

AGENDA
Mayor's Standing Committee on Housing Affordability and Supply
February 28, 2022 at 8:30 a.m.
Via MS Teams

Due to COVID-19 measures, Saanich is unable to accommodate the public for any Advisory, Board or Foundation meetings while maintaining the limits on large gatherings due to the Public Health Order.

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- 1. CALL TO ORDER**
- 2. ADOPTION OF MINUTES (attachments)**
 - January 10, 2022
 - January 31, 2022
- 3. NEW BUSINESS**
 - Draft Cadboro Bay Local Area Plan – continuation of previous discussions
- 4. ROUNDTABLE**
- 5. ADJOURNMENT**

MINUTES
Mayor's Standing Committee on Housing Affordability and Supply
Via Microsoft Teams
January 10, 2022

Present: Councillor Zac de Vries (Chair); Mayor Fred Haynes; Councillor Karen Harper;
Councillor Rebecca Mersereau

Staff: Brent Reems, Acting CAO; Sharon Hvozdzanski, Director of Planning; Cameron Scott,
Manager of Community Planning; Shari Holmes-Saltzman, Manager of Current
Planning; Tara Da Silva, Senior Committee Clerk; Nancy Chaggar, Senior Committee
Clerk

CALL TO ORDER

Councillor de Vries called the meeting to order at 8:45 a.m.

ADOPTION OF MINUTES

MOVED by Mayor Haynes and Seconded by K. Harper: "That the Minutes of the Mayor's Standing Committee on Housing Affordability and Supply meeting held November 29, 2021, be adopted as circulated."

CARRIED

NEW BUSINESS

1. Update of New Planning Positions

The Director of Planning and the Manager of Current Planning provided an overview of staffing including new planning positions and auxiliary assistance. In response to questions from the Committee, staff noted:

- The size of the Planning staff complement is difficult to compare with comparably sized municipalities. In some cases, the Subdivision Approving Officer doesn't form part of the Planning department. It also depends on the nature of the community, its culture and processes.
- Once the staff vacancies are filled, it is believed that within a year, the Planning department will be able to track the process changes.
- It is expected that some level of increase in application processing will take place once the new Planner and Manager of Operational and Service Quality positions are filled.
- It's important to note that other departments are involved in the application process and they too are experiencing workload pressures.
- The Planning department has done informal research to compare with City of Victoria application numbers and processes. The City of Victoria's Planning department doesn't handle subdivision. To perform a formal review and assessment would require ample resources and time.
- KPMG's report included a survey of other similar sized municipalities' structures and processes. This helped frame the suite of recommendations for Saanich.
- Arrangements will be made to provide an update to the committee on digitization.

2. Residential Units and Lots

The Director of Planning and the Manager of Current Planning presented to the Committee:

- There have been questions about the applications requiring Public Hearing and concerns about the time impact of the process, as well as questions about the number of residential units that are being created.
- The number of active Development Permits, Garden Suite Development Permits, and Subdivision applications was presented, as well as the numbers requiring a Public Hearing.
- Staff are following up with applicants and closing files that are no longer active.
- In 2021 staff brought a report to Council noting legislative changes that allow local government to not hold a Public Hearing if an application conforms with the OCP. Staff are working on a follow-up report to Council.
- The number of completed applications from January 1, 2019 to December 14, 2021 are as follows:
 - 2449 units created through development permit applications
 - 31 units created through garden suite applications
 - 104 lots created through subdivision applications. Most subdivision applications are also incorporating secondary suites.

In response to questions from the Committee, staff noted:

- 2019 was an unusual year in terms of number of units approved as a result of UVic student housing and Nigel Valley developments.
- Staff are looking at streamlining the 10% frontage waiver requests that Council currently considers.
- The new legislation allows further delegated authority to staff for minor variances.
- The conversion rate from the Development Permit application to a successful Building Permit and final product fluctuates.
- Building permit data is a better indicator of what future housing projections should be.
- Projects don't typically get completed within the same calendar year.
- Staff have not seen significant changes in average application timelines. Timelines encompass all stages of application including reviews by other departments.
- Generating units in a timely manner is within the District's control and remains the focus.
- Affordable housing is also a key focus and is outlined in the District's housing strategy.
- Increased student housing on campus at UVic may free up units; however, it is unsure how much of a relief this will make on the housing market. The nature of universities is also changing with more remote learning.
- Staff can track volume of units being created in the Housing Strategy Monitoring and Evaluation report.
- The estimated demand up to 2025 is 600 units per year; however, this doesn't speak to the types of units needed.

