

**PLANNING, TRANSPORTATION AND ECONOMIC DEVELOPMENT
ADVISORY COMMITTEE**

Saanich Municipal Hall, Committee Room No. 1
Thursday, October 17, 2019 from 5:30 p.m.

1. **ADOPTION OF MINUTES** (attachment)
 - September 19, 2019
2. **CHAIR'S COMMENTS**
 - Discussion Items:
 1. Economic Development Staffing
 2. Land Leveraging and Real Estate Services
 3. Dynamic Zoning
 4. Opportunity Zones
 5. Development Cost Charge Waiver
 6. Home Plate Model
 7. Parking Variance Fee Schedule
3. **UPTOWN DOUGLAS CORRIDOR PLAN** (attachment)
 - Committee Discussion
4. **HOUSING NEEDS ASSESMENT** (attachment)
 - Committee Discussion
5. **FILM STUDIO DEVELOPMENT**
 - Committee Discussion
6. **NEW BUSINESS**

* Adjournment *

* * Next Meeting: November 14, 2019 * *

Please email jeff.keays@saanich.ca or call at 250-475-1775 ext. 3430 if you are not able to attend.

**GO GREEN! MEMBERS ARE ENCOURAGED TO
BRING THEIR OWN MUG TO THE MEETING**

MINUTES

PLANNING, TRANSPORTATION AND ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

Held at Saanich Municipal Hall, Committee Room No. 2

September 19, 2019 at 5:37 p.m.

Present: Councillor Zac de Vries (Chair), Sophia Baker-French, Suzanne Bartell, Lois-Leah Goodwin, Richard Michaels and Peter Rantucci (7:00PM).

Staff: Cameron Scott, Manager of Current Planning; Ting Pan, Manager of Sustainability; and, Jeff Keays, Committee Clerk

Regrets: Allan Cahoon, Robin Kelly, and Travis Lee.

Guests: Dallas Gislason, Director of Economic Development, South Island Prosperity Partnership.

MINUTES

MOVED by S. Bartell and and Seconded by S. Baker-French: “That the Minutes of the Planning, Transportation and Economic Development Advisory Committee meeting held June 13, 2019 be adopted as circulated.”

CARRIED

CHAIR’S REMARKS

The Chair welcomed the committee’s members back after their summer break. The Chair gave a brief overview of the agenda before turning the floor over to the first presenter.

CLIMATE ACTION PLAN PROGRESS REPORT – UPDATE

The Manager of Sustainability provided the committee with a progress update on Saanich’s Climate Action Plan. The following highlights are noted.

- In 2017 Council endorsed the following 2050 climate targets:
 - A 100% renewable community.
 - An 80% reduction in GHG emissions below 2007 levels.
- In October 2018 the Intergovernmental Panel on Climate Change (IPCC) published a Special Report recommending global warming be limited to 1.5°C.
- To ensure this target global net emissions will need to decline by 45% from 2010 levels by 2030, reaching net zero by 2050.
- Council declared a climate emergency at their March 25, 2019 meeting.

The Manager of Sustainability referenced the Director of Planning’s report, Response to Saanich’s Climate Emergency – New 2030 Target, and dated, August 2019. The following was noted:

- On August 19, 2019 Council approved new climate targets that are aligned with the IPCC’s recommendations. The new targets are:
 - Achieving a 50% reduction of Community GHG emissions below 2007 levels by 2030.
 - Reaching net zero emissions before 2050 as a complement to the target of

becoming a 100% Renewable Energy Community.

- Significant change is required to meet the 2030 target:
 - 1/3 of all vehicles be zero emissions;
 - 100% of oil tanks replaced with low-carbon systems;
 - 40% of homes and businesses retrofit their heating and hot water systems to high-efficiency, renewable energy systems.
- At their September 30, 2019 meeting Council will consider a suite of accelerated actions that will help achieve their new targets.
- The proposed actions were considered against the following criteria
 - Impact on climate mitigation and adaptation
 - Window of opportunity for acceleration
 - Feasibility of an initiation/implementation timeline within the next 6 to 24 months
 - Potential to maximize synergies of mitigation and adaptation.
- Council will consider the following actions:

Corporate Climate Actions	Community Climate Actions
<ul style="list-style-type: none"> ▪ Implement a climate friendly commuter program for Saanich employees 	<ul style="list-style-type: none"> ▪ Accelerate personal transportation electrification
<ul style="list-style-type: none"> ▪ Include a climate alignment scorecard in development application reports to Council 	<ul style="list-style-type: none"> ▪ Convert all oil heating to renewable heating systems by 2030 or sooner
<ul style="list-style-type: none"> ▪ Incorporate carbon pricing into business case analysis 	<ul style="list-style-type: none"> ▪ Enhance support for energy upgrades in existing buildings
<ul style="list-style-type: none"> ▪ Develop a corporate fleet strategy to reduce carbon emissions 	<ul style="list-style-type: none"> ▪ Double the rate of planting trees to enhance urban forest
<ul style="list-style-type: none"> ▪ Model a low-carbon diet through corporate catering 	<ul style="list-style-type: none"> ▪ Catalyze community actions

- In addition to the proposed accelerated actions, Council will also consider:
 - The establishment of a new Climate Action Reserve Fund;
 - The launch of the Home Energy Retrofit Municipal Financing Pilot;
 - Implementation of the Electrical Vehicle (EV) Infrastructure Requirements for New Developments;
 - Supporting the creation of the Greater Victoria 2030 Resilient District (commercial building retrofits); and,
 - Application to Natural Resources Canada for 20 new public charging stations.

Committee discussion ensued, the following was highlighted:

- Modelling was developed against a targeted outcome, and was informed by numerous municipal plans and policies, development/land use trends and actual growth data.
- Saanich’s engagement with the auto industry has been limited to the invitation for local EV dealerships.
- The Provincial Government passed legislation requiring that all cars and light duty trucks sold in BC be emission free by 2040.
- The costs associated to these upgrades and retrofit will ultimately be borne by residents; accordingly, financial support (such as the Home Energy Retrofit Pilot) will required for these programs.
- The Reserve fund would be used to support new programs and initiatives, through seed

funding and homeowner grants.

