



File No.: Minor Housing Amendments
Review Project

DATE OF MEETING: May 23, 2024
TO: Saturna Island Local Trust Committee
FROM: Robert Kojima, Regional Planning Manager
Southern Team
COPY: Brad Smith, Island Planner
SUBJECT: Minor Housing Amendments Review Project – Preliminary Report

RECOMMENDATION

1. That the Saturna Island Local Trust Committee endorse the attached project charter for the Minor Housing Amendments Review Project.
2. That the Saturna Island Local Trust Committee direct staff to schedule a community information meeting for the Minor Housing Amendments Review Project at the July 18, 2024 LTC meeting.

REPORT SUMMARY

The report attaches a project charter for the Minor Housing Amendments Review project. The report also outlines the project and provides a preliminary timeline and scope.

BACKGROUND

The LTC has now submitted exclusion application SA-ALR-2023.1 (Hall) to the Agricultural Land Commission and as such are able to establish a new minor project. At the February 15, 2024 meeting, the LTC explored potential topics for a new minor project and subsequently adopted the following resolution:

SA-2024-013

It was Moved and Seconded,

that Saturna Island Local Trust Committee direct staff to gather the Project Charter for a new Minor Project including a review of Schedule C, a review of Schedule E, and a review of multi-family development zoning.

CARRIED

A Minor Project is an LTC project that is anticipated to require a budget of under \$5,000 in any given fiscal year, is relatively limited in scope, and can be supported by LTC's assigned the Island Planner. Each LTC may have one minor project at any one time and funding is supported from a minor projects budget allocated by Trust Council and assigned by the Director of Planning Services.

Staff have prepared the attached project charter for the project.

ANALYSIS

Issues and Opportunities

Project Scope and Budget

As directed by the LTC, the proposed work plan limits the scope of the project to:

- 1) Reviewing Schedule C of the Saturna Island Land Use Bylaw No. 119 (LUB) and assessing establishment of cistern requirements across the Local Trust Area (LTA);
- 2) Review Schedule E of LUB for secondary suites and update with new provincial saltwater intrusion mapping;
- 3) Review Multiple Family Residential (MFR) zoning restrictions and associated OCP policies.

The scope of work would include review and analysis of the existing LUB and OCP provisions, staff reports with options and recommendations for LTC, engaging in consultation and undertaking the legislative process to amend the LUB and potentially the OCP.

The budget requested would be for \$4,000 in the current fiscal year. This funding would be used for public consultation and contingency.

Staff resources are estimated to be primarily the Island Planner's time, with support from other staff as needed, including GIS staff for mapping analysis and updates.

First Nations consultation

Staff would undertake early engagement to determine Nation's interests and desired level of involvement by sending an early engagement letter. Any proposed bylaw amendments would also be sent to First Nations as part of the bylaw referral process.

Community consultation

Staff recommend that a CIM be held at the July LTC meeting to provide an opportunity for community and stakeholder engagement early in the process, including with SIRRA. Results of the CIM would also help to inform the preliminary staff report.

Once the LTC has provided direction to prepare bylaw amendments, additional community consultation would be undertaken, including community meeting(s), website updates, and communications materials.

Legislative process

In order to implement changes to the LUB and potentially the OCP, an amendment would be required, consisting of bylaw referrals, readings, a public hearing (if OCP amendment is required), and Executive Committee and Ministerial approval (if OCP amendment is required).

Implementation

The final phase would be to implement the amendments through communications to community members and landowners, and to make any updates to application procedures.

Project Benefits and Risks

Benefits of the project may include:

- Establishing cistern requirements across the LTA could make the region more resilient to climate change and reduce dependence on groundwater;
- Updated secondary suite mapping may increase opportunities for secondary suites;
- Reviewing MFR provisions could identify options for increasing housing availability and affordability in the Saturna Island LTA.

Potential risks associated with the project may include:

- Establishing cistern requirements across the LTA may not be supported by the community;
- A review of secondary suite mapping may also benefit from inclusion of other data such as groundwater recharge and suitability land analysis mapping;
- Changes to MFR zoning could be complex as they may require amendments to OCP policy provisions with respect to MFR zoning and residential zoning density capacity limits;
- First Nations capacity and timelines to consult may not be consistent with project timeline and budget.

Timeline

The project is proposed to be completed relatively quickly as a targeted review, with the project consisting of the following phases:

Phase 1: Project Initiation: preliminary report and project charter, data scoping

Phase 2: Analysis: Review of data, staff report with options to LTC

Phase 3: Consultation: Early engagement with First Nations, stakeholder groups

Phase 4: Drafting: LTC review of amendment options and direction to prepare bylaws.

Phase 5: Community Consultation: early contact and community meeting, public review, bylaw referrals.

Phase 6: Legislative Phase: bylaw readings, public hearing, EC and Ministerial approval (if required).

Phase 7: Implementation: public and landowner communication, procedural updates

Timelines could potentially be significantly reduced if no OCP amendments are required that would trigger the necessary holding of a public hearing and ministerial approval.

Phase	2024												2025											
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
Pre-Project																								
Project Initiation																								
Analysis																								
Bylaw Drafting																								
FN Consultation																								
Community Consultation																								
Legislative																								
Implementation																								

Rationale for Recommendation

The recommendation is to proceed with the project as the LTC’s Minor Project. While there are risks to the project associated with scope and timeline, the desire to expeditiously review these provisions, the targeted scope of the project and the availability of funds and staff resources support proceeding as proposed.

ALTERNATIVES

The LTC may consider the following alternatives to the staff recommendation:

1. Request further information

The LTC may request further information prior to making a decision. Staff advise that the implications of this alternative are that commencing work on the project would be delayed. Recommended wording for the resolution is as follows:

That the Saturna Island Local Trust Committee request that...

2. Not Proceed with the Project

The LTC may decide to not proceed with the project.

3. Receive for information

The LTC may receive the report for information.

NEXT STEPS

If the LTC endorses the project charter, staff will report back at the September LTC meeting.

Submitted By:	Brad Smith, Island Planner	May 9, 2024
Concurrence:	Robert Kojima, Regional Planning Manager	May 9, 2024

1. Project Charter

Minor Housing Amendments Review - Project Charter

Saturna Island Local Trust Committee

LTC Endorsement Date: xxx

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 <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 	In Scope <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 	Out of Scope <ul style="list-style-type: none"> - Other housing related or other amendments to OCP or LUB - Other mapping or professional reports. 	IAP2 Engagement Level: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Inform <input checked="" type="checkbox"/> Consult <input type="checkbox"/> Involve <input type="checkbox"/> Collaborate
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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 #: Date: xxx

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