



THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

REGULAR COUNCIL - 7:00 PM

Monday, December 16, 2019

Council Chambers

(Please note that all proceedings of Open Council Meetings are video recorded)

AGENDA

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. APPROVAL OF AGENDA

3.1. Agenda of the December 16, 2019 Regular Council Meeting

Recommendation:

That the agenda of the December 16, 2019 Regular Council meeting be approved as circulated.

4. ADOPTION OF MINUTES

4.1. Minutes of the December 2, 2019 Regular Council Meeting

Pg. 8 - 13

Recommendation:

That the minutes of the Regular Council meeting held on December 2, 2019 be adopted as circulated.

4.2. Report of the December 9, 2019 Public Hearing

Pg. 14 - 15

Recommendation:

That the report of the Public Hearing held on December 9, 2019 be adopted as circulated.

5. BUSINESS ARISING FROM THE MINUTES (including motions and resolutions)

5.1. 6744 Barbara Drive - Rezoning and Development Variance Permit

Pg. 16 - 32

Postponed for consideration at the December 2, 2019 Regular Council meeting.

Report from the Planner dated October 1, 2019.

Recommendation:

1. *That Land Use Bylaw Amendment Bylaw No. 2001 (6744 Barbara Drive) be given Second Reading and referred to a public hearing.*
2. *That prior to adoption of Land Use Bylaw Amendment Bylaw No. 2001 a covenant be registered to secure:*
 - *that the dwelling be constructed to meet or exceed BC Step Code Level 3,*
 - *that the dwelling include a socket for electric vehicle charging that is constructed with a dedicated 240-Volt line, capable of 50 Amps, has a NEMA (6-50) socket, and located to serve a vehicle parking inside or outside of the garage, and*
 - *the site be developed in substantial compliance with the site and building plans prepared by Victoria Design Group, date stamped August 7, 2019.*
3. *That following the receipt of public input, Council consider issuance of Development Variance Permit 3090-20-6/19 for 6744 Barbara Drive to reduce the rear yard setback for a single car garage from 7.5 m to 1.0 m.*

6. RISE AND REPORT

No items.

7. PUBLIC QUESTIONS

8. PRESENTATIONS/PETITIONS AND DELEGATIONS

8.1. Volunteer Recognition - Advisory Planning Commission Members

9. CORRESPONDENCE (Action Required or Recommended)

9.1. GVLRA - November 7, 2019

Pg. 33

Re: Appointment of Board Director, Alternate and Delegate to the AGM

10. REPORTS OF COMMITTEES/MAYOR'S REPORT

10.1. COTW (Committee of the Whole)

10.1.1. Minutes of the December 9, 2019 Committee of the Whole Meeting

Pg. 34 - 38

Recommendation:

That the minutes of the Committee of the Whole meeting held on December 9, 2019 be adopted as circulated.

10.1.2. Planning and Development

Pg. 39 - 154

1. Residential Infill Draft Policy and Guidelines

Background:

- ☐ Report from the Director of Planning and Building Services dated December 3, 2019.
- ☐ Corr - Molchan, P re Residential Infill - Dec 9, 2019

Recommendation:

1. *That staff be directed to prepare a draft bylaw to amend the Official Community Plan to replace Part 4 "Residential Growth Management and Housing: Creating Compact, Complete, and Diverse Communities", and introduce new Intensive Residential Development Permit Area guidelines as outlined in the staff report dated December 3, 2019.*
2. *That Council receive the Housing Capacity, Needs Assessment and Growth Projections Report prepared by CitySpaces Consulting dated May 2019.*
3. *That developments of up to 5 stories be permitted within the core commercial areas in Saanichton and Brentwood Bay Villages and additional stories be considered when a significant community benefit is included.*

10.1.3. Planning and Development

Pg. 155 - 179

2. Official Community Plan Review - Options

Background:

- Report from the Director of Planning and Building Services dated December 4, 2019
- Notice of Motion from Councillor Thompson - December 11, 2019
- Correspondence:
 - MacDonald, J&B re OCP Review - Nov 20, 2019
 - Willows, D re Accessible and Adaptable Housing as part of the Residential Infill Policy - Nov 20, 2019
 - Elliot, B re OCP Review Dec 6, 2019
 - McGuire re OCP Review - Dec 6, 2019
 - White, A&R re OCP Review - Dec 6, 2019
 - Zimmer, C re OCP Review - Dec 8, 2019
 - Ball, P re OCP Review - Dec 9, 2019

Recommendation:

1. *That Council direct staff to proceed with Option 2 - Comprehensive Review, and report back to Council with a detailed project charter.*
2. *That two sessions be held with the agricultural community to gather input on the OCP review at the beginning and end of the review.*
3. *That sessions be held with Tsartlip and Tsawout First Nations to gather input on the OCP review.*
4. *That families be engaged in the OCP review by providing informational posters in public schools throughout the District of Central Saanich.*

10.1.4. Community, Protective Services and Facilities

Pg. 180 - 196

1. Keating Business District Implementation Plan

Report from the CAO dated November 6, 2019.

Recommendation:

1. That policies 6 and 7 relating to parking and parking management in the Keating Business District Implementation Plan be considered during the 2020 budget process.
2. That staff reach out to South Island Prosperity and the Saanich Peninsula Chamber of Commerce to explore options to market the Keating Industrial Park.

10.2. Select Committees of Council
No items.

10.3. All Other Committees

10.3.1. Advisory Planning Commission

Pg. 197 - 201

Minutes of the November 20, 2019 meeting for information.

10.4. Council Members Reports - External Bodies

11. STAFF REPORTS

11.1. 2350 Mt. St. Michael Road - ALC Application for Non-Farm Use (Home Based Business)

Pg. 202 - 235

Report from the Planner dated December 4, 2019.

Recommendation:

That Council decline Agricultural Land Commission application 3015-20-5/19 for a non-farm use (home based business) at 2350 Mt. St. Michael Road.

11.2. Central Saanich Climate Emergency Response

Pg. 236 - 266

Background:



- Report from the Climate Action Specialist dated December 9, 2019.
- Late Item - Carbon Budgets in the CRD
- Late Item - World Resources Institute - Half a Degree of Warming Makes a Big Difference
- Late Item Correspondence:
 - Fisher, R - Dec 16, 2019
 - Graham, D&B - Dec 16, 2019
 - Hackney, T - Dec 16, 2019
 - Stroud, D - Dec 16, 2019
 - Schrek, P - Dec 16, 2019
 - Bossert, J - Dec 15, 2019
 - Chamberss, N - Dec 15, 2019
 - Dauncey, G - Dec 15, 2019
 - Misovic, M - Dec 15, 2019
 - Rondeau, J - Dec 15, 2019
 - Stroud, S - Dec 15, 2019
 - Wartels, L - Dec 15, 2019

Recommendation:

1. *That Council adopt a new climate action target of net zero community and municipal emissions by 2050, with an interim target of a 45% GHG reduction from 2007 levels by 2030; and*
2. *That the Council direct staff to update the Climate Leadership Plan to reflect the new targets.*

12. BYLAWS

12.1. Other than Development Application Bylaws

- 12.1.1. Reserve Fund Bylaw No. 2031, 2019 Pg. 267 - 270

[A Bylaw to Establish Reserve Funds for the District of Central Saanich]

Recommendation:

That Reserve Fund Bylaw No. 2031, 2019 be adopted.

12.2. Development Application Bylaws

- 12.2.1. Central Saanich Land Use Amendment Bylaw No. 1971, 2019 and Development Variance Permit 3090-20-11/18 Pg. 271 - 276

[A Bylaw to Amend the Land Use Bylaw (1022 Sluggett Road)]

Previously read a third time at the May 6, 2019 Regular Council meeting and covenant has been registered.

Recommendation:

1. *That Land Use Amendment Bylaw No. 1971, 2019 (1022 Sluggett Road) be adopted.*
2. *That Development Variance Permit 3090-20-11/18 (1022 Sluggett Road) be issued.*

- 12.2.2. Central Saanich Land Use Amendment Bylaw No. 1998, 2019 and Development Variance Permit 3090-20-3/19 Pg. 277 - 282

[A Bylaw to Amend the Land Use Bylaw (918 Clarke Road)]

Previously read a third time at the July 8, 2019 Regular Council meeting and covenant has been registered.

Recommendation:

1. *That Land Use Amendment Bylaw No. 1998, 2019 (918 Clarke Road) be adopted.*
2. *That Development Variance Permit 3090-20-3/19 (918 Clarke Road) be issued.*

- 12.2.3. Central Saanich Land Use Bylaw Amendment Bylaw No. 2003, 2019 Pg. 283 - 298

[A Bylaw to Amend the Land Use Bylaw (8391 Lochside Drive)]

Public hearing held December 9, 2019.

Recommendation:

That Land Use Amendment Bylaw No. 2003, 2019 (8391 Lochside Drive) be read a third time.

13. UNFINISHED BUSINESS

13.1. Murrell, J - November 15, 2019

Pg. 299 - 300

Re: Before/After School Child Care

Staff Comments:

Staff collected the following information regarding daycare spaces and facilities related to the School District and Beacon Community Services:

SD 63

SD does not run any out-of-school care programs per se, but leases out facilities to Beacon Community Services to operate.

Beacon Community Services

Currently only has 1 program – Otter Be Care @ Brentwood Elementary School- which takes 35 before school and 60 after school.

As you know, the Nature Club was shut down as they lost the space at Kelset School. Manager is waiting to hear if a new spot will be obtained elsewhere.

Panorama Recreation

2 Programs:

Greenglade - 63 children

Central Saanich Cultural Centre Rm A– 20 children

They will consider renting another room at Cultural Centre if the need is there- potential of 15-20 more spots.

In addition, the correspondence from Ms. Murrell has been provided to the District of Saanich who are coordinating an assessment on daycare spaces and needs in partnership with the District of Central Saanich, North Saanich, Highlands, Oak Bay and Town of Sidney. The District of Saanich has recently awarded a contract to the complete the assessment.

14. NEW BUSINESS (Including Motions and Resolutions)

14.1. Calendar of Meetings - January 2020

Pg. 301

For information.

15. CORRESPONDENCE (Receive for General Information)

No items.

16. CLOSED MEETING

16.1. Motion to Close:

Recommendation:

That Council convene a closed meeting pursuant to the following subsection:

Section (90)(1) of the Community Charter:

- a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;*
- g) litigation or potential litigation affecting the municipality*

Following adoption of the above motion, the meeting will be closed to the public.

17. ADJOURNMENT



THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Minutes of the **REGULAR COUNCIL** Meeting
Monday, December 2, 2019
Council Chambers

PRESENT: Acting Mayor, Carl Jensen
Councillors King, Paltiel, Newton and Thompson
Patrick Robins, Chief Administrative Officer
Chris Vrabel, Fire Chief
Jarret Matanowitsch, Director of Planning & Building Services
Ivo Van der Kamp, Planner
Katelyn Patterson, Recording Secretary

ABSENT: Mayor Windsor, Councillor Graham

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m.

2. ACKNOWLEDGEMENT

The Chair acknowledged that the land on which we gather is the traditional territory of the WSÁNEĆ people which includes WJOŁEŁP (Tsartlip) and S7ÁUTW (Tsawout) First Nations.

3. APPROVAL OF AGENDA

3.1. Agenda of the December 2, 2019 Regular Council Meeting

648.19 MOVED AND SECONDED

Main Motion:

That the agenda of the December 2, 2019 Regular Council meeting be approved as circulated.

649.19 MOVED AND SECONDED

Amendment Motion:

That the main motion be amended by replacing the words "as circulated" by "as amended by postponing consideration of item 11.1 to the December 16, 2019 Regular Council Meeting."

CARRIED UNANIMOUSLY

Question on the Main Motion as Amended:

That the agenda of the December 2, 2019 Regular Council meeting be approved as amended by postponing consideration of item 11.1 to the December 16, 2019 Regular Council Meeting.

CARRIED UNANIMOUSLY

4. ADOPTION OF MINUTES

4.1. Minutes of the November 18, 2019 Regular Council Meeting

650.19 MOVED AND SECONDED

That the minutes of the Regular Council meeting held on November 18, 2019 be adopted as circulated.

CARRIED UNANIMOUSLY

5. BUSINESS ARISING FROM THE MINUTES (including motions and resolutions)

6. RISE AND REPORT

6.1. Appointment of Interim Financial Officer

From the November 25, 2019 Closed Council Meeting.

