

AGENDA

HOUSING AFFORDABILITY STANDING COMMITTEE

To be held in Committee Room 2
Monday May 26, 2025 from 10:30 am to 12:30 pm

The District of Saanich lies within the territories of the ləkʷəŋən peoples represented by the Songhees and Esquimalt Nations and the WSÁNEĆ peoples represented by the Tsartlip, Pauquachin, Tsawout, Tseycum and Malahat Nations.

We are committed to celebrating the rich diversity of people in our community. We are guided by the principle that embracing diversity enriches the lives of all people. We all share the responsibility for creating an equitable and inclusive community and for addressing discrimination in all forms.

1. CHAIR'S REMARKS

2. ADOPTION OF MINUTES

- December 2, 2024

3. CO-OP HOUSING

- Pam Hartling, Housing Planning and Policy Manager

4. TENANT ASSISTANCE POLICY – 2 YEAR REVIEW

- Amanda Blick-McStravick, Planning Analyst - Housing

5. SUBDIVISION AND DEVELOPMENT SERVICING BYLAW UPDATE

- Megan Squires, Strategic Projects Manager

MINUTES
HOUSING AFFORDABLE STANDING COMMITTEE

Held at Saanich Municipal Hall, Committee Room 2
770 Vernon Avenue

December 2, 2024, at 10:30am

Present: Councillor Judy Brownoff, , Mayor Dean Murdock (Chair), Phil Lancaster, Councillor Zac de Vries, Councillor Mena Westhaver.

Regrets: Scott Dutchak and Cam Pringle

Staff: Carley Friesen, Acting Manager of Housing, Harley Machielse, Director of Engineering, Jon Poole, Development Planning Process Manager, Cameron Scott, Manager of Community Planning

MINUTES

MOVED by Councillor Z. de Vries and Seconded by Councillor J. Brownoff: "That the Minutes of the Housing Affordability Standing Committee meeting held May 27, 2024, be adopted as circulated."

CARRIED

CHAIRS REMARKS

Mayor Murdock read the Territorial Acknowledgement and the Diversity, Equity and Inclusion Statement.

AFFORDABLE HOUSING

Carley Friesen, Acting Manager of Housing, gave a verbal update on Affordable Housing.

The following was noted:

- There is currently not a bylaw requirement for all new market projects to be affordable units. However, the District does expect there to be a contribution of units on new builds, also known as inclusionary units, to be a percentage as affordable through the Community Amenity Contribution (CAC) policy.
- The second way is a cash contribution to the Saanich Affordable Housing Reserve Fund. In the case of a cash contribution, 30% of the total CAC that's paid goes into Saanich Affordable Housing Reserve Fund. It is most common for a development to pay cash to the CAC.
- These funds that are paid into the CAC, are available and directed specifically for non-profit providers for affordable housing. These non-profit providers have a very high level of oversight of the needs for Saanich residents. For profit providers are not eligible for contributions from the Saanich Affordable Housing Reserve Fund however it is acceptable for developments to secure units as affordable units and non-profit providers manages those units.
- Under the Housing Accelerator Fund our housing target asks us for about 28% of the total 4610 units to be non-market or affordable and during our Year 1 Progress Report, Saanich has almost 30% completions in that category.
- Two big pieces of work to increase affordable housing is the rapid deployment program which will take advantage of pre-zoning. We have received one application already and are currently in talks with four or five projects right now. Also, the Saanich Affordable Housing Reserve Fund

where Council has refreshed the fund putting a new policy in place to guide decision making on that fund. We have received three applications to date.

The following was noted during the discussion and in response to questions from the committee:

- We currently have 2 million in the fund right now.
- A lot of these affordable units are rent geared to income which is when you show your income, and they charge you less than 30% of your income. F
- Advocacy by Council at UBCM to get the province to change the legislation to provide for different tools for local governments for inclusionary housing zoning and policies. Being able to deliver affordability has been a challenge and an ongoing conversation especially in relation to the CAC policy. This has also involved extensive consultation with housing providers, both market and non-market. Unfortunately for below market projects, it doesn't work unless you have a large scale development as you need critical mass to make it efficient (over 350 units) for negotiation. It's the not for profit organizations that provide the best value with additional benefits which we provide back to affordable housing.
- Staff have addressed and focused on the residents that are in core housing needs and who need it the most, which is 11% of residents and 15% of renter households. When we look at nonmarket housing providers, it's the rent geared to income that applies for non-market housing. It is difficult to find nonmarket providers to manage a small piece of development.
- We have reduced development cost charge (DCC) commitments as an incentive. The District is ready to test every policy to continue to advance although in this market it will require significant government subsidy and this provincial government has made record investments in affordable housing.
- We want to focus on a wide range of housing to meet all needs with initiatives for non-market providers. Saanich Affordable Housing Reserve Fund provides capital funding and predevelopment funds with the rest for capital funds. We also offer permissive tax, DCC waivers, and reduced development timelines with rapid deployment.
- It helps to have a mixture of market and including the fact that there are challenges and pressures of natural affordability housing with low rental supply. Staff are cautious of the housing needs report and housing needs for rental is increasing and this leads to increasing prices. Staff will continue to be tighter with the language around affordability and non-market as it creates confusion for the public.

MOVED by Councillor Z. de Vries and Seconded by Councillor M. Westhaver : "That the Housing Affordability Standing Committee receive for information."

The Motion was then Put and CARRIED

QUADRA MCKENZIE DRAFT PLAN

Cameron Scott, Manager of Community Planning, presented a PowerPoint on the Quadra McKenzie Draft Plan.

The following was noted:

- This is a plan to guide growth and change over the next 20 years primarily focused on land use and transportation including 40% of the Official Community Plan primary growth areas in

corridors, centers and villages to make a 15 minute city vision. This includes plans Council has adopted that staff have built in and incorporated.

