

DRAFT – Housing Toolkit and Strategy



Special Business Meeting – Regional Planning Committee

July 27, 2023



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Acknowledgment



Islands Trust and Islands Trust Conservancy respectfully acknowledge that the lands and waters that encompass the Islands Trust Area have been home to Indigenous peoples since time immemorial and their deep connection to the islands continues to this day.

We are committed to reconciliation, to upholding the rights of Indigenous peoples, and to working together to preserve and protect this ecologically, culturally, and spiritually significant region in the Salish Sea.

The Islands Trust Area is located in the treaty and territorial lands and waters of the BOKEĆEN, Cowichan Tribes, K'ómoks, Lyackson, MÁLEXEŁ, Qualicum, scə́waθən, sə́l' ilwə́taɬ, SEMYOME, shíshálh, Skwxwú7mesh, Snaw-naw-as, Snuneymuxw, Songhees, Spune'luxutth', STÁUTW, Stz'uminus, ɬaɽəmen, Ts'uubaa-asatx, Wei Wai Kum, We Wai Kai, WJOŁEŁP, WSIKEM, Xeláltxw, Xwémalhwu, Xwsepsum, and xʷməθkʷəy' əm First Nations.

Agenda

Housing Options Toolkit and Strategy

Staff Presentation:

- Overview of Toolkit
- Intro to Housing Strategy
- Overview of mapping methodology

Discussion, Comments and Questions:

- Housing Options Toolkit feedback
- Housing Strategy discussion
- Next Steps



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Background (April 2023 – now)



RPC requested staff proceed with next steps to advance Toolkit and allocated funds for:

- Housing Needs Gaps Analysis
- Suitable Land Analysis
- Communications

RPC requested business cases for Housing Needs Assessments and advancing Housing Options Strategy and Toolkit

RPC Housing Working Group reviewed progress in April and June

Trust Council amended and adopted an interim Strategic Plan (till 2024/25) that:

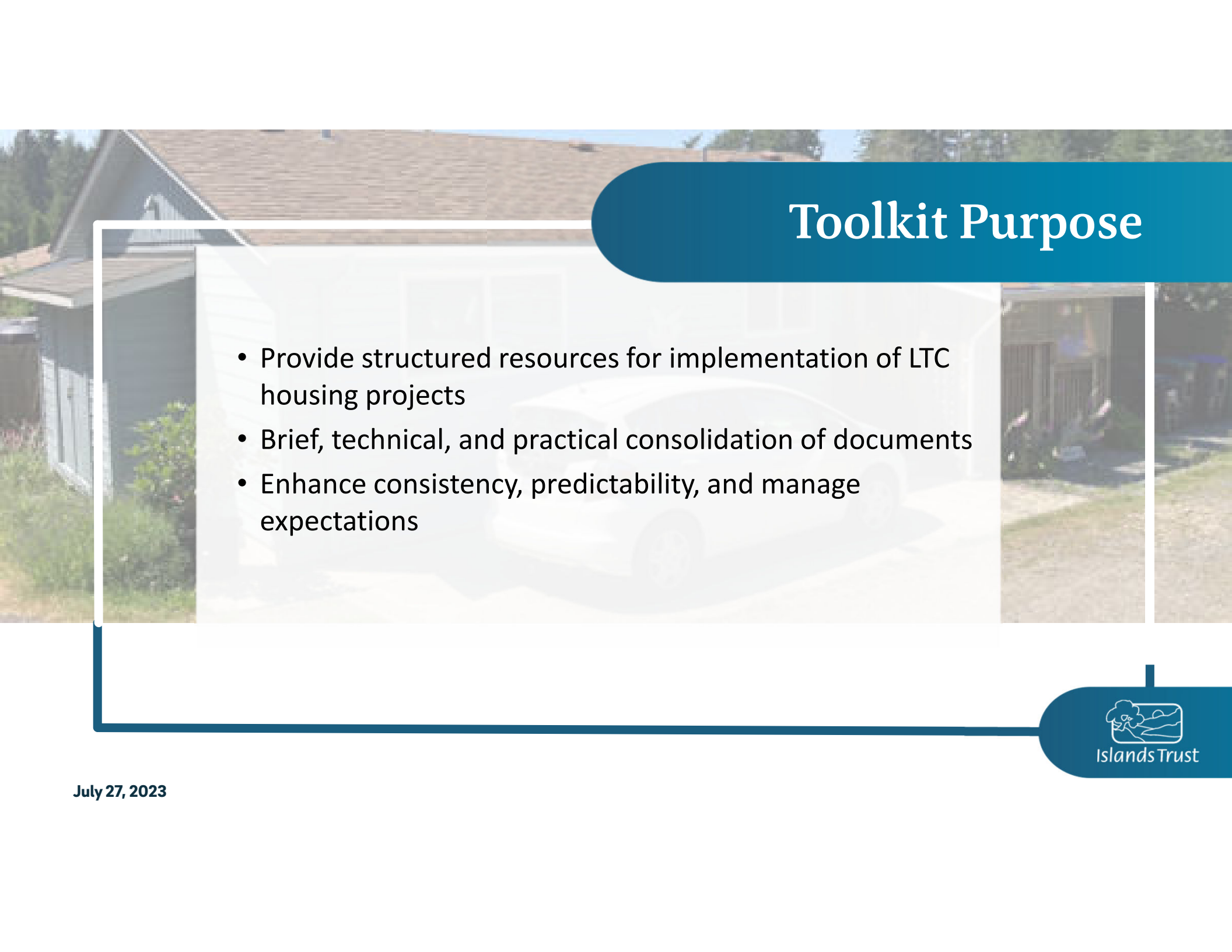
- Prioritize strategic elements that support land use decision making – e.g Toolkit
- Update initiatives related to housing that will develop healthy, resilient island communities by employing two lenses: mitigating and adapting to the effects of climate change, and managing growth by cultivating equitable, inclusive and resilient communities and the natural environment.



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Image Source: iWAV. July 2023.



Toolkit Purpose

- Provide structured resources for implementation of LTC housing projects
- Brief, technical, and practical consolidation of documents
- Enhance consistency, predictability, and manage expectations



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Toolkit Structure

Part 1: LTC Housing Option Projects

- Process Templates
- Background Information
- Mapping Methodology
- Housing Action Plan and Strategy Templates

TBD:

Part 2: Affordable Housing Development Applications

- Process Guides
- Templates



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LTC Housing Option Projects

Process Templates:

- Model Work Plans (Tool 1)
- Discussion Paper (Tool 2)

Background Information:

- Annotated Bibliography (Tool 7)
- Housing Profiles (Tool 9)
- Housing Roles and Responsibilities (Tool 10)
- Updated Housing Baseline Report (Tool 8)
- Zoning and Policy Options (Tool 3)

Mapping Tools

- Suitable Land Analysis Methodology [pending] (Tool 4)
- Building-Out Analysis Methodology [pending] (Tool 5)

Action Plan and Strategy Templates

- Housing Action Plan / Local Housing Options Strategy Template (Tool 6)

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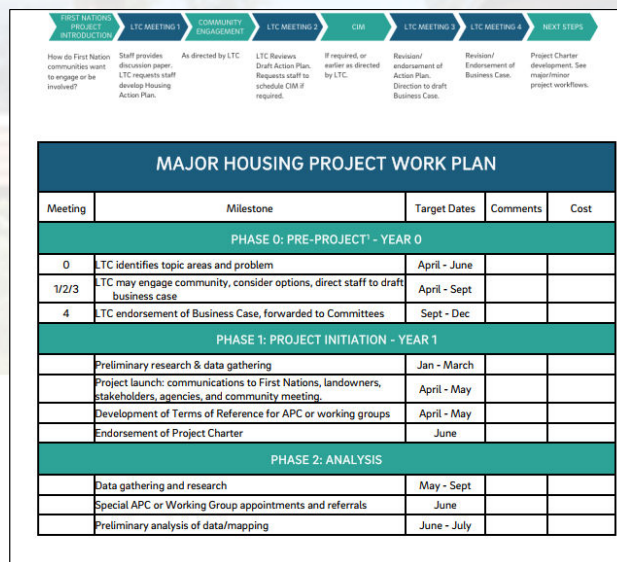