- Decreased carbon fund revenues are corollary to a marked decrease in emissions; accordingly, the current pricing of \$25 tCO₂e needs to be reconsidered.
- A combination of incentives (for residents) and funding from Sr. levels of government are needed to support new programs, policies and initiatives. Neither municipalities, nor residents, should be forced bear these costs alone.
- Incentive programs for e-bikes, and EVs is welcomed.
- Retrofit initiatives need to be accompanied by incentives and grant programs.
- Requiring homeowners to undertake energy and/or building system retrofits/upgrades as a condition of their renovation permit could be considered.
- A combination of incentives and compliance creates a carrot/stick scenario that postulates increased participation and thusly, lower emissions.
- Council decisions with regard to current and future land-use will have a significant impact on the outcomes of the plan in the long-run. Sustainable, smart growth policies (increased density, infilling, walkable, enhanced transit) must be considered and implemented going forward.
- There remain approximately 4600 households with oil tanks in Saanich – highlighting the urgency of the program.
- There remains tension between transportation needs, road safety (all users) the environment and ultimately climate change.
- Current, and future infrastructure projects, such as the McKenzie Interchange and the recently announced Keating Cross Road overpass, are demonstrative of the policy incongruence that exists between the District of Saanich and senior levels government.
- Increase residential density around transit corridors and employment lands will help to mitigate climate change, and support the proposed actions.
- Emission free vehicles will still require roads; accordingly, future growth needs to balance the needs of community and road users. A perceivable imbalance exists currently.
- Long-term asset management plans and capital budget forecasts are often predicated on an assumption of continued growth. As an example, the disproportionate residential growth occurring in the western communities will result in significant downstream capital pressures with respect to lifecycle management and renewal of the related infrastructure (both hard and soft)
- With regard to roadway archetypes, the province is reluctant to deviate from the current legislation, engineering standards and the highway design manual. These design parameters have not yet had the opportunity to consider recent developments in climate science (such as the IPCC's report), vis á vis transportation and land use.

UPTOWN DOUGLAS CORRIDOR PLAN – UPDATE

The Manager of Current Planning provided the committee with an overview of the DRAFT Uptown Douglas Corridor (UDC) Plan. The overview was organized into three components: Context, Highlights and Next-Steps. The following was highlighted:

UCD Plan – Context

- Key baseline metrics of the plan area include:
 - 4,000 residents
 - 10,000 jobs
 - 30,000 transit trips p/day
 - 44% single person households
 - 68% of people are 15-64 years of age

- Key assets of the plan area include:
 - Geographic Centre of the region
 - Major planned transit investments
 - Major existing employment base
 - Regionally significant destinations and travel routes
 - Officially Community plan direction for substantial growth
- Key challenges to be considered include:
 - Addressing climate change
 - Creating housing affordability and supply
 - Creating a livable community
 - Developing a Heart for Saanich
 - Re-designing the mobility network
 - Maintaining and Enhancing Economic Activity
- The purpose of the plan is to develop the vision, policies and implementation actions to guide change in the UDC over the next 30 years, with a focus on land use and transportation.
- The development of the draft plan included the formation of a project advisory committee, over 2500 engagement interactions, 559 survey responses and a 3 day community design workshop.

UDC Plan – Highlights

- Vision: *The Uptown-Douglas Corridor area welcomes a diversity of people to live, work and explore in this vibrant, accessible community – a showcase of urban sustainability. Gathering places and destinations in the Corridor are green, safe and connected by walking, cycling, transit, and vehicle mobility.*
- The plan’s content is a reflection of the identified community values within the UDC area.
- Significant changes in land use and building heights are being proposed.
- The fundamental changes central to achieving this Plan’s Vision and will be delivered through the following directions:
 1. Put Pedestrians First
 2. Create a Landmark Multi-modal Transit Hub
 3. Accelerate Rapid Transit Implementation on Douglas Street
 4. Create a Network of Active and Engaging Public Spaces
 5. Lead Growth with Residential
 6. Conserve Light Industrial
 7. Transform Oak Street into a Neighbourhood Street
 8. Convert Grey to Green
- The Uptown – Douglas Corridor (UDC) contains a diverse mix of neighbourhoods that have unique characteristics and roles.
- This Plan provides direction to create a high functioning, cohesive core for Saanich by drawing on the distinct social, economic and environmental contributions of the 7 following UDC neighbourhood sub-areas:
 - Douglas-Oak Hub
 - Highest building heights up to 18 storeys
 - Tennyson Industrial Quarter
 - Buildings up to 8 storeys
 - Rudd Neighbourhood
 - Low/mid-rise residential
 - Rutledge Neighbourhood
 - Transitional area from high-density core to lower scale neighbourhoods
 - Mt. View Neighbourhood
 - Multi-modal transit hub, supporting high-density mixed-use/residential

- development.
 - Nigel Valley-Municipal Campus
 - Consider office, retail and housing uses on the Municipal Campus.
 - Tolmie Quarter
 - School Board site is the keystone parcel – priority is a community use
- The first priority after the implementation of the plan will be to update the parking standards in the Zoning Bylaw.
- Redevelopment within the plan area will be initiated by property owners. Infrastructure, parks, community amenities developed on an as needed/funded basis and/or in conjunction with private property owner development projects.
- Public engagement will continue with the release of the DRAFT plan, and include:
 - Three open-houses
 - Five pop-up events
 - On-line survey
 - Major Landowner Meeting
 - Community Association and Advisory Committee meetings
 - One-on-one meetings
 - Focused design / development community consultation
 - Formal referrals
- Next steps include the previously noted public engagement, plan refinements and consideration of the Plan in late 2019/ early 2020.

Committee discussion ensued, the following was noted:

- The intent of the plan is to foster the development of commercial uses at grade, with purpose built office of residential uses occupying the remaining storeys.
- The Oak St. area (auto dealerships) is subject to the greatest land-use changes, as the permitted height for these lands will rise to 12 storeys, thus driving an uptick in density.
- A challenge will be neighbourhood interfacing in areas of significant change in height/use and density.
- The school board property will be subject to significant public interest, as there are many competing visions of what the future use of this land should be.
- There is interest in seeing the former Mayfair Lanes property being developed as a mixed-use property. This could serve as a catalyst for both the immediate and broader plan area.
- The matter of business displacement (when a site is redeveloped in a manner that presents an incompatible use) is a matter of the markets, particularly business model evolution and transition.
- Will evolving economic trends render some current uses obsolete before redevelopment is considered? This is an unknown.
- The Douglas—Oak Hub will consider a mixed-use of light industrial and rental residential.
- The plan provides the guidelines for redevelopment within each sub-area. Each individual property owner will have to determine their own business case for redevelopment. Increasing permissive uses, density and height in certain areas will serve as incentive for some property owners to initiate a business case for redevelopment.
- The plan incorporates a lot of the things we have been discussing over this term.
- It will be exciting to see how the DRAFT plan evolves after the next round of engagement, particularly with the large land owners.