- Implementing the seven housing strategy focus areas which include increasing affordable and supportive housing, promote and protect rental housing, support housing diversity and increase supply, reduce barriers to housing development, strengthen partnerships, enhance community engagement and understand housing demand while addressing land speculation.
- We are currently in phase three which is the draft plan refinement. The four project goals relate to land use, transportation and mobility, housing diversity, affordability and supply and public realm and open space.
- Key plan directions contain implementation of rapid transit on the McKenzie corridor, connecting the University of Victoria to urban Saanich, introduce corridor hubs to expand walkable 15-minute neighbourhoods, expand housing in locations near high frequency transit, use density incentives to obtain desired community outcomes, provide greater housing diversity near parks, celebrate the Lochside Trail as a community asset, enhance Quadra Street as a complete street and revitalize the Saanich Operations Centre with a greater mix of uses.
- Land use designations are made up of centres, villages, corridor hubs, corridor, neighborhood apartments and urban townhomes. This proposes up to 18 storeys in the core areas. We are trying to deliver different types of family friendly housing and commercial amenities to meet future housing needs. Desire location for future public space, cycling and transportation connections.
- The goal of the density framework is to incentivize specific outcomes in new developments. We have flexible framework that can respond to site characteristics of project goals. Key incentive areas are housing, environment, public realm, use, private amenity space and heritage. The density framework is in test mode right now to see if it will work or no. Working with consultants to see what works. All options on the table for density framework.
- The principles are to incentivize items to achieve something beyond standard development expectations as well as the need to have incentives that are clear to measures and assess. Not to mention the need to provide a pathway to economically viable development and to integrate with other regulations and standards like design guidelines. Incentives are housing affordability and diversity, urban forest and environment and lastly, public realm.
- A key direction in the OCP is to prioritize modes within transportation network based on the Mobility Priority Pyramid by creating exceptional environment for walking and cycling and taking transit to the next level. Looking at new growth to implement transit priority by segment by segment basis. Multi-modal transportation refers to linking together different forms of transportation, such as walking, cycling, transit, and vehicle travel, to move around the community safely and conveniently.
- Plans for parks, open spaces and community facilities is to build on the urban forest strategy and biodiversity conservation strategy with new locations for public spaces identified. Enhancing the Lochside Trail as a community focal point and expanding the role of institutional sites.

The following was noted during the discussion and in response to questions from the committee:

- Looking for opportunities to align with detailed direction and policy for decision making involving capital budget. Amending regulations and exploring things like pre-zoning.
- We have heard many concerns from residents specifically around the Beckwith hub and the transportation plan. The bigger picture is planning for 20-30 years out and with exceptional transit service. We need a high level of density to support and positive amenities. It gives credibility on how we phase and look at opportunity phasing.

- In terms of next steps, there is an opportunity to come back to council. Staff will be looking for guidance from council with the considerable amount of analyzed feedback and a signal that we have heard all feedback from the public.
- There is a lot going into this plan, perhaps too much, specifically future corridor planning processes and how much we include. There could be some decoupling of density and transportation. The mode shift is based off the transportation plan through targets and how other cities have gone about their transportation with a mode shift of 50%. Involved bold changes to make that shift which will include servicing requirements.
- The subject matter is the enormity of geographic area however the scope of plan is narrower. This is a major plan looking at a primarily residential area and the change in use.
- With the volume of feedback staff will seek Council direction at a potential January or February council meeting.

MOVED by Councillor Z. de Vries and Seconded by Councillor M. Westhaver: "That the Housing Affordability Standing Committee receive for information."

The Motion was then Put and CARRIED

PERMIT AND MODERNIZATION PROGRAM UPDATE (PAM)

Harley Machielse, Director of Engineering, presented a PowerPoint on the Permit and Modernization Program Update.

The following was noted:

- The organization identified competing priorities and challenges with interdepartmental coordination and governance for application reviews. This project allowed staff to collaboratively work on files and manually bring back comments and apply them to the vision. The repeated issues being poor quality applications and a lack of transparency resulting in long service delivery time which was staff's main goal to defeat.
- Asking the question why and how to overcome a process that is historical. Change management is the biggest barrier while not losing quality customer service.
- The new digital application process went live in November. Building permits accepting digital applications with currently about 90% adoption. Increased functionality of MySaanich to schedule inspections and meetings with other functions coming as well. Development permit tracker to see where application is at and to see staff's workload as well as an automating process within it. Leveraged Tempest workflow capabilities decreasing timelines and new online inspection booking module.
- Still to come is a preapplication process and we are in the process of including a terms of reference which include why these changes have happened and documents to work from. The credit card bylaw just got implemented. We are still receiving paper applications but almost fully secured to go paperless. Removing sets of plans for Council. How we build into the application process that a report can be generating which take a lot of staff time. How are we approving the dashboard to see how we are progressing overtime.
- We have been engaging with the City of Victoria on their processes as well as other municipalities and discussing progress. There has been regular engagement with the development industry. This process involves a lot of problem solving by staff. Lots of appreciation by the committee on all the hard work this took.

The following was noted during the discussion and in response to questions from the committee:

- A PAM 2.0 in scope to further strategize and improve processes. We continue to look for improvement which involves good leadership and energized teamwork to make a difference. There is a lot of work to get base processes streamlined and leverage tech after we have done that. More strategic conversation on what 2.0 will involve. There are some possibilities with advanced technology in the future but we are succeeding with the leverage tech that is available right now.
- The committee was overall very impressed with this project and appreciative of staff's work and time to implement this.

MOVED by Councillor Z. de Vries and Seconded by Councillor M. Westhaver: "That the Housing Affordability Standing Committee receive this update for information."

The Motion was then Put and CARRIED

ADJOURNMENT

The meeting adjourned at 12:45 p.m.

P. Lancaster left at 11:25am.

NEXT MEETING

The next meeting date will be determined at a later date.

Mayor Dean Murdock, Chair

I hereby certify these minutes are accurate.

