



File No.: DE-6500-02
(Housing and Short Term
Rentals Review Project)

DATE OF MEETING: April 29, 2022
TO: Denman Island Local Trust Committee
FROM: Sonja Zupanec, Island Planner
Northern Team
SUBJECT: Draft Project Charter for the 'Housing and Short Term Rentals Review Project'

RECOMMENDATION

1. That the Denman Island Local Trust Committee amend the title and description of the second Top Priority Project to be *“Denman Island Housing and Short Term Rentals Review Project – Targeted public engagement with First Nations, residents, external agencies and local organizations to update the Official Community Plan and Land Use Bylaw with policies and regulations to strengthen housing options and affordability on the island.”*
2. That the Denman Island Local Trust Committee approve the project charter for the *“Denman Island Housing and Short Term Rentals Review Project”* dated April 29, 2022.

REPORT SUMMARY

The purpose of this report is to respond to the Denman Island Local Trust Committee’s (LTC) request for staff to prepare a draft project charter to guide the LTC’s Housing and Short Term Rental Review project for the 2022/2023 fiscal year.

Background

At the regular business meeting on March 22, 2022 the Denman Island Local Trust Committee passed the following resolution:

DE-2022-034

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee request staff to prepare a project charter with respect to the Denman Island Official Community Plan and Land Use Bylaw review for housing. **CARRIED**

A draft project charter is presented in Attachment 1 for LTC consideration in order to advance the first phase of this multi-year project.

ANALYSIS

The LTC indicated during the business case development stage of this project that they believe there would need to be a public engagement effort larger in scope than could be accommodated by existing staffing resources and should therefore be led by consultants. Consultant involvement puts the scope of the project into an operational category that staff have been classifying as “extraordinary.” A Regional Planning Team member or Island Planner

may be the project manager to oversee the retention of a consultant who would be responsible for designing and facilitating public engagement prior to March 2023. The draft project charter identifies the role of the Denman Island Advisory Planning Commission as central in supporting the consultant early on, to develop the draft engagement plan for future LTC consideration. The public engagement is not prescribed in the workplan but is proposed to be commence in the fall/winter 2022, with a final report of recommendations to the LTC by March 2023. Phase two of the project would commence in the next fiscal year with a reduced budget to focus on the drafting of necessary bylaw amendments and the legislative and legal review.

RATIONALE FOR RECOMMENDATION

Staff is recommending that the LTC endorse the project charter as presented in order to initiate the first phase of the project prior to the local government elections.

ALTERNATIVES

- 1. **Amend the draft Project Charter.** The LTC can amend the draft project charter to further clarify the objectives, scope, out of scope and work plan components. If minor amendments are necessary the following resolution can be considered in addition to the staff recommendation on page one of this report:
“That the Denman Island Local Trust Committee amend the draft project charter for the “Denman Island Housing and Short Term Rental Review Project” by (specify amendments).”

NEXT STEPS

Upon LTC approval of the Project Charter, staff will create a project web page and initiate the necessary procedure to secure a contractor to undertake the first phase of this project.

Submitted By:	Sonja Zupanec, RPP, MCIP, Island Planner	April 21, 2022
Concurred By:	Robert Kojima, Regional Planning Manager	April, 21, 2022

ATTACHMENTS

- 1. Draft Project Charter – April 29, 2022

Denman Island Housing and Short Term Rentals Review Project - Charter v1

Denman Island Local Trust Committee

Date: April 29, 2022

Purpose: Through the use of a consultant, engage the APC, community members and stakeholders to assist in identifying necessary updates to the Denman Island Official Community Plan and Land Use Bylaw to increase housing options for affordable and attainable housing. Develop recommendations for policy and regulatory amendments that will minimize impacts of housing generally to better protect the environment while supporting equity, diversity and inclusion.

Background: Low diversity of housing types on Denman Island and low rental vacancy are the prominent housing challenges on Denman Island. The Denman Island Local Trust Committee initiated a budget request in 2021 for a consultant to conduct public engagement related to housing on Denman island and Trust Council approved \$13,500 for the 2022/23 fiscal. An additional estimated \$8,000 will be required in fiscal 2023/24 to develop the necessary bylaw amendments and conduct the legislative and legal review to complete the project.

Objectives

Meaningful engagement with First Nations, residents, title holders, local organizations and external agencies to explore possible policy updates to the Official Community Plan and regulatory improvements to the Land Use Bylaw that strengthen housing options across the island.

In Scope

Secure a contractor to design and facilitate a community engagement process to explore the following topics:

- Recommendations in the 2018 Islands Trust Northern Housing Needs Assessment;
- Section 473 of the Local Government Act regarding housing policies;
- Secondary suite, travel trailer and short term rental regulations;
- Flexible housing.

Out of Scope

- Review of Development Permit Areas.
- Review of land use designations or zoning categories.
- Review of housing on parcels in the Agricultural Land Reserve (*in-scope for Farming Regulations Review Project 2022/23*).

Workplan Overview

Deliverable/Milestone PHASE 1	Date
Planning staff to finalize consultant contract	May-July 2022
Consultant to co-develop engagement plan with Advisory Planning Commission for LTC endorsement	Summer-Fall 2022
Consultant and Island Planner to coordinate and facilitate First Nation consultation	ongoing
Mapping, data analysis and administrative support for public engagement	ongoing
Public Engagement (surveys, workshop, focus group meetings or combination as determined by plan)	Winter 2022/23
Consultant present final report of recommendations to LTC	March 2023

Project Team

<i>Island Planner</i>	<i>Project Manager</i>
<i>Consultant</i>	<i>Project Lead</i>
<i>Advisory Planning Commission</i>	<i>Early engagement resource for consultant</i>
RPM Approval: <i>Robert Kojima</i> Date: April 29, 2022	LTC Endorsement: Resolution #: Date:

Budget

Budget Sources:		
Fiscal	Item	Cost
2022/23	Consultant	\$10,000
	First Nations Consultation	\$2500
	Mapping, data analysis, admin	\$1000
	Total	\$13,500