SOUTH ISLAND PROSPERITY PARTNERSHIP

The Clerk circulated, on-table, the Chair's memo, South Island Prosperity Partnership – Saanich Ec. Dev. Forum, dated September 19, 2019. The Chair gave a brief overview of the memo before inviting Dallas Gislason to speak to the proposed forum. The following was highlighted:

- As noted at the June 13, 2019 meeting of PTED, SIPP is working in conjunction with area municipalities in the development of an economic development municipal playbook.
- The proposed forum/presentation would act as an introduction to the concepts, policies and tools used to facilitate and support economic development at the local level.
- Some municipalities have difficulty conceptualizing, others have difficulty in implementation. SIPP is here to support its municipal partners in achieving a coherent and pragmatic strategy that is achievable and actionable.
- The proposal by SIPP, as noted in the Chair's memo, can be facilitated in a variety of formats.

Committee discussion ensued, the following was noted:

- SIPP would be responsible for the content; however the committee could assist staff in the planning, organizing and facilitation on the day-of.
- Ground-truthing is important to successful policy development, as so many unqualified assumptions, perceptions and opinions permeate public discourse. Accordingly, and Ec.Dev, 101 would create the conditions for an informed and engaged policy environment.
- There are numerous opportunities for both internal and external public education.
- Economic Development, like climate mitigation, must be protean and able to respond appropriately to often rapidly changing market forces (internal and external).
- The rise of Populism amongst global political discourse is having significant impacts on economic development at both the macro and micro levels.
- A public forum would inform both Council and the public at the same time.
- The details pertaining to the development of an Ec. Dev. Strategy for Saanich is purview of Council. Any action would be at their discretion, and subject to the annual financial plan process.

MOTION

Moved by S. Baker-French and Seconded by S. Bartell, "That the Planning Transportation and Economic Development Advisory Committee:

- 1. Receive the Chair's memo regarding the South Island Prosperity Partnership's offer to facilitate an economic development presentation, titled, An overview of sustainable economic development: How communities can prosper now and in the future; and,**
- 2. That the matter be referred to Saanich Council for their consideration."**

CARRIED

FILM STUDIO DEVELOPMENT

Noting the time, the Chair sought the consensus of the committee to table the Film Studio discussion to the October meeting. The committee agreed on this action.

The meeting adjourned at 9:07 p.m.

Councillor de Vries, Chair

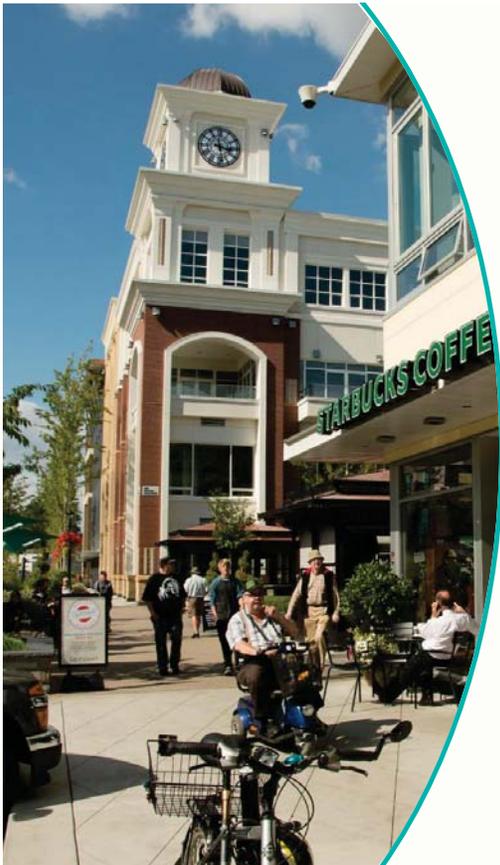
I hereby certify these Minutes are accurate.