Sydney Murphy, Committee Clerk

Housing Co-operatives

- Important type of affordable housing
- Outside the private housing market and land speculation
- Member rights, collectively-owned property, sense of community
- Member run through Board and volunteers
- Sense of agency, shared values
- With affordability mandate, legal structure, and support of land trust / CHF BC, an option close to non-profit rental

What is Co-operative Housing?

- Members **purchase a share** to join and elect directors to govern the co-op, they **pay a monthly housing charge set by the members** to cover the cost of running the co-op
 - Co-op members may continue to live in their units so long as they follow the rules of the co-op, and their housing charges are paid
- There are multiple types of housing co-ops including non-profit, equity, temporary, and market co-ops
- Housing co-ops are incorporated under the **Cooperative Association Act**
- Across Canada, many developed during the 1970s and '80s under Federal Government social housing programs targeted to people with low to moderate incomes with the intention of supporting **mixed-income communities**
- Co-op housing **can and have been required to include affordable units/cap income** based on funding requirements for government programs and land-leases

Past Federal Co-op Housing Programs

- **1973-1978** – Amendments to NHA encourage the development of co-operative housing opportunities for mixed-income residents by offering 50-year fixed rate mortgages and 10% capital grant, agreement required that higher income households pay a rent surcharge which would be offset by lower rents being charged to low-income households (**Section 61**)
- **1979-1985** – Further developments to the program provided co-ops developed during this time a monthly subsidy for low-income units (min. 15% of units) (**Section 95**)
- **1986-1992** – Rent subsidy was increased to 30% then to 50%, overall focus of funding was shifted to core-need more than mixed-income, Index Linked Mortgages (ILM) are introduced
- **1992** – Federal Government **terminated** cooperative housing programs due to budget cuts to NMH programs, over the duration of the three programs nearly 60,000 units were built across Canada

Co-operative Housing Federation of BC, 2025

Current Co-operative Housing in Saanich

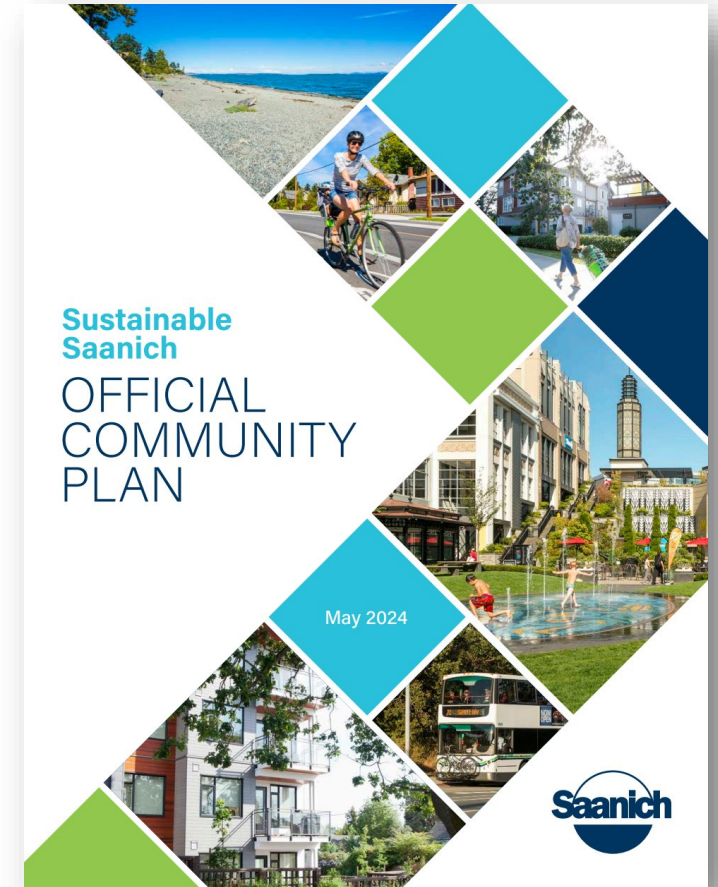
- **12 co-ops**, comprised of **376 units** (over half are 3+ bedrooms)
- **2,455 non-market housing units** across Saanich (excluding co-ops)
- **40%** of the CRD's stock of co-operative housing located in Saanich
- Earliest co-op established in **1976**, most recent established in **1991**
- **Co-operative Housing Federation of BC (CHF-BC)** works with **265** non-profit co-ops to arrange long-term planning, group buying, and technical reports (BCA)

Cooperative Name	Total	Bachelor	1-Bedroom	2-Bedroom	3+ Bedroom
Kailasa Housing Cooperative	17	0	0	0	17
Greenway Housing Cooperative	26	0	1	8	17
Orchard Green Housing Cooperative	16	0	0	6	10
Craigilea Housing Cooperative	22	0	5	10	7
Waterside Housing Cooperative	27	0	5	15	7
Marigold Co-operative Housing Association	86	0	0	27	59
Twin Oaks Housing Cooperative	32	0	4	15	13
Lavender Housing Cooperative	40	0	6	17	17
Krisineleos Housing Cooperative	34	0	0	19	15
Homeward Housing Co-operative	20	0	0	4	16
North Ridge Housing Cooperative	16	0	0	6	10
Broad Oaks Housing Cooperative	40	0	0	15	25
Total	376	0	21	142	188

Source: Co-operative Housing Federation of BC, 2020.

