

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH
Advisory Planning Commission Meeting
AGENDA

Wednesday, February 19, 2025, 4:00 p.m.
Council Chambers

Pages

1. CALL TO ORDER

2. ACKNOWLEDGEMENT

We respectfully acknowledge that the land on which we gather is the traditional territory of the W̱SÁNEĆ people which includes W̱JOLEŁP (Tsartlip) and S̱ÁUTW̱ (Tsawout) First Nations.

3. ADOPTION OF AGENDA

3.1 Agenda of the February 19, 2025 Advisory Planning Commission Meeting

Recommendation:

That the agenda of the February 19, 2025 Advisory Planning Commission meeting be approved as circulated.

4. ADOPTION OF MINUTES

4.1 Minutes of the January 15, 2025 Advisory Planning Commission Meeting

Recommendation:

That the minutes of the January 15, 2025 Advisory Planning Commission meeting be adopted as circulated.

5. UNFINISHED BUSINESS

6. NEW BUSINESS

6.1 2025 Orientation and Planning Overview

Presentation by the Director of Planning and Building Services.

For information.

6.2 BC Housing Progress Report on District's Provincial Housing Targets

Report and presentation from the Director of Planning and Building Services.

For information.

3

6

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- 6.3 1048 Clarke Road – Development Permit (SSMUH)
Report from the Director of Planning and Building Services.

Motions from the January 27, 2025 RCM:

That Development Permit No. 3060-20-16/24 for three townhomes at 1048 Clarke Road be referred to the Advisory Planning Commission and that the Commission consider the following:

- *Is the APC supportive of the application?*
- *Are there any substantial issues Council should consider?*
- *Does the APC have any recommendations regarding the driveway and streetscape design?*

7. ADJOURNMENT



**THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH
Minutes of the Advisory Planning Commission Meeting**

January 15, 2025, 4:00 p.m.

Council Chambers

Present: Susan Zedel (Chair), Faye McClinton, Reg Nordman, Roger Ord, Shauna Sundher, Councillor Thompson (Council Liaison)

Absent: Christopher Mounce, Mark Alexander, Megan Parrish, Nancy Shackelford

Staff Present: Ivo Van der Kamp, Acting Manager of Development Services; Pamela Martin, Deputy Corporate Officer; Davin Contois, Planner

1. CALL TO ORDER

The Acting Manager of Development Services called the meeting to order at 4:00 p.m.

2. ACKNOWLEDGEMENT

The Acting Manager of Development Services respectfully acknowledged that the land on which we gather is the traditional territory of the WSÁNEĆ people which includes WJOLELP (Tsartlip) and STÁUTW (Tsayout) First Nations.

3. ADOPTION OF AGENDA

3.1 Agenda of the January 15, 2025 Advisory Planning Commission Meeting

MOVED

That the agenda of the January 15, 2025 Advisory Planning Commission meeting be approved as circulated.

CARRIED UNANIMOUSLY

4. ADOPTION OF MINUTES

4.1 Minutes of the October 16, 2024 Advisory Planning Commission Meeting

MOVED

That the minutes of the October 16, 2024 Advisory Planning Commission meeting be adopted as circulated.

CARRIED UNANIMOUSLY

6. NEW BUSINESS

6.1 Annual Election of Commission Chair

MOVED

That Susan Zedel be elected as the Advisory Planning Commission Chair for 2025.

CARRIED UNANIMOUSLY

6.2 6922 Saanich Cross Road (Small Lot Development)

The Planner provided an introduction of the application and responded to questions from the Commission.

The Commission discussed the following:

- Whether the requested variance is something commonly requested.
- The parking variances and concerns regarding the lack of available street parking.
- Whether the subdivided properties could be sold.
- What is included in the covenants and how they will run with the land.
- Whether this will affect future zoning of neighbouring properties.
- Whether there will be any changes made to traffic patterns in the area.
- Concerns with some of the proposed setbacks.
- How Development Cost Charges are managed.
- The importance of having the removal and protection of trees monitored during construction.

MOVED

That the Advisory Planning Commission supports the application for 6922 Saanich Cross Road, as proposed.

CARRIED UNANIMOUSLY

MOVED

The Advisory Planning Commission also notes the following concerns and issues for Council to consider:

1. *Parking: The variance required for parking and lack of alternative parking available for proposed Lot 2, as well as the lack of available street parking for any overflow.*

2. *Arborist: The need for monitoring of tree removal and the protection of trees during construction.*

CARRIED UNANIMOUSLY

7. ADJOURNMENT

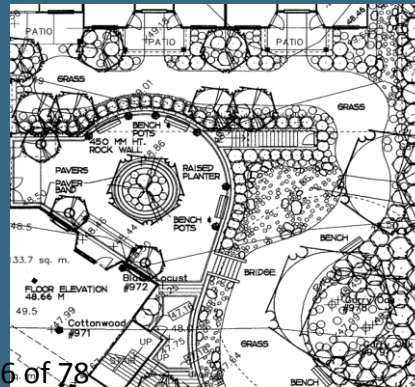
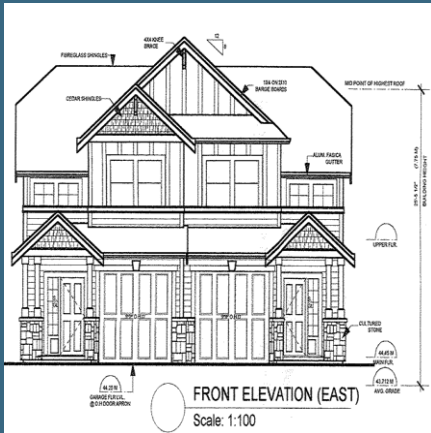
On motion, the meeting adjourned at 4:38 p.m.

Chair

DRAFT

Advisory Planning Commission

Orientation and Planning Overview





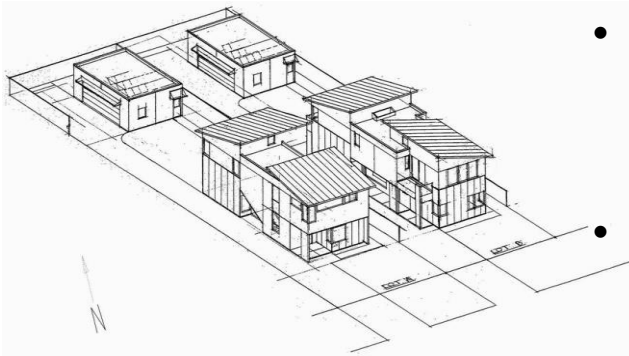
Agenda

- Introduction
- Role of the APC
- Planning Tools
- Types of Development Applications
- Discussion and Questions

APC - ORIENTATION

Role of the APC

APC provides advice and recommendations to Council on a variety of matters:



- Applications for Rezoning, Development Permits, Development Variance Permits, Temporary Use Permits, Agricultural Land Reserve
- Preparing Policy or Regulations OCP's, Zoning Bylaws, Subdivision and Development Servicing, Flood Plain, Signs, Landscaping etc.

The APC also advises Council on matters related to:

- Environmental Issues
- Alternative Transportation
- Heritage
- Affordable Housing
- Economic Development



APC - ORIENTATION

Role of the APC

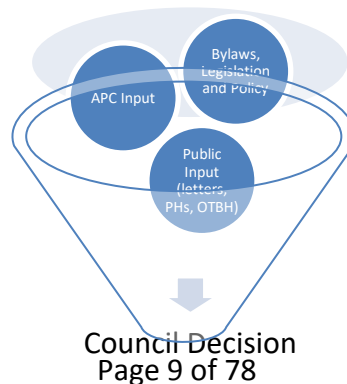
Public Input:

As per S. 18 of the APC's Terms of Reference, although APC meetings are open to the public, members of the public are not provided an opportunity to address the Commission.

APC should not consider public input on an application.

Correspondence regarding an application should be submitted to Council only.

The purpose of the APC is to provide Council with the Commission's opinions and advise on matters that have been referred to the Commission from Council.



Planners Toolkit

Land Use Policy and Regulatory Tools



Local Government Act

In BC, all official community plans, zoning bylaws & development approval processes (except the subdivision of land) are prepared & adopted within the statutory provisions of the Local Government Act



APC - ORIENTATION

Official Community Plan

- What is an OCP & what does it do?

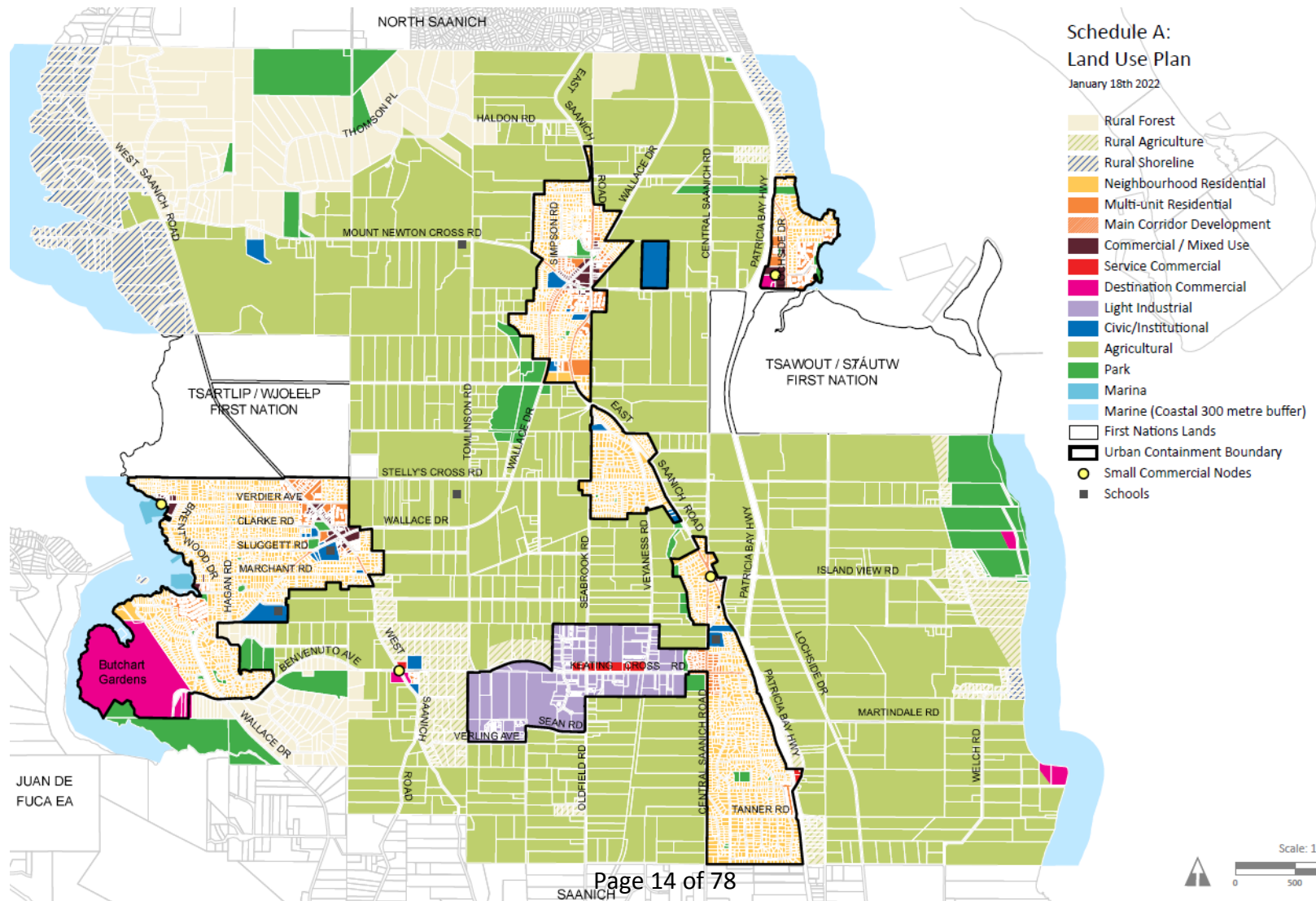


Official Community Plan

- An OCP is an important document that presents the long-term vision for a community, and sets out objectives and policies that guide decisions on planning, land use, and municipal services
- An OCP designates general land use activities on a land use map ranging from residential, commercial, public parks, schools & other public facilities.