That Troy Ziegler be appointed Interim Financial Officer for the District of Central Saanich pursuant to Section 149 of the Community Charter and as identified in Officers and Indemnification Bylaw No. 1832, 2014.

7. PUBLIC QUESTIONS

No items.

8. PRESENTATIONS/PETITIONS AND DELEGATIONS

No items.

9. CORRESPONDENCE (Action Required or Recommended)

No items.

10. REPORTS OF COMMITTEES/MAYOR'S REPORT

No items.

10.1 COTW (Committee of the Whole)

10.11. Minutes of the November 25, 2019 Committee of the Whole Meeting

651.19 MOVED AND SECONDED
That the minutes of the Committee of the Whole Meeting held on November 25, 2019 be adopted as circulated.
CARRIED UNANIMOUSLY

10.12. Administration & Finance

1. Reserve and Surplus Policy Update

652.19 MOVED AND SECONDED
That Reserves and Surplus Policy Fin.02 be approved.
CARRIED UNANIMOUSLY

653.19 MOVED AND SECONDED
That Reserve Fund Bylaw 2031, 2019 proceed to third reading.
CARRIED UNANIMOUSLY

10.2 Select Committees of Council
No items.

10.3 All Other Committees
No items.

10.4 Council Members Reports - External Bodies
Councillors Jensen, King and Newton provided an update on meetings and events attended since the last Council Meeting.

11. STAFF REPORTS

11.1. 6744 Barbara Drive - Rezoning and Development Variance Permit

Postponed for consideration to the December 16, 2019 Regular Council Meeting.

11.2. 2019 Community Emergency Preparedness Fund - Volunteer and Composite Fire Departments Equipment and Training

The Fire Chief provided an overview of his report dated November 27, 2019.

654.19 MOVED AND SECONDED
That the District of Central Saanich apply to the UBCM 2019 Community Emergency Preparedness Fund – Volunteer and Composite Fire Departments Equipment and Training for an amount of \$23,000 to support the Central Saanich Fire Department, and agrees to provide overall grant management if funding is awarded.

CARRIED UNANIMOUSLY

11.3. OCP and LUB Amendments - Farm Worker Accommodation

655.19 MOVED AND SECONDED
That Council forward the draft Official Community Plan Amendment Bylaw No. 1973 and draft Land Use Bylaw Amendment Bylaw No. 1974 to the Agricultural Land Commission for approval.
CARRIED UNANIMOUSLY

12. BYLAWS

12.1 Other than Development Application Bylaws

12.11. Central Saanich Official Community Plan Bylaw Amendment Bylaw No. 1983, 2019
[A Bylaw to Amend the Official Community Plan (Update the Regional Context Statement)]

656.19 MOVED AND SECONDED
That Central Saanich Official Community Plan Amendment Bylaw No. 1983, 2019 be adopted.
CARRIED
Opposed: Councillor King

12.12. Advisory Planning Commission Bylaw No. 2005, 2019
[A Bylaw to Establish an Advisory Planning Commission]

657.19 MOVED AND SECONDED
That Advisory Planning Commission Bylaw No. 2005, 2019 be adopted.
CARRIED UNANIMOUSLY

12.13. Procedure Bylaw No. 2008, 2019
[A Bylaw to Govern the Proceedings of Council and Council Committees and Commissions]

658.19 MOVED AND SECONDED
That Procedure Bylaw No. 2008, 2019 be adopted.
CARRIED
Opposed: Councillor King

12.14. Reserve Fund Bylaw No. 2031, 2019
[A Bylaw to Establish Reserve Funds for the District of Central Saanich]

- 659.19 MOVED AND SECONDED
That Reserve Fund Bylaw No. 2031, 2019 be read a first time.
CARRIED UNANIMOUSLY
- 660.19 MOVED AND SECONDED
That Reserve Fund Bylaw No. 2031, 2019 be read a second and third time.
CARRIED UNANIMOUSLY

12.2 Development Application Bylaws
No items.

13. UNFINISHED BUSINESS
No items.

14. NEW BUSINESS (Including Motions and Resolutions)

14.1. 2020 Council Meeting Schedule

- 661.19 MOVED AND SECONDED
That the 2020 Council Meeting schedule be approved as circulated.
CARRIED UNANIMOUSLY

15. CORRESPONDENCE (Receive for General Information)

15.1. Traffic Safety Correspondence
• White, S re large vehicles on Wallace Drive - November 16, 2019

15.2. Willows, D - November 20, 2019
Re: Accessible and Adaptable Housing as part of the Residential Infill Policy

- 662.19 MOVED AND SECONDED
That the correspondence from Willows, D regrading accessible and adaptable housing as part of the residential infill policy be considered during the OCP review.
CARRIED UNANIMOUSLY
- 663.19 MOVED AND SECONDED
That the correspondence from Willows, D regrading accessible and adaptable housing as part of the residential infill policy be considered at a Committee of the Whole meeting after the provincial accessibility legislation is adopted.
CARRIED UNANIMOUSLY

- 15.3.** Murrell, J - November 15, 2019
Re: Before/After School Child Care

664.19 **MOVED AND SECONDED**
That the correspondence from Murrell, J regarding before/after school child care be forwarded to Mayor Haynes at the District of Saanich to be included with the local daycare needs assessment.
CARRIED UNANIMOUSLY

- 16. CLOSED MEETING**
No items.

- 17. ADJOURNMENT**
On motion the meeting adjourned at 7:59 p.m.

Liz Cornwell, Corporate Officer

Carl Jensen, Acting Mayor



THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Report of the **PUBLIC HEARING**
Monday, December 9, 2019
Council Chambers

PRESENT: Mayor Ryan Windsor
Councillors Graham, King, Newton and Thompson
Patrick Robins, Chief Administrative Officer
Liz Cornwell, Corporate Officer
Jarret Matanowitsch, Director of Planning & Building Services
Andrea Pickard, Planner
Katelyn Patterson, Recording Secretary

ABSENT: Councillors Jensen and Paltiel

1. Call to Order

The meeting was called to order at 6:30 p.m.

1.1. The Chair outlined the Rules of Procedure for the Public Hearing.

2. Notice of Public Hearing

2.1. Notice of December 9, 2019 Public Hearing

3. Individual Bylaw Submissions

3.1. Central Saanich Land Use Amendment Bylaw No. 2003, 2019
[A Bylaw to Amend the Land Use Bylaw (8391 Lochside Drive)]

The Director of Planning and Building Services provided an overview of the purpose of the bylaw.

The Chair invited the applicant to speak.

Cathy Duncan, agent for owners, provided an overview and highlighted the following:

- Suite located in pre-existing space above garage

- Positive placement - little impact to neighbours, no tree removal, not visible from road
- Neighbours are supportive

The Chair invited the public to speak a first, second and third time. There were no speakers.

4. Closing

The Chair declared the Public Hearing closed at 6:41 p.m.

Chair



The Corporation of the District of Central Saanich

COMMITTEE OF THE WHOLE REPORT

For the Committee of the Whole meeting on October 15, 2019

To: Jarret Matanowitsch
Director of Planning and
Building Services

File: 3360-20-6/19 & 3090-20-6/19

From: Andrea Pickard
Planner

Priority:	<input type="checkbox"/> Strategic
	<input checked="" type="checkbox"/> Operational

Date: October 01, 2019

Re: 6744 Barbara Drive - Rezoning and Development Variance Permit

RECOMMENDATIONS:

1. That Land Use Bylaw Amendment Bylaw No. 2001 (6744 Barbara Drive) be given Second Reading and referred to a public hearing.
2. That prior to adoption of Land Use Bylaw Amendment Bylaw No. 2001 a covenant be registered to secure:
 - that the dwelling be constructed to meet or exceed BC Step Code Level 3,
 - that the dwelling include a socket for electric vehicle charging that is constructed with a dedicated 240-Volt line, capable of 50 Amps, has a NEMA (6-50) socket, and located to serve a vehicle parking inside or outside of the garage, and
 - the site be developed in substantial compliance with the site and building plans prepared by Victoria Design Group, date stamped August 7, 2019.
3. That following the receipt of public input, Council consider issuance of Development Variance Permit 3090-20-6/19 for 6744 Barbara Drive to reduce the rear yard setback for a single car garage from 7.5 m to 1.0 m.

1903 Mount Newton Cross Road, Saanichton, B.C. V8M 2A9
Phone: 250-652-4444 Fax: 250-652-0135

To: Jarret Matanowitsch, Director of Planning and Building Services
For: October 15, 2019 Committee of the Whole
Re: 6744 Barbara Drive - Rezoning and Development Variance Permit

October 01, 2019

BACKGROUND:

Project Description

The subject property is a relatively new parcel created by the subdivision of 6750 Barbara Drive in early 2019. Rezoning of the parent parcel from the R-1 'Large Lot Single Family Residential' zone to the R-1S 'Small Lot Single Family Residential' zone was approved March 2018, but house plans for the infill lot were not provided at the time. Once the subdivision was completed the new owners realized the home they intended to build was larger than permitted under the R-1S zone. The R-1S zone has a floor area ratio of 0.4 and therefore, the maximum dwelling size permitted on this lot would be 218 m² (2,357 ft²).

The applicant proposes to rezone to the R-1XS zone, which has a Floor Area Ratio of 0.5 for a single dwelling, or 0.6 for a dwelling with a secondary suite. Under the R-1XS zone the maximum dwelling size on this lot would be 328.4 m² (3,535 ft²) if it contains a secondary suite. The applicant has provided a letter noting that they became interested in the lot when the property initially was rezoned and subdivided; however, it was not until they were purchasing the lot they realized the house size limit would not meet the needs of their 6 member family (see attached letter).

When the rezoning application for 6750 Barbara Drive was considered by Council in November 2017, Council also passed a resolution to indicate its support for secondary suites and directed staff explore a secondary suite or the potential for a duplex development with the applicant. Based on this past direction, the applicant has included a 2-bedroom suite within the dwelling.

Site Context

The 547.4 m² lot is located on the corner of Barbara Drive and Keating Cross Road in the Keating/Tanner Ridge neighbourhood. The subject property is smaller than most surrounding lots in the area, which tend to be around 1,100 m². More recent infill developments have introduced smaller lots into the neighbourhood, with two R-1S lots immediately east of the property at 522 m² and 868 m² in area, and recent rezoning of the two properties to the west that will allow a 6 lot subdivision with lots ranging from 294 m² and 908 m².

DISCUSSION:

Official Community Plan

The property has a Residential land use designation in the Official Community Plan (OCP) and OCP policies relevant to this proposal include:

4.2 Policy 3: "Most new residential and mixed-use residential/ commercial development should occur as infill and intensification within the Urban Settlement Area as designated on Schedule A, Land Use Plan. Uses outside of this boundary should primarily be rural, agricultural or open space."

4.3 Policy 4: "Encourage all residential development to present a 'friendly face' to the fronting street or walkway by, for example, ensuring entrances are well-defined and welcoming and clearly visible and accessible from the fronting street, and through the

To: Jarret Matanowitsch, Director of Planning and Building Services
For: October 15, 2019 Committee of the Whole
Re: 6744 Barbara Drive - Rezoning and Development Variance Permit

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creation of street edges which are characterized by low, neighbourly fences, combined with extensive landscape materials at the private edge."

4.3 Policy 2: "Small, more compact forms of housing are encouraged to be developed in the community to provide more affordable housing options for a range of lifestyles and income levels."

Land Use Bylaw

The property was rezoned from R-1 'Large Lot Single Family Residential' to R-1S 'Small Lot Single Family Residential' in 2018 in order to subdivide to create one additional lot. At that time, house plans were not provided and secured through the rezoning process. The R-1S zone allows a floor area ratio up to 0.4, which on the new 547.4 m² lot would provide a maximum house size of 218.9 m² (~2,350 ft²). The R-1XS zone allows for a floor area ratio up to 0.6 when a suite is provided, which in this case would provide a maximum house size of 328.4 m² (~3,535 ft²). House plans have been provided for an approximately 283 m² (3,050 ft²) traditionally styled, two storey home with a 2 bedroom suite, with a detached 26.8 m² (288 ft²) garage, which would be secured by covenant.

