



STAFF REPORT

File No.: 6500-20- Affordable Housing
Strategy

DATE OF MEETING: September 11, 2017
TO: Galiano Island Local Trust Committee
FROM: Rob Milne, Island Planner
Southern Team
COPY: Robert Kojima, Regional Planning Manager
SUBJECT: Affordable Housing Strategy

Recommendation

1. That the Galiano Island Local Trust Committee advise staff on how they wish to proceed with the Affordable Housing Project.

Problem/Issue

At the June 5, 2017 regular meeting of the Galiano Island Local Trust Committee (LTC) consideration was given to a staff report dated May 15, 2017 regarding the LTC's number two Top Priority, "Affordable Housing Strategy". Subsequent to that consideration the LTC adopted the following motions:

GL-2017-051

that the Galiano Island Local Trust Committee review and endorse the draft Terms of Reference for the Special Advisory Planning Commission and the draft Project Charter for the Affordable Housing Strategy.

GL-2017-052

that the Galiano Island Local Trust Committee request staff to advertise for positions for the Affordable Housing Special Advisory Planning Commission.

Analysis

As was requested in motion GL-2017-052 staff prepared an advertisement which was placed in the July 1st edition of the Active Page seeking expressions of interest for volunteers to sit on a Special Advisory Planning Commission (SAPC) for the Affordable Housing Strategy. The ad requested the submission of expressions of interest by August 11, 2017. To date no responses have been received.

In the absence of volunteers who wish to sit on the SAPC for this project it is not clear to staff on how the LTC wishes to proceed.

Alternatives

1. That the Galiano Island Local Trust Committee directs staff to re-advertise for volunteers for the SAPC.
2. That the Galiano Island Local Trust Committee refers the matter to the regular APC.
3. That the Galiano Island Local Trust Committee reconsiders the implementation of the Affordable Housing Project pending the completion of the Housing Needs Assessment.

Submitted By:	Rob Milne, Island Planner	August 22, 2017
Concurrence:	Robert Kojima, Regional Planning Manager	August 29, 2017

ATTACHMENTS

1. Affordable Housing Strategy Project Charter
2. Terms of Reference for the proposed Special Advisory Planning Commission
3. May 15, 2017 staff report to June 5th LTC meeting

Cottage Review - Charter V2.0

Galiano Island Local Trust Committee

Date: May 15, 2017

Purpose *To explore the need and consider options to address the lack of adequate affordable housing options on Galiano Island.*

Background *The LTC identified this topic as a Top Priority in March 2016, with the goal of completing the project by 2017. The intent of the project is, with the aid of a Special Advisory Commission, to quantify and understand the need for affordable housing on Galiano Island and to explore and understand the range of affordable housing options available with the goal of identifying a set of actions which would be effective in addressing the lack of affordable housing options on Galiano Island.*

Objectives

- To understand and address the need for affordable housing on Galiano Island
- To identify and implement recommendations to address the need for affordable housing on Galiano Island
- To consider related amendments to the OCP and LUB

In Scope

- SAPC review of relevant literature related to affordable housing
- Public consultation, including up to four public meetings and one CIM, on affordable housing needs and options
- Consultation with agencies, stakeholders and Galiano Island residents

Out of Scope

- Unrelated OCP or LUB amendments
- More than four public consultation meetings

Workplan Overview

Deliverable/Milestone	Date
Creation of SAPC	June 2017
SAPC review of affordable housing literature and implemented options	July - November 2017
Receipt and consideration of CRD Needs Assessment Report	December 2017 – January 2018
Open houses	February—March 2018
Submission of SAPC summary report	April 2018
Staff report and LTC consideration of summary report (direction to prepare draft bylaws)	May 2018
First reading of draft bylaws and referral to agencies and stakeholders (30 days)	June 2018
Staff summary report on referral process— second reading and delegation of Community Information meeting (CIM).	September 2018
Staff summary report on CIM — bylaw amendments as required and delegation of public hearing	January—February 2019 (Delay due to November 2018 election process)
Public hearing and third reading	March 2019
Executive Committee approval, bylaw forwarded to Minister	March – April 2019

Project Team

Rob Milne	Project Manager
Robert Kojima	Project Sponsor
	Admin Support
Barb Dashwood	GIS technician

RPM Approval:

Date:

LTC Endorsement:

Resolution #:

Date:

Budget

Budget Source: LTC Projects Budget

Fiscal	Item	Cost
2017-18	SAPC meeting costs	\$3000
	Advertising, communications and display materials	\$500
	Open houses/CIM	\$1000
	Contingency	\$500
	Total	\$5000