APC - ORIENTATION

Official Community Plan



Official Community Plan

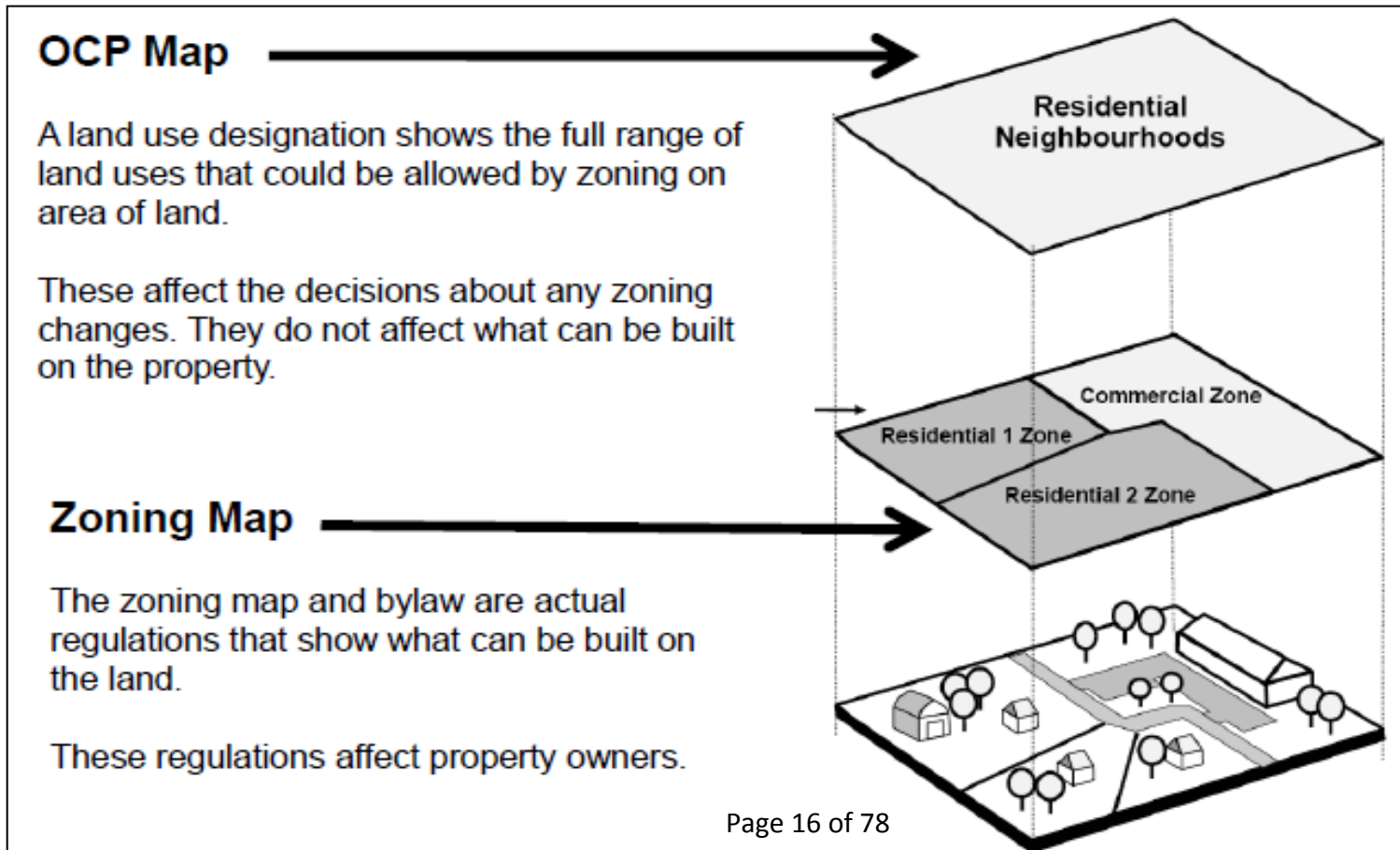
The OCP helps us to address topics like:

- Community Character
- Agriculture and food security
- Housing and Growth Management
- Natural Environment
- Climate Action
- Economy
- Parks, trails and recreation
- Transportation and Infrastructure
- Community Services and Institutional uses
- Heritage and Culture
- Emergency services

APC - ORIENTATION

OCP Relationship to Zoning Bylaw

- Zoning Bylaw must be consistent with OCP



Zoning Bylaw

- Regulates land uses & implements the broad range of goals, objectives & policies of an OCP at a site-specific level.
- Divides the municipality into zones & sets regulations for each zone.
- Its principal purpose is to guide growth in a systematic way by ensuring various uses of land & structures are compatible.

APC - ORIENTATION

Zoning Bylaw



Zoning Regulates:

- Land use:
 - Permitted uses
 - Accessory uses
- Density
- Site coverage
- Size & placement of buildings & structures including:
 - Setbacks from property lines
 - Height

APC - ORIENTATION

Zoning Bylaw



Zoning Regulates:

- Off-street parking and loading
- Landscaping and screening to separate uses
- Subdivision standards e.g. area, shape and dimensions of parcels
- Signs
- Fences

APC - ORIENTATION

Zoning Bylaw

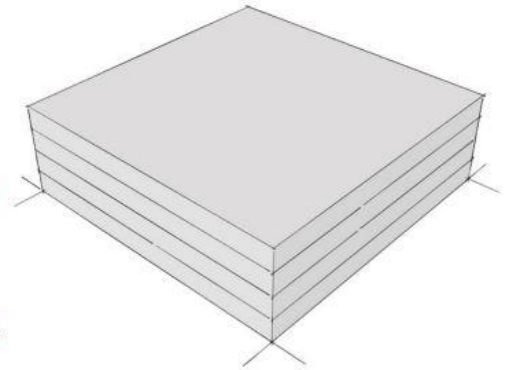
Density:

Density can be expressed through:

- Number of buildings per parcel
- Site coverage (% of a lot covered by footprint of buildings)
- Floor space ratio (FSR) or floor area ratio (FAR) – ratio of building floor area to site area

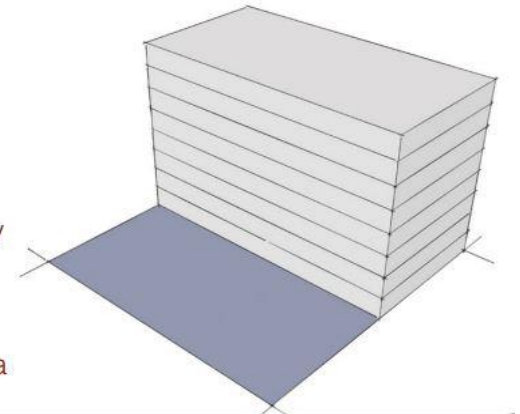
Example 1

- 5,000 m² parcel
- 4:1 FSR maximum density
- 4 storey building
- 5,000 m² on each storey
- 20,000 m² Total Floor Area



Example 2

- 5,000 m² parcel
- 4:1 FSR maximum density
- 8 storey building
- 2,500 m² on each storey
- 20,000 m² Total Floor Area



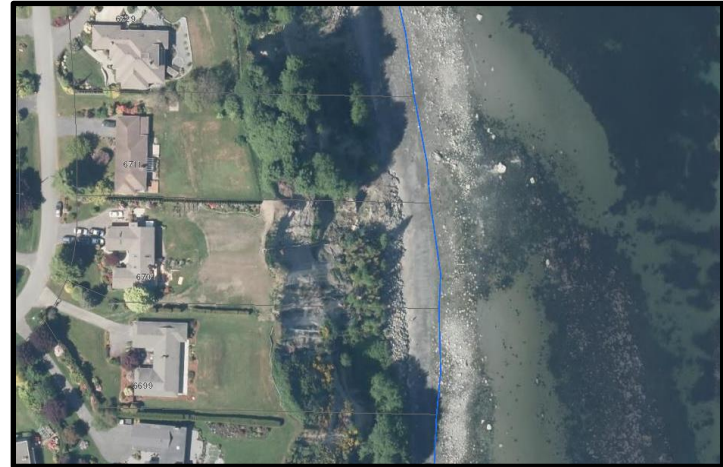
APC - ORIENTATION

Zoning Bylaw

Setbacks:

Building setbacks (to achieve any of the following):

- Environmental protection
- Separation and privacy
- Ensure provision of green space
- Establish neighbourhood character



APC - ORIENTATION

Zoning Bylaw

Zoning and Housing:

- Regulates housing types:
Detached, townhouse and multi-unit accessory suites (e.g. secondary suites, garden or laneway suites)
 - Provincial Bill 44
- Regulates housing tenure:
New rental zoning authority (can only be used where multi-unit residential use is permitted)
- Reduced parking for affordable housing projects



APC - ORIENTATION

Development Permits Areas

- Development Permit Areas (DPA's) are designated within the OCP.
- Must establish conditions or objectives that justify the designation. (LGA)
- Must specify guidelines to address special conditions or objectives.



Development Permits Areas

Local Government Act permits designation of DPAs for the following purposes:

1. Natural environment protection
2. Hazardous conditions protection
3. Farming protection
4. Downtown revitalization
5. Form & character objectives
6. Energy & water conservation
7. Greenhouse gas emissions reduction



APC - ORIENTATION

Development Permits Areas

Within DPAs, the following cannot occur unless the Local Government issues a Development Permit:

- Construction or alteration of a building
- Subdivision or alteration of land

Issuance of Development Permits can be delegated to staff by Council.

APC - ORIENTATION

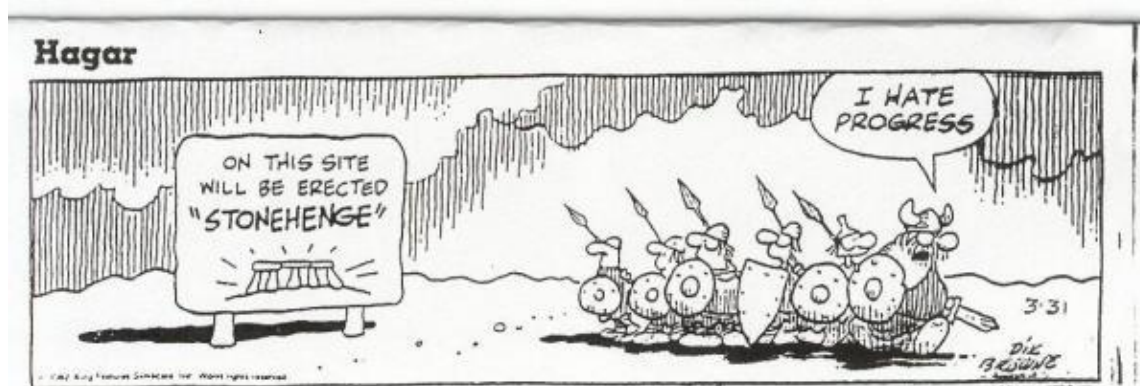
Types of Development Applications that are referred to APC:

- Rezoning
- Development Permits
- Development Variance Permits

Rezoning Applications

Application for rezoning is required for:

- Proposed change to land use
- Proposed change to density



Rezoning Applications

Details the APC should consider:

- Does the proposed change in land use or density align with OCP policy?
- Is the proposed land use a good fit for the community?
- Is the proposed density appropriate for the area?