Support for Co-ops in Saanich

- Co-op housing is supported through land use and housing policy in the OCP
 - **7.3.4** - Within Primary Growth Areas support a mix of housing types, unit sizes, and tenures including non-market, rental, ownership, and co-operative housing.
 - **7.4.1** - Within Neighbourhoods, support a mix of housing types, unit sizes, and tenures including non-market, rental, ownership, and co-operative housing.
 - **8.3.3** - Support the expansion and redevelopment of existing housing co-operatives in Saanich and the development of new ones.
- Co-op housing projects qualify under the Non-Market Housing Policy
 - Eligible projects receive priority status and expedited review
 - Must include **supportive or affordable housing** within stated mandate
- Staff supported as a non-market project



Co-operative Housing Development Program (June 2024)

- **\$1.5 billion** of forgivable and low-interest repayable loans
- Must be an **established co-operative** at the time of application (homeownership or equity co-operatives not eligible)
 - non-profit housing co-operatives
 - Indigenous co-ops
 - land trusts
- Must meet minimum financial requirements, **guarantee affordability for 20 years**, and meet minimum energy efficiency and accessibility
- Projects must meet **minimum number of units** for their project location (minimum 75 in Saanich)
- Projects providing homes for **Indigenous groups, women and children, and persons with disabilities** will be prioritized

Measures of Affordability

CMHC Co-op Development Program Affordability Requirements





*100% of units **at or below 110% of the Median Market Rent (MMR)** of post-2000 builds in the subject area, for a **minimum of 20 years commitment** (from occupancy)*

	Bachelor	1 bed	2 bed	3 bed +
110% MMR	\$1,538	\$1,507	\$1,953	\$2,321

*CMHC Rental Market Survey, 2024
Saanich DM Median Rent by Bedroom Type*

Saanich Definition of Housing Affordability for Renters, 2023

*Aligns with CMHC and Statistics Canada definition that housing in Canada is defined as affordable if it costs **less than 30% of a household's before-tax income***

	Bachelor	1 	2 	3 	4 
Very Low Income	\$500	\$695	\$790	\$840	\$890
Low Income	\$783	\$973	\$1,208	\$1,445	\$1,639
Moderate to Median Income	\$1,065	\$1,250	\$1,625	\$2,050	\$2,388

Saanich 2023 Definition of Housing Affordability

Considerations for Expanding / New Co-ops

- OCP policy support as important housing option, offers affordability
- Strong support from staff – priority service and review
- New program with conditions of affordability, financial management, and membership
- No set framework for consideration of Saanich-owned land
 - Evaluated within context of housing need and affordability
 - Access to program funding and pro forma
 - Capable proponents
 - Who it serves, how many units, total impact



Tenant Assistance Policy Two-year Review

HASC | May 26, 2025



Purpose of Presentation

- To present to HASC:
 - The findings of the Tenant Assistance Policy (TAP) Two-Year Review, and
 - An update on legislative changes, whereby Local Governments may establish a Tenant Protection Bylaws (TPB) and Development Permit Areas with the purpose of mitigating tenant impacts related to redevelopment.
- To seek HASC's endorsement of staff's recommendations.

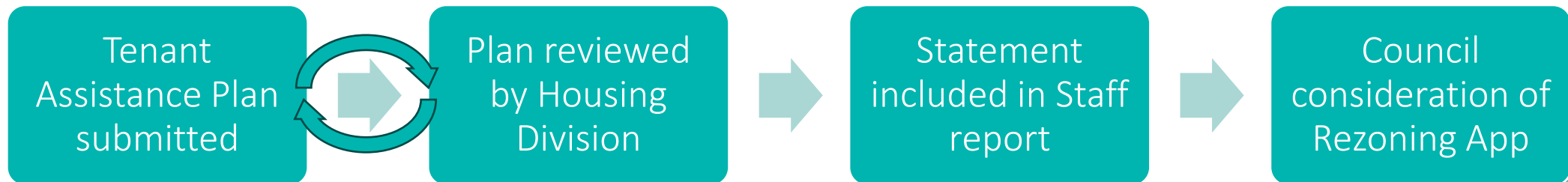
What is the Tenant Assistance Policy (TAP)?



- Adopted May 1, 2023, with Two-Year Review in 2025
- In effect June 12, 2023
- The purpose of TAP is **to mitigate negative impacts of redevelopment or substantial renovations of rental buildings on residential tenants being displaced from their homes**
- Applies to all rezoning applications where 5 or more tenant-occupied residential rental units are being permanently vacated
- Non-Market Housing development is exempt

What is the Tenant Assistance Policy (TAP)?

- Requires that a Tenant Assistance Plan is submitted *with* rezoning application (as applicable), committing to the following assistance to current tenants:
 - Regular updates and communication re development and tenant supports
 - Financial compensation beyond what RTA requires
 - Assistance finding and securing alternative rental housing
 - Moving costs covered
 - Offer of Right of First Refusal in the new development, at 20% below market rent
 - Additional assistance as needed
- Rezoning process only trigger available for Local Governments at the time



TAP Triggers and Scope

Why 5 or more units?

