

Housing Action Program Project Charter

Salt Spring Island Local Trust Committee

Approval Date: January 22 2021

Principles and Purpose: to address housing issues on the island, therefore:

- The Local Trust Committee (LTC) takes a leadership role in identifying a variety of housing options that meet the needs of Salt Spring residents of all abilities, incomes, lifestyles, livelihoods, and household types.
 - The LTC believes the Islands Trust “preserve and protect” mandate, as set out in s.3 of the Islands Trust Act, is interpreted to not only preserve and protect the environment, but to also preserve and protect a socially diverse local population.
 - The LTC is part of a federation and this means that we can learn from, share with, and work collaboratively with other LTCs.
 - The LTC decisions should be balanced and be acutely aware of social, environmental and economic elements and are rooted in sustainability and justice. Good solutions are integrated solutions that will also address other challenges and crises we face on Salt Spring (e.g., forest health and biodiversity, watersheds, changing climate, land use, community spirit, and resilient small business.)
 - The LTC will early and throughout the process, facilitate regular open dialogue with the full spectrum of the community and First Nations. The LTC understands that achieving consensus may be difficult; through dialogue we can search for common understanding.
 - LTC is enabled and entrusted with the responsibility, through the Local Government Act, to direct the location, density and form of all housing, and to offer land use incentives for the development of housing on private, non-profit and public lands. Zoning, subdivision and other land use bylaws are powerful and foundational tools our community can use proactively to achieve a diverse and sustainable supply of housing and to curtail residential development that is out-of-step with our community’s climate action and equity needs. The Trustees, will support staff and the community to be willing to learn and be open to new concepts. New concepts come from exploring lessons learned from other jurisdictions with which we have common interest, and by exploring the “art of the possible”.
 - The LTC should cooperate with all levels of government, non-profits and community groups, as well as the private sector including small businesses, artists, and others in the economy who depend on a healthy environment and diverse housing options to sustain community values, and actively seek partnerships for real change to occur.
 - The LTC can provide more certainty to housing providers and developers, property owners and residents by providing clear detailed polices and guidelines.
 - The LTC will adapt and refine tools and approaches as experience is gained.
 - The LTC will prioritize actions as they are identified that support solutions to address urgent housing needs
-

Background: A “Housing Working Group Report” was presented to Salt Spring Island Local Trust Committee (SS LTC) at their meeting on Oct 6, 2020. The report identified a number of issues relevant to the housing challenges in Salt Spring Island. Lack of affordable housing, low diversity in housing types, and low rental vacancy are all among the housing challenges on the island. The report points out that the health of social, environmental, economic and cultural conditions also impact the housing conditions. Upon receipt of the report, SS LTC elevated the “Housing challenges and solutions” initiative as a priority at their meeting on November 10, 2020, and directed staff to provide a Project Charter for the implementation of this initiative.

The proposed “Housing Action Program” Project Charter intends to provide actions and measures to address the housing issues unique to Salt Spring Island. Actions proposed in the Project Charter includes a series of preparation work for a major amendment to the Official Community Plan. The major amendment to the OCP will tackle a range of issues that impact the affordability of housing, the types of housing options, and the environmental sustainability as they relates to the locations, sizes, and designs of housing development. Issues such as water availability and the moratorium on new connections to the North Salt Spring community water system, storm-water and sewer systems, active transportation infrastructure, innovative site and building design, arts and culture, archaeological significance will all be examined in the process. Active and meaningful engagement with First Nations based on the standard of Free, Prior and Informed Consent (FPIC) and on-going collaboration with external agencies and local organization as well as the public at-large will also be part of this planning process.

The Housing Action Program also includes the proposal of a number of amendments to the Land Use Bylaw, which includes secondary suites to be permitted in all residential zones (provided all conditions are met), amendment to the subdivision requirements (such as lot designs, lot coverage and sizes), and other regulatory standards that promote affordable housing and sustainable development. Finally, the Action Program proposes the development of incentives for pilot projects in the ecovillage type of development with a mixture of housing types and affordable housing, or other forms of development that incorporates sustainable site and building designs.

Objectives

- Develop public engagement plan in accordance with the public engagement framework
- Develop policies that maximize benefits and minimize harms of housing on Salt Spring, including its ecological, climatic, and socioeconomic dimensions
- Develop policies to increase quality and diversity of housing types while minimizing the ecological harm
- Develop policies to advance Islands Trust’s commitment

In Scope

Phase I

- Assist LTC to establish Task Force
- Early conversation and on-going collaboration with First Nations
- Preliminary consultation and on-going engagement with the Capital Regional District, the Agricultural Land Commission and School District #64, Salt Spring Island Fire Protection District, Salt Spring Island Arts Council, Salt Spring Community Services, BC Housing, CRD Housing, the Chamber of Commerce and the Ministry of Transportation and Infrastructure, and others
- Develop a “Terms of Reference” for a Housing Action Program Task Force to be appointed by LTC
- Establish Technical Working Group with agencies
- Develop public engagement plan in accordance with the public engagement framework