The applicant has also requested a variance to reduce the rear yard setback for an accessory, single car garage, from 7.5 m to 1 m. The subject property is a corner lot and given the lot dimensions, the front lot line is the property line fronting Keating Cross Road and the rear lot line is the new property line that separated the subject property from the parent parcel at 6750 Barbara. The house would be oriented toward Barbara Drive, such that the garage would seemingly be sited in the side yard. The garage would be sited 1 m from the property line, within the footprint of an existing driveway. The single car garage would have a basic design with a height of 3.4 m.

It is unfortunate that the new owners did not realize their proposed house was too large for the newly created lot sooner; however, this situation reiterates the value of requiring more detailed information early in the development process. By securing house plans at the time of rezoning ensures that new owners are fully aware of any development constraints before purchasing a property.

Rezoning to allow a larger home would provide a dwelling sufficiently large for a 6 member family, as well as provide a secondary suite within the Settlement Area Boundary.

With respect to the requested variance, given the low level of activity anticipated with a single car garage, the single story height, and that it would be sited where land is already disturbed from the existing driveway, no significant impacts are anticipated from the variance.

The Land Use Bylaw requires 3 on-site parking spaces for a single family dwelling with a suite, which provided in the proposal, therefore a parking variance is not required.

Environment

Currently, there are a number of established shrubs and fruit trees on the property that would need to be removed to allow for a house to be constructed. Two prominent deciduous trees along the Keating Cross Road frontage are on municipal property and would remain.

To: Jarret Matanowitsch, Director of Planning and Building Services
For: October 15, 2019 Committee of the Whole
Re: 6744 Barbara Drive - Rezoning and Development Variance Permit

October 01, 2019

The applicant has confirmed that they would construct the house to meet or exceed Step Code Level 3, and include an outlet for EV charging. These commitments would be secured by covenant.

Community Amenity Contribution

The initial application to rezone and subdivide the property was submitted before Council adopted the Community Amenity Contribution policy, therefore no amenity contribution was provided at that time. The policy has been applied when a proposed development would create new lots, or increase the number of permitted dwelling units (eg: single family to multi-family developments). In this circumstance, the proposed rezoning would not result in an increase in the number of lots or dwelling units, therefore staff have not requested the applicant to consider an amenity contribution.

Advisory Planning Commission

The proposal was considered by the Advisory Planning Commission at their August 28 meeting where they supported the rezoning; as well as, the variance to reduce the rear setback for a one-storey single car garage. Additional comments from the APC included: that other properties in the surrounding neighbourhood have also be approved to increase density recently, the development would increase the amount of impervious surfacing and on-site retention should be considered, and that there may be increased parking pressures resulting from the development, especially since there is a suite included.

CONCLUSION:

The proposal is to rezone from the R-1S 'Small Lot Single Family Residential' zone to R-1XS 'Single Family Residential Infill' zone for the purpose of constructing a larger dwelling. The applicant has also requested a variance to allow an accessory garage to be sited 1 m from the rear property line, whereas a setback of 7.5 m is required.

House plans have been provided that would be secured by covenant and the applicant has committed to construct the new home to Step Code Level 3 and include an outlet for EV charging.

Respectfully Submitted

Andrea Pickard
Planner

To: Jarret Matanowitsch, Director of Planning and Building Services
For: October 15, 2019 Committee of the Whole
Re: 6744 Barbara Drive - Rezoning and Development Variance Permit

October 01, 2019

ATTACHMENTS:

Site Context
Applicant Letter
Site and Building Plans
Draft Bylaw
Draft Development Variance Permit

Endorsed by:

***Jarret Matanowitsch,
Director of Planning and Building Services***

Administrator's Recommendation:

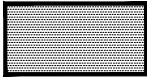
***I concur with the recommendation contained in
this report.***

***Patrick Robins
Chief Administrative Officer***

SITE CONTEXT PLAN

6744 Barbara Drive

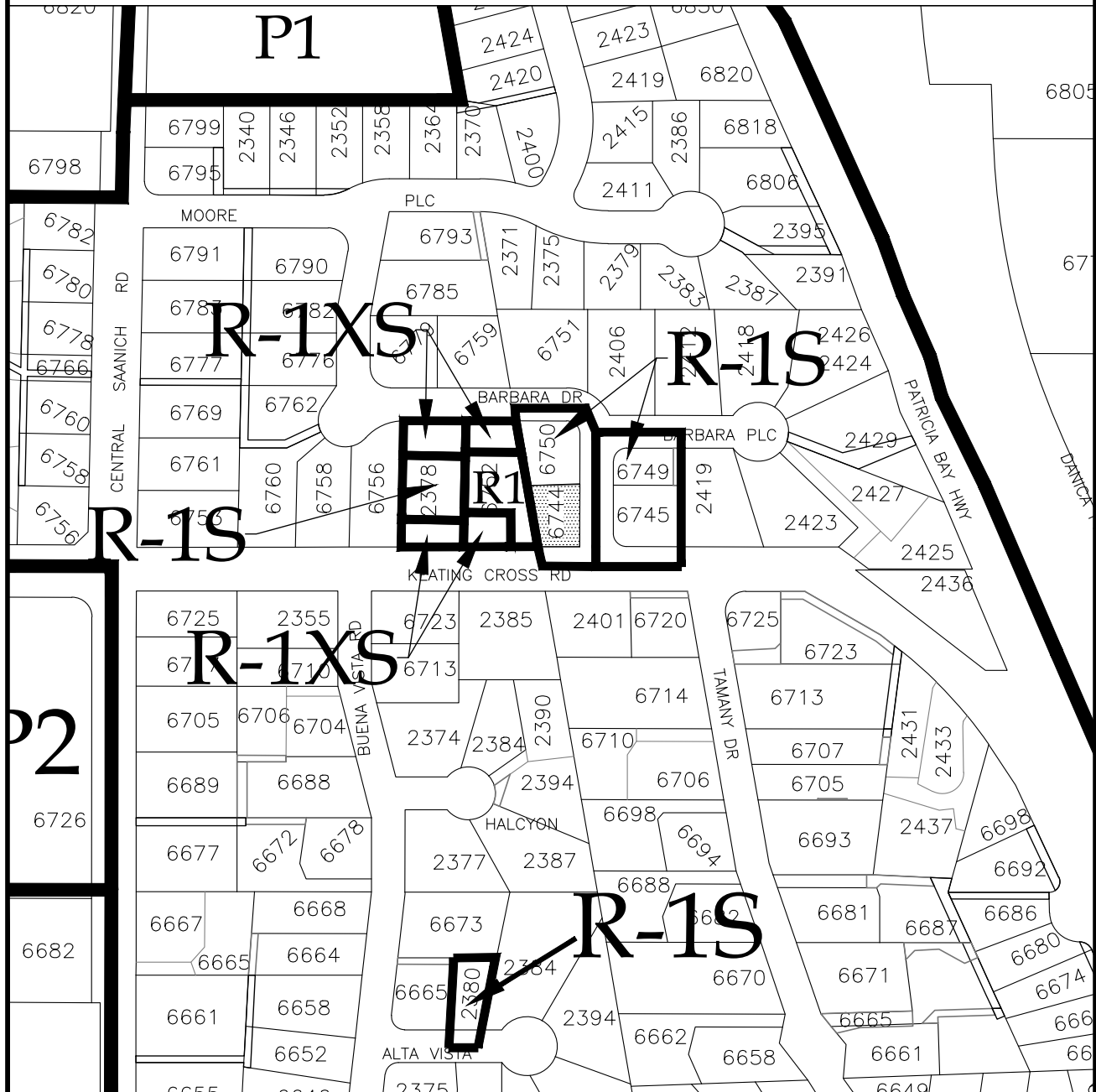
LEGEND



Subject Site



scale 1:2500



6744 Barbara Dr.dwg

To whom it may concern,

We are writing to you today to discuss our desire to rezone a newly developed and recently purchased lot, by ourselves, at 6744 Barbara Drive in Central Saanich. We were involved in the discussion of the rezoning/subdivision with the planning department of the municipality prior to the completion of the lot as we were the potential buyers. The municipality rightfully held high interest in what we were planning to develop on this site. We had discussed with the planning department our desire for a large family dwelling -as we have a family of 6, a 4 bedroom main suite, with a 2 bedroom legal suite in the lower level of the home (total of 6 bedrooms). Our desire was to build a, roughly, 3200 sqft home to accomplish this. All specifications were in verbal communication with the city planning department. Upon development of building/architect plans with VicDesign (attached building plans included), the designers found in researching the zoning of the newly developed property that the zoning was actually R1s, which only allowed for a lot ratio of a 2000 sqft building instead of our needed/desired 3200 sqft building for the 6 bedroom size of the house we were planning to build (which would be appropriate for an R1sx zoning). We did not find out until just prior to the purchase date that the zoning of the property did not reflect our need for the home we had planned for. Thus, we are applying for this rezoning to do just that. We hope that, in discussion with the planning department throughout this process -before and after the development of the new lot, that we will in good faith be approved of the zoning which would reflect the needs of ourselves, and the growing community in the Central Saanich area, as well as reflect the culture of shared living spaces that is a growing theme among the high cost of living in our beautiful part of the country. We have grown to love this area -our neighbours, parks and schools, and the connections we have made these last 7 years of living here, and look forward to greater permanence in this beautiful area of our provinces capital region.

With kind regards,

Steven and Erika Bacon



Sketch Plan Of:
Lot 2, Section 13, Range 4 East,
South Saanich District, Plan EPP86950.
P.I.D. 030-715-431

Distances and elevations shown are in metres.

Elevations are based on geodetic datum CVD288C
and derived from OCM 77H5694.

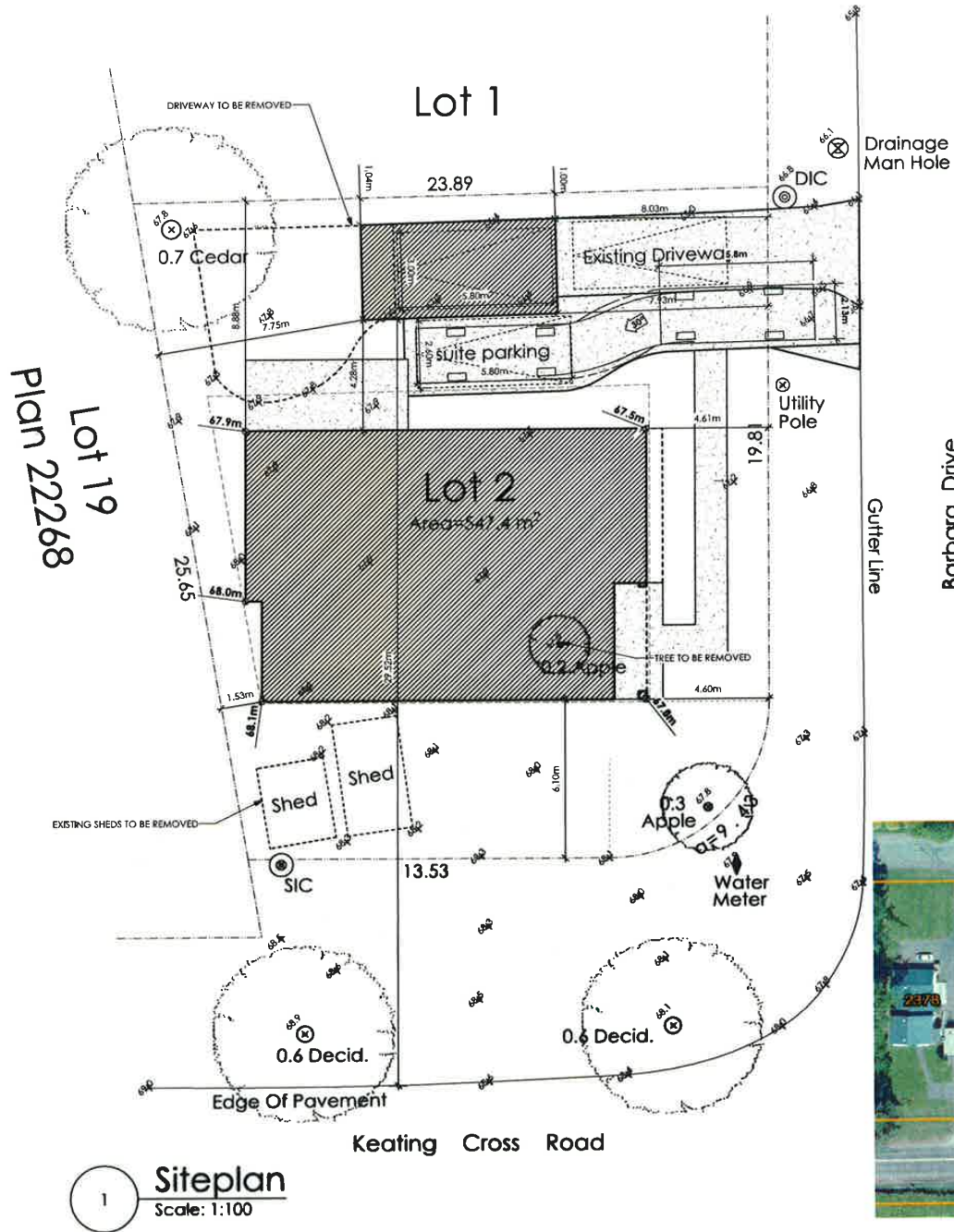
LOT 2 (SINGLE FAMILY W/ SUITE)