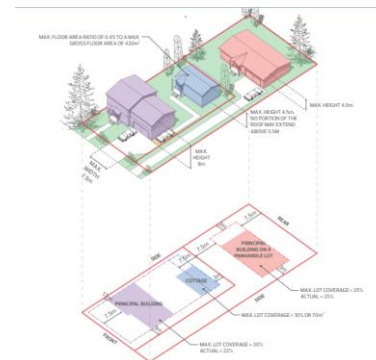


APC - ORIENTATION

Development Permit Applications

Application for a Development Permit is required when:

- A property is located within an established Development Permit Area in the OCP.
 - Construction or alteration of a building
 - Subdivision or alteration of land

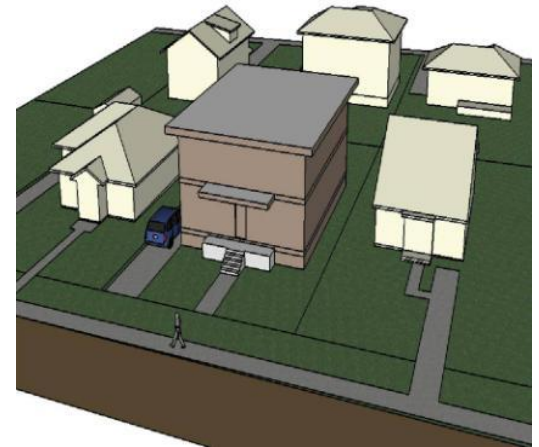


APC - ORIENTATION

Development Permit Applications

Details the APC should consider:

- Most Development Permits the APC considers fall under form and character of new development.
- Does the development align with the DP Guidelines:
 - Scale and Massing
 - Architectural Character and Building Design
 - Landscaping
 - Parking configuration, pedestrian circulation



Development Variance Permit (DPV) Applications

Application for a DVP or (DP with Variance) is required when:

- Development does not conform to one or more regulations of the Zoning Bylaw.
- Council can relax requirements of the Zoning Bylaw including:
 - Building Height, setbacks, parking requirements
- Cannot vary use or density – requires Rezoning

Development Variance Permit (DPV) Applications

Details the APC should consider:

- Are the variance requests supportable in the opinion of APC.
- There are various reasons why a variance may be requested:
 - Unique circumstances on site (e.g. topography, lot shape)
 - Design to account for existing buildings on site.

Development Application Process

- Pre-Application Phase
- Application Submission
- Staff Review + Report
- Council Review and Referral to APC
- Advisory Planning Commission
- Council Issuance of Development Permit (if no rezoning)
- Rezoning - 1st and 2nd Reading of Bylaw
- Public Hearing (If required)
- Adoption of Bylaw

APC - ORIENTATION

Thank You.....

....Discussion & Questions





The Corporation of the District of Central Saanich

REGULAR COUNCIL REPORT

For the Regular Council meeting on Monday, January 27, 2025

Re: BC Housing Progress Report on District's Provincial Housing Targets – Reporting Period 1.1 (July 2024 – December 2024)

RECOMMENDATION(S):

1. *That the BC Housing Target Progress Report Form for Reporting Period 1.1 (July 1, 2024 to December 31, 2024) as presented in Appendix A be approved.*
2. *That staff be directed to submit the BC Housing Target Progress Report Form – Reporting Period 1.1 (July 1, 2024 to December 31, 2024) to the Ministry of Housing.*
3. *That the District request the Province for additional funding resources for Housing related initiatives.*

PURPOSE:

This report is to provide Council with the District's first BC Housing Target Progress Report as required by the Province, for the reporting period 1.1 (July 1, 2024 – December 31, 2024), for information and approval.

This report is prepared based on the Ministerial Housing Target Order (HTO) issued by the Province of BC on June 25, 2024 (See Appendix B). Once Council receives the BC Housing Progress Report, per reporting form guidelines, following Council direction, staff will publish on the District's Housing webpage and submit to the Ministry of Housing.

BACKGROUND:

Housing Target Order

As of June 25, 2024, the Province has set out the **5-year housing target order** for the District of Central Saanich as **588 units**, which is the total minimum number of net new completed housing units (occupancy permit issued), required to comply with this Provincial Housing Target.

For the housing targets, municipalities must prepare progress reports for each reporting period, including information on the progress and actions taken by the municipality toward meeting their target for the reporting period. The reporting periods, number of units per reporting period and annual cumulative number of net new housing units set out by the Province for the District of Central Saanich are shown in Table 1.

Table 1: 5-Year Housing Target Orders for the District of Central Saanich

Reporting Period	Year	Number of Units Per Reporting Period/Year	Cumulative Number of units
1.1	July 1, 2024 – December 31, 2024*	77	77
1.2	July 1, 2024 – June 30, 2025		
2	July 1, 2025 – June 30, 2026	90	167
3	July 1, 2026 – June 30, 2027	111	278
4	July 1, 2027 – June 30, 2028	138	416
5	July 1, 2028 – June 30, 2029	172	588

* Current Reporting Period

Housing Needs Report (HNR)

In late 2023, the Province of British Columbia introduced Bill 44 to address the ongoing housing crisis and expand housing options across the province. Bill 44, the Housing Statutes (Residential Development) Amendment Act, mandates all local governments to update their housing needs reports using a standardized methodology for the next 5 and 20 years.

Based on this standardized Housing Needs Report (HNR) Method¹, staff have calculated the number of housing units needed in the District, and provided a staff report along with the Interim Housing Needs Assessment to Council on September 9, 2024. Based on the HNR Method, the total number of new units needed for the next 5 and 20 years are **1,117** and **3,476**, respectively. See Appendix C.

Housing Target Orders vs Housing Needs

The Provincial housing target of 588 units is to meet the ‘current’ housing demand for the District, while the total number of units in the HNR for the next 5 and 20 years (1,117 and 3,476, respectively), includes a demand buffer which accounts for the number of units required to achieve a ‘healthy’ housing supply.

DISCUSSION:

Staff have completed the BC Housing Target Progress Report Form for the Reporting Period 1.1, to inform Council and receive direction to submit to the Ministry of Housing. The fundamental components of this report form are presented as follows.

Sections 2 & 3: Number of Net New Units, and Housing Units by Category and Type

Starting July 1, 2024, staff have calculated the number of net units delivered to the community (Occupancy Permit issued minus Demolition) based on the unit breakdown guidelines defined within the BC Housing Progress Reporting Form. Records indicate that during the Reporting Period 1.1, a total number of **304** new units have been completed, and **zero** units have been demolished in the District. Therefore, a total of **304 net new units** have been completed during this reporting period. See Appendix D for more information.

The total number of **304 net new units** represents **51.7%** of the 2028 cumulative **housing target (588 units)** and exceeds the prescribed housing target order of 77 units for year one (See Table 1). Additionally, the total net new units of 304 accounts for **27.2%** of **2028 housing need (1,117 units)**, which is just above a quarter of the total housing needs (2025-2028), indicating that the District is on track of delivering

¹ <https://hart.ubc.ca/bc-hnr-calculator/>

Section 4: Municipal Actions and Partnerships to Enable More Housing Supply

The applicable actions that the District has taken within last 12 months to achieve housing targets, in line with the Performance Indicators in the HTO includes, but are not limited to:

1. Modernized [Online Application Permitting](#) –January 2024
2. [Development Approval Process and Efficiencies](#) – January 22, 2024
3. Introducing the [Priority Application Policy](#) –January 22, 2024
4. Zoning Amendments: [Small-Scale Multi Unit Housing \(SSMUH\) Bylaws and Regulations](#) – June 24, 2024
5. [Interim Housing Need Report](#) – Date: September 9, 2024
6. Application to CMHC Housing Accelerator Fund (HAF) Grant –Supported by Council on September 13, 2024
7. Expanding [Accessory Dwelling Units in Agricultural and Rural Areas](#) – November 4, 2024
8. [Official Community Planning \(OCP\)](#) Land Use Designations Capacity Analysis (Bill 44 Alignment)– December 2024 – Ongoing
9. Comprehensive Zoning Bylaw Update – Ongoing
10. Developing an Enhanced Housing Data Tracking System – Ongoing
11. 1183 Verdier Avenue Affordable Housing Project – Collaboration between the District and Capital Region Housing Corporation (CRHC) – Ongoing
12. Hiring New Staff through Provincial Funding Dedicated to Housing Projects

Section 5: Approved Housing Development Applications

In addition to the net new number of housing units (Occupancy Permit), the District is required to report the number of approved applications issued by type since the effective date of the Housing Target Order (July 1, 2024). Per the BC Housing Target Report Form Guidelines, Table 2 provides the type of approved applications (Rezoning, Development Permit and Building Permit) and estimated number of net new units during the reporting period 1.1.

Table 2: Approved Housing Development Applications – Reporting Period 1.1

	Rezoning	Development Permit	Building Permit	Total
Applications	1	6	9	16
New Units	5	25	71	101

The total number of applications for the reporting period 1.1 is 16 and 101 new units are estimated to be delivered to the community through these applications. See Appendix D for more information.

Section 6: Withdrawn or Not Approved Housing Development Applications

The District is required to report the number of proposed units withdrawn by applicants, and/or not approved by the District during the reporting period. Within Reporting Period 1.1, **zero** housing development application have been withdrawn or not approved by the District.

Section 7: Other Information

To address Provincial housing mandates, the District has hired new staff dedicated to housing initiatives through Provincial funding, which has facilitated these processes. Maintaining sustainable funding by the

Province would result in staff work continuity which assists the District with aligning with the Provincial mandate and meeting the Housing Target Order. As part of the staff recommendation, Council could direct staff to send a letter to the Province requesting continuous grant funding to enable the District to meet its housing targets and needs.

IMPLICATIONS:

Strategic

The BC Housing Progress Report and the number of net new units within this report addresses the priority of “Expanding the Supply of Affordable, Attainable, and Rental Housing” identified in the 2024-2027 Strategic Plan.

Legislative/Policy

Following the introduction of Bill 44, the BC Government has the authority to set housing targets in municipalities with the greatest need and highest projected population growth. This authority comes from the new *Housing Supply Act* and *Housing Supply Regulation*. Municipalities that are issued housing target orders, including District of Central Saanich, must report their progress annually. The deadline is 45 days after the end of the reporting period.

OCP

The Fundamental Principle “Provide a Range of Housing Opportunities and Protect Housing Affordability” and Section “Growth Management and Housing” are identified in the District’s OCP. Under Growth Management and Housing, the objective of “Housing for All” is described as:

‘Encourage the creation of affordable, rental and special needs housing in the District and support various tenure options to ensure adequate housing for a range of income levels and needs in the community, including housing for First Nations.’

The net new units delivered to the community addresses housing diversity and affordability, as described in the OCP.