Committee Secretary



DRAFT Uptown Douglas Corridor Plan

Planning Transportation and Economic Development Committee
September 19, 2019



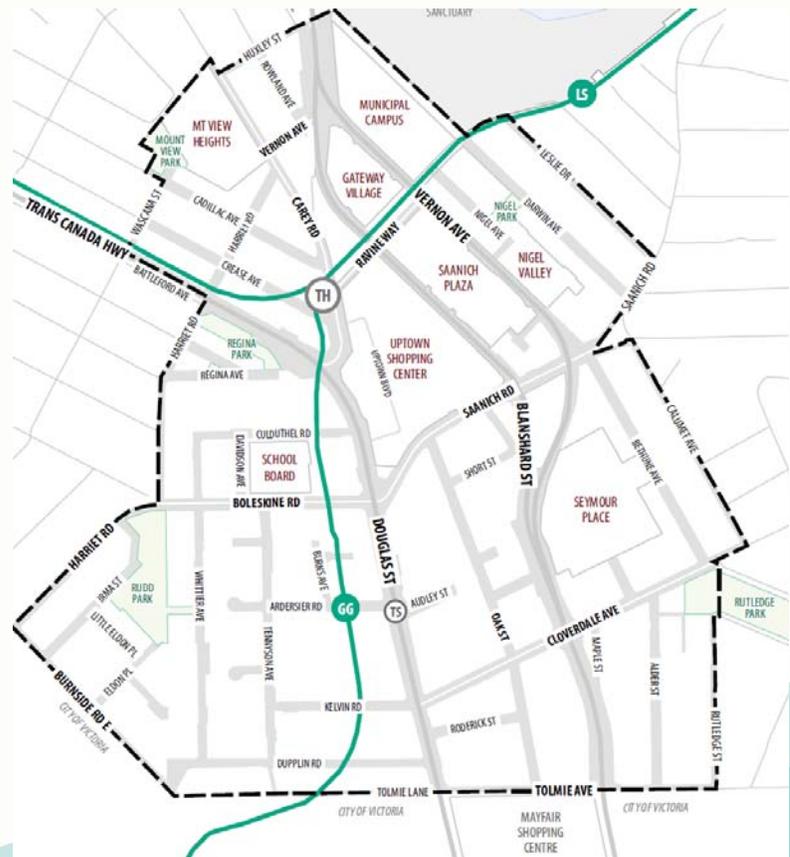
Presentation Overview

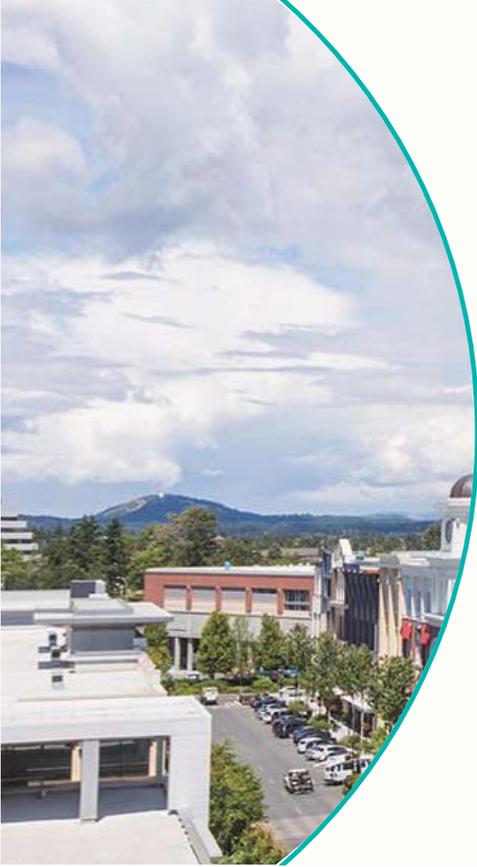
1. Context
2. Highlights of Draft Plan
3. Next Steps



Context

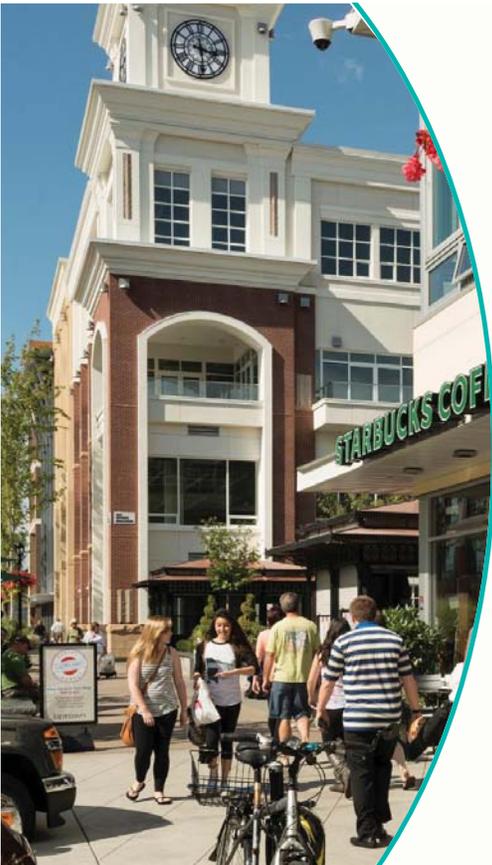
Plan Area





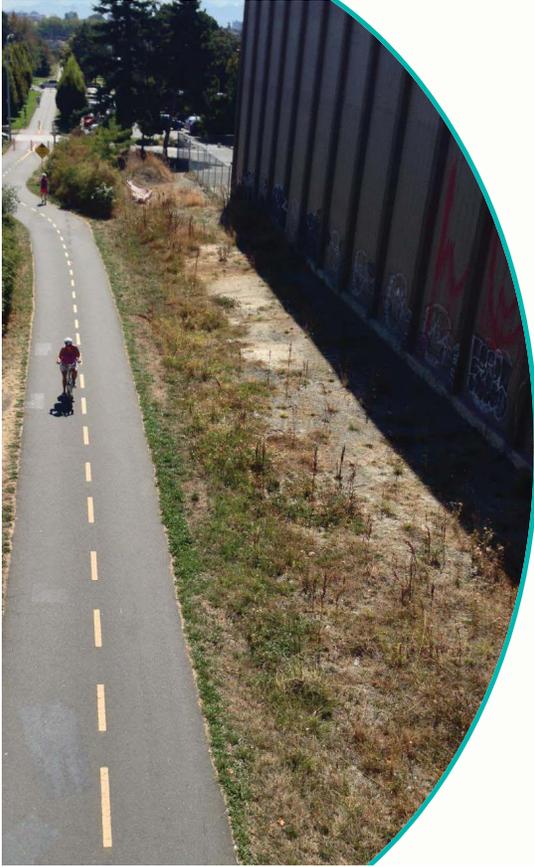
About the Area

- Over 4,000 residents
- Approximately 10,000 jobs
- 30,000 transit trips per day
- 44% single person households
- 69% of people are 15-64 years of age



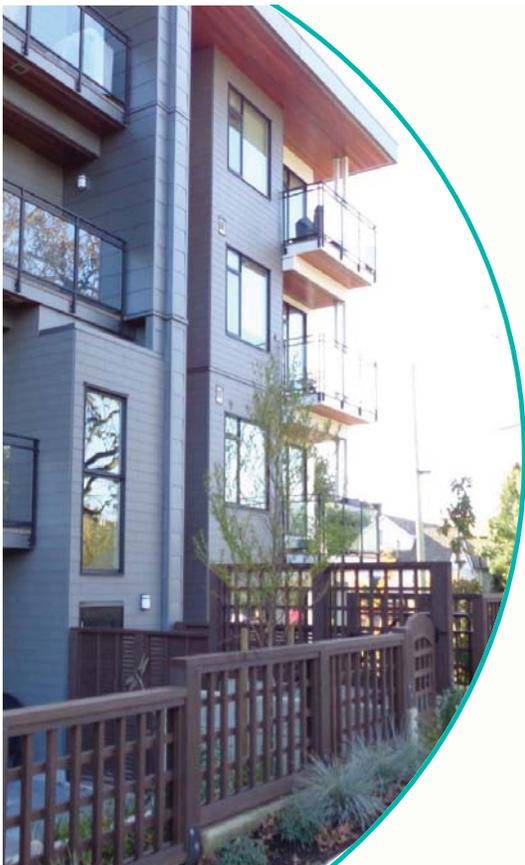
Key Assets

- Geographic Centre of the region
- Major planned transit investments
- Major existing employment base
- Regionally significant destinations and travel routes
- Official Community Plan direction for substantial growth