Islands Trust

TERMS OF REFERENCE FOR THE SPECIAL ADVISORY PLANNING COMMISSION REVIEWING AFFORDABLE HOUSING ON GALIANO ISLAND

1. The Special Advisory Planning Commission (APC) shall be a stand-alone Advisory Planning Commission reporting to the Galiano Island Local Trust Committee.
2. The Special APC is subject to the provisions of [Advisory Planning Commission Bylaw No 177](#), s. 461 of the [Local Government Act](#) and the Open Meeting provisions of Division 3 of the [Community Charter](#).
3. The objectives of the Special Advisory Planning Commission are to review available and emergent information on the issue of Affordable Housing and housing needs on Galiano Island, consult with local housing groups and to report to the Local Trust Committee with a set of recommendations on potential OCP policy or LUB regulatory amendments.
4. Specifically, the Special Advisory Planning Commission shall:
 - a. Review existing relevant reports and studies prepared by or for the Islands Trust or the Local Trust Committee.
 - b. Familiarize itself with the authority and jurisdiction of the Local Trust Committee and the Capital Regional District with respect to housing.
 - c. Review existing Galiano Official Community Plan policies and Land Use Bylaw regulations.
 - d. Review and consider, upon completion, the Southern Gulf Islands Housing Needs Assessment being prepared on behalf of the Capital Regional District.
 - e. Consider housing initiatives, policies and regulations implemented in other relevant jurisdictions, particularly in other Local Trust Areas.
 - f. Meet with local housing groups or key individuals to gain insight into affordable housing issues on Galiano.
 - g. Attend one Local Trust Committee meeting to present the findings and recommendations of its report.
5. The Special Advisory Planning Commission shall elect a Chairperson at its first meeting.
6. The Chairperson should ensure, to the best of their knowledge and ability, that any options or recommendations are consistent with:
 - a) The Goals of the Official Community Plan;

- b) The Object of the Islands Trust;
 - c) The policies of the Islands Trust Policy Statement;
 - d) The statutory authority of the Local Trust Committee;
 - e) Generally accepted good planning principles.
7. The Chairperson is responsible for:
- a) Organizing Commission meetings in conjunction with the APC Secretary.
 - b) Ensuring that meetings are scheduled and conducted in accordance with Bylaw 177 and the relevant provisions of the *Local Government Act* and *Community Charter*, including, but not limited to: advertising, open meetings, and the keeping of a record of the meeting.
 - c) Ensuring that meetings are conducted in accordance with the principles of procedural fairness, and in particular that issues of potential conflict of interest or bias by Commission members should be managed in accordance with the Islands Trust [Guidelines for Members of Advisory Planning Commissions](#).
 - d) Communicating with trustees and Islands Trust staff at key stages of the project.
 - e) Leading and facilitating discussion at the meeting(s).
 - f) Ensuring that all points of view are heard.
 - g) Ensuring that good order and civility are maintained at meetings.
 - h) Ensuring that discussion is relevant and addresses the questions laid out in this terms of reference.
 - i) Ensuring that expenses do not exceed the approved budget, in the event that the Chairperson becomes aware that expenses may exceed the allotted budget the Chairperson shall contact the Island Planner or Regional Planning Manager to discuss options.
 - j) Ensuring minutes of the meeting(s)' proceedings are consistent with the [Islands Trust Minutes Guidelines](#).
 - k) Submitting a written summary report, with options or recommendations to the Local Trust Committee at the completion of the process.
 - l) Attending one regular LTC meeting to present key recommendations of the report.
 - m) Potentially attending one community information meeting or open house held by the LTC following submission of the final report.
8. The Chairperson will consult with Islands Trust staff regarding policy or regulatory issues, conduct of the meetings, progress of the Special APC, and the budget. The Chairperson should coordinate the scheduling of the first SAPC with the Island Planner in order to facilitate attendance by staff to provide an orientation for the SAPC.
9. Costs should be limited to the secretary's costs and rental of the meeting venue.
10. Local Trustees may attend and participate in any meeting, at the discretion of the trustees.
11. Islands Trust staff may be available to serve as a resource at any meeting, at the discretion of staff. As well, Islands Trust staff will provide information

required for the Special Advisory Planning Commission to carry out its review and other relevant background materials.

12. The Chairperson should advise participants that the Local Trust Committee is under no obligation to implement any recommendations. By law the Local Trust Committee has unfettered discretion.
13. A written report will be provided by the Chairperson by April 2018 briefly summarizing the discussion and issues raised at Commission meetings(s), and providing options and/or recommendations where there was a consensus or majority view. Any minority or dissenting views should also be reported. The report shall be addressed to the Galiano Island Local Trust Committee and delivered to Islands Trust staff for distribution and records management.
14. The Chairperson should strive to ensure that any options or recommendations include a justification for the position.
15. The written report will be in printed hard copy, signed and dated, and with a digital copy in Word format.