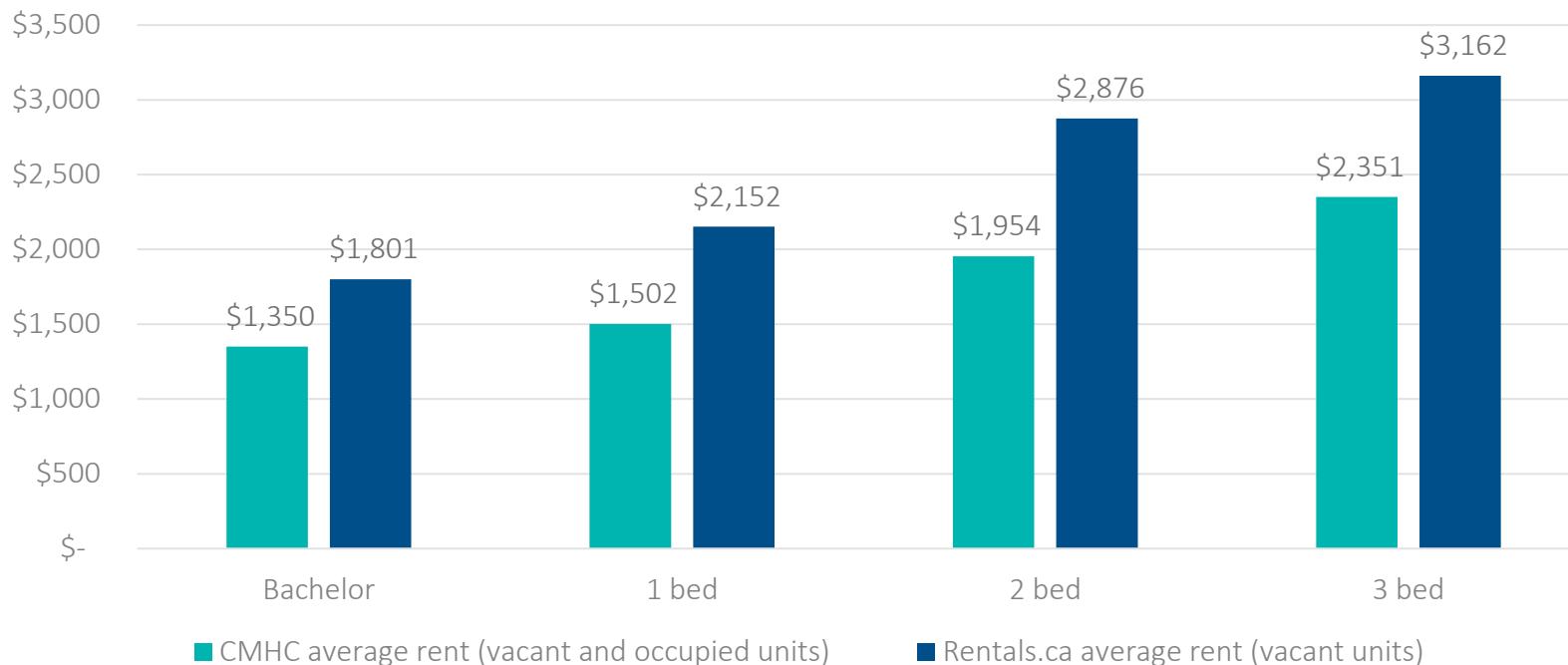
- Purpose is to protect older Purpose-Built Rental buildings
- Focused scope is in line with most jurisdictions in BC
- Targets the most impactful applications
- Balances benefit with staff resources and conscious of cost for developers

Why exempt Non-Market Housing?

- Have internal policies and/or practices in place, and utilize existing networks
 - Simplified redevelopment process is priority
-
- TAP development informed by best practice and stakeholder engagement

Why is Tenant Assistance a Priority?

- Most of Saanich's Purpose Built-Rental stock – i.e., our most affordable, secure housing – is approaching end of life
- \$500-1,000/month rent gap between occupied and vacant units
- Oct 2024 vacancy rate still low: 1.4%
- Part of suite of Housing Strategy Actions to protect existing PBR and support net increase



Comparison between primary rental market average rents (CMHC Rental Market Survey) and vacant rental units average rent (Rentals.ca Rent Report), Victoria

TAP Two-Year Review



- 19 applications for rezoning of residential properties, of which:
 - **1 TAP eligible project with 6 tenant-occupied units (still under review)**
 - 6 TAP ineligible applications (less than 5 tenant-occupied units)
 - 12 applications with no tenants
- Generally lot consolidations, replacing single-detached housing with multi-unit rental or ownership housing
- No PBR buildings subject to rezoning application within this 2-year time frame

TAP Two-Year Review

TAP Strengths

- Approved and implemented proactively, as a mitigation measure to provide support for renters at increasing risk of displacement
- Communicates clear intentions to development sector (along with OCP policies)
- Available as Best Practice when TAP does not apply
- Important resource for tenants
- Right of First Refusal and moving compensation frameworks recognized as leading in region

Challenges

- Rezoning trigger limits protection for tenants
- Policy has limitations in terms of enforcement

New Authorities for Local Governments

New enabling authorities for Local Governments in place (2024):

- *Community Charter* grants authority to enact a **Tenant Protection Bylaw (TPB)** and specifies what a TPB may include.
- *Local Government Act* enables:
 - **Development Permit Areas (DPA)** for tenant protection, and
 - Compliance with TPBs to be required as a condition of development permit.

The combination of these tools offers the two key opportunities:

1. Bylaw is stronger than policy: enforcement, certainty, monitor outcomes
 2. Tenant assistance requirements can be established independent of rezoning process
- In line with Saanich's TAP and OCP, Ministry of Housing cautions that TPBs should *not* be a barrier for new housing development

Transitioning to a Tenant Protection Bylaw

- TPB would:
 - Outline the requirements on the property owner
 - Be enforceable (e.g., ticketing, fines)
- Tenant Protection DPA (in OCP) would:
 - Encompass whole District (but can include exemptions)
 - Require compliance with TPB as condition of development permit (early in process)
 - Ensure demolition permits are not issued until DPA conditions are met
 - Future-proof where pre-zoning is implemented
- TPB can mirror the TAP requirements

Recommendations

Staff are seeking HASC's endorsement of the following recommendations:

That Council:

1. Receive the Tenant Assistance Policy Two-Year Review for information.
2. Request that staff:
 - a. Prepare a proposed Tenant Protection Bylaw, which would replace the Tenant Assistance Policy and outline requirements for property owners regarding how to support residential rental tenants that are being displaced due to redevelopment; and,
 - b. Prepare Official Community Plan Bylaw Amendments that would add a new Tenant Protection Development Permit Area in which compliance with the Tenant Protection Bylaw would be required.



Subdivision and Development Servicing Bylaw Update Project

Housing Affordability Standing Committee

May 26, 2025

A decorative graphic at the bottom of the slide consisting of several overlapping, curved shapes in various shades of teal and light blue, creating a wave-like or mountain-like effect.

The purpose of today's presentation is...

To share for information and to raise awareness of this project

To provide a brief history of the bylaw and explain its purpose

To provide background and a rationale for this work

To provide an overview of the timeline and key deliverables

About the Subdivision Bylaw

LGA – Division 11, section 506

A local government has the authority to regulate and require the provision of Works and Services in respect of the development of land.