Strategic Plan 2024-2027

Council’s 2024-2027 Strategic Plan includes the following priority: “Expand the Supply of Affordable, Attainable, and Rental Housing”. The goals of this priority are to:

- *Adapt and respond to emerging legislation that seek to remove barriers and incentivize a broader range of housing options;*
- *Support and encourage development proposals that expand housing diversity, including purpose built rental and legal suites; and*
- *Pursue partnerships with housing providers and government agencies to deliver affordable housing and amenities.*

OPTIONS:

Option 1 (recommended):

1. That the BC Housing Target Progress Report Form for Reporting Period 1.1 (July 1, 2024 to December 31, 2024) as presented in Appendix A be approved.

2. That staff be directed to submit the BC Housing Target Progress Report Form – Reporting Period 1.1 (July 1, 2024 to December 31, 2024) to the Ministry of Housing.
3. That the District request the Province for additional funding resources for Housing related initiatives.

Option 2:

Alternative direction as provided by Council.

CONCLUSION:

This report along with the first BC Report on District's Provincial Housing Target for the reporting period 1.1 (July 1, 2024 – December 31, 2024) are provided in accordance with Provincial Legislation. Following Council direction, staff will submit the BC Housing Target Progress Report, per reporting form guidelines, to the Ministry of Housing, and publish on the District's Housing website.

During the reporting period 1.1, 304 net new units (Occupancy Permit issued minus Demolitions) have been delivered to the community which accounts for 51.7% of the 2028 cumulative housing target (588 units) and 27.2% of 2028 housing needs (1,117 units). Additionally, 16 housing development applications have been approved within this reporting period, and 101 new units are estimated to be delivered to the community through these applications.

Report written by:	Nafiseh Rashidianfar, Community Planner
Respectfully submitted by:	Jarret Matanowitsch, Director of Planning and Building Services
Concurrence by:	Christine Culham, Chief Administrative Officer

ATTACHMENTS:

- Appendix A: BC Housing Target Progress Report – DCS – Reporting Period 1.1
- Appendix B: Ministerial Order – Housing Target Order for District of Central Saanich
- Appendix C: Interim Housing Needs Report
- Appendix D: Approved Permits Information

PURPOSE

Municipalities will use this form to complete the requirements for progress reporting under the [Housing Supply Act](#) (Act). The information provided will be evaluated to determine whether targets have been met or satisfactory progress has been made toward meeting targets.

REPORT REQUIREMENTS

The report must contain information about progress and actions taken by a municipality to meet housing targets as identified in the Housing Target Order (HTO).

The progress report must be received in a meeting that is open to the public and by Council resolution within 45 days after the end of the reporting period.

Municipalities must submit this report to the minister and post it to their municipal website as soon as practicable after it is approved by Council resolution.

ASSESSMENT

The Housing Targets Branch evaluates information provided in the progress report based on Schedule B - Performance Indicators in the HTO. If targets have not been met and satisfactory progress has not been made, the Minister may initiate compliance action as set out in the Act.

REPORT SUBMISSION

Please complete the attached housing target progress report form and submit to the Minister of Housing at Housing.Targets@gov.bc.ca as soon as practicable after Council resolution.

Do not submit the form directly to the Minister's Office.



HOUSING TARGET PROGRESS REPORT FORM

Housing Targets Branch
BC Ministry of Housing and Municipal Affairs

Section 1: MUNICIPAL INFORMATION	
Municipality	District of Central Saanich
Housing Target Order Date	July 1, 2024
Reporting Period	July 1, 2024 – December 31, 2024
Date Received by Council Resolution	To be added once approved
Date Submitted to Ministry	To be added once submitted
Municipal Website of Published Report	To be added once published
Report Prepared By	<input checked="" type="checkbox"/> Municipal Staff <input type="checkbox"/> Contractor/External
Municipal Contact Info	Jarret Matanowitsch Director of Planning and Building Services Jarret.Matanowitsch@csaanich.ca 250-544-4214
Contractor Contact Info	<input checked="" type="checkbox"/> N/A (name, position/title, email, phone)

Section 2: NUMBER OF NET NEW UNITS				
Record the number of new net housing units delivered during the reporting period, and cumulatively since the effective date of the HTO. Net new units are calculated as completions (occupancy permits issued) minus demolitions. <u>Legalizing existing unpermitted secondary suites or other housing types does not count toward completions.</u>				
Section 8 must be completed if a housing target has not been met for the reporting period.				
	Completions (Reporting Period)	Demolitions (Reporting Period)	Net New Units (Reporting Period)	Net New Units (Since HTO Effective Date)
Total	304	0	304	304

Section 3: NUMBER OF HOUSING UNITS BY CATEGORY AND TYPE (Unit Breakdown Guidelines)				
Record the number of housing units in each category below for the reporting period and cumulatively since the effective date of the HTO. Definitions are provided in the endnote.				
	Completions (Reporting Period)	Demolitions (Reporting Period)	Net New Units (Reporting Period)	Net New Units (Since Effective HTO Date)
Units by Size				
Studio	23	0	23	23
One Bedroom	171	0	171	171
Two Bedroom	72	0	72	72

Three Bedroom	37	0	37	37
Four or More Bedroom ¹	1	0	1	1
Units by Tenure				
Rental Units ² – Total	248	0	248	248
Rental – Purpose Built	246	0	246	246
Rental – Secondary Suite	2	0	2	2
Rental – Accessory Dwelling	0	0	0	0
Rental – Co-op	0	0	0	0
Owned Units	56	0	56	56
Units by Rental Affordability				
Market	296	0	296	296
Below Market ³ - Total	8	0	8	8
Below Market - Rental Units with On-Site Supports ⁴	0	0	0	0

Section 4: MUNICIPAL ACTIONS AND PARTNERSHIPS TO ENABLE MORE HOUSING SUPPLY

A) Describe applicable actions taken in the last 12 months to achieve housing targets, in line with the Performance Indicators in the HTO. Each entry should include a description of how the action aligns with achieving the housing target, the date of completion, and links to any publicly available information. For example:

- Streamlined development approvals policies, processes or systems.
- Updated land use planning documents (e.g., Official Community Plan, zoning bylaws).
- Updated Housing Needs Report.
- Innovative approaches and/or pilot projects.
- Partnerships (e.g., BC Housing, CMHC, or non-profit housing organizations except First Nations – see Section 4 B).
- Other housing supply related actions.

Action 1: Modernized [Online Application Permitting](#) – January 2024

The District has transitioned to an online permit application (eApply), which allows the submission of digital applications, documents, and plans. This web-based tracker offers a more efficient and streamlined building permit application process to the community and developers and assists staff to collect application information directly from the internal tracker.

This online portal is connected with the District's permit database (Tempest) so that applicants can directly submit the building permit applications online. The eApply online services have enhanced communication and collaboration both internally and externally to improve permit review time, transparency and up-to-date information for the applicant and community. Currently, all Building and Plumbing Permits are available for online submissions, and all Building Inspections can be booked online, and the District is currently in the process of launching online planning application services in the near future.

Action 2: [Development Approval Process and Efficiencies](#) – January 22, 2024

The District has updated the [Development Applications Procedures Bylaw](#) and the Council Policy – Development Applications Process, amended the [Delegation of Authority Bylaw](#), and established an updated [Public Notice Bylaw](#), with the purpose of addressing Phase 1 of the District's "Provincial Housing Legislation Summary and Implementation Plan" for development approval process efficiency and alignment with the provincial legislation.

Action 3: Introducing the [Priority Application Policy](#) – January 22, 2024

A Draft Priority Application Policy has been introduced to Council, with the purpose of prioritizing the processing of development applications that would result in more non-market housing or applications increasing the supply of housing that specifically address housing gaps as identified in the most recent Housing Needs Assessment report (2020). Consideration of the [Draft Priority Application Policy](#) is deferred to June of 2025.

Action 4: Zoning Amendments: [Small-Scale Multi Unit Housing \(SSMUH\) Bylaws and Regulations](#) – June 24, 2024

As of June 24, 2024, the zoning bylaw was amended for residential lots [inside](#) and [outside](#) the Urban Containment Boundary.

According to the [Bylaw inside the Urban Containment Boundary](#), single-family or duplex lots are permitted to build three or four dwelling units in most areas, in line with Provincial requirements. Certain properties along main corridors in the District are permitted four, six, or eight units depending on lot size, exceeding Provincial requirements. To achieve the requirements outlined by Bill 44, the current residential zones have been replaced with two new [Residential Neighbourhood](#) and [Residential Corridor](#) zones.

To meet the Provincial mandate Outside the Urban Containment Boundary, Secondary Suites or Detached Accessory Dwellings are permitted on Rural and Agricultural zoned lots.

Action 5: [Interim Housing Need Report](#) – September 9, 2024

Staff have calculated the number of housing units needed in the District, based on the standardized Housing Needs Report (HNR) Method¹ by the Province, and provided a [staff report](#) along with the Interim HNR to Council on September 9, 2024. The Interim Housing Need Report is publicly available, and currently submitted to the Province.

¹ <https://hart.ubc.ca/bc-hnr-calculator/>

Action 6: Application to CMHC Housing Accelerator Fund (HAF) Grant

The District has applied for the CMHC HAF in 2024 (for the second round²). The Action Plan prepared for HAF consists of eight initiatives to increase housing supply over the next 3 years. These initiatives are anticipated to support approximately 599 additional housing units by 2027, collectively. This includes 30 additional units of single-family housing, 239 units of missing middle housing, and 289 of multi-family housing. Additionally, 20% of new units are anticipated to be affordable.

Action 7: Expanding [Accessory Dwelling Units in Agricultural and Rural Areas](#) – November 4, 2024

The District is considering draft bylaws and recommendations regarding expanding the opportunity for accessory dwelling units on agricultural and rural zoned lots, including lots within the Agricultural Land Reserve (ALR). This bylaw [was adopted by Council on January 13, 2025](#), and would permit up to 3 dwelling units on properties 1 ha or larger.

As 61% of the District is designated as the Provincial Agriculture Land Reserve (ALR), this Bylaw would provide the opportunity for additional housing on ALR lands in accordance with Agricultural Land Commission (ALC), District regulations and the proposed development permit guidelines.

Action 8: [Official Community Planning \(OCP\) Land Use Designations Capacity Analysis \(Bill 44 Alignment\)](#) – December 2024 – Ongoing

The District's OCP was updated in 2023, prior to the BC Bill 44 mandates for the local government being established, however, increasing and diversifying the housing stock through [infill housing](#) and densification policies were already included in the District's housing strategy, at the time.

The District is reviewing the current OCP (2023), including policies that address a wide range of housing types, e.g., affordable housing, rental housing, housing for families, multi-unit families, etc. Additionally, staff are analyzing the capacity of the current land use designations to ensure that the OCP (2023) identifies areas for residential development to meet anticipated housing needs within the next 5 years and 20 years. The staff report is underway and will be presented to Council in Q1, 2025.

Action 9: Comprehensive Zoning Bylaw Update – December 2024 – Ongoing

The District is in the process of a comprehensive Zoning Bylaw update. The District has issued an RFP (December 2024) to hire a consultant in early 2025. This update is driven by BC Bill 44 to meet provincial 20-year housing needs, as well as the implementation of the District's OCP (2023). The updated zoning bylaw will aim to support diverse housing options, sustainable land use, and environmental resilience. This

² The second round of the Housing Accelerator Fund (HAF) is designed to provide \$400 million in additional funding for municipalities that were not successful in the initial 2023 application process.

proactive approach will help Central Saanich address housing demand and environmental goals while meeting legislative requirements.

