

Minor Housing Amendments Review - Project Charter - Endorsed

Saturna Island Local Trust Committee

LTC Endorsement Date: May 23, 2024

Purpose: To review current cistern requirements, secondary suite mapping and Multiple Family Residential (MFR) zoning and OCP policies as a Minor LTC Project.

Background: Mandatory cistern requirements currently only apply to areas shown in Schedule C of the Saturna Island Land Use Bylaw No. 119 (LUB). Provincial saltwater intrusion mapping previously used to inform the establishment of where secondary suites are permitted on Saturna Island has been updated. MFR zoning is currently limited to only for the purpose of providing affordable, senior, or special needs housing.

Deliverables	In Scope	Out of Scope	IAP2 Engagement Level:
<ul style="list-style-type: none"> - Staff reports with data analysis and recommendations - Revised draft Schedule E with updated provincial saltwater intrusion mapping - Potential amendments to LUB and OCP - Communications plan 	<ul style="list-style-type: none"> - Review Schedule C re: establishment of cistern requirements across LTA - Review Schedule E and update with new provincial mapping - Review MFR zoning and associated OCP policies - Community, stakeholder and First Nations consultation - LUB and OCP legislative amendments - Community education 	<ul style="list-style-type: none"> - Other housing related or other amendments to OCP or LUB - Other mapping or professional reports. 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Inform <input checked="" type="checkbox"/> Consult <input type="checkbox"/> Involve <input type="checkbox"/> Collaborate

Workplan Overview

Deliverable/Milestone	Target Date
Project Charter endorsed and project initiation	May 2024
Data review/analysis, draft mapping	Jun – Sep 2024
Engagement letter to First Nations	Jun 2024
Preliminary report to LTC	Oct 2024
Recommendations to LTC, LTC review of provisions, direction to prepare bylaws	Feb 2025
Community consultation on draft bylaws, bylaw referrals, First Nations engagement	Feb – Apr 2025
Legislative process to amend LUB/OCP (timeline much shorter if not requiring OCP amendment)	May – Oct 2025
Implementation and communications	Sept – Oct 2025

Project Team

Brad Smith, Island Planner	Project Manager
Robert Kojima, RPM	Project Sponsor
Barb Dashwood, GIS	Mapping
Emily Bryant	Admin support
RPM Approval: Robert Kojima Date: May 9, 2024	LTC Endorsement: Resolution #: SA-2024-029 Date: May 23, 2024

Budget

Budget Sources:		
Fiscal	Item	Cost
2024-25	Consultation	\$2000
2024-25	Contingency	\$2000
	Total 2024-25	\$4,000
2025-26	Public hearing	\$2000

Meeting	Deliverable/Milestone
May 23, 2024	LTC endorsement of project charter
July 17, 2024	Community Information Meeting
October 17, 2024	Preliminary report to LTC with data review and analysis
Jan 2025	LTC considers recommendations and direction to proceed with bylaw amendments
May 2025	Consideration of first reading, 2 nd CIM
June 2025	Public Hearing (if required), second and third readings, referral to EC and Minister
Oct 2025	LTC review of communications plan, Final adoption