AVERAGE GRADE CALCULATION:

$$67.9 + 67.5 + 67.8 + 68.1 + 68.0 \\ = 339.3 / 5 = 67.86m$$

SITE DATA	R-1XS	LOT 2
ITEMS	PERMITTED	PROPOSED
LOT AREA	550.00 sq.m.	547.37 sq.m.
BUILDING HT.	8.00 m.	7.78 m.
LOT COVERAGE	40.00 %	33.73 %
LOT FRONTAGE	10.00 m.	13.53 m.
SETBACKS		
- FRONT (SOUTH)	6.00 m.	6.10 m.
- REAR (NORTH)	7.50 m.	8.88 m.
- SIDE (EAST)	4.50 m.	4.60 m.
- SIDE (WEST)	1.50 m.	1.53 m.
- TOTAL SIDE YARD	4.50 m.	6.13 m.
PROPOSED FLOOR AREA		
- UPPER FLOOR		148.02 sq.m.
- MAIN FLOOR		134.73 sq.m.
- TOTAL		282.75 sq.m.
FLOOR AREA RATIO	0.60 : 1	0.52 : 1

SITE DATA	R-1XS	Accessory Structure
ITEMS	PERMITTED	PROPOSED
LOT COVERAGE	8.00 %	4.89 %
BUILDING HT.	3.50 m.	3.44 m.
SETBACKS		
- FRONT (SOUTH)	6.00 m.	29.52 m.
- REAR (NORTH)	7.50 m.	1.00 m.
- SIDE (EAST)	4.50 m.	7.93 m.
- SIDE (WEST)	1.50 m.	7.75 m.
- TOTAL SIDE YARD	4.50 m.	15.68 m.
- ACCESSORY SEPARATION	3.00 m.	4.28 m.
PROPOSED FLOOR AREA		
- TOTAL		26.76 sq.m.



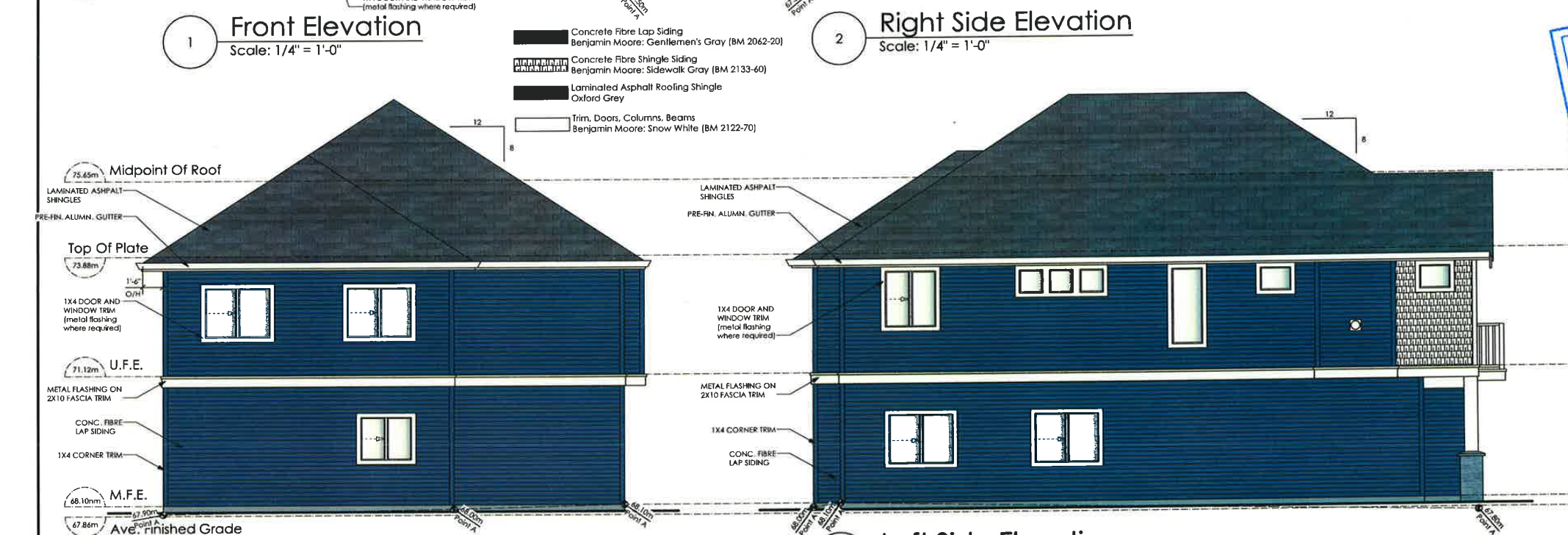
1 Siteplan
Scale: 1:100



Date
June 4, 2019
Project Address
Barbara @
Keating Cross Road
Prepared for
Steven Bacon
Project #
8185
Scale
1/4" = 1'-0"
Drawn By
MDK

Rezoning Presentation

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1 Front Elevation
Scale: 1/4" = 1'-0"

2 Right Side Elevation
Scale: 1/4" = 1'-0"



3 Rear Elevation
Scale: 1/4" = 1'-0"

4 **Left Side Elevation**
Scale: 1/4" = 1'-0"

Date
June 4, 2019

Project Address
Barbara @
Keating Cross Road

Prepared for
Steven Bacon

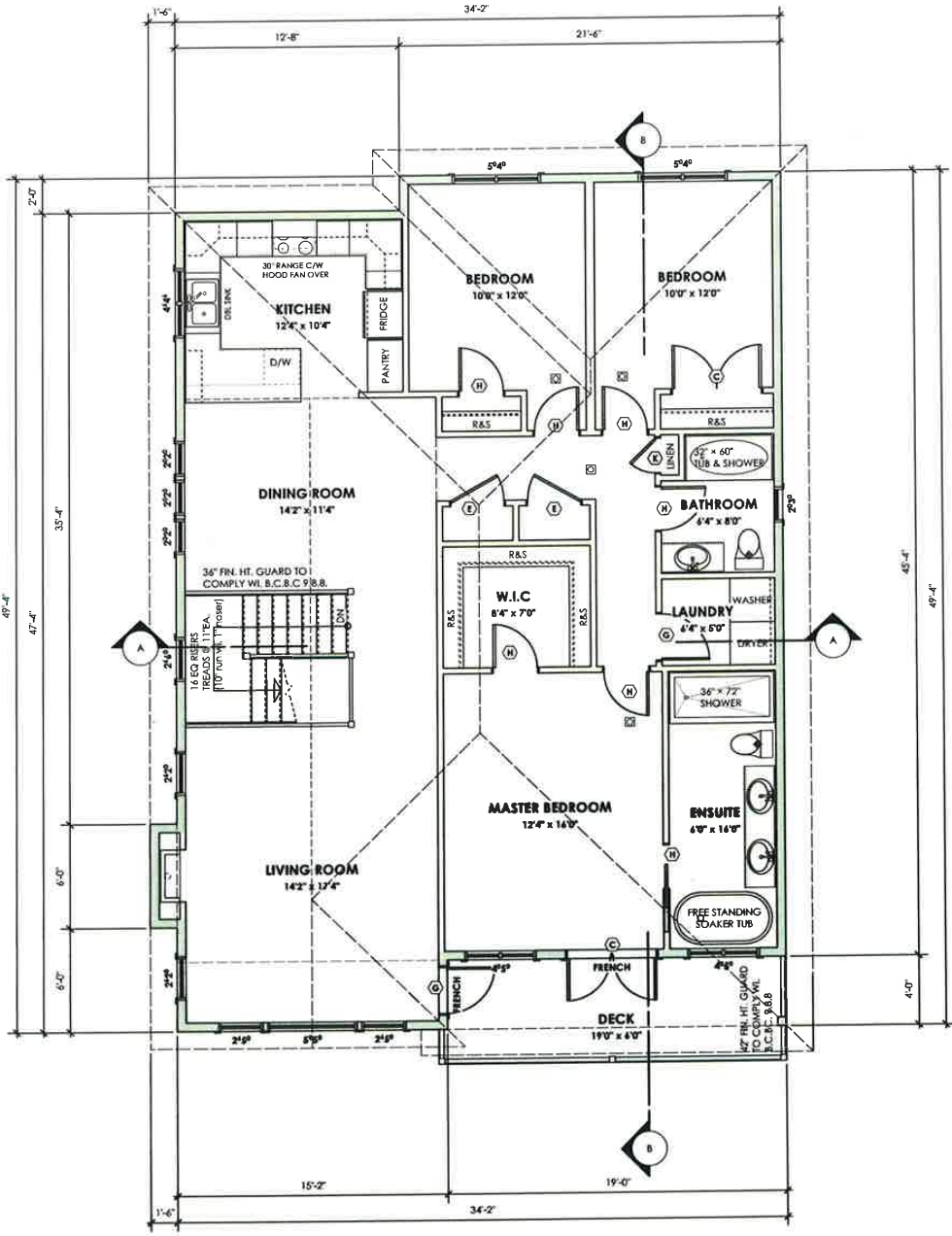
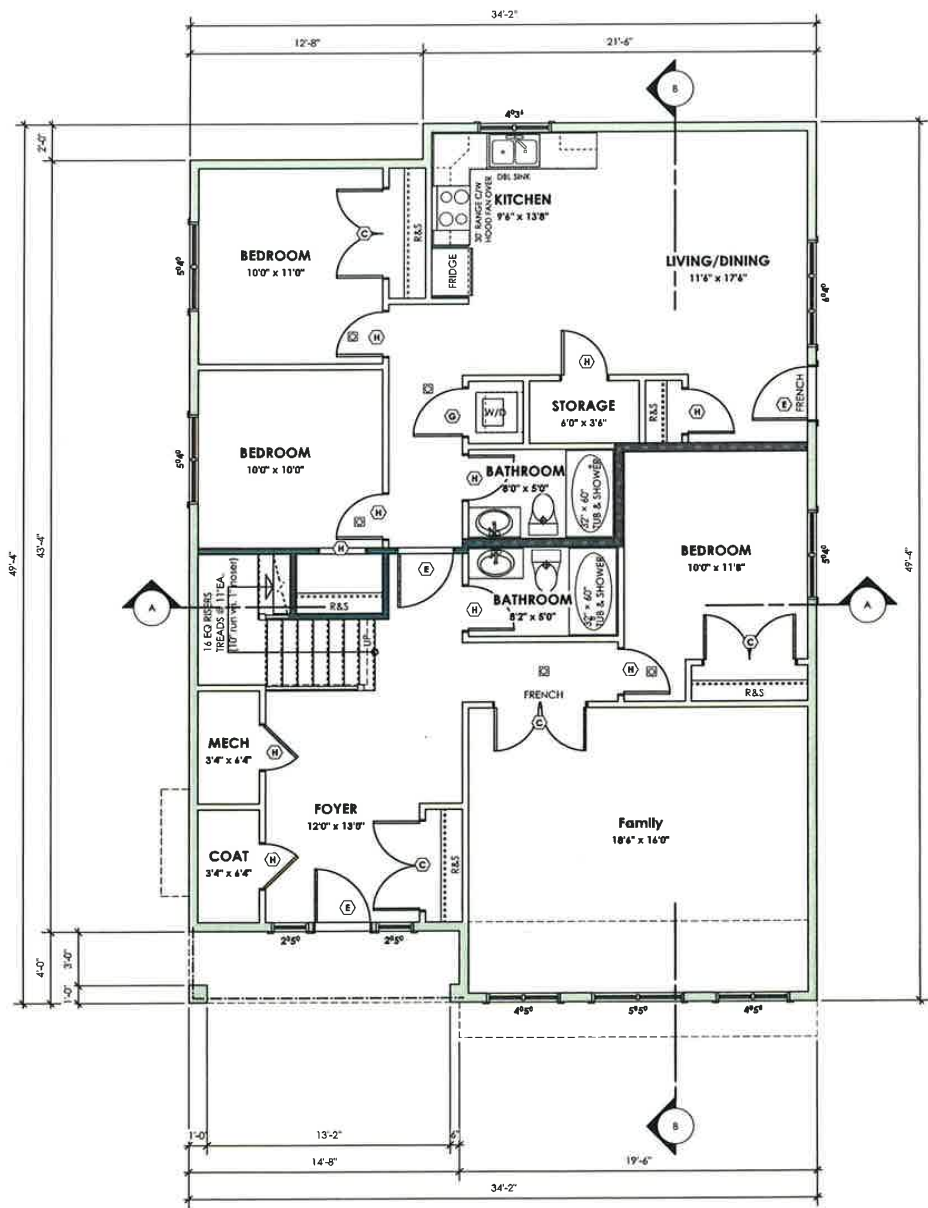
Project #
8185