Key Challenges

- Addressing Climate Change
- Creating Housing Affordability and Supply
- Creating a Livable Community
- Developing a Heart for Saanich
- Re-designing the mobility network
- Maintaining and Enhancing Economic Activity



Plan Purpose

- Develop a vision, policies and implementation actions to guide change in the UDC over the next 30 years
- Comprehensive Plan with a focus on land use and transportation

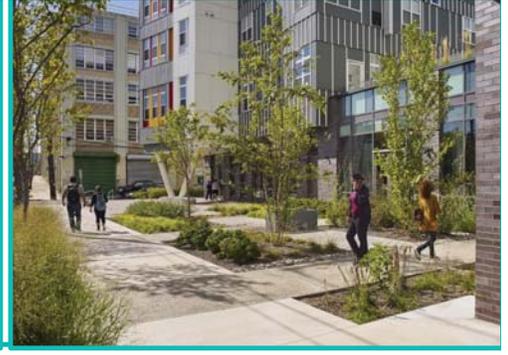


Planning Process



Process Highlights

- Establishment of Project Advisory Committee
- Community Visioning with 2,500 engagement interactions and 559 online survey / poll responses
- Three day Community Design Workshop
- Saanich Talks speaker series
- Council endorsement of Plan Framework Report



Plan Highlights

Vision

The Uptown-Douglas Corridor area welcomes a diversity of people to live, work and explore in this vibrant, accessible community – a showcase of urban sustainability.

Gathering places and destinations in the Corridor are green, safe and connected by walking, cycling, transit, and vehicle mobility.

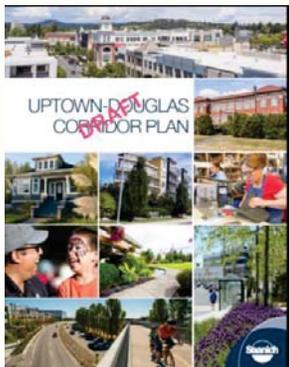


Community Values

- Foster economic vitality
- Build community
- Support complete communities
- Integrate mobility
- Enhance the natural environment
- Public safety
- Active lifestyles



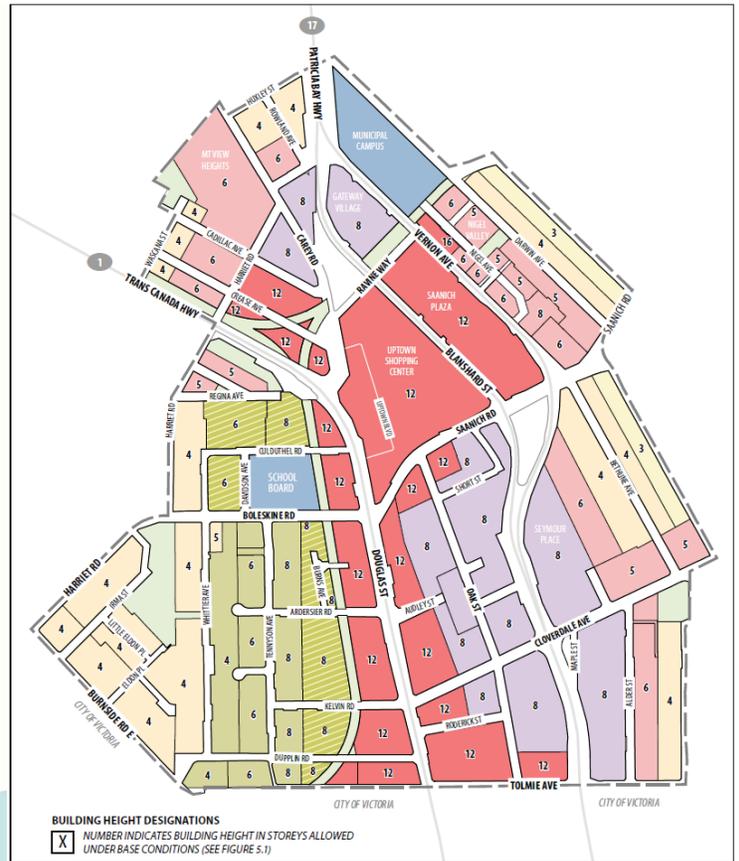
Plan Content



Land Use Designations

- Height range (base height on map, max height on table)
- Significant change in uses / height proposed