Action 10: Developing an Enhanced Housing Data Tracking System – Ongoing

Prior to the BC Bill 44 mandates, the District had a different approach to collecting information for the Occupancy Permits, Building Permits, Development Permits, and Rezoning Applications. Therefore, the District had not intentionally collected the unit size and tenure information before July 1, 2024 (HTO Effective date). Therefore, staff have defined the data tracking system in Tempest, based on the requirements for reporting to the Province to provide the sound accurate information for HTO reporting. An enhanced housing data tracking system will be available to the public on the District's [website](#) in the near future.

Action 11: [1183 Verdier Avenue Affordable Housing Project](#) – Collaboration between the District and Capital Region Housing Corporation (CRHC) – Ongoing

The District Council directed staff to commence a District initiated rezoning process to expedite the consideration of 1183 Verdier Avenue affordable housing project. Therefore, the District has been collaborating with the CRHC on 1183 Verdier Avenue – 110 Units Affordable Housing Project for Rezoning and Development Permit. This [affordable housing project was introduced to Council on June 24, 2024](#).

On September 23, 2024, the [Zoning Bylaw Amendment and Housing Agreement](#) were given third reading, which to enables the CRHC to construct and maintain a multi-unit rental housing development on the Lands for affordable rental housing. Staff are currently working with the CRHC to facilitate the Building Permit in 2025.

B) Please provide any information about First Nation partnerships and/or agreements including planning, servicing and infrastructure that support delivery of housing on First Nation land including delivered and/or projected housing units.

- Servicing Agreement between the District and the STÁUTW (Tsawout) and WJOLEP (Tsartlip) First Nations for Servicing & Infrastructure
- Regular monthly meeting between the District's and First Nations' senior staff
- Reviewing housing development applications for Fire and Servicing purposes

Section 5: APPROVED HOUSING DEVELOPMENT APPLICATIONS

Report the number of approved applications issued by type since the effective date of the HTO. Each project should only be recorded once for the **most current** application type. Provide the estimated number of net new housing units to be delivered for each application category.

NOTE: units issued occupancy permits should be recorded in Section 2.

	Rezoning	Development Permit	Building Permit	Total
Applications	1	6	9	16
New Units	5	25	71	101
Unit Breakdown				
Units by Size				
Studio	0	0	7	7
One Bedroom	2	1	32	35
Two Bedroom	2	9	17	28
Three Bedroom	1	14	14	29
Four or More Bedroom ¹	0	1	1	2
Units by Tenure				
Rental Units ² – Total ²	5	1	66	69
Rental – Purpose Built	0	0	62	62
Rental – Secondary Suite	2	1	3	6
Rental – Accessory Dwelling	0	0	1	1
Rental – Co-op	0	0	0	0
Owned Units	3	24	5	32
Units by Rental Affordability				
Market	5	25	71	105
Below Market ³ - Total	0	0	0	0
Below Market - Rental Units with On-Site Supports ⁴	0	0	0	0

Section 6: WITHDRAWN OR NOT APPROVED HOUSING DEVELOPMENT APPLICATIONS

A) Indicate the number of applications and the estimated number of proposed units withdrawn by applicants, and /or not approved by staff or Council during this reporting period. Please include rezoning applications, development permits, and building permits.

	Applications Withdrawn	Applications Not Approved
Applications	0	0



HOUSING TARGET PROGRESS REPORT FORM

Housing Targets Branch
BC Ministry of Housing and Municipal Affairs

Proposed Units	0	0
B) Provide a description of each application (e.g., rezoning, development permit, building permit) and brief summary of why each project was withdrawn or not approved.		
Not Applicable		

Section 7: OTHER INFORMATION

Provide any other information not presented above that may be relevant to the municipality's effort and progress toward achieving the housing target.

The District has hired new staff dedicated to housing application reviews and addressing Provincial housing mandates through funding, which has facilitated these processes. Maintaining sustainable funding by the Province would result in staff work continuity which assists the District to continue delivering more housing to the community, and meet the Housing Target Order. The District request that the Province continue grant funding to enable municipalities to achieve our housing targets and needs.

¹ If needed due to data gaps, it is acceptable to report "Three Bedroom" and "Four or More Bedroom" as one figure in the "Three Bedroom" row.

² **Rental Units** include purpose built rental, certain secondary rentals (secondary suites, accessory dwellings) and co-op.

³ **Below Market Units** are units rented at or below 30% of the local Housing Income Limits (HIL) per unit size.

⁴ **Below Market Rental Units with On-Site Supports** are units rented at the Income Assistance Shelter rate providing permanent housing and on-site supports for people to transition out of homelessness.

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE MINISTER OF HOUSING

Housing Supply Act

Ministerial Order No. M208

R S

- . The minister has, prior to making this housing Target order, considered the information set out in section 3 1 *Housing Supply Act*, S C 2022, c.38, in relation to the District of Central Saanich.
- . In accordance with section 3 2 and 3 *Housing Supply Act*, S C 2022, c. 38, the minister has consulted with the District of Central Saanich regarding this housing target order.
- C. The minister has:
 - i. provided a description of the proposed housing Target order to the District of Central Saanich.
 - ii. in accordance with section 4 1 , housing Supply Regulation, .C. Reg. 133 2023, provided the District of Central Saanich an opportunity to provide written comments to the minister.
- D. In extension to the consultation period, if any, granted by the minister to the District of Central Saanich, pursuant to section 4 2 , housing Supply Regulation, Reg. 133 2023, has elapsed.

T R F R Pursuant to section 2, *Housing Supply Act*, S C 2022, c. 38, the Minister of housing orders as follows:

1. housing target order is made for the District of Central Saanich, effective July 1, 2024 the **E e t i e Date** .
2. The housing targets for the District of Central Saanich under this housing target order are set out in the attached **S e u e Housing Targets** .
3. The performance indicators by which progress by the District of Central Saanich toward meeting each housing target is to be assessed are described in the attached **S e u e Performance Indicators** .
4. This housing Target order begins on the effective Date and ends on June 30, 2029 the **En Date** .
5. The District of Central Saanich must prepare and submit a housing target progress report at the intervals set out in the attached **S e u e C Housing Targets Progress Reporting** .

June 25, 2024
Date


Minister of Housing

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: Housing Supply Act, S.B.C. 2022, c. 38, s 2
Other: Housing Supply Regulation, B.C. Reg. 133/2023

SCHEDULE **Housing Targets**

The five-year housing target for the District of Central Saanich is **units**, which is the total minimum number of net new completed housing units required to comply with this Provincial Housing Target Order.

The above housing targets reflect 75% of total Provincial Housing Needs Estimate for District of Central Saanich.

For each Progress Reporting Period as set out in Schedule C, the annual cumulative number of net new housing units will be measured as follows:

- a. Year 1: 77
- b. Year 2: 167
- c. Year 3: 278
- d. Year 4: 416
- e. Year 5: 588

SCHEDULE
Performance Indicators

The performance indicators to measure annual progress toward achieving the housing target are set out in Table 1 and are based on:

- a. Progress toward achieving the annual cumulative housing target and
- b. Actions taken by the municipality toward meeting the annual housing target.

Table 1 Performance Indicators

Category	Performance Indicator	Data to Measure
Annual housing target	Satisfactory progress to meet annual cumulative housing target, measured by completed net new housing units.	Total number of net new housing units completions minus demolitions during the reporting period.
Actions taken to meet the annual housing target	Satisfactory progress demonstrated by: <ol style="list-style-type: none"> 1. Update of land use planning documents to align with housing targets 2. Adoption of policies and initiatives to meet housing targets and 3. Residential approvals complete and or in progress that met or will meet housing targets. 	<ol style="list-style-type: none"> 1. Relevant information about updates to land use planning documents such as the Official Community Plan, zoning bylaw, housing needs Report, housing action Plan Strategy other documents, e.g., Strategic Plan including date of last update, and related policies that align with achieving annual housing targets. 2. Description of new amended bylaws and policies, innovative approaches, and pilot projects undertaken to achieve housing targets. 3. The number of applications received and permits issued in relation to residential development such as development, building and renovations.

SCHEDULE C
Housing Targets Progress Reporting

The District of Central Saanich must receive the progress report by resolution within 45 days of the end of the reporting period:

Reporting Period 1.1: July 1, 2024 – December 31, 2024

Reporting Period 1.2: July 1, 2024 – June 30, 2025

Reporting Period 2: July 1, 2025 – June 30, 2026

Reporting Period 3: July 1, 2026 – June 30, 2027

Reporting Period 4: July 1, 2027 - June 30, 2028

Reporting Period 5: July 1, 2028 – June 30, 2029

Progress Report Forms must be posted to the municipal website and submitted to the Minister as soon as practicable after being received.

Interim Housing Needs Assessment

Total 5-year and 20-year housing need

The following table summarizes data from Statistic Canada to determine the total number of new homes needed in the next 20 years, according to provincial guidelines. It also displays 5-year housing need estimates using the multipliers provided in the provincial guidelines and BC Stats household projections from 2021 to 2026.

Central Saanich DM (CSD, BC)		
Component	5 Year Need	20 Year Need
A. Extreme Core Housing Need	60.66	242.66
B. Persons Experiencing Homelessness	43.19	86.38
C. Suppressed Household Formation	82.52	330.09
D. Anticipated Growth	724.14	1,990.64
E. Rental Vacancy Rate Adjustment	5.22	20.90
F. Additional Local Demand	201.26	805.06
Total New Units - 5 years	1,117	
Total New Units - 20 years		3,476

Housing and Transportation Need Statement

The District of Central Saanich acknowledges the importance of developing housing in proximity to transportation infrastructure. To address this need, the District plans to implement several actions including prioritizing the integration of housing projects with existing and planned transit routes, implementing our Active Transportation Plan by expanding and improving pedestrian and cycling pathways to connect residential areas with key amenities, and enhancing public transit options to ensure reliable and frequent service. Additionally, the District will explore zoning improvements and incentives to

encourage higher-density developments near transportation hubs, promoting sustainable and accessible living environments.

Housing Actions Taken Since 2020 Housing Needs Report

Since the release of the 2020 Housing Needs Report, the District of Central Saanich has undertaken a series of strategic actions to address the community’s evolving housing needs. These initiatives aim to enhance affordability, increase housing supply, and ensure that our housing strategies align with the latest demographic and market insights. Below is an overview of the key actions taken to improve housing outcomes and meet the objectives outlined in the report.

2020	2021	2022	2023	2024
Completed the Residential Infill and Densification Guidelines and Policy	Updated the Land Use Bylaw as part of the Residential Infill and Densification project	Completed Second Draft of Official Community Plan and public engagement.	Completed the District's new Official Community Plan 2023	Advancing a civic redevelopment initiative, which may achieve increased housing units
Launched the Official Community Plan review	Implemented a professional reliance model for complex building permits, to streamline the approval process.	Launched web-based application platform for building permits and planning applications	Implemented new secondary suite compliance guidelines, to make it easier for homeowners to comply with District bylaws.	Implemented development application process improvements
Completed the Farm Worker Accommodation study	Secured a grant and initiated the e-permitting project	Commenced ALR and Rural Accessory Dwelling Review	All Building and Plumbing Permits are available for on-line submissions. Building Inspections can now be booked on-line	Undertaking engineering infrastructure master plans.
Developed the Saanichton Village Design Plan	Developed an active transportation plan to align land use and transportation priorities			Implemented housing initiatives required by Provincial Bill 44.