Scale
1/4" = 1'-0"

Drawn By
MDK

Rezoning Presentation

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vd | victoria
9 | design group

#103 - 891 ATTREE AVENUE
VICTORIA, B.C.
V9B 0A6
P. 250.382.7374
F. 250.382.7364



Date
June 4, 2019

Project Address
Barbara @
Keating Cross Road

Prepared for
Steven Bacon

Project #
8185

Scale
1/4" = 1'-0"

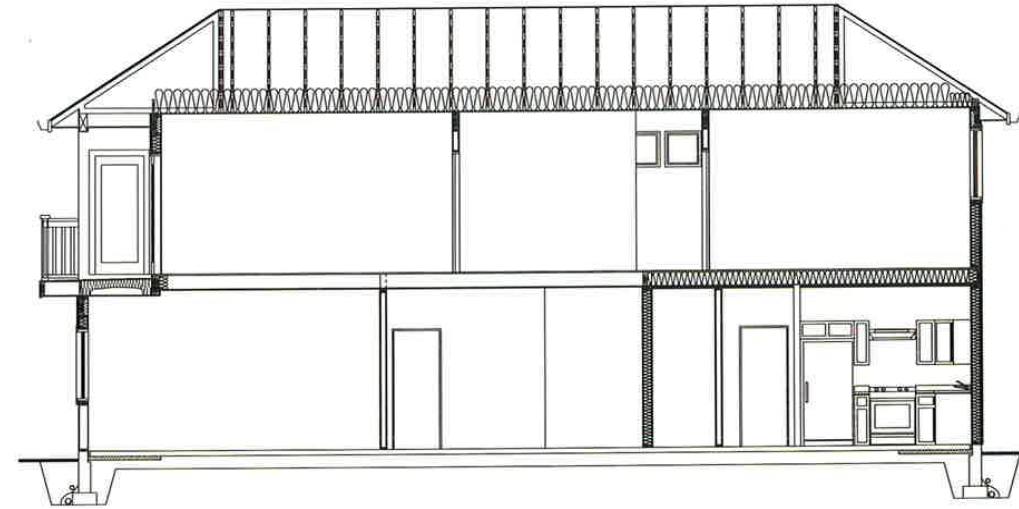
Drawn By
MDK

Rezoning Presentation

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1 Section A-A
Scale: 1/4" = 1'-0"



2 Section B-B
Scale: 1/4" = 1'-0"

Date
June 4, 2019

Project Address
Barbara @
Keating Cross Road
Prepared for
Steven Bacon

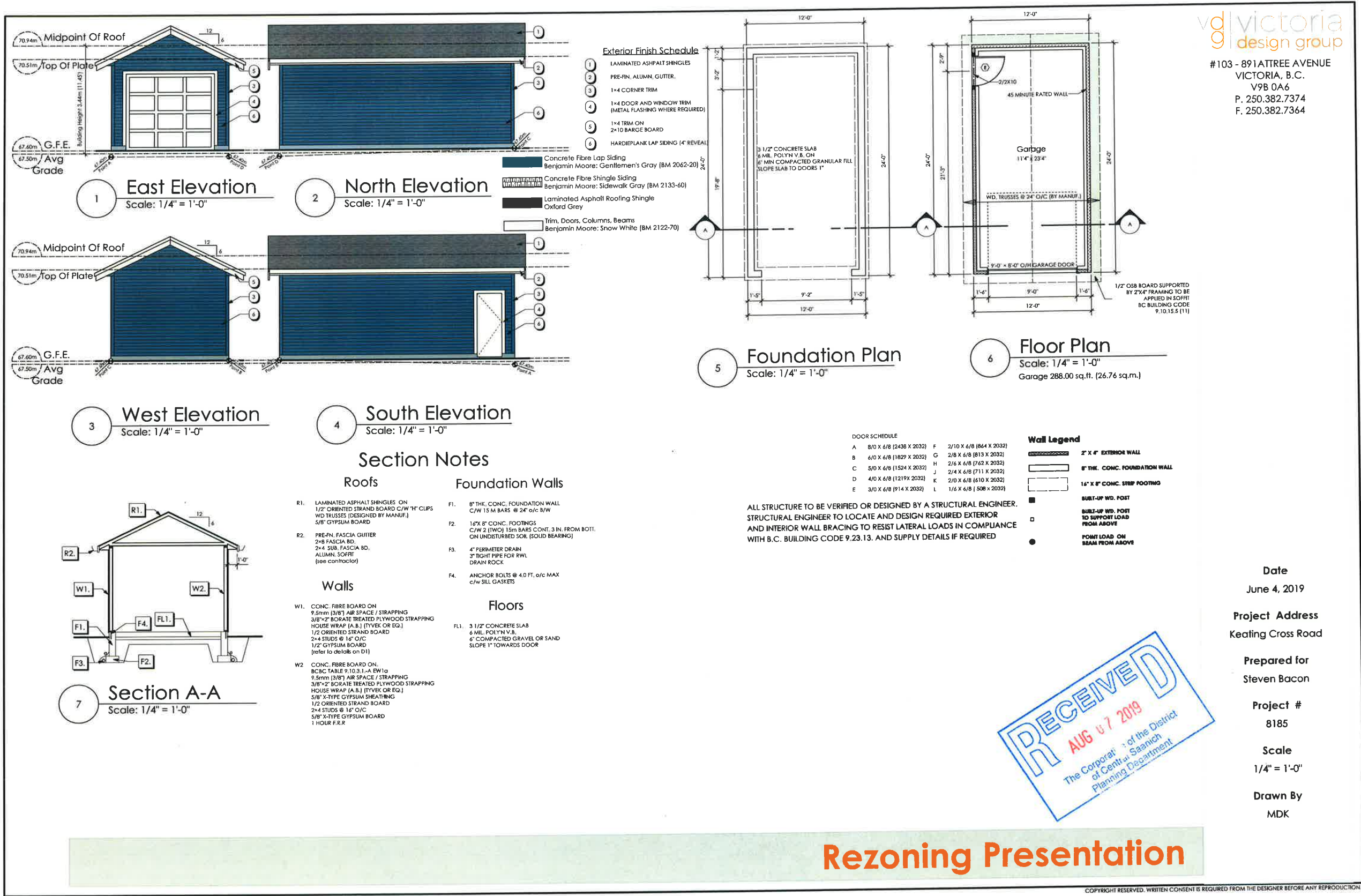
Project #
8185

Scale
1/4" = 1'-0"

Drawn By
MDK



Rezoning Presentation



THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

BYLAW NO. 2001

A Bylaw to Amend Land Use Bylaw
(6744 Barbara Drive)

WHEREAS the Council by Bylaw No. 1309, 1999 adopted the Land Use Bylaw and deems it appropriate to amend the Land Use Bylaw;

NOW THEREFORE the Council of the Corporation of the District of Central Saanich, in open meeting assembled, enacts as follows:

1. MAP AMENDMENT

Schedule 1 (Zoning Map) of Appendix "A" of Bylaw No. 1309, 1999, cited as "Central Saanich Land Use Bylaw No. 1309, 1999" as amended, is hereby further amended by changing the zoning designation of the land legally described as Lot 2, Section 13, Range 4 East, South Saanich District, Plan EPP86950 – Parcel Identifier 030-715-431 (6744 Barbara Drive), shown shaded on the map attached to this Bylaw as Appendix "A" from the R-1S Small Lot Single Family Residential zone to R-1XS Single Family Residential Infill zone.

2. CITATION

This Bylaw may be cited for all purposes as the "**Central Saanich Land Use Bylaw Amendment Bylaw No. 2001, 2019**".

READ A FIRST TIME this 18th day of November , 2019

READ A SECOND TIME this day of , 20

PUBLIC HEARING HELD this day of , 20

READ A THIRD TIME this day of , 20

APPROVED BY THE MINISTER OF TRANSPORTATION & INFRASTRUCTURE this day of

ADOPTED this day of , 20

Ryan Windsor
Mayor

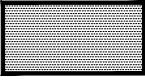
Liz Cornwell
Corporate Officer

Appendix 'A' To BYLAW No. 2001

6744 Barbara Drive

lot 2, Section 13, Range 4 East,
South Saanich District, Plan EPP86950

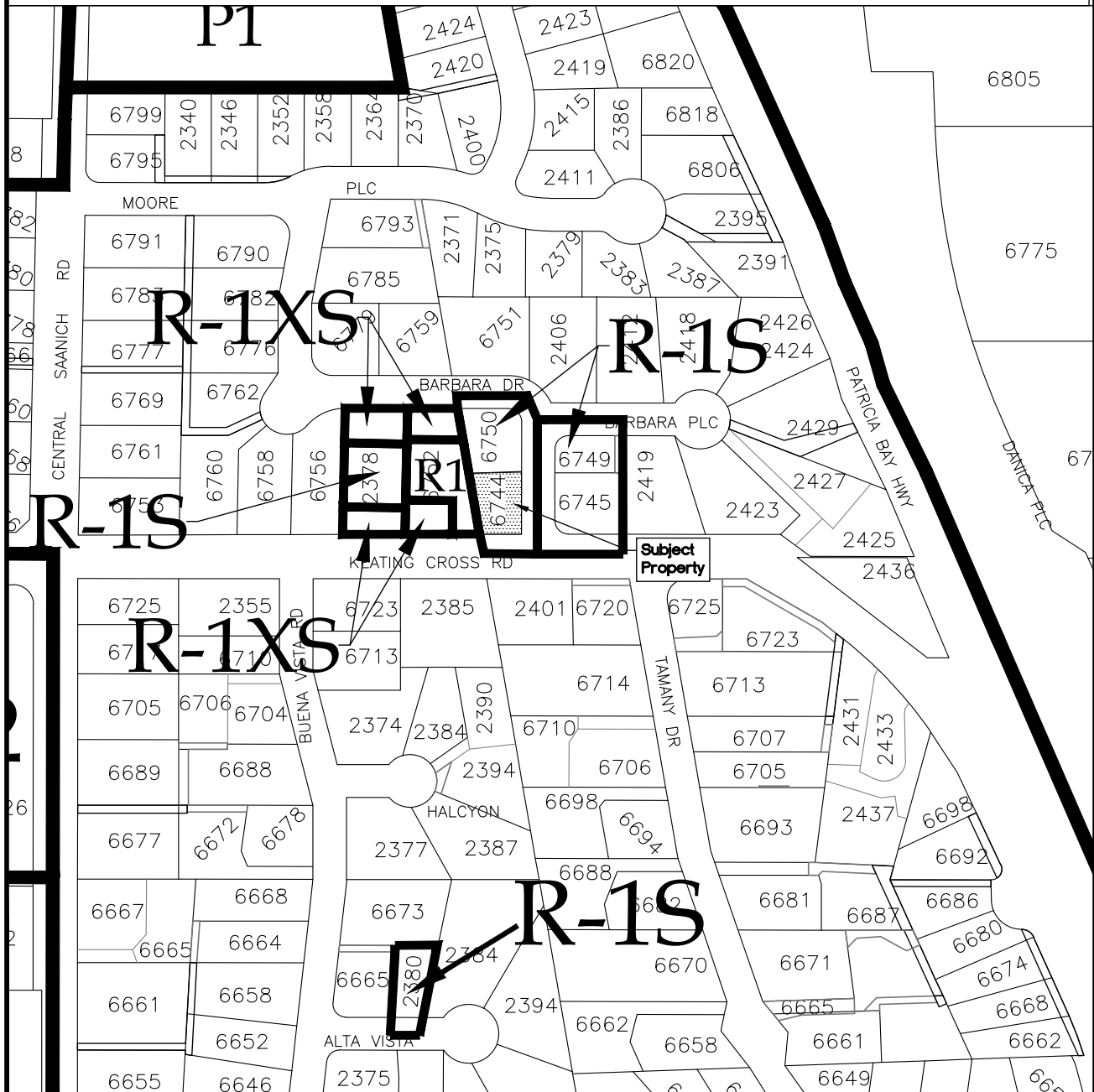
LEGEND



FROM: R-1S -Small Lot Single Family Residential
To: R-1XS -Single Family Residential Infill



scale 1:2500



6744 Barbara Drive.dwg



The Corporation of the District of Central Saanich

DEVELOPMENT VARIANCE PERMIT

No. DVP 3090-20-6/19

6744 BARBARA DR

TO: BACON, STEVEN G
BACON, ERIKA L
6723 TAMANY DR
VICTORIA BC V8Z 5Y8

(herein called "the Owner")

