

AGENDA

MAYOR'S STANDING COMMITTEE ON HOUSING AFFORDABILITY AND SUPPLY

Monday, September 9, 2019 at 9:00 a.m.
Saanich Municipal Hall, Committee Room No. 2

1. **Call to Order**
2. **Approval of Minutes of August 12, 2019**
3. **New Business**
 1. Review of Revised Draft Terms of Reference
 2. Update on Hiring of New Development Related Staff Positions
 3. Housing Needs Assessment – Verbal Update
4. **Other Business**
5. **Next Meeting**
6. **Adjournment**

**MINUTES
MAYOR'S STANDING COMMITTEE ON HOUSING AFFORDABILITY
AND SUPPLY**

**Saanich Municipal Hall, Committee Room No. 2
Monday, August 12, 2019 at 11:06 a.m.**

Present: Mayor Haynes and Councillors de Vries (11:36 a.m.), Mersereau and Plant
Staff: Paul Thorkelsson, Chief Administrative Officer; Sharon Hvozanski, Director of Planning; Cameron Scott, Manager of Community Planning; and Lynn Merry, Senior Committee Clerk

CALL TO ORDER

Mayor Haynes called the meeting to order at 11:06 a.m.

DRAFT TERMS OF REFERENCE – DISCUSSION

MOVED by Councillor Plant and Seconded by Councillor Mersereau: “That “and Supply” be added to the name of the committee.”

CARRIED

MOVED by Councillor Plant and Seconded by Councillor Mersereau: “That the words “and supply” be inserted throughout the document where housing affordability is referenced.”

CARRIED

MOVED by Councillor Mersereau and Seconded by Councillor Plant: “That under Membership, the word “may” will be added before “appoint four members of the community at large.”

CARRIED

Members of the committee made the following comments:

- The committee would continue to monitor ideas on housing that come forward during Strategic Planning discussions.
- The timeline of May 2020 identified in the Terms of Reference was to allow staff time to prepare a report to Council.
- An interim report could be provided by the May 2020 timeline.
- It is the intention that the committee would be ongoing throughout the Council term.
- The Mayor has the authority to strike or disband a committee.

MOVED by Councillor Mersereau and Seconded by Councillor Plant: “That the word “its” be removed from the paragraph on Timeline.”

CARRIED

MOVED by Councillor Mersereau and Seconded by Councillor Plant: “That the word “initial” be inserted into the paragraph on Timeline.”

CARRIED

MOVED by Councillor Mersereau and Seconded by Councillor Plant: "That the words "throughout the current term" be inserted in the paragraph Mandate."

CARRIED

The committee then discussed the Scope of Work for the committee and made the following comments:

- It may be appropriate to recommend an independent service delivery review and hire a consultant to assess current practices and recommend efficiencies.
- The committee will meet, dependent on availability, the second Monday of each month at 9 a.m.
- Further discussion is needed on how to engage stakeholders throughout a service delivery review process.
- Staff will be providing a report on the options to streamline the development application process in the near future.

In response to questions from the committee, the Director of Planning stated:

- Saanich is working collaboratively with the Capital Regional District (CRD) on a Housing Needs Assessment with a tentative date of completion of 2020.
- Grant funding will be pursued and allocations would be disbursed to each municipality based on population.
- Service delivery review has been implemented and ingrained in the workplace.
- Having a consultant review the process would be helpful, but it will also be important to ensure the employees who do the work are consulted.
- The District uses the Canada Mortgage and Housing definition for affordability.

MOVED by Councillor Mersereau and Seconded by Councillor Plant: "That staff provide information on the Housing Needs Assessment for discussion at the next committee meeting and provide updates on an ongoing basis."

CARRIED

MOVED by Councillor Mersereau and Seconded by Councillor Plant: "That when the joint grant application comes to Council, staff are to ensure that Saanich-specific stakeholder groups have been included in the discussions."

CARRIED

Councillor de Vries entered the meeting at 11:36 a.m.

MOVED by Councillor Plant and Seconded by Mayor Haynes: "That public input be permitted at this time."

CARRIED

PUBLIC INPUT

A. Cooper, Sea Wood Terrace stated:

- Hiring a third party consultation would be appropriate; there is value in looking at best practices regionally and in other jurisdictions.
- Baseline information is needed to see if new hires have an impact on timelines.

K. Whitcher, Fisgard Street stated:

- A similar service delivery review has already been completed by the CRD; the committee may wish to review that report prior to beginning the process.

T. Lee, Miller Avenue stated:

- Streamlining the development application process is important; the delays in the process may have been a result of staffing shortages.

In response, the Director of Planning stated:

- The recruitment process for Parks and Planning is currently underway with a tentative start date for a Current Planner of 2-3 months.
- Updates on recruitment and the new software package can be provided to the committee.

