



DATE OF MEETING: December 10, 2021
TO: Hornby Island Local Trust Committee
FROM: Heather Kauer, Regional Planning Manager
Northern Team
SUBJECT: Business Case for Hornby Island OCP Project

PURPOSE

The purpose of this memorandum is to provide a draft business case for LTC consideration for the proposed OCP / LUB project and report back on the November 10, 2021 Financial Planning Committee meeting.

At their November 6, 2021 regular business meeting, the Hornby Islands Local Trust Committee passed the following resolution:

HO-2021-065

It was MOVED and SECONDED,

that the Hornby Island Local Trust Committee request staff to prepare a draft business case to assist the Hornby Island Advisory Planning Commission in its review of the Hornby Island Land Use Bylaw and Official Community Plan, that this business case include the use of a consultant for all or part of the work, and that staff forward the Business Case to the Islands Trust Financial Planning Committee for consideration of inclusion in the 2022/2023 Islands Trust budget.

CARRIED

Staff have included the draft business case for the LTCs review as Attachment 1 of this memorandum.

Due to the timing of the Financial Planning Committee's review of next year's budget to make recommendations to Trust Council for their December meeting, this draft business case was included in the FPCs agenda package for their November 10, 2021 meeting. The FPC discussed whether or not to include the Hornby project in their recommendations to Trust Council to consider at their December, 2021 meeting. The FPC passed the following resolution:

FPC-2021-055

It was MOVED and SECONDED,

that Financial Planning Committee recommend the Hornby OCP review be removed from the budget.

CARRIED

If Trust Council accepts the FPC recommendation, staff would assume that an LTC project budget for an OCP update in next fiscal year would need to cost \$5,000 or less. This budget amount would not be enough to hire a consultant to work on the OCP.

However, staff believes that updates to the OCP and LUB could be initiated in fiscal year 2022-23 if public engagement activities were kept to a minimum and the project was initiated at a time when staff time is freed up by completion of other projects. Based on staffing and project completion estimates for the northern region, staff estimate that the project could be initiated in the second quarter of 2022.

NEXT STEPS

Staff recommend that the LTC continue to work with the Regional Planning Manager in determining a feasible start date and at such time as indicated that staff are available for the work, that the LTC request staff develop a project charter.

Submitted By:	Heather Kauer, MPA, RPP, MCIP, AICP Regional Planning Manager	November 26, 2021
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ATTACHMENTS

1. Draft Business Case



Budget Funding Request Short-Form Business Case

Completion of this form initiates a request to the management team for allocation of budget funds. The form is to be completed and submitted at the start of the decision making process. The business case forms part of the Annual Budget Process (refer to Islands Trust Council Budget Process Policy 6.3.i).

TO BE COMPLETED BY INITIATOR

<p>Initiated by: Heather Kauer On behalf of the HO LTC</p>	<p>Budget Source (select all that apply):</p> <p><input checked="" type="checkbox"/> Specific Project Funding</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Third Party Contractors <input type="checkbox"/> Staff Travel Expense <input type="checkbox"/> Staff Overtime Expense <input type="checkbox"/> New Staff Member <input type="checkbox"/> Computer Hardware/Software <p><input type="checkbox"/> Furniture & Equipment</p> <p><input type="checkbox"/> Computer Hardware/Software</p> <p><input type="checkbox"/> New Staff Resources (see Staff Costing Tool)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <p>Temp Duration: _____</p> <p><input checked="" type="checkbox"/> Other – please describe: A contracted Planner who would draft and process OCP bylaw amendments based on recommendations from the Hornby Island Advisory Planning Commission and take them through the legislated process.</p>
<p>Business Area: Hornby Island Local Trust Committee – LTC projects</p>	
<p>Name of Request: HO LTC – Hornby OCP amendment Review</p> <p>2022/23 - \$15,000</p>	
<p>Date initiated: December, 2021</p>	<p>Date required: April, 2022 -March 31, 2023</p>

BACKGROUND:

On November 20, 2020, the Hornby Island Local Trust Committee passed the following resolution:

that the Hornby Island Local Trust Committee add the item “Official Community Plan Review” to the Top Priorities Report as priority No. 1.