Works and Services include (but are not limited to):

- Water, sewer, and drainage systems
- Highways*, sidewalks, boulevards, street lighting
- Amenities - benches, bike parking facilities, transit shelters
- Active transportation infrastructure
- Sustainable design features that provide for energy and water conservation, reduction of GHGs, and climate resilience



Saanich Council
& staff,
developers,
residents,
consultants,
other
municipalities

*A highway is a street, path, walkway, trail, bridge, road, viaduct, and any other way open to public use...

Issues with the Current Bylaw

- Enacted in 1995
- Out-of-date and in need of modernization
- Alignment with current legislation, policy, municipal bylaws
- Bylaw name does not capture its full scope
- Alignment with the Master Municipal Construction Design (MMCD) documents

THE CORPORATION OF THE DISTRICT OF SAANICH



SUBDIVISION BYLAW
7452 - DECEMBER, 1995

Schedule H referred to in this Bylaw is available separately from the Land Development Division

About the project

Purpose:

To complete a major update to the Subdivision and Development Servicing Bylaw that will result in a modern and effective document that will regulate the subdivision of land and the provision of works and services in Saanich

This project aims to:

- Provide clear requirements for subdivision and the provision of Works and Services
- Reduce timelines and improve the efficiency of application processes
- Develop a bylaw that can be easily updated

Bylaw Components

Main Bylaw

Regulations pertaining to the subdivision of land and the provision and Works and Services

Key changes include:

- Updating the name to *Subdivision and Development Servicing Bylaw*
- Modernizing language and content
- Revising and adding new definitions
- Adding the role of Servicing Officer*
- Amending the structure and consolidating information

THE CORPORATION OF THE DISTRICT OF SAANICH

BYLAW NO. 7452

FOR REGULATING THE SUBDIVISION OF LAND

WHEREAS the Council may by bylaw regulate the subdivision of land, the area, shape, and dimensions of parcels of land and the dimensions, locations, design and construction of highways, works and services in order to promote orderly, efficient, economical and aesthetically pleasing development, to preserve the established amenities of the Municipality, and to ensure that subdivisions are suited to the use to which they are intended.

THEREFORE the Municipal Council of The Corporation of the District of Saanich enacts as follows:

1.0 TITLE

1.1 This bylaw may be cited as the "Subdivision Bylaw, 1995".

2.0 STANDARDS OF MEASURE

2.1 The equivalent Imperial units of measure shown in parenthesis after metric units are for information purposes only and do not form part of this bylaw.

3.0 DEFINITIONS

In this bylaw, unless the context otherwise requires,

APPLICANT means a person who has applied for approval of a proposed subdivision whether as the owner or as the agent for the owner of the land included therein.

APPROVING OFFICER means the person appointed by the Municipal Council to be the Approving Officer and includes the Deputy Approving Officer.

BOND means an irrevocable letter of credit, cash, certified cheque, or surety. (Bylaw No. 10040)

COLLECTOR STREET means a street designated as a collector street in the Official Community Plan.

Key Roles

Approving Officer

- a person authorized under the *Land Title Act* and appointed by Council
- a statutory decision-maker who ensures that subdivision applications comply with relevant legislation and bylaws
- a municipal engineer, chief planning officer, employee designated by Council, or person under contract to the municipality

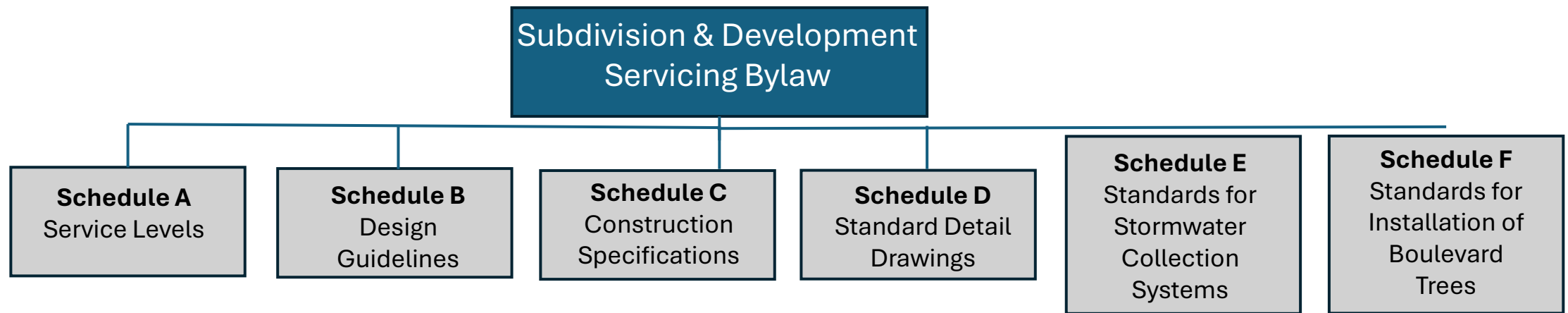
Servicing Officer (New)

- a person authorized to require land as a condition of a building permit for the construction and/or installation of *Works and Services*
- a municipal engineer, chief planning officer, employee designated by Council, or person under contract to the municipality

Bylaw Components

Schedules A-F

- Reduced number of schedules & consolidating information
- Information from the old Schedule H has been integrated into the Main Bylaw and Schedules B, C, and D



Bylaw Components

Schedule A – Servicing Levels

- Outlines the servicing requirements (levels) for all subdivisions based on zone
- Identifies two service levels – 1 and 2

Key changes include:

- Updating the system for applying service levels
- Clarifying that servicing levels apply to subdivisions and development