G. Gillespie, Mann Avenue stated:

- BC Housing, the CRD and the Greater Victoria Housing Society work collaboratively with municipalities in an effort to address affordability.
- The 2013 MXD report - Population Projections, Trend & Capacity Build-Out Analysis would be good reference material for the committee.

MOVED by Mayor Haynes and Seconded by Councillor Mersereau: "That staff provide the 2013 MXD report entitled Population Projections, Trend & Capacity Build-Out Analysis to the committee."

CARRIED

The CAO stated:

- It would be beneficial for the committee to determine what efficiencies have already been put in place before it considers options.

MOVED by Mayor Haynes and Seconded by Councillor Mersereau: "That staff be directed to provide, for discussion at the next committee meeting, timelines on the development application process including how long it takes for an average development permit, rezoning, subdivision, mixed use commercial and residential application to move through the process."

CARRIED

NEXT MEETING

Monday, September 9, 2019 at 9 a.m. in Committee Room No. 2

MOVED by Councillor de Vries and Seconded by Councillor Plant: "That the meeting be adjourned at 12:06 p.m."

CARRIED

CHAIR

I hereby certify these Minutes are accurate.

COMMITTEE SECRETARY

Mayor's Standing Committee on Housing Affordability and Supply

Terms of Reference

The Mayor's Standing Committee on Housing Affordability and Supply is established in accordance with Section 141 of the *Community Charter*. The standing committee will make recommendations to Council on means by which to improve access to affordable housing and supply within the District of Saanich.

Mandate

The Committee will make recommendations throughout the current term, to Council on how best to address housing affordability and supply within the District of Saanich, both now and over the long-term. Housing affordability and supply will be considered holistically in light of other significant costs of living for residents such as transportation and required care for family members (ex. child, partner, parent.)

This work will be done in the context of key policy documents, such as but not limited to: Saanich's Official Community Plan; the Regional Housing Affordability Strategy; the Regional Growth Strategy; Saanich's Climate Action Plan; Saanich's Active Transportation Plan; and Saanich's pending Childcare Strategy. The work of the committee will also take into consideration policies and actions relating to affordable housing, previously implemented by the District of Saanich.

The committee will engage the public, stakeholders and subject matter experts as necessary to develop its recommendations.

The standing committee may establish sub-committees or working groups to address specific issues of housing.

Meetings

The Committee will meet as required to conduct business in accordance with its mandate. Special meetings may be held at the call of the Chair. The procedure of the meetings will be held in accordance with Saanich's Council Procedure Bylaw.

Membership

The Mayor will appoint three elected members of Council in accordance with Section 141 of the *Community Charter* and may appoint four members of the community at large.

The Mayor will sit on the committee self-appointed as Chair.

Staff Support

The Administration and Planning departments will provide the required professional support, noting that additional support may be required from relevant departments.

The Administration department will provide secretarial and administrative support.

Timeline

Given the importance of the issue, the committee will provide initial recommendations to Council no later than May 1, 2020.

DRAFT

Memo

To: Mayor's Standing Committee on Housing Affordability & Supply

From: Paul Thorkelsson, CAO

Date: September 5, 2019

Subject: Status - Hiring of New Development Related Staff Positions

The following development related staff positions were approved by Council during the 2019 Budget process. The status of the hiring of these positions is as noted below.

	Department	Position	Hiring Status
1.	Building, Bylaw, Lands & Legal	Plan Checker 1	Interviewing
2.	Engineering	Manager, Development Services	Hired
3.	Engineering	Manager of Infrastructure Planning - Underground Services Note: This position was not part of the development cohort of new staff positions. However approximately 20% of this new position's work is development related.	Interviewing
4.	Parks & Recreation	Parks Permit Coordinator – permanent Note: this was transferring a temporary position to a permanent position so no new	Hired
5.	Parks & Recreation	Parks Development & Review Coordinator Note: this position was approved by Council post-budget. There is a possibility this posting will go to an internal candidate from this team resulting in another short-term vacancy while that position is filled.	Hired (resulting in a subsequent posting for Arboriculture Inspector - closes on September 11)
6.	Parks & Recreation	Parks Permit Coordinator – temporary Note: this position as approved by Council post-budget	Hired
7.	Parks & Recreation	Volunteer Program Coordinator Note: this position is not directly related to development, however will free up time for the Manager of that business unit for development activities.	In process

8.	Parks & Recreation	Sports Fields Coordinator Note: this position is not directly related to development, however will free up time for the Manager of that business unit for development activities.	In process
9.	Planning	Current Planner	Interviews complete
10.	Planning	Planning Clerk	Candidate selection mid-September