DATE OF MEETING: June 5, 2017
TO: Galiano Island Local Trust Committee
FROM: Rob Milne, Island Planner
Southern Team
COPY: Robert Kojima, Regional Planning Manager
SUBJECT: Affordable Housing Strategy

Recommendation

1. That the Galiano Island Local Trust Committee review and endorse the draft Terms of Reference for the Special Advisory Planning Commission and the draft Project Charter for the Affordable Housing Strategy.

Problem/Issue

At the May 1, 2015 regular meeting of the Galiano Island Local Trust Committee (LTC) consideration was given to the LTC's number two Top Priority, "Affordable Housing Strategy". Subsequent to that consideration the LTC adopted a number of resolutions intended to initiate and implement the project. Chief amongst these were the following two motions which create the framework for the implementation of the project:

GL-2017-034

that the Galiano Island Local Trust Committee request staff to prepare Terms of Reference for the Special Advisory Planning Commission on Affordable Housing.

GL-2017-035

that the Galiano Island Local Trust Committee request staff to prepare a Project Charter for the Affordable Housing Strategy Project.

Analysis

As was requested in those motions staff has prepared a draft Terms of Reference which is intended to frame the duties and role of the Special Advisory Planning Commission (SAPC) as well as a draft Project Charter which is intended to set the scope for the project as well as identify the anticipated sequence of events/actions involved in the implementation of the project, as well as a draft budget. It is important that the LTC is satisfied with the two documents prior to the commencement of the project so as to ensure that the project reflects the goals and intentions of the LTC.

The LTC also adopted several other resolutions related to this project at the May 1st meeting, as follow below:

GL-2017-032

that the Galiano Island Local Trust Committee strike a Special Advisory Planning Commission on Affordable Housing and request that staff advertise for expressions of interest.

GL-2017-033

that the Galiano Island Local Trust Committee request staff to compile a list of funding sources for Affordable Housing.

GL-2017-036

that the Galiano Island Local Trust Committee request staff to: a) report on which recommendations in the Affordable Housing Toolkit have been carried out by Trust Council and/or which have been adopted in the Galiano LUB and OCP; b) provide recommendations for action; and c) report on the progress of recommendations that came out of the Islands Trust Housing Forum of 2016.

Staff recommend that the advertising for expressions of interest for the SAPC be placed subsequent to the June 5th meeting of the LTC, once the LTC has had an opportunity to consider and endorse the Terms of Reference for the SAPC.

Underlying the issue of identifying solutions for the provision of affordable housing on Galiano Island lies the fundamental necessity of understanding the nature of that need. Staff met with John Reilly, CRD Manager of Planning and Programs on May 15th to discuss affordable housing and most specifically the progress of the CRD Southern Gulf Islands Housing Needs assessment which will be examining each of the Islands Trust Local Trust Areas. Staff were advised that that process would be completed by December 2017 and would contain an assessment of housing needs specific to Galiano Island.

It would, therefore, seem clear that meaningful implementation of this process will have to await the outcomes of that study in order to provide relevant and contextual recommendations.

Staff have attached to this report a project charter based upon a decision to proceed with the Affordable Housing Strategy project in the absence of the information from the CRD needs assessment study, which is understood to be the current direction from the LTC. It may be the wish of the LTC to re-consider the implementation of the project now that the completion date of the needs assessment report has been established with the knowledge that it is intended to include information which will aid in creating meaningful options to address the housing need on Galiano Island.

If it is the wish of the LTC to proceed with the project and still incorporate the CRD needs assessment report findings it may to consider striking the committee as proposed and that the SAPC undertake the action 'b' identified in resolution GL-2017-036. This would allow the SAPC to develop an understanding of, and literacy with, the tools and issues related to developing affordable housing options in an Island context as well as move the project forward in anticipation of receipt of the CRD information. Staff strongly recommend that if the Special APC be struck as suggested, that staff provide an orientation at the first meeting of the Commission.

Alternatives

1. That the Galiano Island Local Trust Committee defer commencement of the Affordable Housing Strategy until such time as the CRD Needs Assessment is has been completed.

Submitted By:	Rob Milne, Island Planner	May 15, 2017
Concurrence:	Robert Kojima, Regional Planning Manager	May 17, 2017

ATTACHMENTS

1. Draft Terms of Reference for the proposed Special Advisory Planning Commission
2. Draft Affordable Housing Strategy Project Charter