As this would need to be done with the assistance of counsel on a case by case basis no action at this time is required.

North Pender Island Housing Action Plan Implementation Tracking Table – October 2025

#	Action	Timeline	Status/Comments
Goal 1: Updating and Using Available Data to Inform Housing Projects			
1	Finalize Suitable Land Analysis and make results publicly accessible	Completion – Summer/Fall 2025 Roll-out – Fall/Winter 2025	Work is underway, targeting November 21 meeting for preliminary mapping
2	Complete island-wide build-out analysis	Completion – Summer/Fall 2025 Roll-out – Fall/Winter 2025	Work is underway, targeting Oct 25 meeting for preliminary data
3	Present results of 1 and 2 at a Community Information Meeting (CIM)	Fall/Winter 2025	Will present what's available at Oct 25 CIM
Goal 2: Diversifying Housing Options through Zoning			
4	Expand opportunities to create secondary suites and permit Accessory Dwelling Units (ADU)	Community engagement – Remainder of 2025 Legislative process – Winter-Summer 2026 Implementation – Fall 2026	- APC has provided preliminary report with recommendations - These actions will all be moved forward at the same time through community engagement, drafting of bylaw amendments, legislative process and implementation
5	Explore opportunities for zoning changes to permit higher density Multi-Unit Development in areas with a concentration of community amenities		
6	Explore legalizing the use of RVs in appropriate areas considering set-backs, parking, access, septic, available water, visual aesthetics, and fire safety.		
7	Explore opportunities to permit worker accommodation (e.g at community firehalls, Driftwood Center.)		
8	Explore permitting the use of Tiny Homes as ADUs or establishing higher density tiny home zones (e.g. modular home villages) in appropriate areas considering set-backs, parking, access, septic, available water, visual aesthetics, fire safety		
9	Explore permitting rezoning for non-market housing in all residential land use designations and also in some public land use designations (e.g. school properties, community service)		
Goal 3: Increasing Opportunities for Non-Profit Housing			
10	Identify areas that may be appropriate for higher density community housing and explore rezoning	Fall/Winter 2025	- Dependent on completion of Suitable Land Analysis - Any bylaw amendments would follow same timelines as Goal 2.
11	Explore rezoning of a portion of Anglican Church lands to permit affordable housing.	Fall/Winter 2025	- Staff and the APC Chair have engaged with representatives of the Anglican diocese to discuss options – talks continue - APC recommends rezoning in report

			Any bylaw amendments would follow same timelines as Goal 2.
12	Explore options at time of subdivision to increase opportunities for affordable housing (e.g. land donation in exchange rezoning to permit subdivision, allowing smaller lot sizes for affordable housing)	Community engagement – Remainder of 2025 Legislative process – Winter - Summer 2026 Implementation – Fall 2026	- Included in APC report - Any bylaw amendments would follow same timelines as Goal 2.
13	Engage in advocacy and collaboration with other levels of government on island-based affordable housing initiatives including potential expansion of Plum Tree Court.	Winter 2025	Staff to invite CRD to fall APC meeting to discuss various program initiatives
14	Engage with community members to increase participation in community housing initiatives and non-profit community housing organizations.	Ongoing	Work ongoing, APC Chair seeking new members for PIHS board, will be further supported by mail out (Action 16)
Goal 4: Increasing Community Education and Outreach			
15	Increase awareness of secondary suite incentives and other housing programs (e.g. templates of house plans pre-approved by the province).	Winter 2025	Will include links in future communications
16	Initiate island wide mail out describing project goals and objectives and opportunities to become involved in housing initiatives	Spring/Summer 2025	Complete
17	Develop educational materials to inform the public of changes to zoning and results of project deliverables	Development – Summer 2026 Roll-out - Fall 2026	Dependent on completion of bylaw amendments
18	Review Short Term Vacation Rental guidelines (could include consideration of removal or amendment of Temporary Use Guidelines from OCP) and develop educational materials.	Roll-out of Educational Materials – Fall 2026	- Included in APC preliminary report - Any bylaw amendments would follow same timelines as Goal 2.
19	Collaborate with the Capital Regional District (CRD) and other levels of government on harmonization of compatible housing projects and programs.	Ongoing	Staff to invite CRD to APC meeting in fall
Goal 5: Incorporating First Nations Interests in Land Use Decision Making			
20	Send follow-up letter to initiate further collaborative engagement with local First Nations on housing needs and opportunities.	Spring 2025	Letter drafted, waiting to meet with Tsawout first
21	Initiate direct collaborative engagement with Tsawout First Nation Housing Department	Schedule Meeting – Spring/Summer 2025	Meeting Scheduled for Oct 2
22	Ensure that known registered archeological site and archeological potential information is considered when developing housing related bylaw amendments	Winter 2025 – Spring 2026	Will be further considered when site specific options are explored

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)	May-Oct 2025 – Dec <u>July 2026</u>
Implementation and communications	Jan – Mar <u>Jul – Oct</u> 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

RPM Approval: <i>Robert Kojima</i> Date: July 17, 2024	LTC Endorsement: Resolution #: NP-2024-050 Date: July 26, 2024		Total 2024-25	\$15,000
		2025-26	Consultation	\$4000
			Public Hearing	\$2000
			Legal/Contingency	\$2000
			Total 2025-26	\$8,000
		<u>2026-27</u>	<u>Public Hearing</u>	<u>\$2,000</u>
			<u>Implementation/Contingency</u>	<u>\$2,000</u>
			<u>Total 2026-27</u>	<u>\$4,000</u>

Deliverables Schedule

Meeting	Deliverable/Milestone
Jul 26, 2024	LTC endorsement of project charter/work plan
Saturday, Sep 28, 2024	Community Information Meeting
Nov 29, 2024	Report to LTC with data review and analysis including survey results and APC report
Feb – Apr 2025	LTC considers options and recommendations and provides direction to proceed with bylaw amendments, Action Plan development
<u>May 30, 2025</u>	<u>Housing Action Plan endorsed</u>
<u>Oct 3, 2025</u>	<u>Preliminary Recommendations report received from APC, direction to draft bylaws</u>
<u>Oct 25, 2025</u>	<u>Community Information Meeting</u>
<u>Nov 21, 2025</u>	<u>Staff report with recommendations for bylaw amendments</u>
<u>Jan – Feb 2026</u>	<u>Draft bylaws back to LTC, consideration of first reading, scheduling of public hearing, completion of referrals,</u>
<u>May 2025</u>	<u>Consideration of first reading, scheduling of public hearing, completion of referrals, finalizing of Housing Action Plan</u>
<u>Apr-May-Jul 2025</u>	Public Hearing (if required), second and third readings, referral to EC and Minister
<u>Nov-Jul 2025</u>	Final adoption of bylaws, LTC review of communications/implementation plan
<u>Jun - Oct-Jan-Mar 2026</u>	Project implementation and community outreach completed
<u>Mar-Oct 2026</u>	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 – Jan Oct 2025	Directed engagement with community, First Nations and stakeholders (Including meeting with Pender Islands Housing Society)
January- May /Feb 2025	Community Information Meeting - Action Planning <u>endorsement</u> and recommendations
spring/summer Win ter 2026-2025	CIM with Public Hearing on proposed bylaw amendments
Fall/Winter Spring 2026-2025	Development of implementation strategy and communications plan
Winter/ Spring Summer 2026	Project implementation including community outreach and education, updated web content, community mail-out on bylaw amendments and other housing initiatives