In addition to the District's initiatives to support housing development, Central Saanich has approved 558 new dwelling units since 2020. This substantial increase in housing reflects the District's ongoing commitment to addressing the growing demand for both market and non-market housing options. With the recent updates to zoning bylaws and the Official Community Plan (OCP), these numbers are expected to rise even further. The updated policies are designed to encourage higher-density developments, streamline the approval process for new housing projects, and support a diverse range of housing types that cater to the varying needs of the community. As Central Saanich continues to implement these forward-thinking strategies, the District is well-positioned to accommodate future population growth and enhance the availability of affordable housing options for all residents.

	Detached Single Family Dwelling	Suite (new house)	Suite (existing house)	Accessory Dwelling Unit	Multi-family	Total
2020	8	8	5	1	26	56
2021	28	8	13	1	100	158
2022	17	5	3	6	50	86
2023	6	1	8	6	236	258
Total	59	22	29	14	412	558

Appendix D – Approved Permits Information

Approved Occupancy Permits

Civic Address	Occupancy Permit Issue Date	New Net Units	Unit Type
BENVENUTO AVE 1300	23-Jul-24	2	SFD+Suite
CARMEL WAY 6989	23-Jul-24	1	SFD
HACKETT CRES 2520	2-Oct-24	50	Multi-Unit Residential
WELCH RD 6539	7-Oct-24	1	SFD
CENTRAL SAANICH RD 7074	11-Oct-24	2	SFD
OLDFIELD RD 6621	1-Nov-24	1	Suite
SEA DR 758	14-Nov-24	1	SFD
STELLY'S X RD 1171	18-Nov-24	6	Multi-Unit Residential
KIMPATA WAY 7217	21-Nov-24	1	Suite
CARMEL WAY 6987	26-Nov-24	1	SFD
SEANUS DR 536	5-Dec-24	1	Accessory Residential
WALLACE DR 6950	11-Dec-24	1	Suite
GREIG AVE 1210	12-Dec-24	1	Suite
HACKETT CRES 2505	16-Dec-24	119	Multi-Unit Residential
HACKETT CRES 2515	16-Dec-24	116	Multi-Unit Residential
Total		304	

Approved Building Permit Applications

Civic Address	Building Permit Issue Date	proposed New Units	Proposed Unit Type
EAST SAANICH RD 7701	2-Jul-24	61	Multi-Unit Residential
WEST SAANICH RD 8244	23-Jul-24	1	SFD
THOMSON PL 8150	24-Jul-24	1	SFD
CENTRAL SAANICH RD 6437	16-Aug-24	1	SFD
LOCHSIDE DR 8433	17-Sep-24	1	ADU
HAGAN RD 6983	19-Sep-24	2	SFD+Suite
WEST SAANICH RD 8325	25-Sep-24	1	SFD
HAGAN RD 6987	18-Oct-24	2	SFD+Suite
KNUTE WAY 1292	18-Nov-24	1	Suite
Total		71	

Approved Development Permit Applications

Civic Address	Building Permit Issue Date	proposed New Units	Proposed Unit Type
SEA DR 788	3-Sep-24	1	SFD
RODOLPH RD 6536	23-Sep-24	2	SFD/Duplex+Suite
VERDIER AVE 1131	23-Oct-24	7	Multi-Family Townhomes
MCPHAIL RD 8111	10-Oct-24	1	SFD
CENTRAL SAANICH RD 7043, 7047, 7053, 7057	31-Oct-24	12	Triplex
MARIE MEADOWS RD 6303	21-Nov-24	2	SFD/Duplex+Suite
Total		25	

Approved Rezoning Applications

Civic Address	Building Permit Issue Date	proposed New Units	Proposed Unit Type
VERDIER AVE 938	25-Nov-24	5	SFD+Suite
Total		5	



**Central
Saanich**

BC Housing Progress Report on District of Central Saanich Provincial Housing Target Orders

Reporting Period 1.1 (July 1, 2024 – December 31, 2024)

February 19, 2025 /
APC Meeting

5-Year **Housing Target Order** for the District of Central Saanich

Reporting Period	Year	Number of Units Per Reporting Period/Year	Cumulative Number of units
1.1	July 1, 2024 – December 31, 2024*	77	77
1.2	July 1, 2024 – June 30, 2025		
2	July 1, 2025 – June 30, 2026	90	167
3	July 1, 2026 – June 30, 2027	111	278
4	July 1, 2027 – June 30, 2028	138	416
5	July 1, 2028 – June 30, 2029	172	588

* Current Reporting Period

- The Provincial Housing Target Order: total minimum number of net new completed units from July 1, 2024 to June 2029
- To meet the ‘current’ housing demand for the District

Reporting Period 1.1 – Number of New Net Housing Units and Types



	Completion	Demolition	New Net Units
Total	304	0	304

- Per Provincial HTO Progress Report Guidelines:

- Net new units are calculated as completions (occupancy permits issued) minus demolitions.
- Legalizing existing unpermitted secondary suites or other housing types are not counted toward completions.

- 51.7% of the 2029 cumulative housing target of 588 units
- 27.2 % of the District’s 2029 housing needs (1,117 units)

Approved Permits – Reporting Period 1.1

Housing Applications Types	New Net Units
Occupancy Permits	304

Housing Applications Types	Number of Applications	Proposed New Units
Building Permits	9	71
Development Permits	6	25
Rezoning	1	5
Total Proposed New Units		101



Housing Needs for the District of Central Saanich – Next 5 & 20 Years

	Component	5 Year Need	20 Year Need
A	Extreme Core Housing Needs	60.66	242.66
B	Persons Experiencing Homelessness	43.19	86.38
C	Suppressed Household Formation	82.52	330.09
D	Anticipated Growth	724.14	1990.64
E	Rental Vacancy Rate Adjustment	5.22	20.90
F	Additional Local Demand	201.26	805.06
Total New Units – 5 Years		1,117	
Total New Units – 20 Years			3,476

- The total net new units of 304 accounts for 27.2% of 2029 housing need (1,117 units)

Municipal Actions and Partnerships to Enable More Housing Supply

1. Modernized [Online Application Permitting](#) – January 2024
2. [Development Approval Process and Efficiencies](#) – January 22, 2024
3. Introducing the [Priority Application Policy](#) – January 22, 2024
4. Zoning Amendments: [Small-Scale Multi Unit Housing \(SSMUH\) Bylaws and Regulations](#) – June 24, 2024
5. [Interim Housing Need Report](#) – September 9, 2024
6. Application to CMHC Housing Accelerator Fund (HAF) Grant – Supported by Council on September 13, 2024
7. Expanding [Accessory Dwelling Units in Agricultural and Rural Areas](#) – November 4, 2024
8. [Official Community Planning \(OCP\) Land Use Designations Capacity Analysis \(Bill 44 Alignment\)](#) – December 2024 – Ongoing
9. Comprehensive Zoning Bylaw Update – Ongoing
10. Developing an Enhanced Housing Data Tracking System – Ongoing
11. 1183 Verdier Avenue Affordable Housing Project – Collaboration between the District and Capital Region Housing Corporation (CRHC) – Ongoing
12. Hiring New Staff through Provincial Funding Dedicated to Housing Projects

Following Council's Direction on January 27, 2025

- The District has published on the District's website, and submitted the Housing Target Progress Report to the Ministry of Housing
- As per staff report, the District has sent a letter to the Province to request additional grant funding for Housing related initiatives and resources
- Through 2025, the District will continue working on Housing Initiatives in accordance with Council's Strategic Plan
- Next BC Housing Target Progress Report will be provided to Council after June 30, 2025 (Reporting Period 1.2)



Central
Saanich



Thank You



The Corporation of the District of Central Saanich

REGULAR COUNCIL REPORT

For the Regular Council meeting on Monday, January 27, 2025

Re: 1048 Clarke Road – Development Permit (SSMUH)

RECOMMENDATION(S):

That Development Permit No. 3060-20-16/24 for three townhomes at 1048 Clarke Road be authorized for issuance.

PURPOSE:

The purpose of this report is to introduce and provide a planning analysis of the proposed townhome development at 1048 Clarke Road to Council.

BACKGROUND:

1048 Clarke Road is a 447.88m² residential lot in Brentwood Bay. The property is connected to the front of a panhandle lot, with existing homes on its north and east side. The property is surrounded by One- and Two-Family dwellings in a neighbourhood comprised of Residential Neighbourhood (RN) zoned lots and is walking distance from the commercial core of Brentwood Bay, public parks, and the Central Saanich Library. A site context map is attached as Appendix A.

In June, 2022, a development permit was issued that would have allowed the construction of a single-family home on the lot. The issuance of a development permit was accompanied by a rezoning for a small lot and subdivision of the original parent parcel. In 2024, the development had not commenced and the legislative changes relating to SSMUH were implemented, which allows for increased density on the property. A letter of rationale outlining the reasons for the change in development plans is attached as Appendix B.

DISCUSSION:

The applicant is proposing a new building in the middle of the lot that would include three townhomes. The proposal would see two three-bedroom units, both totalling approximately 106m² and one two-bedroom unit, totalling 75.6m². All homes would be two floors, and each unit would have a small backyard with a patio and privacy fencing between units. A site and landscaping plan is attached as Appendix C.

Zoning Bylaw

The District's Zoning Bylaw allows for up to four units within two buildings at 1048 Clarke Road, which is zoned as Residential Neighbourhood (RN). The RN zone supports multi-unit housing forms such as townhomes, with lesser parking requirements when more than two units are on a lot. The proposed development has no variances from the Zoning Bylaw.

Official Community Plan (OCP)

The subject property is designated as 'Neighbourhood Residential' in the OCP and is within the Urban Settlement Area Boundary. The OCP supports infill development on 'Neighbourhood Residential' designated lots such as the subject property. The proposed density is in accordance with the OCP designation.

Infill Housing Design Guidelines

The proposed development design is consistent with the property's zoning regulations and aligns with the overall neighbourhood character. The applicant has submitted project designs, shown in Appendix C, that generally align with several Fundamental Principles for infill development and townhouse design guidelines, described in the Central Saanich Infill Housing Design Guidelines, including increasing housing diversity.

One aspect of the design guidelines that the proposal does not comply with is the Fundamental Principle of developing great neighbourhood streets, due to the width of the proposed driveway having a potentially negative impact on the streetscape. Although the general infill guidelines for form and character do support reduced front yard building setbacks, they outline that it may be considered when developments include a well-designed front yard that is focused on people, includes high quality landscaping, and is not dominated by vehicle parking. Due to the density permitted on this smaller sized lot, and the location of the mailboxes, there are limited options available to address this concern.

Although there are staff concerns with the driveway width and the potential negative impact on the overall streetscape, the proposed development respects the existing neighbourhood context and general form and character by using similar architectural and structural designs. The applicant proposes buildings that include articulations in facades and roof forms, landscaped front yards, and clearly identified primary entrances, which are suggested by the guidelines for multi-unit townhome developments.

Trees

Staff have requested that the applicant submit a tree protection plan prior to the issuance of a building permit. The tree density target would be secured by way of a tree permit and tree protection would be required to be in place prior to building permit issuance.

Community Mailboxes

Staff have engaged with Canada Post due to the proposed driveway's proximity to the community mailboxes that serve the surrounding neighbourhood. Canada Post shared concern with the adjacency to the mailboxes, as they recommend a 3m setback from driveways, and with the width of the proposed driveway itself. Should the mailboxes require relocation due to the proposed driveway, the proponent would bear the costs for the relocation. This would be determined at the time of building permit.

