

**MINUTES**  
**PLANNING, TRANSPORTATION AND ECONOMIC DEVELOPMENT ADVISORY COMMITTEE**  
Held at Saanich Municipal Hall, Committee Room No. 2  
**January 12, 2017 at 4:30 p.m.**

Present: Councillor Judy Brownoff (Chair), Bill Mumford, Stuart Chalmers, Suzanne Bartel, Peter Pokorny, Sophia Baker-French

Staff: Harley Machielse, Director of Engineering; Elizabeth van den Hengel, Committee Clerk

Regrets: Andrea Mercer, Travis Lee

Guests: Christine Culham, Senior Manager Housing, CRD

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**MINUTES**

**MOVED by B. Mumford and Seconded by S. Bartel: "That the Minutes of the Planning, Transportation and Economic Development Advisory Committee meeting held November 10, 2016, be adopted."**

**CARRIED**

**INTRODUCTIONS**

The Chair welcomed Committee members for the 2017 PTED Advisory Committee term.

**2017 MEETING SCHEDULE**

The PTED Advisory Committee will meet from 4:30-6:30 pm the second Thursday of the month, with no regular meetings schedule for July, August and December 2017.

**AFFORDABLE HOUSING AGREEMENTS IN NEW CONSTRUCTION**

The Chair introduced Ms. Christina Culham, Senior Manager Housing. Ms. Culham presented the Committee with information on the affordable housing agreements in new construction and the highlights are noted:

- Housing agreements are authorized by section 905 of the Local Government Act.
- A local government may enter into a housing agreement with the land owner to set parameters with respect to the occupancy of the housing units on the land.
- Terms of housing agreements may include:
  - Form of tenure
  - Availability of units to specific income categories
  - Administration and management of housing units
  - Rents, lease, sale or share prices, and the rates of change over time.
- A housing agreement must be adopted by bylaw and may only be amended by bylaw adopted with the consent of the owner.
- Notice of the housing agreement is filed at the land title office and the notice of agreement is registered on title to the land.

Committee discussion occurred and the following was noted:

- Management of properties/units in housing agreements must be carefully considered.

- Guidelines on the number of designated affordable units per multi-family developments should be developed by Saanich.
- Housing agreement timelines are dependent on the individual project.
- Operationalizing housing agreements requires:
  - Clear guidelines and an affordable housing policy in place
  - Allowances for the ongoing administration of the housing agreements
  - Agreements may be altered as necessary
- Saanich has explored inclusionary zoning. Planning should be invited to update the Committee on inclusionary zoning within Saanich.
- Developers may be nervous about management of rental units within occupant owned buildings.

### **WILKINSON ROAD BRIDGE UPDATE**

The Director of Engineering provided the committee with an update on the Wilkinson Road Bridge Project.

### **TRANSIT SHELTERS**

The Director of Engineering provided the committee with an overview of transit shelters in Saanich. The following was noted:

- Saanich has 717 bus stops and 145 bus shelters. Thirty-five transit routes pass through Saanich.
- Saanich is allocated 12 bus shelters per year. Additional bus shelters are able to be constructed in Saanich by utilizing other municipalities unused shelter allocations.
- “Street” furniture is being constructed using recycled materials.

### **ADJOURNMENT**

The meeting adjourned at 5:55 p.m. The next meeting is Thursday, February 9, 2017.

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Councillor Brownoff, Chair

I hereby certify these Minutes are accurate.

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Committee Secretary