



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

DATE OF MEETING: April 5, 2024
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 – Direction to Proceed

RECOMMENDATION

- 1. That the North Pender Island Local Trust Committee request staff to report back with a Project Charter and Work Plan, Community and First Nations Engagement Plan, and a draft discussion paper for the North Pender Island Housing Access and Affordability Project.**

REPORT SUMMARY

The purpose of this report is to seek direction from the North Pender Island Local Trust Committee (LTC) on how to proceed with Phase 1 of their Housing Access and Affordability Project.

The recommendation above is supported as:

- Housing access and affordability is a priority for the LTC and all levels of government in Canada;
- Trust Council has now endorsed the project business case including the \$15,000 budget request;
- A project charter, workplan and engagement plan are needed to proceed; and,
- A discussion paper will allow for all preliminary analysis and community input to be summarized for LTC consideration of next steps including potential amendments to bylaws.

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.

To further address housing issues on North Pender, the LTC has initiated a Housing Access and Affordability Project. A project business case with a \$15,000 budget was endorsed by Trust Council at their March Trust Council meeting, and staff are now seeking direction on how to proceed with the project.

The endorsed business case directs the project to proceed in three phases over two fiscal years:

Phase 1: Establish project scope, gather data and research, and to engage in consultation with the community, First Nations, and stakeholder groups.

Phase 2: LTC to review the results of consultation, consider options and give direction to draft bylaw amendments and to draft a housing action plan.

Phase 3: LTC to undertake consultation on draft bylaws and housing action plan, and proceed with the legislative steps to amend the OCP and LUB.

Potentially a fourth phase could include implementation of non-regulatory housing action plan items. This could be considered as a separate project by the LTC.

The proposed timeline for the project as identified in the endorsed business case is as follows:

DRAFT PROJECT WORK PLAN	
Milestone	Target Dates
Pre-Project	2023
LTC endorsement of Business Case, forwarded to Committees	July
Committees and Trust Council consideration of business case	Sept – Dec
Project Initiation	2024
LTC scoping of project, development of engagement plan and development of Project Charter	Feb – May
Research, data gathering and presentation	March - May
Phase 1: Consultation	2024
First Nation, stakeholder group, and public consultation	May - Dec
Phase 2: Drafting	2025
LTC Review of consultation results and policy options	Jan - March
Direction to draft bylaws and a housing action plan	March
Phase 3: Legislative	2025
LTC Review of draft bylaws and housing action plan	April - June
Referrals, Community Information Meeting(s), revisions and first reading	June - Sept
Community Information Meeting/Public Hearing	Oct
3 rd reading, Executive Committee, Minister	Oct - Dec
Phase 4: Implementation	2026
Communications and implementation	Jan - March

As an initial step, staff will develop a Project Charter and Work Plan and Community and First Nations Engagement Plan for LTC approval, based on the endorsed business case.

Staff also propose to provide the LTC with a discussion paper summarizing the current housing profile and challenges, and identifying options for further exploration based on a review of the housing toolkit and community input including at the Saturday, May 25 Community Information Meeting (CIM) on housing.

This discussion paper could then be used as a basis for the next steps of First Nation, stakeholder group and public consultation and support consideration of potential amendments to bylaws.

Rationale for Recommendation

The recommendation on page 1 is supported as:

- Housing access and affordability is a priority for the LTC and all levels of government in Canada;
- Trust Council has now endorsed the project business case including the \$15,000 budget request;
- A project charter, workplan and communications plan are needed to proceed; and,
- A comprehensive discussion paper will allow for all preliminary analysis and community input to be summarized for LTC consideration of next steps including potential amendments to bylaws.

ALTERNATIVES

1. The LTC could choose not to proceed with this project

If the LTC chooses not to proceed with this project they open the opportunity to proceed with an alternative major project. However, they will not have funding to support this alternative in the 2024/25 fiscal year unless Trust Council agrees to redirect funding that was supported for the Housing Project.

NEXT STEPS

With direction from the LTC, staff will draft a project charter, work plan and communication plan for LTC endorsement. Staff will also initiate a draft discussion paper based on the housing toolkit template.

Submitted By:	Brad Smith, Island Planner	March 25, 2024
Concurrence:	Robert Kojima, Regional Planning Manager	March 25, 2024