The discussion around this project included an explanation from staff that a project of this nature would be considered Major or Extraordinary in scope and would therefore not be resourced by Planning staff from the Northern office but would need to be assigned to the Regional Planning Team (RPT). Staff further explained that the process for assigning projects to the RPT and the criteria for the RPT to decide which projects to work on first had not been decided as of yet and likely would not be until the next Islands Trust term of office.

The Hornby LTC expressed a desire to have the amendments to the OCP and LUB be completed as soon as **130**

possible and on March 26, 2021, the Hornby Island Local Trust Committee passed the following resolution:

that the Hornby Island Local Trust Committee request that the Advisory Planning Commission provide recommendations for Official Community Plan and Land Use Bylaw amendments with topic areas of focus: First Nations, Short Term Vacation Rentals, Housing, and the Riparian Areas Development Permit Area.

The LTC is anticipating that the Hornby APC will be sending a recommendation for amendments to the LTC in early 2022. With the understanding that Islands Trust Planning staff may not be available to take up these recommendations to process as bylaw amendments in 2022, the LTC passed the following resolution on October 8, 2021:

HO-2021-065

It was MOVED and SECONDED,

that the Hornby Island local Trust Committee request staff to prepare a draft business case to assist the Hornby Island Advisory Planning Commission in its review of the Hornby Island Land Use Bylaw and Official Community Plan, that this business case include the use of a consultant for all or part of the work, and that staff forward the Business Case to the Islands Trust Financial Planning Committee for consideration of inclusion in the 2022/2023 Islands Trust budget.

CARRIED

PROBLEM STATEMENT/OBJECTIVES:

Regulations regarding short term vacation rentals on Hornby continue to be confusing to residents. The cost and availability of Housing on Hornby becomes more problematic over time, and the regulations adopted regarding Riparian Areas Development Permit Area are problematic because of conflicting technical information that was used to develop them. In addition, the LTC believes acknowledgement of First Nations within the OCP is not as robust as it should be. The LTC consider addressing all of these topics in the OCP and LUB an urgent matter. Given competing demands on staff time to do this work, the LTC believes that a consultant should be hired to complete this work in the short term.

PROJECTED RESULTS/DELIVERABLES:

Funding request (FY22/23)	Target Duration	Cost
Consultant Contract – Bylaw drafting and processing through legislated process including required public engagement.	Over the course of 2022	\$12,000
Technology (mapping, data analysis, etc.) and administrative support for public engagement	Over the course of 2022	\$ 1,000
Development of communication and educational info / Community Information Meeting(s) Public Hearing	Over the course of 2022	\$ 2,000

ALTERNATIVES CONSIDERED:

Option 1:

Ask the Regional Planning Team to add this project to their work plan with the understanding that it likely would not be complete in the short term.

Option 2:

The Local Planning Team could work on minor amendments regarding each topic area one at a time.

Qualitative Analysis:

If no action taken, housing crisis will elevate to a critical level. Without updating the OCP to strengthen the various policies and objectives that impact the conditions of housing (and its associated environmental, social, economic and cultural conditions), Hornby Island will no longer be able to provide healthy social, economic, environmental and cultural conditions for its residents. Furthermore, the island will no longer be able to maintain its character. Most importantly, if no action is taken, we will fail to implement the Trust Council's mandate of preserving and protecting Hornby Island.

RECOMMENDED DECISION:

That Trust Council approve \$15,000 in fiscal 2022/23 to hire a consultant to process OCP and LUB bylaws as recommended by the Hornby Island Advisory Planning Commission.

PURCHASING PROCEDURE:

Hornby Island Local Trust Committee

Initiator:

Date

Director/CAO

Date

REVIEWED BY MANAGEMENT TEAM:

Date received:

Approved: X YES NO

Next steps:

- Hornby Island LTC to review the business case at their December 10, 2021 meeting