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LTC Housing Option Projects

Process Templates:

- Model Work Plans (Tool 1)
- Discussion Paper (Tool 2)
 - Demographic Information
 - Housing Needs Assessment data
 - ITC Conservation Profile
 - Build-Out/Growth Limits (see Tool 4 and 5)
 - Existing OCP Policies (see Tool 8)
 - Existing Regulations; and (see Tool 8)
 - Potential Policy and Regulatory Options (see Tool 3)



TOOL 2

Housing Discussion Paper Guidelines

A well-researched and structured housing discussion paper provides trustees, staff and community members with a snapshot of the information they need to start developing a housing project and/or housing action plan that responds to local needs and can be implemented in a timely way with the resources available to the LTC. The discussion paper will review relevant work from the recent past, current housing need, policy and regulation, and suggest zoning and policy options that align with the LTC's housing objectives and community need.

Recommended components of a housing discussion paper are as follows:

- 1) Background**
 - What is the role of the LTC in Housing? How does it relate to the role of other jurisdictions?
 - What work has been done related to housing in the community?
 - o List reports and key initiatives and their outcomes
 - o Summarize previous LTC housing projects

What Housing Toolkit tools can help me?

TOOL 3 – Annotated Bibliography of Reports

TOOL 9 – Housing Responsibilities Table

- 2) Housing Need**
 - Review Housing Needs Assessment (HNA) and any other relevant reports?
 - o What does StatsCan and other data say about housing on the Island?
 - o What are the identified needs based on previous needs assessments and community experience (seniors, families, workers)?
 - o Is further information required?

What Housing Toolkit tools can help me?

TOOL 3 – Annotated Bibliography of Reports

TOOL 4 – Housing Profiles (where available)

- 3) Policy Review**
 - Summarize overarching policy perspective on housing per OCP
 - o Are there directive OCP policies that have not been implemented?
 - o How does the LUB currently support housing need?

¹ Local community groups sometimes undertake extensive and helpful community planning exercises that could/should be incorporated into Islands Trust work.



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LTC Housing Option Projects

Background Information:

- Annotated Bibliography (Tool 7)
- Housing Profiles (Tool 9)
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- Updated Housing Baseline Report (Tool 8)
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Thetis Island Housing Profile

Population and Dwelling Characteristics	2021 Census
Total population	476
Population over 60+	255
Population change 2016-2021	+22.4%
Total private dwellings	460
Change in dwellings 2016-2021	+19.8%
Private dwellings occupied by full-time residents	224
Private households	225
Household couples with children	25
One parent households	15
Median income of individuals**	\$37,600
Median income of households of 2+***	\$79,500
Households spending 30% or more of total income on housing *	30
Households in housing that is unsuitable or in need of repair*	125
Households in core housing need***	20



49%
Full-time Occupied Dwellings



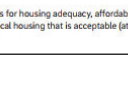
54%
Population of age 60+



69%
Households spending 30% + on housing and/or are in housing unsuitable or in need of repair.