LAND USE DESIGNATIONS		
	NEIGHBOURHOOD INFILL	
	NEIGHBOURHOOD APARTMENT	
	MID-RISE RESIDENTIAL	



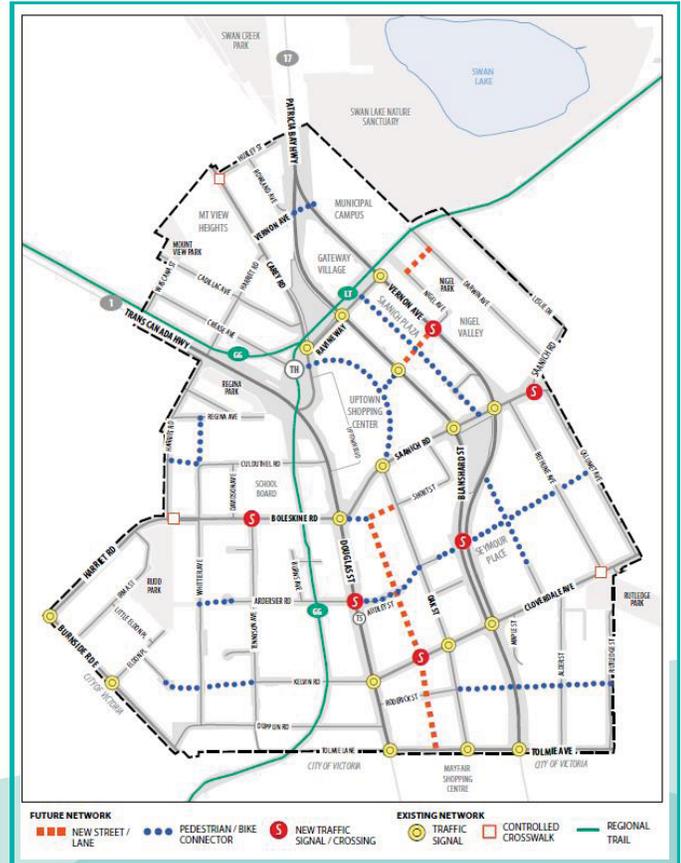
Land Use Designations



Land Use Designation	Building Type and Use	Street Interface	Base Building Height (storeys) (See Map 5.1)	Max. Building Height (storeys)
Urban Mixed-Use Residential	<p>Medium-high rise mixed-use and residential buildings.</p> <p>Active commercial uses at grade required as a component of each development along Oak Street, Audley Crossing and Cloverdale Avenue.</p> <p>Commercial uses will be considered for the first 4 storeys. Additional storeys of commercial may be considered on Blanshard Street.</p> <p>Live-Work units will be considered.</p>	<p>Set buildings back 5-7 meters from the outer edge of the curb to achieve lively pedestrian areas.</p> <p>Provide a continuous street wall of 2-4 storeys.</p> <p>Storeys above the podium should step back to maximize light penetration and be articulated to minimize shadowing.</p> <p>Along Audley Crossing, development should provide a continuous streetwall of 2 storeys.</p> <p>Residential should include ground level units with direct access, frontage and views to the street.</p> <p>Ground level commercial units should provide a range of small street frontages and active access to the street.</p>	8	12

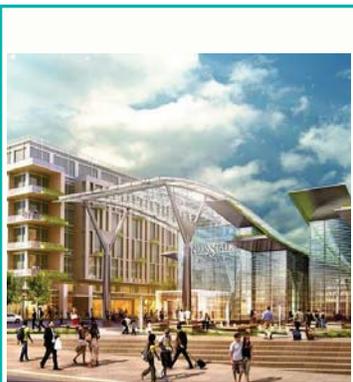
1. Put Pedestrians First

- Connected street network
- Complete street design
- Pedestrian-oriented urban design guidelines
- Parks and public space network



2. Create a Landmark Multi-modal Transit Hub

- Enhances the role and identity of the UDC as a regional hub and focal point in Saanich
- Seamless experience for all modes
- Maintains the 'AAA' (all ages and abilities) quality of the Galloping Goose and Lochside Trails;
- Integrates high quality public spaces
- Accommodates the potential conversion to light rail transit
- Incorporates active uses, housing and/or community facilities
- Serves as a prominent visual landmark





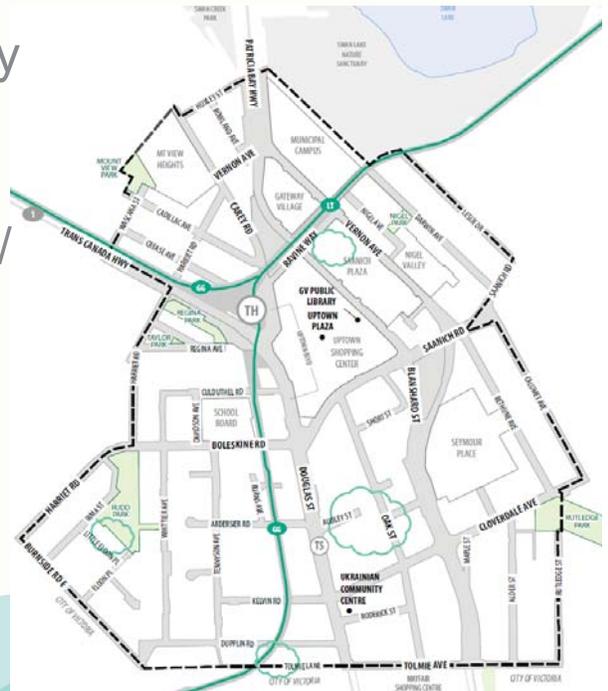
3. Accelerate Rapid Transit Implementation on Douglas Street

- Highest density of land use within walking distance of Douglas Street
- Maintain commercial focus
- Establishment of station areas and associated and public spaces
- Long term expansion of right of way to accommodate sidewalks, boulevards and bike lanes



4. Create a Network of Active and Engaging Public Places

- Three new community park spaces
- DCC Funded
- Requirement for park/open space on large redevelopment sites





5. Lead Growth with Residential

- Medium-high density residential possible throughout the majority of the study area
- Affordable housing as a priority for community contributions
- Provision for parks and other community facilities
- Target to double population in 20-30 time horizon of the plan