OPTIONS:

Option 1 (recommended):

That Development Permit No. 3060-20-16/24 for three townhomes at 1048 Clarke Road be authorized for issuance.

Option 2:

That Development Permit No. 3060-20-16/24 for three townhomes at 1048 Clarke Road be referred to the Advisory Planning Commission and that the Commission consider the following:

- Is the APC supportive of the application?
- Are there any substantial issues Council should consider?
- Does the APC have any recommendations regarding the driveway and streetscape design?

Option 3:

Council provide alternative direction.

CONCLUSION:

The proposal being considered is to develop a lot at 1048 Clarke Road with one 2-bedroom and two 3-bedroom townhomes. The development complies with the District’s Zoning Bylaw and generally aligns with the OCP and Infill Housing Design Guidelines.

Report written by:	Davin Contois, Development Planner
Respectfully submitted by:	Ivo van der Kamp, A/Manager of Development Services
Concurrence by:	Jarret Matanowitsch, Director of Planning and Building Services
Concurrence by:	Christine Culham, Chief Administrative Officer

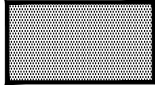
ATTACHMENTS:

- Appendix A: Site Context Plan
- Appendix B: Letter of Rationale
- Appendix C: Site and Landscaping Plan
- Appendix D: Draft Development Permit

SITE CONTEXT PLAN

1048 Clarke Rd

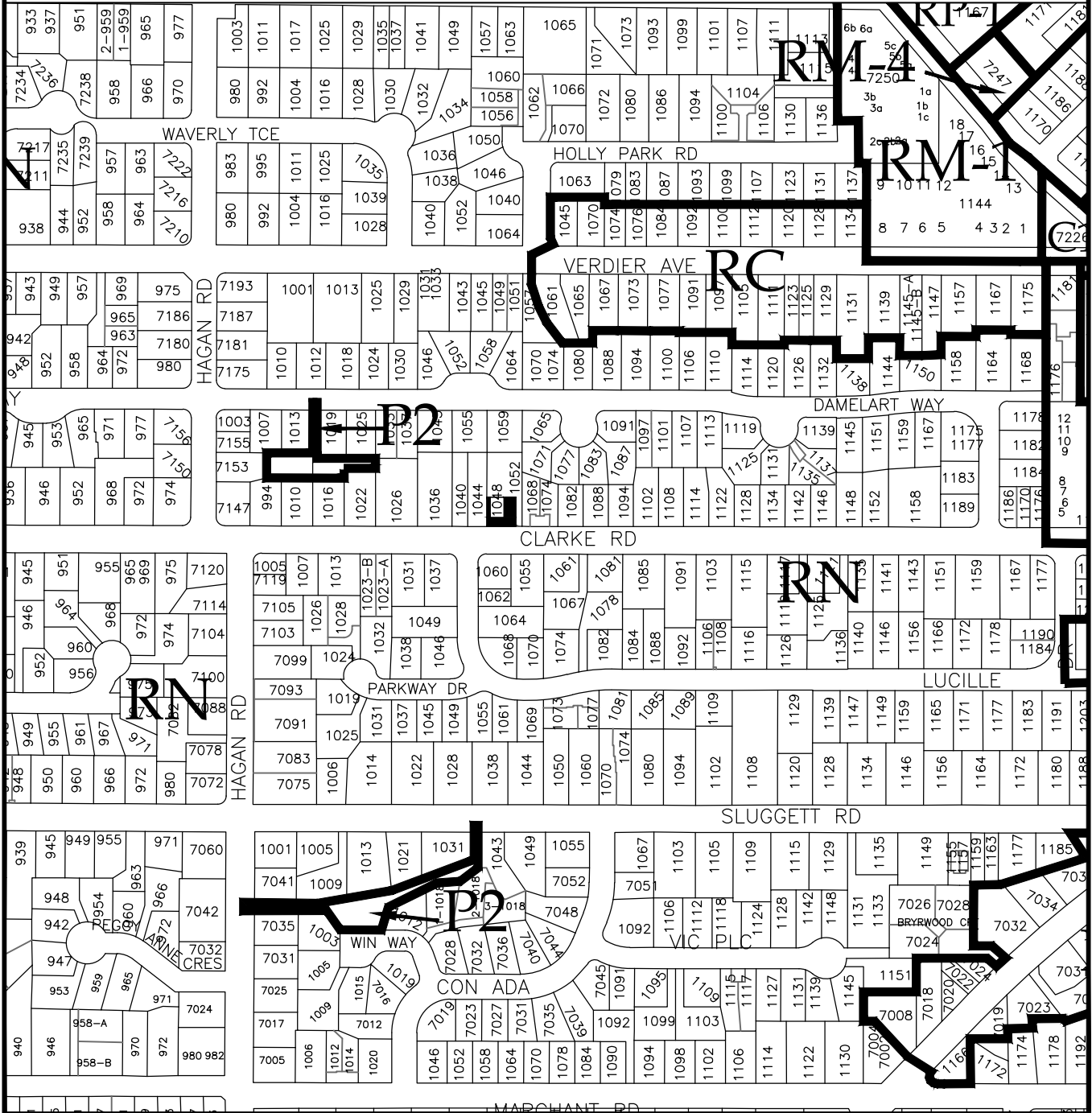
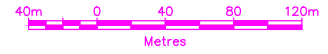
LEGEND



SUBJECT SITE



scale 1:4000



1048 Clarke Rd

1092 Marchant Rd.
Brentwood Bay B.C, V8M 1G1
Email; Matt@HarbourOak.com
Ph# 250-216-1488



September 8, 2024

1052 Clarke Road – development permit rationale letter

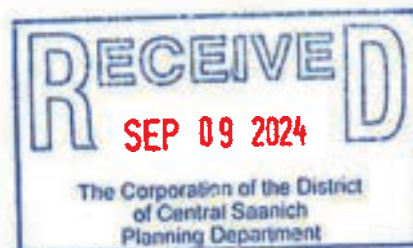
This rationale letter is being submitted as part of the development permit application for 1052 Clarke Road. A three unit townhouse design has been prepared in accordance with the new zoning bylaws for Central Saanich, the proposed designs meets required building setbacks, height restrictions, parking requirements, and form & character guidelines to match the existing homes in the neighbourhood. No variances are being requested for this permit.

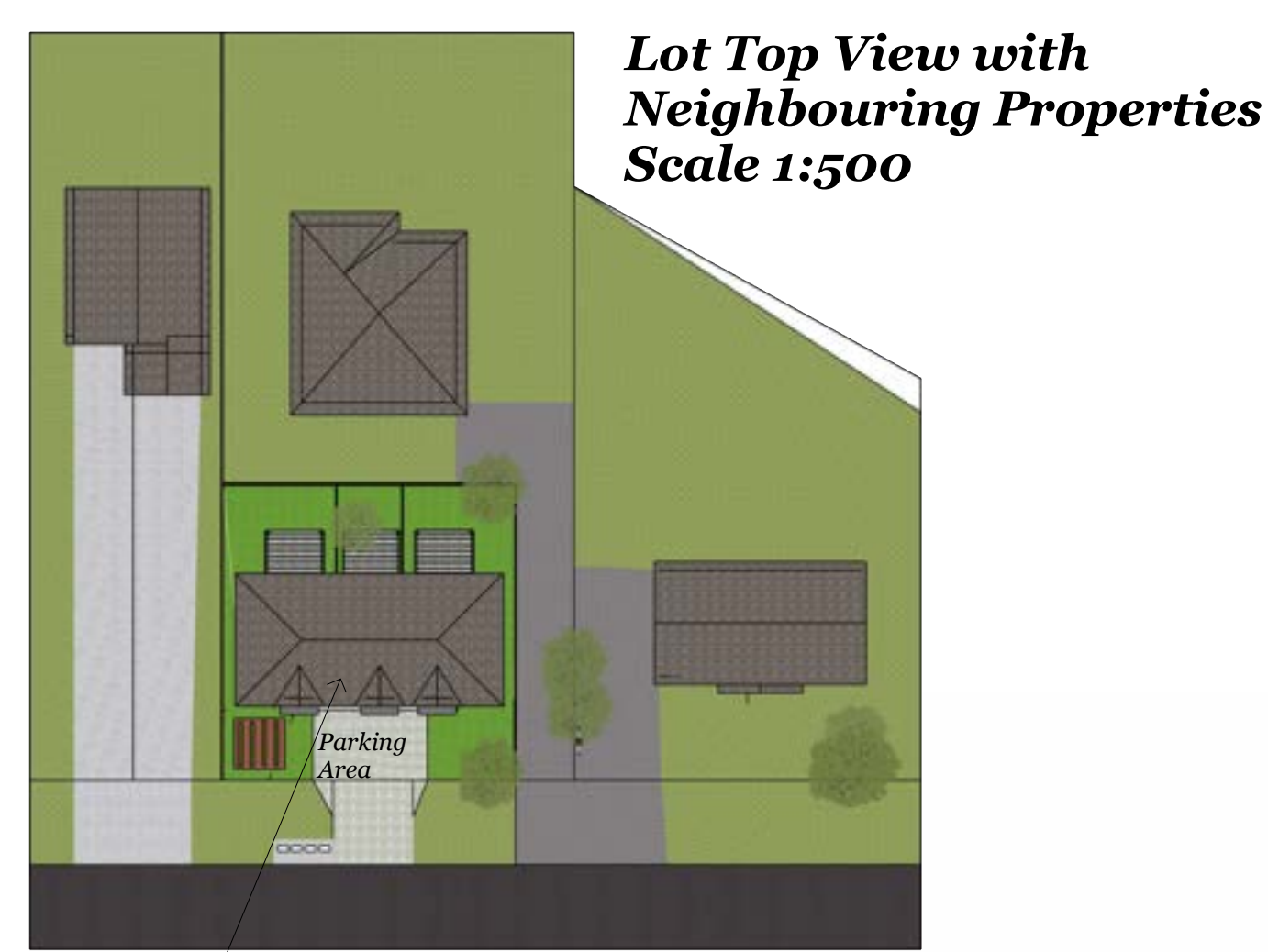
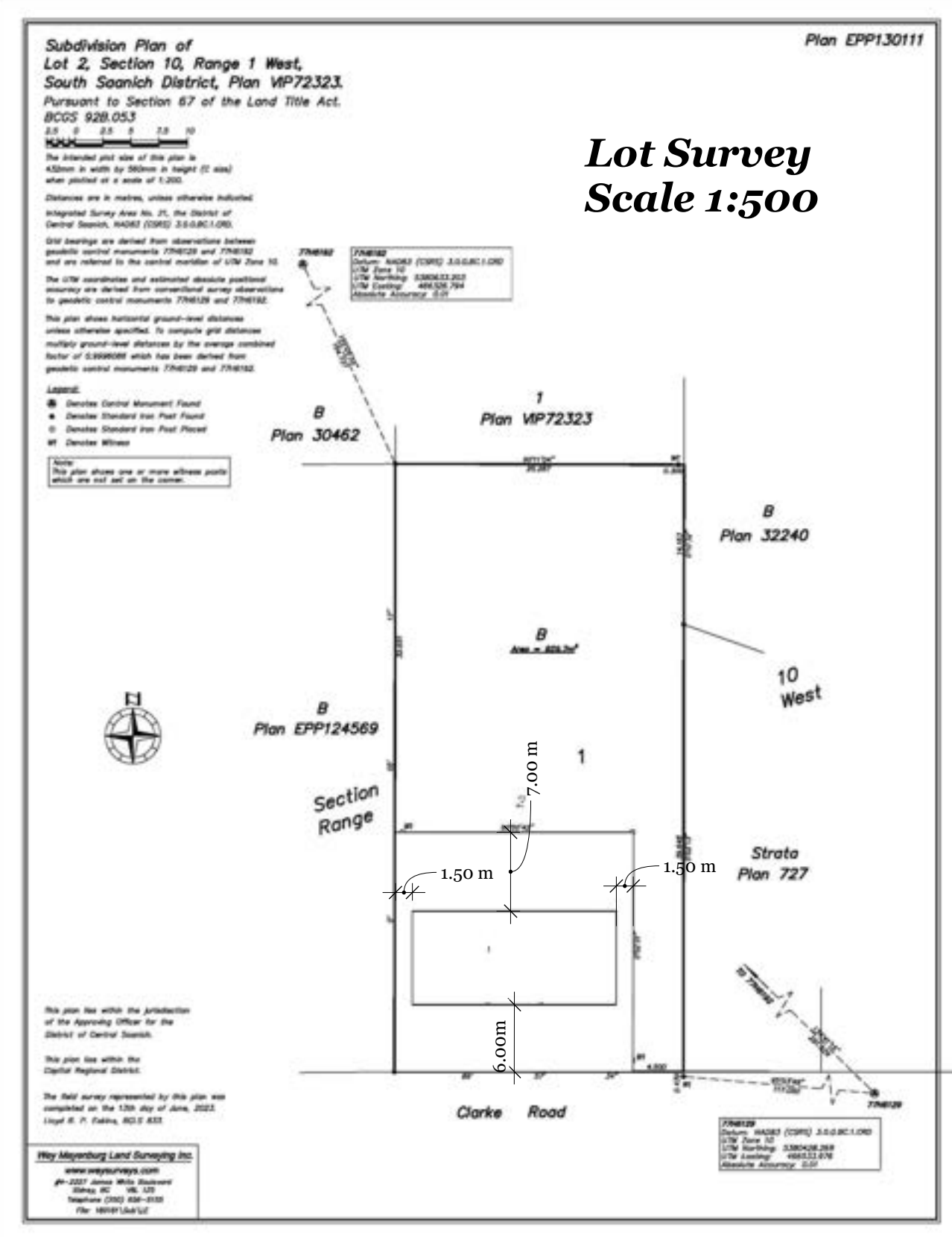
The building has three side by side townhouse units each with separate entries, rear patios and fenced in yards. There will be two units that will have 3 bedrooms and one unit that has 2 bedrooms. These units will add much needed 'missing middle' housing to the Brentwood Bay area, the need for this type of housing has been identified by the provincial government through the recent changes to municipal zoning regulations.