SCHEDULE A - SERVICE LEVELS

SCHEDULE A - SERVICE LEVELS

Classification	Zone	Service Levels*					
		All Subdivisions					
		Wtr	Dm	Swr	Str	Lght	U/W
RURAL	A	1	1	1	1	1	none
SINGLE FAMILY	RS-1 to RS-13B inclusive, RS-CH1, RS-CH2, RS-CR, RS-EL, RS-F, RS-MF	2	2	2	2	2	2
	RS-14, RS-14A, RS-15	2	2	2	2	1	2
	RS-16	2	2	1	2	1	2
	RS-18	1	1	1	1	1	2
TWO FAMILY	RD	2	2	2	2	2	2
MULTI-FAMILY	CD-1RO, RA, RC, RM, RP, RT	2	2	2	2	2	2
COMMERCIAL	C-1 to C-12 inclusive, C-14, C-15, CD-2MV, CD-3GA, MFC-CH	2	2	2	2	2	2
	C-13	1	1	1	2	1	2
INDUSTRIAL	M-1 to M-3 inclusive, M-5, M-7	2	2	2	2	2	2
	M-4	2	2	1	2	2	2
INSTITUTIONAL	MFI, P-1, P-1A, P-1R, P-1U, P-3, P-6, P-7, P-11, P-12, P-13	2	2	2	2	2	2
	P-2, P-2WL, P-5, P-9, P-10	1	1	1	1	1	none
	P-4, P-4H, P-4HR, P-4N	1	1	1	2	1	none

SERVICE LEVELS
WTR: WATER
DRN: DRAINAGE
SWR: SEWER
STR: STREETS
LGHT: STREET LIGHTING
U/W: UNDERGROUND WIRING
1 - SERVICE LEVEL 1
2 - SERVICE LEVEL 2

ACCESS REQUIREMENTS FOR PANHANDLE LOTS -
WIDTH OF ACCESS STRIP - 4.0 M (13.1 FT), EXCEPT WHERE THE ACCESS LENGTH EXCEEDS 37.5 M (123 FT), THE WIDTH MUST BE INCREASED TO 6 M (19.7 FT) - WHERE TWO PANHANDLE LOTS ARE BEING DEVELOPED TOGETHER AND WHERE ACCESS STRIPS ARE ADJOINING THE MINIMUM WIDTH OF EACH ACCESS STRIP CAN BE REDUCED TO 3.0 M (9.8 FT) PROVIDED RECIPROCAL RIGHTS-OF-WAY WILL BE REGISTERED.

Schedule B – Design Guidelines

Design Guidelines that are applied in conjunction with the Design Guidelines Manual of the MMCD (2022)

Key changes include:

- A new schedule that replaces the old Schedule B
- Alignment with MMCD

Schedule C – Construction Specifications

Construction specifications that are applied in conjunction with the MMCD Construction Documents (2019)

Key changes include:

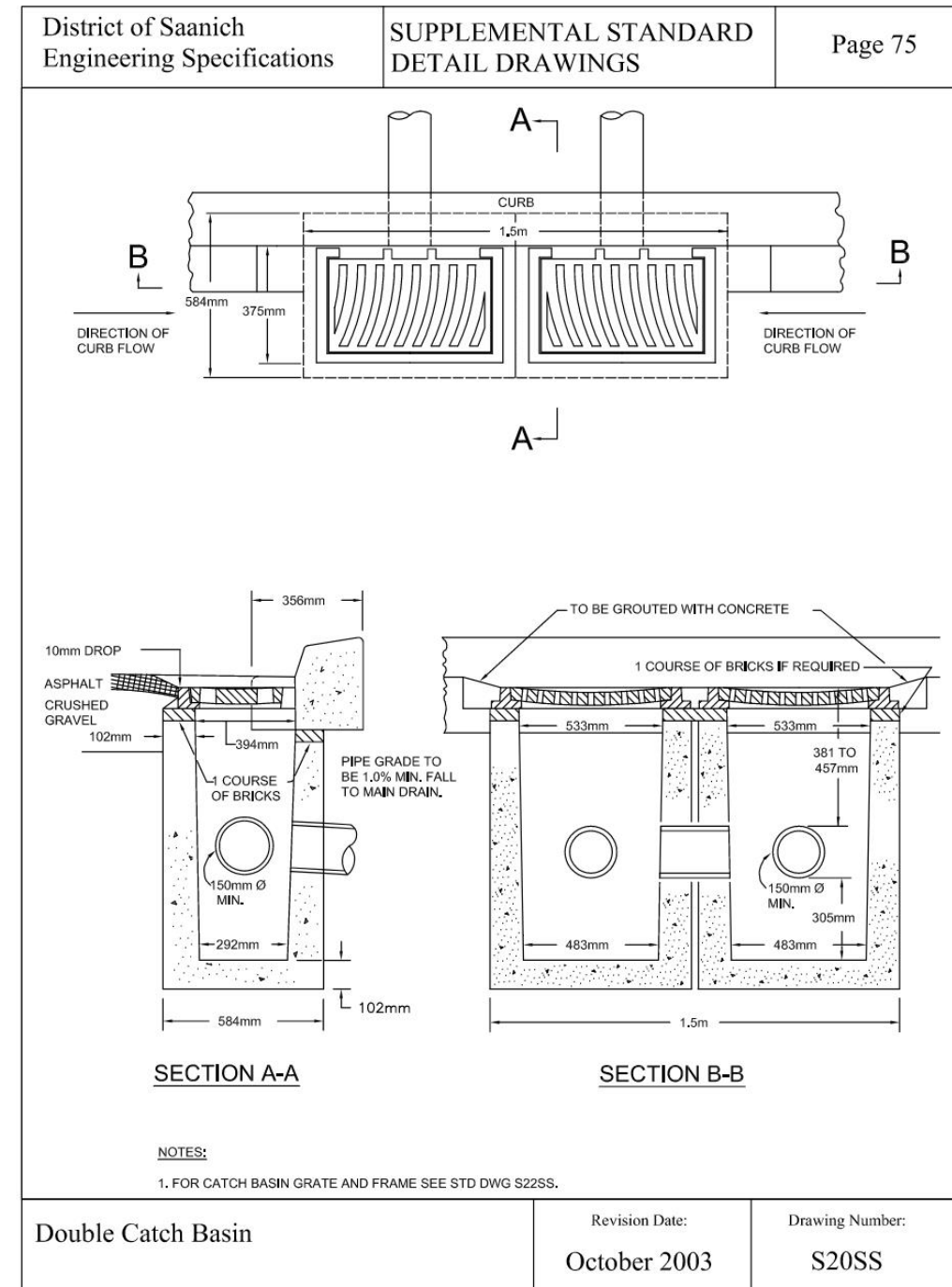
- A new schedule that replaces the old Schedule C
- Alignment with MMCD