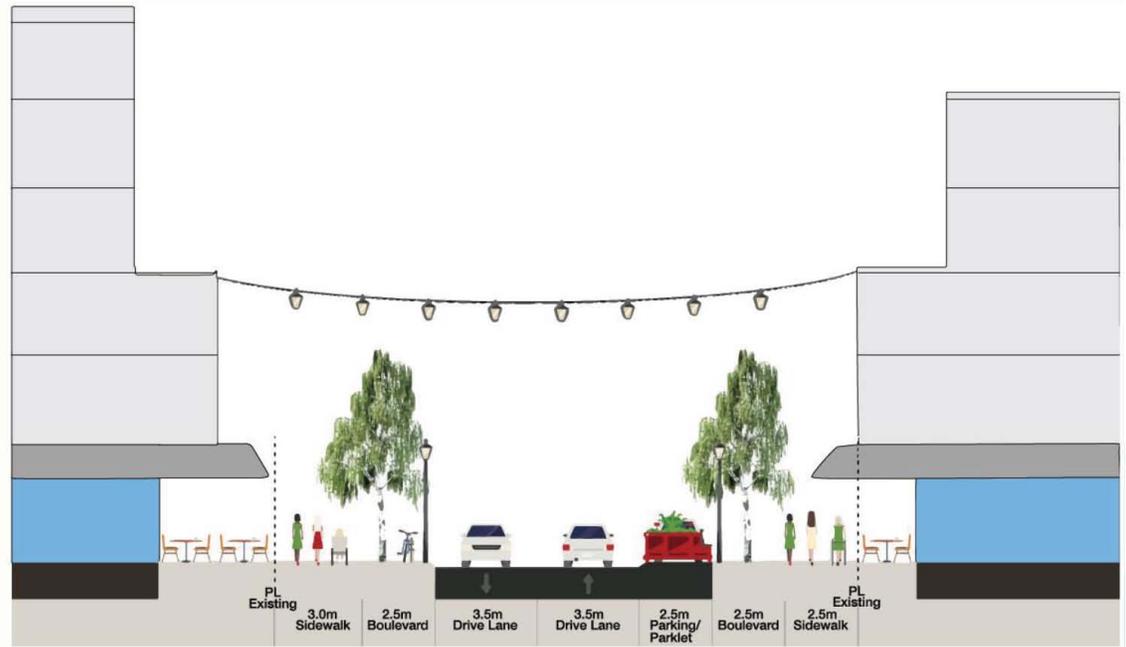


6. Conserve light Industrial

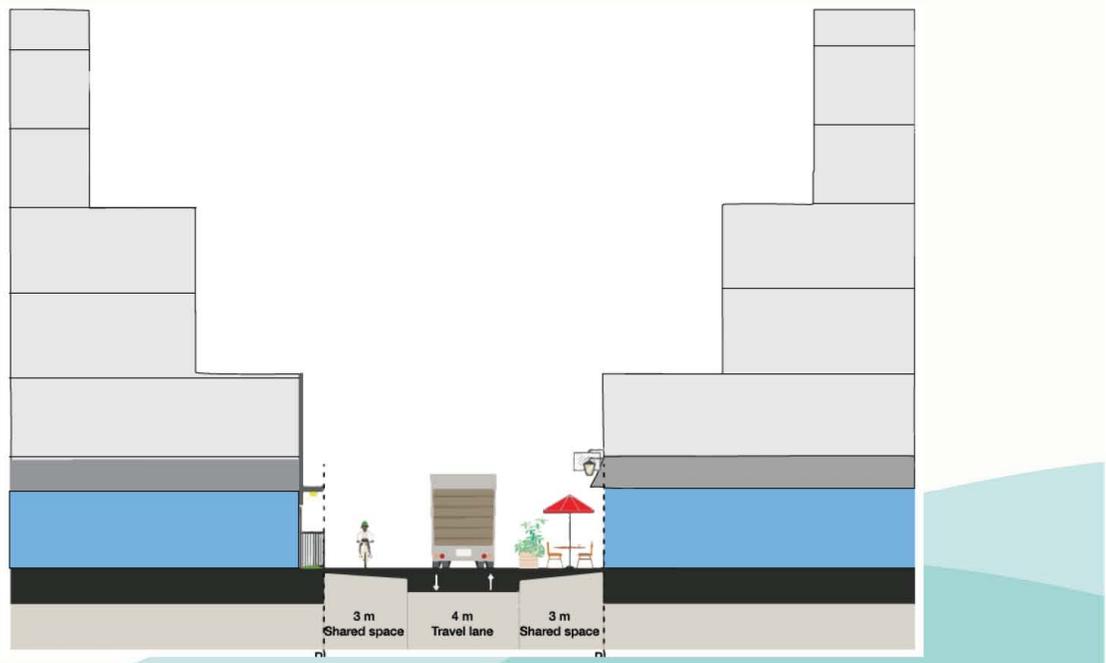
- Retain industrial footprint and increase height / density provisions
- Rental residential on upper storeys on parcels fronting the Galloping Goose and School Board site
- Greater mix of employment uses
- Improve streetscapes and active transportation routes



7. Transform Oak Street into a Neighbourhood Street



Audley Crossing





8. Convert Grey to Green

- Development of a green corridor network
- Support for comprehensive study to assess and identify priority actions for enhancing the Cecelia Creek watershed
- Expansion of parks and open space network
- Explore planting of Garry Oaks on Oak Street
- Design complete streets with boulevard space to support healthy street trees



Plan Implementation

- Property owner initiated redevelopment
- Capital works, including transportation and infrastructure
- DCC funded improvements
- Partnerships with CRD, MOTI, etc.
- Updates of regulations and guidelines (i.e. parking requirements)



Next Steps



Public Engagement

- Three Open Houses
- Five Pop-ups
- Survey
- Major Landowner Meeting
- Community Association / Committee Meetings
- One on one meetings
- Focused design / development community consultation
- Formal Referrals



Next Steps

- Public Engagement – September / October
- Plan refinements
- Council consideration of Plan – late 2019 / early 2020



Memo

File: 1310-40 CRD

To: Mayor and Councillors
From: Angila Bains, Manager, Legislative Services / Municipal Clerk
Date: September 30, 2019
Subject: **UBCM HOUSING NEEDS REPORTS PROGRAM GRANT**

Please find attached, correspondence from the Chair, Capital Regional District Board dated September 18, 2019 requesting that Saanich Council support an application to the Union of BC Municipalities (UBCM) for a grant under the 2019 Housing Needs Reports Program and, if awarded, the overall grant management for a Regional Housing Needs Reports Project.

Council may consider endorsing the following resolutions:

"That Saanich Council support the Capital Regional District to apply for, receive and manage Union of BC Municipalities (UBCM) grant funding to complete a housing needs report in partnership with the District of Saanich";

or

"That Council receive the letter from the Capital Regional District Board for information."

A handwritten signature in blue ink, appearing to read "Angila Bains".

Angila Bains, B.A., CMC
Manager, Legislative Services

/sh

Attachment





Making a difference...together

Executive Services
625 Fisgard Street, PO Box 1000
Victoria, BC V8W 2S6

T: 250.360.3125
F: 250.360.3130
www.crd.bc.ca

September 18, 2019

File: 0400-50

Mayor Fred Haynes
District of Saanich
Saanich Municipal Hall, 770 Vernon Ave
Victoria, BC V8X 2W7

Dear Mayor Fred Haynes:

Re: UBCM Housing Needs Reports Program Grant

On September 11, 2019, the Capital Region District (CRD) Board authorized CRD staff to apply to the Union of BC Municipalities (UBCM) for a grant under the *2019 Housing Needs Reports Program* and, if awarded, to provide overall grant management for a Regional Housing Needs Reports Project.

