



Islands Trust

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 local trust committee (LTC).

A housing project discussion paper reviews relevant work from the recent past, current housing needs, policy and regulations, and suggests zoning and policy options that align with the LTC's housing objectives and community needs.

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 roles of other agencies?
- What work has been done related to housing in the community?
 - List reports and key initiatives and their outcomes
 - Summarize previous LTC housing projects

Background - What Housing Toolkit tools can help me?

TOOL 7 – Annotated Bibliography of Reports

TOOL 10 – Housing Responsibilities Table

2) Housing Needs and Island Characteristics

- Review Housing Needs Report (HNR) and any other relevant reports¹
- What does StatsCan and other data say about housing on the Island?
- What are the identified needs based on previous needs assessments and community experience (seniors, families, workers)?
- What does the Trust Conservancy [conservation profile](#) for the Island say?
- What are current drivers of change or external pressures
- What further information is required?
- Should any elements be considered as part of a communication plan if housing projects are undertaken?

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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Housing Needs - What Housing Toolkit tools can help me?

TOOL 7 – Annotated Bibliography of Reports

TOOL 9 – Housing Profiles (where available)

3) Policy Review

- Summarize overarching policy perspective on housing per OCP
- Are there directive OCP policies that have not been implemented? What have been the results of the OCP policies and land use regulation that were previously adopted?
- How does the LUB currently support housing need?

Policy Review - What Housing Toolkit tools can help me?

TOOL 8 – Baseline Report – Affordable Housing in the Trust Area

4) Review Existing Land Zoned for Multiple Dwellings/Affordable Housing

- Are there properties that are currently zoned or being rezoned to accommodate multiple units where total permitted density has not been used? Are these options worth exploring?

Review Existing Land - What Housing Toolkit tools can help me?

TOOL 8 – Baseline Report – Affordable Housing in the Trust Area

5) Identify Potential Options for LUB and OCP Amendments

- Based on review of existing policies and regulations, which options in the Housing Toolkit options tables may be suitable to the community's context
- Frame the options chosen in a way that make sense to the community

Identify Option - What Housing Toolkit tools can help me?

TOOL 3 – Zoning and Policy Options Table



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6) Identify a Process to Determine Suitable Land Analysis²

- Suitable land includes: proximity to community services, existence of infrastructure (roads, piped water, piped sewage, septic and septic potential), availability of groundwater, lower impact of development to the environment
- What tools are available to determine the impact of increases in density and intensity of residential land use in specific areas of the Islands (check conservation profiles, sensitive ecosystem mapping, groundwater data, DRASTICS mapping)?
- If information is insufficient, identify gaps that should be filled/budgeted for in the business case. It is recommended that if a water availability assessment does not exist for the Island then one should be considered as part of the business case.

Identify Option - What Housing Toolkit tools can help me?

TOOL 4 – Suitable Land Analysis Guidance

7) Next Steps

- Recommend next steps based on Workflow for Minor or Major Project

Example Discussion Paper Reports:

Mayne Island: [27/03/2023 LTC Staff Report](#)

Denman Island: [06/06/2023 LTC Staff Report](#)

² If additional residential density is being considered by the LTC