Schedule D – Standard Detail Drawings

Construction specifications that are applied in conjunction with the Standard Detail Drawings of the MMCD Construction Documents (2019)

Key changes include:

- A new schedule that captures information from the old Schedule H
- Includes detail drawings that are specific to Saanich



Double Catch Basin

Revision Date:
October 2003

Drawing Number:
S20SS

Schedule E – Standards for Stormwater Collection Systems

Outlines requirements for stormwater collection systems for Service Levels 1 & 2

Key changes include:

- Captures information from the old Schedule F
- Updates to reflect best practices

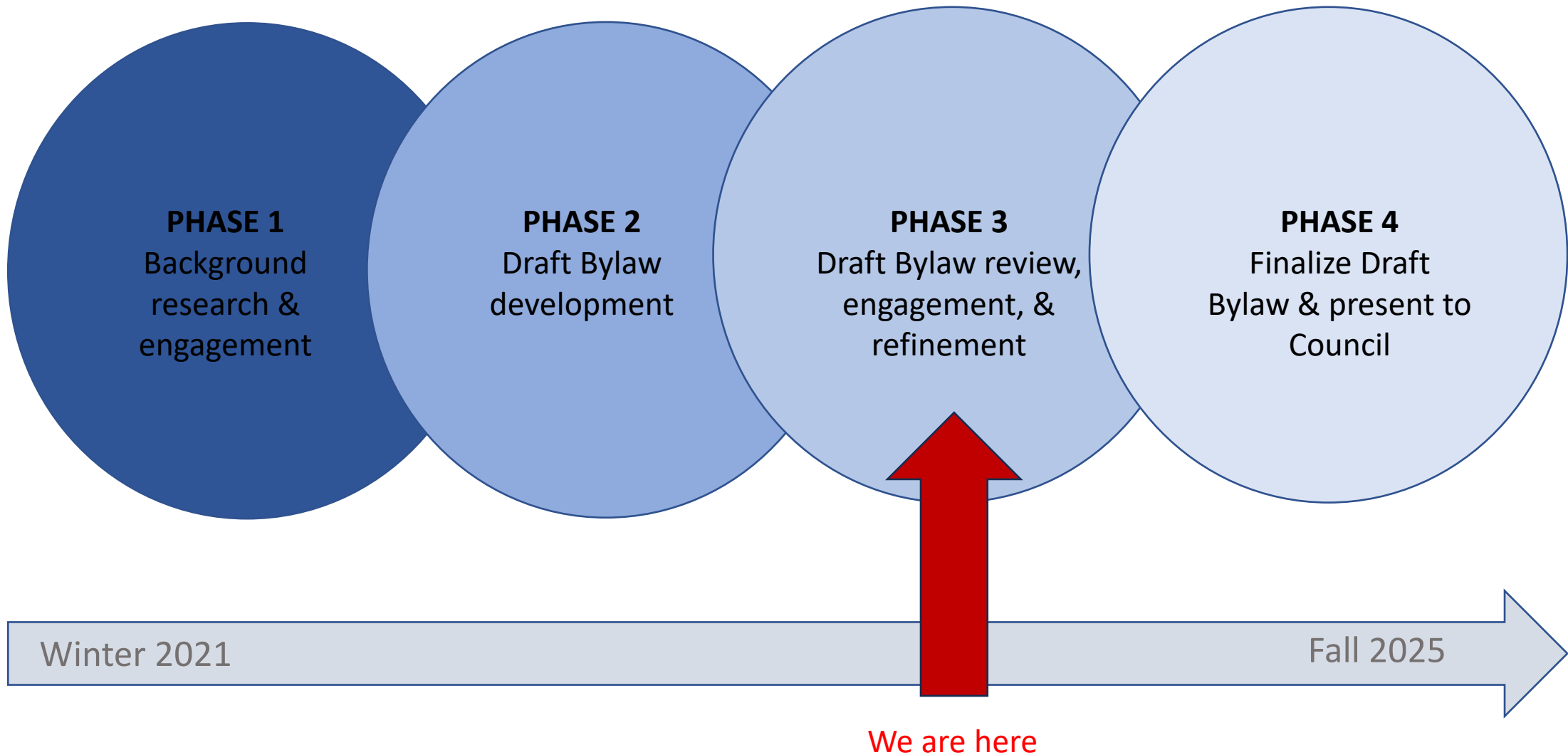
Schedule F – Standards for Installation of Boulevard Trees

Standards to govern the planting of boulevard trees in Saanich

Key changes include:

- Replaces the old Schedule I
- Updated to reflect best practices
- Alignment with Schedules B & D, the Tree Protection Bylaw, 2014, No. 9272, Urban Forest Strategy, and the Active Transportation Plan

Project Timeline



Community Engagement

Phase 1

- A series of workshops with District staff

Phase 2

- Staff review on technical details in the schedules
- Staff and stakeholder review of draft bylaw

Phase 3

- A series of workshops with District staff to review draft bylaw and comments provided in earlier review
- Public and stakeholder review of the draft bylaw

Next steps

Currently in **Phase 3...**

- Development a draft bylaw that can be reviewed by our legal division
- Preparing for public and stakeholder engagement

Phase 4

- Following engagement, a final draft bylaw will be prepared and reviewed again by our legal division
- Amending bylaws for adjacent, related bylaws will be prepared
- The final draft Subdivision and Development Servicing Bylaw will be presented to Council



Thank You!

Questions?

A decorative graphic at the bottom of the slide consisting of several overlapping, curved shapes in various shades of teal and light blue, creating a wave-like effect.