1. This Development Variance Permit is issued subject to compliance with the provisions of the Land Use Bylaw and all other applicable Bylaws of the Municipality, except as specifically varied by this Permit as follows:

- *vary Land Use Bylaw 1309, 1999 Appendix A section 38 (27E) to reduce the rear yard setback for an accessory single car garage from 7.5 m to 1.0 m*

as shown on the plans prepared by Victoria Design Group, date stamped August 7, 2019, attached to this Development Variance Permit.

2. This Development Variance Permit applies to the lands known and described as follows:

Parcel Identifier: 030-715-431
LOT 2, PLAN EPP86950, SECTION 13, RANGE 4E, SOUTH SAANICH LAND
DISTRICT

(herein called "the Lands")

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. This Development Variance Permit is subject to the following conditions:
 - a) That the owner obtain the necessary Building Permit;
 - b) That any alteration or expansion of the building within the setback would require separate approval by application to the District; and,
 - c) That the approved variance remains valid until such time as the

encroaching building is removed or destroyed; at which time the permit shall be null and void and the setbacks specified in the District's Land Use Bylaw shall apply.

5. The terms and conditions contained in this Permit shall enure 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.
6. This Permit is not a Building Permit.

AUTHORIZING RESOLUTION PASSED AND ISSUED BY MUNICIPAL COUNCIL ON .

Permit issue date:

APPROVED AND AGREED TO BY THE OWNER:

Signed in the presence of:

Witness

Address of Witness

Occupation

Witness

Address of Witness

Occupation

**THE CORPORATION OF THE
DISTRICT OF CENTRAL SAANICH**

BACON, STEVEN G

Date

BACON, ERIKA L

Date

Ryan Windsor, Mayor

Liz Cornwell, Corporate Officer

SIGNED THIS ____ DAY OF _____, 201__.



GREATER VICTORIA
LABOUR RELATIONS
ASSOCIATION

November 7, 2019

To: Chief Administrative Officer,
Chief Executive Officer,
Executive Director, or
Corporate Administrator

Re: GVLRA Board Appointments

The Greater Victoria Labour Relations Association (GVLRA) requires each member organization to submit Board appointments on an annual basis. In accordance with Bylaw #6, the current GVLRA appointments expire as of December 2, 2019. This is a request that your organization submit its 2020 governance appointments at its earliest convenience, ideally before our next scheduled Board Meeting on December 4, 2019.

Each member organization should identify the following appointed positions:

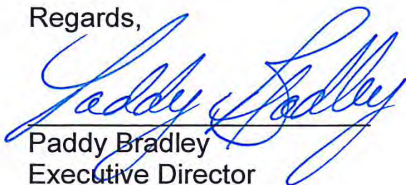
- Board Director
- Alternate Board Director (if possible)
- Delegate to the AGM

All Board directors, alternates, and delegates to the AGM must be elected officials (see GVLRA Bylaws for details).

Your organization's Delegate to the AGM may be the same person as the Board Director. If this occurs, please ensure members understand their respective roles: the Board Director's fiduciary responsibility is to GVLRA whereas the AGM delegate's role is oversight of the GVLRA on behalf of their respective organizations. Proxies but not alternates may be used for the AGM Delegate.

Please be advised that we strongly encourage the appointment of Alternate Board Directors, where possible.

Regards,



Paddy Bradley
Executive Director

Greater Victoria Labour Relations Association
Suite 330, 2950 Douglas Street, Victoria BC V8T 4N4

P: 250.386.6196 | www.gvlra.com



THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Minutes of the **COMMITTEE OF THE WHOLE** Meeting
Monday, December 9, 2019
Council Chambers

PRESENT: Mayor Ryan Windsor
Councillors Graham, King, Newton, Paltiel and Thompson
Patrick Robins, Chief Administrative Officer
Liz Cornwell, Corporate Officer
Jarret Matanowitsch, Director of Planning & Building Services
Andrea Pickard, Planner
Brian Barnett, Director of Engineering and Public Works
Katelyn Patterson, Recording Secretary

ABSENT: Councillor Jensen

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m. and the Mayor assumed the Chair.

2. ACKNOWLEDGEMENT

The Chair acknowledged that the land on which we gather is the traditional territory of the WSÁNEĆ people which includes WJOLÉLP (Tsartlip) and S7ÁUTW (Tsawout) First Nations.

3. APPROVAL OF AGENDA

3.1. Agenda of the December 9, 2019 Committee of the Whole Meeting

665.19 MOVED

That the agenda of the December 9, 2019 Committee of the Whole meeting be approved as circulated.

CARRIED UNANIMOUSLY

4. PRESENTATIONS

No items.

5. PLANNING & DEVELOPMENT

5.1. Residential Infill Draft Policy & Guidelines

The Director of Planning and Building Services and the Planner provided an overview of the project and highlighted:

- results of the housing needs report
- results of public consultation and input
- the recommended policies and guidelines

666.19 MOVED

That staff be directed to prepare a draft bylaw to amend the Official Community Plan to replace Part 4 "Residential Growth Management and Housing: Creating Compact, Complete, and Diverse Communities", and introduce new Intensive Residential Development Permit Area guidelines as outlined in the staff report dated December 3, 2019.

CARRIED UNANIMOUSLY

667.19 MOVED

That Council receive the Housing Capacity, Needs Assessment and Growth Projections Report prepared by CitySpaces Consulting dated May 2019.

CARRIED UNANIMOUSLY

668.19 MOVED

That developments of up to 5 stories be permitted within the core commercial areas in Saanichton and Brentwood Bay Villages and additional stories be considered when a significant community benefit is included.

CARRIED UNANIMOUSLY

669.19 MOVED

Main Motion:

That up to three dwellings (principal dwelling with suite and one detached accessory building) be permitted on rural and urban properties.

670.19 MOVED

Postponement Motion:

That the issue of allowing up to three dwellings (principal dwelling with suite and one detached accessory building) on urban and rural properties be postponed to a future meeting when the OCP project charter is considered.

CARRIED

Opposed: Councillor Newton

- 671.19 MOVED
That enabling recreational vehicles on both urban and rural properties through the temporary use permit process be considered during the OCP review.
DEFEATED
Opposed: Mayor Windsor, Councillors Newton, Paltiel and Thompson
- 672.19 MOVED
That staff explore excluding two storey carriage homes within the urban settlement area boundary.
DEFEATED
Opposed: Mayor Windsor, Councillors Graham, King, Paltiel and Thompson
- 5.2. Official Community Plan Review - Options
- Report from the Director of Planning and Building Services dated December 4, 2019.
- On question, the CAO noted that staff could explore options to track the location/neighbourhood of survey respondents with the current public engagement platform.
- 673.19 MOVED
That Council direct staff to proceed with Option 2 - Comprehensive Review, and report back to Council with a detailed project charter.
CARRIED UNANIMOUSLY
- 674.19 MOVED
That two sessions be held with the agricultural community to gather input on the OCP review at the beginning and end of the review.
CARRIED
Opposed: Councillor King
- 675.19 MOVED
That sessions be held with Tsartlip and Tsawout First Nations to gather input on the OCP review.
CARRIED UNANIMOUSLY
- 676.19 MOVED
That families be engaged in the OCP review by providing informational posters in public schools throughout the District of Central Saanich.
CARRIED UNANIMOUSLY

6. COMMUNITY, PROTECTIVE SERVICES & FACILITIES

6.1. Keating Business District Implementation Plan

Report from the CAO dated November 6, 2019.

- 677.19 MOVED
That policies 6 and 7 relating to parking and parking management in the Keating Business District Implementation Plan be considered during the 2020 budget process.
CARRIED UNANIMOUSLY
- 678.19 MOVED
That staff reach out to South Island Prosperity and the Saanich Peninsula Chamber of Commerce to explore options to market the Keating Industrial Park.
CARRIED UNANIMOUSLY

7. PARKS & RECREATION

No items.

8. PUBLIC WORKS & TRANSPORTATION

No items.

9. WATER & WASTE MANAGEMENT

No items.

10. ADMINISTRATION & FINANCE

10.1. Strategic Plan Update

The CAO provided an overview of the report dated December 3, 2019 and highlighted:

- Significant work and advancement of the 2019 Strategic Plan has been achieved this past year
- It is anticipated that Council will have substantively completed 90% of the Strategic Priority initiatives that were adopted in 2019 by the end of 2020
- Strategic planning session will be scheduled for the fall of 2020 in anticipation of the 2021+ financial planning

11. NEW BUSINESS

No items.

12. CLOSED MEETING

No items.

13. ADJOURNMENT

On motion the meeting adjourned at 9:10 p.m.

Liz Cornwell, Corporate Officer

Ryan Windsor, Mayor



The Corporation of the District of Central Saanich

COMMITTEE OF THE WHOLE REPORT

For the Committee of the Whole meeting on December 09, 2019

To: Jarret Matanowitsch
Director of Planning and
Building Services

File: 6430-03

From: Andrea Pickard
Planner

Priority: ☒ Strategic
☐ Operational

Date: December 03, 2019

Re: Residential Infill Draft Policy & Guidelines

RECOMMENDATIONS:

1. That staff be directed to prepare a draft bylaw to amend the Official Community Plan to replace Part 4 "Residential Growth Management and Housing: Creating Compact, Complete, and Diverse Communities", and introduce new Intensive Residential Development Permit Area guidelines as outlined in the staff report dated December 3, 2019.
2. That Council receive the Housing Capacity, Needs Assessment and Growth Projections Report prepared by CitySpaces Consulting dated May 2019.

BACKGROUND:

The District initiated a Residential Infill and Densification project in early 2018 to allow for a community conversation about future growth management and provide updated policies, guidelines, and regulations about infill development and densification. As part of the project, a Housing Capacity, Needs Assessment and Growth Projections report was prepared to provide a better understanding of local housing issues, land capacity, and population growth projections, which is attached to this report for your information.

1903 Mount Newton Cross Road, Saanichton, B.C. V8M 2A9
Phone: 250-652-4444 Fax: 250-652-0135

To: Jarret Matanowitsch, Director of Planning and Building Services
For: December 09, 2019 Committee of the Whole
Re: Residential Infill Draft Policy & Guidelines

December 03, 2019

Staff are pleased to present two comprehensive draft documents as an outcome of this project:

- draft housing policy that would replace Part 4 of the Official Community Plan - "Residential Growth Management and Housing: Creating Compact, Complete, and Diverse Communities", and
- draft development permit guidelines that would apply to infill development within the Urban Settlement Area.

DISCUSSION:

Project Recap

Housing demand and affordability continue to be a priority issue throughout many communities across the country, including on southern Vancouver Island. Although Central Saanich has been continuously addressing the issue over the years in a number of ways, housing supply and affordability has increasingly become more challenging; therefore, Council prioritized a Residential Infill and Densification Study in its 2018 Strategic Plan.