Out of Scope

- Specific regulatory tools on combating climate change
- Specific transportation studies and measures
- Specific ecosystem analysis as it relates to environmental regulations
- Specific quantitative water/waste-water/storm-water studies
- Specific quantitative social-economic data analysis on housing other than data from CRD

in responding to climate emergency

- Develop policies relating to the socioeconomic, mobility and housing affordability and diverse housing options issues
- Develop policies to implement Reconciliation with First Nations, to protect First Nation's heritage, and to promoting housing options
- Develop policies that promote continuous educational program to the on building a sustainable community

- Launch public engagement activities upon LTC's approval of public engagement plan
- Gather background resources and obtain available baseline data which includes, at a minimum: coordinate with CDF and Village Plan projects, identify issues such as North Salt Spring Water District's moratorium water supply systems, barriers to co-op or rental housing, preservation of natural environment during subdivision, development standards for large homes as they relate to the surrounding ecosystem, identify the elements to be amended in the OCP, and programs to be developed with Task Force
- Analyze resources and baseline data, which includes at a minimum:
Review existing efforts, BC legislations, housing program and relevant SS regulation, policies and tools (e.g. OCP, LUB, housing agreements, subdivision regulations, etc.), and relevant documents including, but not limited to "Affordable Housing in the Trust Area: Strategic Action for Island Trust", "Immediate action for addressing the housing crisis", Climate Action Group's Final Report "Housing Working Group Report", and "Reconciliation Action Plan" and "First Nations Engagement Principles" 2020 Housing Needs Assessment report
- Prepare engagement strategy
- Engage key stakeholders
- Review OCP and LUB for gaps and changes
- Prepare preliminary options report
- Initiate possible immediate LUB amendments, including CIMs and Public Hearings

Phase II

- Begin community outreach and engagement
- Community surveys, focus groups, workshops
- Monitor and consider other community policy innovations that fit project vision
- Identify options – emphasize options that bring integrated solutions (protect CDF, watersheds, or fit in with village area plan)
- Prepare report of prioritized options

Phase III

- Drafting to OCP policies and objectives
- Draft OCP policies and objectives
- Draft LUB regulations
- Community Information meetings
- Early referrals to agencies and First Nations
- Refine draft OCP and LUB amendments based on community and referral input
- Hold Public Hearings



Work Plan Overview *(the timeline is dependent on resources not yet made available in the 2021-22 budget)*

Preparation Stage (note that the various processes intend to happen concurrently)	Date
Approval of draft Project Charter	January 2021
Approval of draft Project budget	January 2021
Approval of Terms of Reference for the Housing Action Program Task Force	January 2021
Establish Task Force and Technical Advisory Committee	Spring 2021
Early outreach with First Nations, CRD, SD64, Chamber, MoTi, and ALC, and others	Jan - March 2021
Approval of Public and stakeholder engagement plan in accordance with adopted Engagement Framework	January 2021
Implementation of the Public Engagement Plan (interviews, meetings, survey, website/social media, potentially forming working group)	Summer 2021
Progress update to LTC	Summer 2021
Research and analysis	Spring/Summer 2021
Ongoing Task Force and TAC meetings	2021/2022
Facilitated open houses (in-person or virtual)	Summer 2021
Coordination with agencies/potential partnership with university research teams	Summer 2021/Fall 2021
Draft Amendments	Date
Draft implementation actions and measures	Spring 2022/Fall 2022
Outreach Community Information Meeting on proposed draft amendment	Fall 2022
First Reading of OCP and LUB, and Referrals of OCP and Land Use Bylaw amendments	Fall/Winter 2021
Outreach/Community Information Meeting on revised draft amendment	Spring 2023
Report to LTC – request for 2 nd reading/public Hearing of LUB (immediate measures)	Spring 2022
Report to LTC – request for 3 rd reading/forward to Executive Committee/forward to Ministry of LUB	Summer 2022
Request for 4 th reading/adoption of final draft LUB	Fall 2022
Draft amendment to SS OCP and LUB (long-term measures)	Spring 2022
Report to LTC – request for 2 nd reading/public Hearing of OCP and LUB (long-term measures)	Summer 2023
Report to LTC – request for 3 rd reading/forward to Executive Committee/forward to Ministry of OCP	Summer 2023
Request for 4 th reading/adoption of final draft of OCP	Fall 2024
Develop incentive programs/pilot projects	
Working with stakeholders and partners to identify and design incentive programs and pilot projects	Mar 2021-March 2022

Project Team

Budget

Louisa Garbo, Island Planner	Project Manager
Geordie Gordon, Planner 2	Team member/technical support
Jackie O'Neal, GIS Tech	Mapping Support
Lisa Wilcox, Senior Intergovernmental Policy Advisor	First Nations Consultation Support
Shayla Burnham, Office Administrative Assistant	Administrative Support
RPM Approval: <i>Stefan Cermak</i> Date: xxx	LTC Endorsement: Resolution #: Date: xxx

Budget Sources:		
Fiscal	Item	Cost
2021-2023	See cost breakdowns below	\$70,000
	Total project cost	\$70,000