10%
Households who rent



90%
Households who own



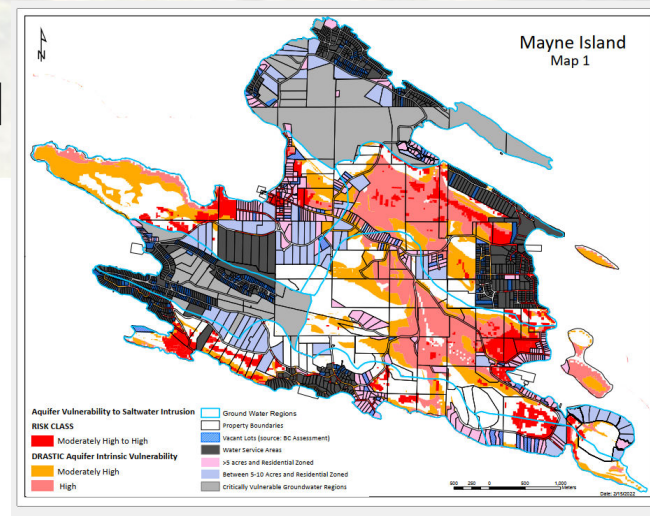
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LTC Housing Option Projects

Mapping Tools

- Suitable Land Analysis Methodology [pending] (Tool 4)
- Building-Out Analysis Methodology [pending] (Tool 5)

[Information Services to provide overview]



	Gull Bay w/ shore	Gull Bay w/ out shore	Fernhill Road 1
BENEFITS 0= very limited to no benefit, 1= limited benefit, 2= medium benefit, 3= high benefit			
Size 3 = all <5 acres 2 = 50%+ <5 acres 1 = 0-50% <5 acres	3	3	3
Uplake potential 3 = 30%+ vacant 2 = 10%+ vacant 1 = 1-10% vacant	1	1	3
Amenity/walk time 3 = 0-15 min 2 = 15-30 min 1 = 30-45 min -1 = 45-60 min -2 = 60min +	1	1	3
IMPACTS 0 = no impact, -1 = limited impact, -2 = medium impact, -3 = high impact			
Saltwater intrusion -3 high coverage -2 med coverage -1 low coverage	-3	-1.5	-2
Q/water availability impact -3 high -2 medium -1 low	-2	-2	-2
Septic impact -3 high coverage -2 med/mod -1 low coverage	-3	-1.5	-2.5
Total	-3	0	2.5

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LTC Housing Option Projects

Action Plan and Strategy Templates

- Housing Action Plan / Local Housing Options Strategy Template (Tool 6)



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TOOL 6 - Housing Action Plan/Local Housing Strategy Template

INSTRUCTIONS

What is a Housing Action Plan/Local Housing Strategy?

A Housing Action Plan/Local Housing Strategy aggregates the several actions that an LTC or island municipality will undertake to help address its island's housing challenges.

If an LTC or island municipality has set specific housing targets, then the action plan should include initiatives that will help meet those targets. Actions included in the plan should be achievable within the political term.

[INSERT NAME] ISLAND HOUSING ACTION PLAN/LOCAL HOUSING STRATEGY (DRAFT XXXXXX 2023)

Why Develop a Housing Action Plan/Local Housing Strategy for [INSERT NAME] Island?

INSTRUCTIONS

The purpose of this section of the Housing Action Plan/Local Housing Strategy is to summarize some of the main housing challenges, past efforts to address them, and linkages to other agencies' work.

EXAMPLE TEXT BELOW

The traditional approach to land use planning on the Islands in the Islands Trust Area has resulted in zoning that has almost exclusively supported the development of single-family dwellings, thereby limiting diverse housing options. Lack of housing inventory and increasing property values in recent years have made purchasing and renting existing housing stock less accessible for those currently living on [INSERT NAME] Island who do not own property.



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Part 2: Affordable Housing Development Applications

Potential Additional Tools:

- Update Affordable Housing Agreement Templates
 - Terms of Reference Template
 - Water Management Plan Templates
 - Proof of Water Guide
 - Application Process Guide (affordable Housing Specific)
 - Predevelopment Cost Chart
-
- Completion of these items will require staff time



Image Source: Island Community Services. July 2023.

Housing Options Strategy?

WHAT?

WHERE?

HOW?

GOAL

Support local trust committees and island municipalities to increase housing opportunities for low-and-middle income households living and working in the Islands Trust Area in ways that preserve and protect the Trust Area's unique amenities and environment.