The Official Community Plan (OCP) was most recently updated in 2008, at which time a Housing Capacity Study was prepared. Given that housing pressures have continued to increase, a comprehensive review of the OCP policies relating to housing was required. Similarly, the Land Use Bylaw was adopted in 1999 and has not had a comprehensive review since then. A number of amendments have addressed housing needs, however those have not occurred within the context of new policy or as a comprehensive suite of amendments that address recurrent infill development issues.

Although the OCP includes a Development Permit process for multi-family developments, there are no regulatory design controls in place for infill developments to guide their form and character and to mitigate impacts on the surrounding neighbourhood. Adopting a Development Permit process for a range of infill development types would provide guidance to property owners and designers considering infill development, and to ensure it is sensitively done and contributes positively to the neighbourhood.

Housing supply by itself does not fully respond to housing needs of a community since a range of housing types is generally required to ensure that options are available for households of different sizes, incomes, and ages. Housing supply and diversity also includes improving the rental housing supply, as well as more attainable home ownership options. Focusing primarily on infill developments, the draft policies and guidelines strive to address concerns related to :

- The size of infill housing being more suitable to the lot size and to reduce impacts on neighbours,
- Ensuring high quality design that is compatible with neighbourhood character,
- Encouraging smaller homes to help reduce housing costs,
- Encourage a range of dwelling unit types to improve housing diversity,
- Reducing impacts on existing trees and vegetation,
- Reducing impacts on privacy,
- Mitigating the related increase in traffic and parking demands, and
- Ensuring climate action and sustainability objectives remain as key considerations.

To: Jarret Matanowitsch, Director of Planning and Building Services
For: December 09, 2019 Committee of the Whole
Re: Residential Infill Draft Policy & Guidelines

December 03, 2019

The Housing Capacity, Needs Assessment and Growth Projections report projects a housing shortfall of approximately 375 dwelling units by 2036 under the current OCP policies and Land Use Bylaw regulations. Growth projections remain relatively consistent with recent decades, remaining close to 1%. Rental vacancies remain persistently low at 0.6%. Housing affordability is increasingly a challenge as the market continues to drive prices upward.

Data analysis, public input and best practices reinforce supporting the following housing concepts:

- Encourage housing developments that represent the “missing middle”, or housing typologies that are between the traditional single family dwelling and larger multi-family or mixed-use developments, such as duplex, small scale multi-unit, townhouses, and pocket neighbourhoods.
- Introduce a Development Permit process for infill developments within the Settlement Area.
- As an alternative to a secondary suite within the principal dwelling, allow for single storey cottages within the Settlement Area and cottages or 2 storey carriage houses on Rural lands.
- Encourage small scale multi-family within existing neighbourhoods, subject to design controls.
- Continue to watch the evolution of building regulations addressing tiny homes on wheels and remove existing barriers within Central Saanich regulations.

Public Input

The project included community consultation in June 2018 shortly following the project launch, as well as in June 2019 following completion of the housing analysis. A summary of public input as it relates to key issues is attached to this report, however full copies of the Engagement Summary reports from both Phases of the project are available on the 'Let's Talk Central Saanich' project webpage.

Recommended Approach

The following section provides a summary for each housing typology considered, leading to recommendations on how to move forward. The draft policy and guidelines reflect the summary provided below, with possible amendments to the Land Use Bylaw (LUB) being drafted following Council's input as part of Phase 3 of this project.

Detached Accessory Dwellings

For clarity, the terms that will be used for detached accessory dwellings are ***cottages*** for 1 storey dwellings and ***carriage houses*** for 2 storey dwellings.

Current Condition:

- Secondary suites are allowed in the vast majority of our residential zones, including Rural and Agricultural properties outside of the Settlement Area Boundary.
- Not all existing houses are conducive to adding a suite.
- There is uncertainty around the number of suites since many suites may be constructed without a Building Permit.
- A number of rezoning applications to allow a carriage house have been supported by Council, most have been within the Rural area and often involved an existing building.

Recommendations:

- Include policies to support cottages within the Settlement Area and cottages or carriage houses on Rural lands.

To: Jarret Matanowitsch, Director of Planning and Building Services
For: December 09, 2019 Committee of the Whole
Re: Residential Infill Draft Policy & Guidelines

December 03, 2019

- As part of Phase 3, amend the LUB to allow cottages within Settlement Area, including setbacks, height and massing regulations, and regulate through a development permit process to ensure consistency with the Intensive Residential guidelines.
- As part of Phase 3, amend the LUB to limit the size of cottages and carriage houses proportional to lot area.
- Include policies and guidelines that discourage carriage houses within the Settlement Area but also include criteria for consideration of variances to increase height that would allow for carriage houses on a case-by-case scenario.
- As part of Phase 3, amend the Land Use Bylaw (LUB) regulations to allow carriage houses or cottages on Rural lands, including setbacks, height and massing regulations, without requiring a development permit process.

Tiny Homes

Current Condition:

- Currently not addressed in BC Building Code and cannot meet code.
- While small by design for transportation, need to consider accessory structures and on-site aspects such as skirting, attached decks, or additional storage shed/areas.

Recommendations:

- As part of Phase 3, amend the LUB to remove barriers, eg: minimum house size regulations.
- Consider tiny homes as an alternative to a cottage or carriage house where permitted.
- Regulate through a development permit process when they are within the Urban Settlement Area to ensure consistency with the Intensive Residential guidelines.
- Continue to monitor provincial changes to the BC Building Code regarding code requirements.

Small lots

The draft documents define small lots as those with an area of 500 m² or less, or a lot frontage of 15 m or less (measured at the front property line). This would capture most lots created under the following zones: R-1S (minimum of 480 m²), R-1Z (minimum 400 m²), and the R-1XS (no specified minimum), but not capture the R-1M (minimum 660 m²) or other R-1 or R-2 zones.

Current Condition:

- Many small lot developments have been supported by Council.
- The R-1XS Infill Zone was added to the LUB but does not have a minimum lot area, and the allowable Floor Area Ratio enables larger homes on smaller lots (0.5 or 0.6 with suite).
- Lack of clear policy and development control regulations.
- Other small lot zones have FAR of 0.4 (R-1S) or 0.5 (R-1Z).
- Approximately 53 R-1XS lots have been created to date, with an average lot area of 415 m².
- Other small lot zones include R-1S zone (minimum lot area of 480 m²) and R-1Z zone (minimum of 400 m²) with 96 and 77 lots respectively.
- The most common single family zone is R-1 with 2292 lots having an average lot area of 1044 m² (minimum lot area required is 780 m²).

Recommendations:

- Introduce policies regarding small lot development.
- Define what is a small lot in Central Saanich.
- Regulate through a development permit process to ensure consistency with the Intensive Residential guidelines.

To: Jarret Matanowitsch, Director of Planning and Building Services
For: December 09, 2019 Committee of the Whole
Re: Residential Infill Draft Policy & Guidelines

December 03, 2019

- As part of Phase 3, amend the LUB to have a minimum lot area in the R-1XS zone.
- As part of Phase 3, amend the LUB to encourage smaller homes on smaller lots to better integrate with the neighbourhood.
- As part of Phase 3, amend the LUB to establish a lot size threshold for small lots where a secondary suite should not be supported due to the design impacts and constraints on small lots.

Panhandle lots

Current Condition:

- Lack of policy and regulations for panhandle lots.
- Unofficial moratorium has created uncertainty around this type of development.
- Bare land strata subdivisions being done to circumvent a panhandle designation.

Recommendations:

- Introduce policies and regulations for panhandle lots; however, note that they are not the preferred form of infill.
- Discourage 2 storey dwellings on panhandle lots, but also include criteria for consideration of variances to increase height that would allow for 2 storey dwellings on a case-by-case scenario.
- As part of Phase 3, amend the LUB to regulate heights, setbacks, and massing for panhandle development.
- Regulate through a development permit process to ensure consistency with the Intensive Residential guidelines.

Pocket Neighbourhoods

Current Condition:

- No policies or regulations.

Recommendations:

- Adopt policy to support and specify design criteria for pocket neighbourhoods.
- Adopt policy to support increased density with size restricted dwellings to make economically sustainable.
- Regulate through a development permit process to ensure consistency with the Intensive Residential guidelines.

Duplexes and Small Scale Multi-Unit

Current Condition:

- Duplexes are currently permitted in R-2 and R-2S zones, however the R-2 zone contains the vast majority.
- The R-2 zone allows for duplexes if the property has 920 m² and a lot width of 26 m.
- The R-2S zone allows duplexes if the property has 550 m² and a lot width of 14.75 m.
- Small scale multi-unit developments would require a zoning amendment.
- There are 849 lots zoned R-2, with an average area of 851 m².
- Most R-2 lots are within Brentwood Bay Village (93%), followed by Saanichton Village (4%) and Turgoose (2%).
- Only 2 adjacent parcels have the R-2S zone, and one additional R-2S lot was recently approved.

Recommendations:

To: Jarret Matanowitsch, Director of Planning and Building Services
For: December 09, 2019 Committee of the Whole
Re: Residential Infill Draft Policy & Guidelines

December 03, 2019

- As part of Phase 3, amend the LUB (R2 zone) to allow duplexes on smaller lots with a smaller frontage, particularly on corner lots.
- As part of Phase 3, amend LUB (other zones) to allow duplexes.
- Introduce policies to support small scale multi-unit (up to 8 dwellings) in neighbourhoods and along main corridors close to services and public transit.
- Regulate multi-unit developments up to 8 dwellings through the Intensive Residential Development Permit process and continue to use current guidelines for more than 8 units or mixed-use developments.
- Amend the OCP land use plan map to designate main travel corridors for multi-family residential use to encourage small scale multi-unit developments that are transit oriented.

Townhouses

Current Condition:

- Townhouse developments of various sizes have occurred throughout the District.

Recommendations:

- Introduce policies to support smaller townhouse developments (up to 8 dwellings) in neighbourhoods and along main corridors close to services and public transit.
- Regulate multi-unit developments up to 8 dwellings through the Intensive Residential Development Permit process and continue to use current guidelines for more than 8 units or mixed-use.
- Amend the OCP land use plan map to designate main travel corridors for multi-family residential use to encourage townhouse developments that are transit oriented.

Densification

Three Dwellings

As part of the community survey, respondents were also asked about allowing up to three dwellings on a property (principal dwelling with 1 suite and 1 detached accessory dwelling).

- Phase 1 – indicated high level of support ~70%, subject to: adequate on-site parking (57%) or larger lot size (20%).
- Phase 2 – survey question regarding up to 3 dwelling units (home with suite and cottage/carriage house) had fairly high support on Rural lands or larger lots within the Settlement Area, subject to parking.

Recommendation: One concern of staff is that further densification of rural lands goes against having an Urban Settlement Area Boundary to limit sprawl and policy objectives of creating compact, walkable communities, therefore we recommend not proceeding with regulatory changes at this time. This option could be retained as a future consideration and Council could still consider individual rezoning applications if received.

Six Storeys

As part of the community survey, respondents were also asked about allowing up to 6 storeys in the core commercial areas of Saanichton Village and Brentwood Bay Village generally, as well as if a significant community benefit was included.

- Support was highest if affordable, seniors or supportive housing is included (49%), followed by underground parking (44%), or public park or plaza (34%).
- Approximately 1/3 do not support 6 storeys regardless of amenities.
- Approximately 10% support 6 storeys without conditions.

To: Jarret Matanowitsch, Director of Planning and Building Services
For: December 09, 2019 Committee of the Whole
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December 03, 2019

Recommendation: consider new policies to support up to 6 storeys in the commercial core areas of Saanichton and Brentwood Bay Villages when amenities are included. Clarify that underground parking is an expectation and not considered a community amenity.

Other

Parking: As parking and traffic impacts remain a major concern, there are two new policies proposed:

- Update our servicing standards to include on-street parking improvements, this would help provide a balanced direction for dealing with competing interests for public road use, such as the drainage ditches, street trees, sidewalks and on-street parking.
- Consider establishing a parking fund to collect cash-in-lieu of providing on-site parking, with funds to be used to improve publicly accessible parking and alternative transit infrastructure.

Accessibility: Currently there are no specific policies related to accessible housing, therefore it is addressed in three proposed policies.