The Acting Chief Administrative Officer presented to the Committee on Building Permit statistics:

- Updated total building permits issued:
 - 2018: 747
 - 2019: 695
 - 2020: 674
 - 2021: 753 – most active year in the last four years
- The number of dwelling units associated with those building permits, not including dwelling units that have been demolished:

- 2018: 536
- 2019: 115
- 2020: 149
- 2021: 570
- These numbers are fairly accurate as opposed to the development permit numbers that don't always end up being built out.
- The building permits for the student housing (UVic) were issued in 2019 and are not captured in the data. The Acting Chief Administrative Officer will look into how these units have been characterized.

In response to questions from the Standing Committee, the Acting Chief Administrative Officer noted:

- Additional information can be gathered with regards to occupancy data in relation to building permits issued.

3. Draft Cadboro Bay Local Area Plan

MOVED by Mayor Haynes and Seconded by K. Harper: "That the Mayor's Standing Committee on Housing Affordability and Supply hold a supplemental meeting in order to deal with the outstanding item of the Draft Cadboro Bay Local Area Plan presentation and discussion".

CARRIED

ADJOURNMENT

MOVED by Councillor Mersereau and Seconded by Mayor Haynes, "That the meeting be adjourned at 10:06 a.m."

CARRIED

Councillor Zac de Vries, Chair

I hereby certify these Minutes are accurate.

Committee Secretary

MINUTES
Mayor's Standing Committee on Housing Affordability and Supply
Via Microsoft Teams
January 31, 2022

Present: Councillor Zac de Vries (Chair); Mayor Fred Haynes; Councillor Karen Harper; Councillor Rebecca Mersereau

Staff: Sharon Hvozdanski, Director of Planning; Cameron Scott, Manager of Community Planning; Silvia Exposito, Planner (Community Planning); and Austin Winters, Committee Clerk

CALL TO ORDER

Councillor de Vries called the meeting to order at 10:01 a.m.

DRAFT CADBORO BAY LOCAL AREA PLAN

The Manager of Community Planning delivered a presentation on the Draft Cadboro Bay Local Area Plan (LAP). The following was noted during discussion with committee members:

- For those looking at developing secondary suites or garden suites the current storm water management plan could make it challenging as there is considerable cost associated with connecting to the municipal infrastructure.
- 80% of properties in Saanich are currently connected to municipal drainage infrastructure.
- It was inquired as to whether multistory properties were considered on Sinclair Road due to the potential impact of sea levels rising.
- The Draft LAP does look at adding some opportunities for low rise apartments of 3 to 4 stories or town houses along Sinclair Road.
- Questioning took place over how the potential roundabout being installed at the intersection of Cadboro Bay Road and Penrhyn Street would impact traffic.
- The roundabout would enhance safety as it would better integrate some of the cycling facilities and pedestrian cross walks, while also allowing for better traffic flow.
- There may be a need to increase the opportunity for high-rise buildings as it may not be economically viable for developers to build a maximum height of 4 story buildings along Sinclair Road.
- There was a concern that the Plan may preclude rental housing and specifically purpose built rental housing due to the building height restrictions.
- Due to the high land values in the Village Centre it makes rental properties very challenging, but permitting up to six story buildings could make it more economically viable.
- It was questioned as to the extent the University of Victoria was engaged in this process.
- UVic had representatives on the Draft LAP Advisory Committee to provide feedback on the LAP as well as property management staff from UVic provided an overview of what their future needs entail.
- Questioning took place over how meaningful, youth engagement and participation was throughout this LAP process.
- There was some workshops done at UVic to engage youth as well as some youth were enlisted as members on the Advisory Committee.
- An inquiry was made over how the Plan works towards a 50/50 split between ownership and rentals which is stated as a goal within the Housing Needs Report.

- To achieve a greater split of ownership and rental properties within the Draft LAP, Council will have to come back to staff with direction to go above the currently proposed height restrictions.
- If density and height restrictions are to be increased within the Draft Cadboro Bay LAP then the same changes may need to be examined for the Cordova Bay LAP.

MOVED by Councillor Mersereau, Seconded by Mayor Haynes “that the Mayor’s Standing Committee on Housing Affordability and Supply recommend to Council to direct staff to consider more opportunities to facilitate purpose built rental units in the Draft Cadboro Bay Local Area Plan including greater density along Sinclair Road and expanding the Village center boundary; and report back to the Committee.

CARRIED

ADJOURNMENT

MOVED by Councillor Mersereau and Seconded by Councillor Harper “That the meeting be adjourned at 11:17 a.m.”

CARRIED

Councillor Zac de Vries, Chair

I hereby certify these Minutes are accurate.

Austin Winters, Committee Secretary