

Islands Trust Housing Options Toolkit

Toolkit Purpose

This toolkit has been created through an initiative of the Regional Planning Committee to support land use planning projects addressing the need for housing options. It is intended to provide trustees, planning staff, and community groups with structured resources for implementation of housing-related projects, both those undertaken by LTCs and those that come before LTCs as development applications. While addressing housing shortages involves many agencies and types of initiatives, this toolkit is focused on projects directly related to local trust committees' ability to regulate land use under Sections 29 and 31 of the *Islands Trust Act*.

This toolkit is meant to be brief, technical and practical, consolidating a variety of documents applicable to any housing project. If staff and trustees use this toolkit as a reference during the design and implementation of housing projects, their projects should advance rapidly and along a predictable trajectory. As with any project within a Local Trust Area, housing projects should be undertaken with a clear view to any other land use planning work underway, to maximize efficiency and consistency.

This toolkit is focused on LTC-initiated projects to amend bylaws, and includes three types of tools: *Process tools*; *Template tools*; and *Background tools*.

The toolkit is not a finished product, but rather a living document to which new resources can be added as gaps are identified and solutions developed.

Toolkit Background

To prepare this toolkit staff reviewed three decades of housing reports produced by, or tangential to, the Islands Trust. The results of the document review are included in this toolkit as Tool 7 in the form of an annotated bibliography. Documents referenced in the bibliography are available for review by staff, trustees, and community members on the [Islands Trust Housing Affordability Program webpage](#) under Housing Reports and Resources.

Toolkit Update and Maintenance

Ensuring that the toolkit remains up to date is the responsibility of the Director of Planning Services or their designate. New reports to be added to the Housing Resources and Reports inventory should be submitted to the Director of Planning Services and uploaded to the [Housing Affordability webpage](#). The corresponding bibliography should be updated accordingly with any new inventory entries and relinked to the website.



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Relationship to Other Planning Documents

As LTCs embark on housing options projects guided by this toolkit, staff should consider how those projects present opportunities to advance the goals, objectives and/or actions of other high-level Islands Trust planning documents such as the [Islands Trust Freshwater Sustainability Strategy](#).

Toolkit Summary

Tool 1 – Housing Options Project Process

The purpose of this set of tools is to provide a recommended path for LTC-initiated housing projects. These processes are intended to be adapted to each LTC and project's unique characteristics, but they provide a starting point.

Tool 1.1 – Minor Housing Options Project Timeline - outlines the anticipated steps and timelines in a Minor Project.

Tool 1.2 – Major Housing Options Project Timeline - outlines anticipated steps and timelines in a Major LTC Project.

Tool 2 – Discussion Paper Process

An LTC may request staff to prepare a discussion paper that outlines the general range of issues and options the LTC will have to consider.

These include, but are not limited to:

- Demographic Information
- Housing Needs Report 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 3 – Zoning and Policy Options

The range of LTC options to adopt policies or zone land are summarized in this table. This tool should be considered a menu for an LTC's consideration as to which options may best address specific challenges.



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Tool 4 – Land Information Screening Tool

This is a mapping initiative to identify areas more or less suitable for residential development. The methodology is documented [here](#) to describe the process.

Tool 5 – Build-Out Analysis Methodology

This mapping can be used to identify where housing can be built out under existing zoning, for the purpose of understanding whether existing density is appropriately sited. The methodology is documented [here](#) to create a replicable process.

Tool 6 – Housing Action Plan/Local Housing Options Strategy Template

Senior government funders' grant applications have been focussed around implementation of a Housing Action Plan, usually a five-to-seven action list of initiatives local governments will take to increase housing supply. The main plan actions are usually supported by some context based on a review of assessed housing needs. This template captures all the necessary constituent pieces of a Housing Action Plan.

Tool 7 – Annotated Bibliography

Compiles more than 30 reports written by, commissioned by, or about Islands Trust and its housing challenges. This bibliography should be added to as old reports are discovered and new reports are produced. Reports referenced in the bibliography are available [here](#).

Tool 8 – Updated Housing Baseline Report

In 2016 Islands Trust published a baseline report that summarized housing policy and regulation on all islands in the Trust Area and also included a table of all known multifamily and affordable housing developments across the islands. The baseline report has been updated, breaking it up into a number of component pieces.

Tool 9 – Housing Profiles

These housing profiles were developed based on 2021 Census data to provide a snapshot of housing affordability and housing conditions within each local trust area.

Tool 10 – Housing Roles and Responsibilities

This simple reference document describes the roles and responsibilities of various government agencies in the provision of housing in the Islands Trust Area.