This action list is a summary by staff of key actions emerging from the review of 30+ documents related to housing in the Islands Trust produced over the past 30 years. [Internal to Islands Trust](#) [Requiring Support and \\$\\$](#)

Identify and Communicate Housing Need	
N1	Create Housing Profiles for all LTCs using consistent methodology
N2	Update housing needs assessments to include data about housing impacts on businesses and community services
N3	Develop communications materials that identify why housing needs in the Islands Trust are unique and require focussed attention from senior government and housing delivery partners
Develop Trust-Wide Consistency in Housing Policy and Project Processes	
C1	Revise Islands Trust Policy Statement to provide vision for affordable housing and support a variety of housing types compatible with maintaining the integrity of Trust Area ecosystems
C2	Prioritize LTC projects that support housing (amendments to Official Community Plans and Land Use Bylaws)
C3	Identify, and encourage LTCs to adopt consistent and relevant definitions of affordable housing and other housing-related terms
C4	Create housing toolkit for Planners and LTCs to include recommended process for LTC housing projects and a list of land use planning options to address housing need
C5	Create a model engagement/project process for LTCs that will educate and effectively engage communities in affordable housing discussions
Identify Suitable Land for Additional Housing - Local Trust Committees	
S1	Use evidence-based research (eg. groundwater availability, sensitive ecosystem) to identify suitable locations for zoning to address housing needs
S2	Consider social and economic implications of housing location in evaluation of suitable land for additional housing
S3	Consider First Nations interests when identifying land suitable for additional development
Encourage Local Trust Committee Land-Use Policy Review	
LU1	Encourage LTCs to update OCPs to address housing needs
LU1	Encourage LTCs to create opportunities through zoning for housing forms that address housing needs
Streamline and Support Process for NGO-Led Rezoning Applications	
NGO1	Develop communications materials (including costs) on pre-development steps for community organizations
NGO2	Explore options for site-specific affordable housing projects to support pre-development costs for affordable housing
NGO3	Convene pre-development meetings to assess feasibility for all proposed multi-family re-zoning applications
Support Housing Affordability Through Housing Agreements and Land Acquisition	
HA1	Review Housing Agreement template for multi-family developments
HA2	Co-ordinate with Regional Districts to develop a simple program to administer housing agreements
HA4	Encourage LTCs to develop policies that will encourage and facilitate land donation
Develop Partnerships to Improve Existing and Deliver New Housing	
P1	Establish regional interagency round tables to coordinate servicing and zoning requirements, and remove barriers, in support of the development of affordable housing
P2	Work with Regional Districts to facilitate the development and implementation of affordable housing strategies for the Islands
Advocate for Policy Changes to Address Housing Challenges on the Islands	
AP1	Encourage Island Health to develop support and guidance for alternative sewage disposal such as composting toilets and alternative water solutions such as graywater recycling and rainwater catchment
AP2	Advocate for changes at the Provincial and regional level to support tiny homes on wheels
AP3	Advocate for improvement districts to access infrastructure grants
Advocate for Funding to Support Housing Need on the Islands	
AF1	Advocate for the provincial government to do and/or fund growth-limits assessment like groundwater availability studies to support "preserve and protect" mandate
AF2	Encourage BC Housing and CMHC to incorporate a low density, rural framework within capital funding programs
AF3	Advocate for ongoing provincial funding to help address housing need in the Islands Trust (eg. staff capacity, funding to build housing, housing authority...)



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Islands Trust Council Housing Strategy

Outstanding questions:

- Toolkit – further changes, Part 2?
- Resourcing – RPT below 3 FTE
- Consider June 2023 Trust Council Strategic Plan priorities

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Next Steps

- IS Summary of Mapping initiatives
- Discuss Toolkit
- Discuss Strategy
- Sept. RPC meeting:
 - Review draft business cases
 - Final draft of toolkit
 - Discussion of Housing Strategy

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