All mature trees on the property will be retained as part of this proposal, new fences will be constructed to preserve the privacy of the existing neighbours and the new townhouse residents. Each new townhouse unit will have a wood trellis built over their individual rear patio areas which will have privacy fences separating each of them. There will be one parking spot for each unit complete with provisions for electrical car charging. The parking areas and patios will be a permeable surface to mitigate the amount of water retention of the site.

If there are any questions regarding the rationale letter for this application, please contact me to discuss them.

Thank you,
Matt Gruber





1052 Clarke Rd
Proposed 3 Unit
Townhouse

Clarke Rd Street View
Showing neighbouring lots
(@ approximate dimensions)
Scale 1:100



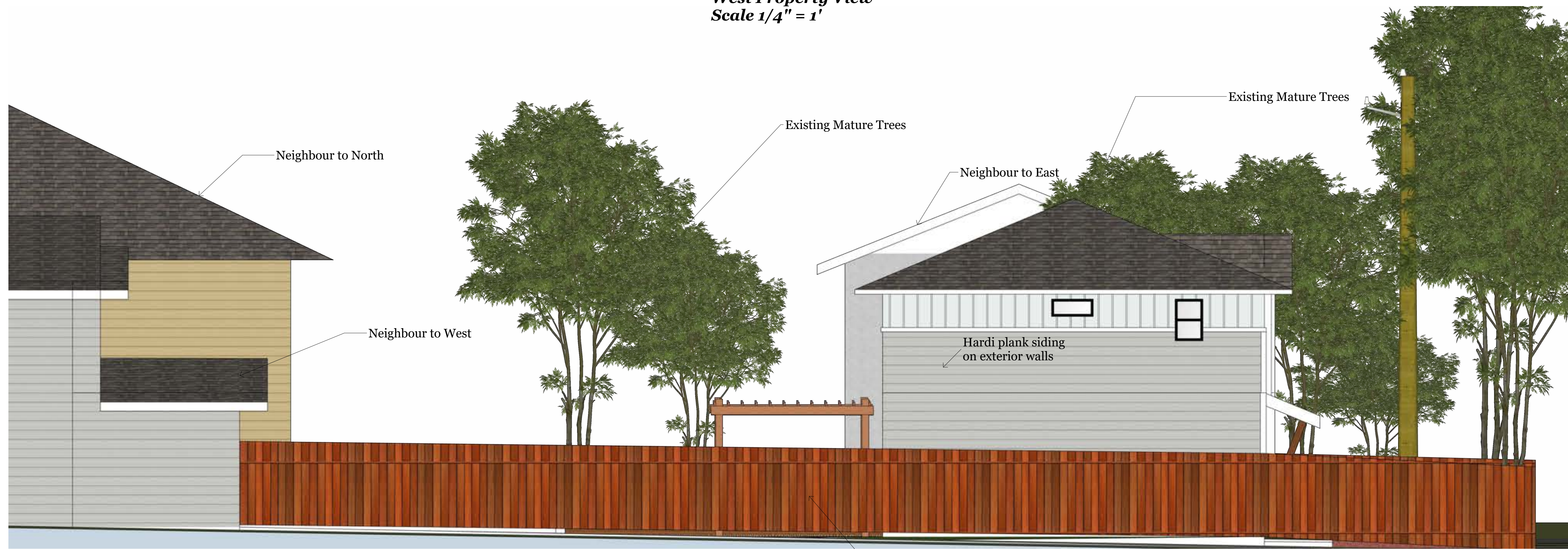
PROJECT
1052 Clarke Rd - Triplex

DRAWN BY
MG

ISSUE
September 8, 2024

DESCRIPTION
Lot Layouts & Street Elevations

West Property View
Scale 1/4" = 1'



Harbour Oak Homes Ltd.
1092 Marchant Road
Brentwood Bay, B.C
V8M 1G1

Building Designer;
Matt Gruber, GSC
Email; Matt@HarbourOak.com
Ph# 250-216-1488

PROJECT
1052 Clarke Rd - Triplex

East Property View
Scale 1/4" = 1'



DRAWN BY
MG

ISSUE
September 8, 2024

RE-ISSUE
n/a

DESCRIPTION
East & West Building
Elevations

A0.2



South Elevation
Scale 1/4" = 1'



Harbour Oak Homes Ltd.
1092 Marchant Road
Brentwood Bay, B.C
V8M 1G1

Building Designer;
Matt Gruber, GSC
Email; Matt@HarbourOak.com
Ph# 250-216-1488

PROJECT
1052 Clarke Rd - Triplex



East Elevation
Scale 1/4" = 1'



West Elevation
Scale 1/4" = 1'

DRAWN BY
MG

ISSUE
September 8, 2024

RE-ISSUE
n/a

DESCRIPTION
Building Elevations



North Elevation
Scale 1/4" = 1'

A0.3



DEVELOPMENT PERMIT

NO. 3060-20-16/24

1048 CLARKE RD

TO:

[REDACTED]
[REDACTED]
[REDACTED]

(HEREIN CALLED "**THE OWNER**")

This Development Permit is issued subject to compliance with all of the applicable Bylaws of the municipality.

This Development Permit applies to the lands known and described as:

PARCEL IDENTIFIER: 032-143-273

LOT A SECTION 10 SOUTH SAANICH DISTRICT PLAN

EPP130111

(HEREIN CALLED "**THE LANDS**")

1. The development of the above noted lands shall be in accordance with the specifications and plans attached, which form Appendix "A" of the Development Permit.
2. Minor variations to the development (*and not to required or varied Bylaw requirements*) may be permitted by the Director of Planning and Building Services.
3. The owner shall substantially commence construction within 24 months from the date of issuance of this Permit, in default of which the Permit shall be null and void and of no further force or effect.
4. Construction of driveways and parking areas, and delineation of parking spaces shall be completed *prior to the issuance of an Occupancy Permit*.

5. As a condition of the issuance of this Permit, and *prior to building permit issuance*, the following shall be **provided to the Director of Planning** for review and approval:
 - a. a final detailed landscape plan including details of site amenities such as bicycle parking areas and
 - b. a landscape estimate and deposit in the amount of 125% of the estimated landscaping costs by way of either an irrevocable letter of credit, or a certified cheque.

6. As a condition of the issuance of this Permit, and *prior to issuance of any building permits*, the following engineered drawings and details shall be **provided to the Municipal Engineer** for review and approval. A security, in the form of cash, certified cheque or letter of credit, is to be deposited in the amount of 125% of the cost of design, construction and installation of the required works and services, as estimated by the Owner's engineer and approved by the Municipal Engineer:
 - a. offsite improvements along;
 - b. offsite improvements to a minor collector road standard along the length of frontage;
 - c. provision of fire hydrants and water service connections and meters to be specified by the Owner's engineer. The Owner's engineer shall confirm whether the water service available complies with the Fire Department and Building Services Department requirements. Owner's engineer also to provide specifications for an approved backflow prevention device required for both the domestic and fire protection service connections.

7. The Municipality is holding the security as specified to ensure that development is carried out in accordance with the terms and conditions of this Permit. The condition of the posting of the security is that should the owner fail to carry out specified landscaping provisions or create any unsafe condition, the Municipality may use the security to carry out the work by its servants, agents or contractors, and any surplus shall be returned to the owner.

8. As a condition of this Permit, the Owner shall ensure that the landscaping has been successfully established, maintained, and replaced if necessary for a period of one year following the completion of installation of the landscaping.
9. Upon the completion of the installation of landscaping to the satisfaction of the municipality, the owner may provide a replacement letter of credit or certified cheque in the amount of 10% of the initial amount of the security. The municipality may retain the security in the initial amount or the reduced amount for a period of one year following the completion of installation of the landscaping as security for the maintenance and replacement of the landscaping in the event that it is not properly maintained and replaced as necessary by the Owner in accordance with Section 8 of this Permit.
10. The terms and conditions contained in this Permit shall inure to the benefit of and be binding upon the owner, their executors, heirs or administrators, successors and assigns as the case may be or their successors in title to the land.
11. This Permit is **not** a Building Permit.

AUTHORIZING RESOLUTION PASSED AND ISSUED BY MUNICIPAL COUNCIL ON .

Permit Issue date:

Signed in the presence of:

_____	_____
Witness	████████████████████
_____	_____
Address of Witness	Date
_____	_____
Occupation	
_____	_____
Witness	
_____	_____
Address of Witness	Date
_____	_____
Occupation	
THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH	_____
	Ryan Windsor, Mayor

	Emilie Gorman, Corporate Officer

APPENDIX "A"
DP # 3060-20-16/24
032-143-273
LOT A SECTION 10 SOUTH SAANICH DISTRICT PLAN EPP130111
1052 CLARKE RD

Attachments:

Site and Landscaping Plan, prepared by Harbour Oak Homes and Wey Mayenburg Land Surveying Inc., dated June 13, 2023