During recent DPAC meetings, the planning staff from eleven local government entities expressed interest in collaborating on this Project. A representative from your Municipality was among those who expressed interest in participating in the Regional Project and, in order for the CRD to meet UBCM grant requirements, a Council resolution supporting participation in the Project is needed from your Municipality. A draft sample resolution is provided below.

That the District of Saanich support the Capital Regional District to apply for, receive, and manage UBCM grant funding to complete a housing needs report in partnership with the District of Saanich.

Should your Council support such a resolution, please provide the CRD with a letter outlining this resolution, as well as a copy of the minutes where the resolution was discussed and approved.

CRD staff will submit these letters of approval along with the CRD's Housing Needs Reports Program Grant Application. The UBCM grant application deadline is November 29, 2019. A project description that includes a high level project timeline is attached for your information (Attachment 1).

We are excited for the opportunity to facilitate collaboration on this project and to work towards developing a sustainable and accessible data reporting approach to housing information in the region. Please contact John Reilly, Manager Housing Planning and Programs, at jreilly@crd.bc.ca or at (250) 360-3081, should you have any questions.

Sincerely,

Colin Plant
Chair, Capital Regional District Board

cc: Robert Lapham, Chief Administrative Officer

Attachment (1)

Identification of Opportunity

In 2018, the Provincial Government passed *Bill 18 – 2018: Local Government Statutes (Housing Needs Reports) Amendment Act, 2018* which requires local governments to develop housing needs reports on a regular basis. The reports are intended to strengthen the ability of local governments to understand what kinds of housing are most needed in their communities, and help inform the development and implementation of official community plans and regional growth strategies.

To support municipalities and electoral areas in creating reports that meet the provincial requirements, funding is being made available as grants through the Union of BC Municipalities (UBMC) Housing Needs Reports Program. Funding is scaled based on the net population of the planning area and regional projects are possible where municipalities and electoral areas agree to work together.

One of the Development Planning Advisory Committee (DPAC) purposes is “to facilitate coordination of Provincial ... actions, policies and programs as they relate to the development and implementation of the regional growth strategy” and through DPAC the CRD has identified 11 local government entities that want to collaborate on a regional project in 2020. Further, all local government entities in the capital region have indicated the desire to collaborate on the ongoing updating of these reports and develop a sustainable and accessible data reporting approach to housing information in the region.

Participating Municipalities, Electoral Areas and Islands Trust Areas

Central Saanich	Colwood	Esquimalt
Highlands	Islands Trust (SGI and SSI)	Juan de Fuca EA
Langford	Metchosin	North Saanich
Saanich	Victoria	

Alignment with CRD Plans and Strategies

Plan/Strategy	Direction
Corporate Plan	Measure housing affordability and engage with municipalities on affordability
	Support municipalities in their affordable housing objectives
	Lead and participate in regional, provincial and federal affordable housing ... planning initiatives
Regional Growth Strategy	Work across the housing spectrum when identifying the current and anticipated future issues concerning market and non-market housing affordability for no, low and middle income and special needs households
	Analyze the extent of present (housing) issues and forecast future issues

Regional Housing Affordability Strategy	Include housing affordability approaches and policies in the Regional Growth Strategy and monitor regional outcomes
	Supports municipalities and electoral areas in initiatives that identify housing development targets that support increased density within the region’s urban containment boundary, monitors results and assesses challenges
	Establishes regional housing development targets and supports municipalities and electoral areas in establishing local targets, monitoring results, assessing development challenges and identifying potential solutions

Goals & Objectives

- Main Goal: Create Housing Needs Reports for the 11 participating local government entities.
- Sub-Goal: Develop a regional housing data reporting system.
- Sub-Goal: Create a process for providing all regional local government entities with ongoing support in creating updated Housing Needs Reports that meet provincial legislative requirements.

Objectives:

- Develop and execute project plan
- Obtain data compiled by provincial authorities
- Seek out and obtain additional data and statistics that meet provincial requirements
- Create draft Housing Needs Reports based on provincial criteria
- Facilitate stakeholder as well as community engagement that confirms and builds understanding of the current context and shares the findings of the housing needs assessment in each of the 11 local government entity jurisdictions
- Create Housing Needs Reports that meet provincial legislative requirements

Roles and Responsibilities

This project will provide opportunity for the involvement of CRD staff, municipal administrations as well as consultants to support various responsibilities related to the completion of the project. The following table provides a summary of anticipated roles and responsibilities.

Project Element	Role/Responsibility			
	CRD	DPAC	Local Govt.	Consultant
Project management	Lead			
Grant application and management	Lead			
Consultant recruitment and selection	Coordinate	Decision		
Data compilation and presentation	Lead		Support	Support
Drafting of municipal reports	Lead		Support	Support
Approval of municipal reports		Support	Lead	
Local community engagement	Support	Support	Lead	Support
Housing sector engagement	Lead	Support	Support	Support
Development of housing data reporting system	Lead	Support		
Development of final Housing Needs Reports	Lead	Support	Support	

Proposed Timeline

Activity	Date
1. CRD Approval of UBCM Grant application	September 2019
2. Municipal/Electoral Area/Local Trust Area Approval of CRD Role	September/October 2019
3. Draft Scope of Work	September 2019
4. Approve Scope to Work to Support RFP	October 2019
5. Draft UBCM Application	October/November 2019
6. UBCM Grant Application Due	November 29, 2019
7. Issue RFP	January 2020
8. Proposal Review and Consultant Selection	February 2020
9. Data Compilation and Collection	March-May 2020
10. Stakeholder Engagement	May-September 2020
11. Draft Reports Submitted to DPAC	September 2020
12. Local Government Review of Draft Housing Needs Reports	October 2020
13. Final Housing Needs Reports Submitted to DPAC	November 2020
14. Reports Submitted to Local Government Councils for Approval	December 2020

Budget

Project costs are expected to be approximately \$150,000 and a grant in this amount will be sought from UBCM.

Project Sponsor

CRD Regional Housing is sponsoring this project with the support of CRD Regional and Strategic Planning and DPAC.