- Site and building design should incorporate Accessible Design standards to ensure new developments provide housing suitable for a wide range of ages and abilities.
- Undertake a review of accessibility issues and best practices, including potential amendments to building bylaws and land use regulations / guidelines for multi-family or mixed-use developments that would require a specified portion of dwelling units to be designed to meet adaptable housing standards.
- Include fully accessible housing as a preferred housing type that would receive favourable consideration under the policy to encourage development applications that address housing gaps identified in the Housing Capacity, Needs Assessment and Growth Projections Report (2019).

Advisory Planning Commission

The draft policies and guidelines were considered by the Advisory Planning Commission (APC) at their November 20 meeting. Following the APC discussion, revisions to the draft policies and guidelines include:

- specifying that carriage houses are generally discouraged within the Settlement Area, however criteria to support increasing height to allow for 2 storey carriage houses on a case-be-case scenario have been added,
- specifying that panhandle lots are not the preferred form of infill development particularly due to the challenges related to streetscape impacts and neighbourliness,
- noted where panhandles are supported, height should be limited to 1 storey, however criteria to support increasing height to allow for 2 dwellings on a panhandle lot on a case-be-case scenario have been added,
- added that including a medical clinic or medical services use as one of the community needs to support increasing height of a mixed-use building in the Village centres to 6 storey, as well as a providing a significant financial contribution toward an off-site amenity,
- strengthened the language to confirm that being considered a pocket neighbourhood requires an intentional design approach that fosters social interaction and neighbourliness, and
- added one more fundamental principle related to housing diversity and how infill developments can contribute. Although the OCP currently contains a fundamental principle to "Provide a Range of Housing Opportunities", expanding on this as it relates to infill housing would help put the infill guidelines into a broader context.

To: Jarret Matanowitsch, Director of Planning and Building Services
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December 03, 2019

Next Steps

Following Council direction, the draft policies and guidelines will be revised and draft bylaws to amend the Official Community Plan would be prepared to update the housing policies and introduce a new Intensive Residential Development Permit Area. Work on draft amendments to the Land Use Bylaw (LUB) would also begin in early 2020 as part of Phase 3 of the Residential Infill and Densification Project, based on the new policies and Council direction.

While input from the development community has been sought throughout this project, staff are recommending that the draft policies and guidelines be emailed to a range of stakeholders in the development community (builders, designers, developers, and consultants) who are regularly involved with infill developments. Staff are recommending this step since their experience and knowledge could provide helpful insight and they may not otherwise see the draft documents and many would not receive notification about the Public Hearing. The draft documents would be sent well in advance of a public hearing so their comments may:

- provide input to staff directly on the draft documents, which may result in further refinement prior to bylaws being considered if comments are received early, or
- provide input to Council as part of the Public Hearing process if comments are received later in the process.

CONCLUSION:

Following Council direction, the draft policies and guidelines will be revised and bylaws to amend the OCP prepared for Council's consideration. Work on draft amendments to the Land Use Bylaw to implement the new policy direction would also begin in the new year as part of Phase 3 of the Residential and Densification Project.

Respectfully Submitted

Andrea Pickard
Planner

ATTACHMENTS:

Housing Capacity, Needs Assessment and
Growth Projections Report
What We Heard Summary
Draft Housing Policy
Draft Development Permit Guidelines

Endorsed by:

***Jarret Matanowitsch,
Director of Planning and Building Services***

Administrator's Recommendation:

***I concur with the recommendation contained in
this report.***

***Patrick Robins
Chief Administrative Officer***



HOUSING CAPACITY, NEEDS ASSESSMENT AND GROWTH PROJECTIONS

Prepared for the District of Central Saanich

May 2019 | CitySpaces Consulting

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 VANNSTRUTH
CONSULTING GROUP

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GEOSPATIAL
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Executive Summary

This report identifies housing needs and gaps in Central Saanich, outlines population and unit projections to 2036, and provides an analysis of existing land capacity to determine the extent to which projected growth can be accommodated within the existing land use planning framework. This report provides evidence-based research to inform the policy development process and creation of infill design guidelines, as part of the anticipated OCP update.

While this analysis suggests future growth can mostly be accommodated under the current land use policy framework, redevelopment does not always achieve maximum permitted density, and additional constraints may restrict redevelopment potential altogether. This exercise highlights the importance of evaluating possible policy interventions to concentrate higher density infill development in areas with existing services and amenities.

Key Conclusions

- There is currently not enough residentially designated land in Central Saanich to accommodate future growth. This conclusion is supported by the following:
 - Growth projections indicate there is demand for an additional 1,249 units by the year 2036.
 - Spatial data and analysis demonstrates the overall land capacity in Central Saanich can accommodate up to 875 housing units within the Urban Settlement Area Boundary.
 - Combined, there is an approximate shortfall of 374 units that cannot be accommodated within the current land use OCP designations. This number is likely higher given that not all developable or redevelopable land will transition to higher density.
- Between 2006 to 2016, there were fewer households that maintained single-detached homes and a gradual increase in the townhouse and apartment markets. The evolution away from single-detached homes and toward higher-density housing forms is projected to continue in Central Saanich at a gradual rate.
- The average resale price for single-detached homes has risen by 65% between 2007 and 2017, from \$596,444 to \$984,022. For townhouses, prices increased by 33%, and for apartments, prices increased by 36%.
- In Central Saanich, 38% of BC Housing waitlist applicants are seeking family housing.
- There is limited family-friendly purpose-built rental housing in the District, and there has not been any new construction of 3+ bedroom units between 2007 and 2018.

- Based on the 2006 Census, the rate of new construction in the District has lessened.
- Most single-person and lone-parent households between the ages of 25 to 44 would need to spend between 30%-50% of their gross monthly income to afford average rental prices in Central Saanich.
- With a rental vacancy rate of 0.6%, there is limited rental availability, and cost barriers prevent low-income households from accessing suitable accommodation.

Introduction

In 2018, the District of Central Saanich engaged CitySpaces Consulting, Ramsay Worden Architects, Vann Struth Consulting and Licker Geospatial Consulting Co. to update the Residential Housing Policy section of the Official Community Plan (OCP) and to create Infill Design Guidelines in anticipation of the OCP update. As part of this process, the Housing Capacity, Needs Assessment and Growth Projections Report has been completed to guide policy formulation. By identifying housing needs, land capacity, and growth projections, the District of Central Saanich can move towards an informed dialogue with residents and establish policies that can shape future land use planning and development patterns.

Purpose

The District of Central Saanich has prioritized a Residential Infill and Densification Study in its 2018 Strategic Plan to allow for a community conversation about future growth management and provide updated policies and guidelines for developers and the community. The purpose of this study is to implement policies, guidelines, and regulations that will foster desirable residential infill in neighbourhoods, and sustainable densification of village centres, in a manner that is sensitive to the character of Central Saanich. Phases 2 and 3 of this study are intended to formulate enhanced housing policy and guidelines that contribute to sustainable growth and development in the community, while providing a greater understanding of the type of infill that Central Saanich could viably achieve.

The District of Central Saanich is completing this Housing Capacity, Needs Assessment and Growth Projections Report to provide staff and Council with a better understanding of local housing issues, land capacity, and growth projections to inform the policy development process, as part of the anticipated OCP update. This report assembles several research components, and creates the foundation from which all subsequent work will build upon. It contains:

- A description of a wide range of factors that influence the housing market;
- An analysis of population and residential growth projections;
- An assessment of the District's land capacity, and potential for infill development and densification, based on projected populations and anticipated housing demand;
- An identification of groups who are least able to access suitable, affordable housing; and,
- A commentary on housing gaps and issues in the market and non-market sectors, based on current supply, affordability, land capacity, and growth projections.

Methodology

This assessment has involved assembling and analyzing relevant and reliable data. Determining the need and demand for housing is framed by BC Housing's *Housing Need and Demand Study Template*, and the preliminary legislative requirements outlined in Bill 18 - *Local Government Statutes (Housing Needs Reports) Amendment Act*, which focuses on obtaining statistical information to offer comprehensive insight into local housing needs.

- The quantitative data highlighted in this report has been obtained from a variety of sources, where available. Research sources include the 2006, 2011, and 2016 Census of Canada; the Canada Mortgage and Housing Corporation (CMHC); BC Stats; BC Housing; and the Victoria Real Estate Board.

The Housing Continuum

The Housing Continuum is a concept that demonstrates the full range of types and tenures of housing, from seasonal shelters to home ownership. As an illustration it has two purposes—to provide readers with an “at a glance” look at what housing planners use as a basis for analysis, and as a tool to identify gaps in the Central Saanich housing market. The non-market side of the continuum, the left side, includes emergency shelters, safe houses, and transitional and supportive housing. These represent temporary and less stable housing situations. On this end of the continuum, the housing forms typically include the greatest level of support services and often require the most public funding.

Moving along the continuum, there is independent social housing for low income households. While this type of housing is still government subsidized, there is no additional support required for households to be able to live independently and often less subsidy is needed to maintain these units.

On the right side of the continuum, rent supplements form a bridge across the non-market and market sides, with government assistance provided to individuals who are renting in the private market. The remaining tenures include rental and ownership housing forms that are available through the private market without any subsidy required. The Housing Continuum can be seen in Figure 1 on the following page.

Figure 1: The Housing Continuum



Context

Legislative Framework

Local governments have an increasingly important role to play in facilitating the creation of affordable market and non-market housing through policy, zoning, partnerships, financial incentives, and staff support. Their authority comes from Provincial legislation - the *Community Charter*, the *Local Government Act*, the *Strata Property Act*, and the *Local Government Statutes (Housing Needs Reports) Amendment Act*.

COMMUNITY CHARTER

This statute provides a municipality with:

- The use of “natural person powers”, which gives municipalities the flexibility to identify and provide any service that Council considers necessary or desirable;
- The ability to waive/reduce fees and charges when property is owned or held by a charitable, philanthropic, or other non-profit corporation; and,
- The authority to establish a tax exemption program for an area designated as a “revitalization area”. The program can stipulate the kinds of property eligible, the term of the exemption, and other conditions.

LOCAL GOVERNMENT ACT

This statute gives municipalities and regional districts specific provisions related to housing:

- Requires an Official Community Plan to include housing policies with respect to affordable housing, rental housing, and special needs housing;
- Provides flexibility to allow higher density in return for the provision of community amenities, including affordable and special needs housing;
- Enables a local government to enter into a housing agreement that is registered on the land's title, setting out specific conditions;
- Provides authority to waive or reduce DCCs for not-for-profit rental housing, as well as for-profit affordable housing.

STRATA PROPERTY ACT

The *Strata Property Act* provides limited provisions related to housing:

- Provides authority for a Council or Board to decide on applications to convert an existing rental building into strata lots.

LOCAL GOVERNMENT STATUTES (HOUSING NEEDS REPORTS) AMENDMENT ACT

This statute requires local governments, at least every five years, to:

- Collect information¹ necessary to identify current and projected housing needs;
- Use that information to prepare and publish online a report, known as a *housing needs report*², showing current and projected housing needs for at least the next five years;
- Consider the most recently collected information and housing needs report when amending community and regional plans.

The *Local Government Statutes (Housing Needs Reports) Amendment Act* is new legislation. It is expected that the new requirements will come into force when the applicable regulations are adopted, which is anticipated to occur in Spring 2019. The legislation includes transitional provisions to accommodate local governments who are already working on, or who have recently completed a housing needs report, so that they will be considered to have met the legislated requirement for this first report.

Regional Context

The Capital Regional District (CRD)³ is experiencing a localized housing challenge that impacts low and moderate-income households and disproportionately affects the most vulnerable and marginalized residents in the District. The CRD's Regional Housing Gap Analysis and Data Book

¹ At this time, and subject to the forthcoming regulations, a local government must collect: statistical information about current and projected population; statistical information about household income; information about significant economic sectors; and information about currently available housing units and housing units that are anticipated to be available, including information about types of housing units.

² At this time, and subject to the forthcoming regulations, a housing needs report must include, for each type of housing unit, the number of units required to meet current housing needs, and anticipated housing needs for at least the next 5 years.

³ The CRD is the regional government for 13 municipalities and three electoral areas on southern Vancouver Island and the Gulf Islands.

found 20,870 households in core housing need in 2011, or 13% of all households in the CRD, based on CMHC data. Of these households, the following challenges⁴ were identified:

- **Families account for approximately 40% of households in core housing need.** Lone-parent households represent 3,935 families, or 47% of all family households in core housing need. The majority of family households in core housing need were renters (66%).
- **Single person households account for approximately 54% of households in core housing need.** Of these single-person households, the majority (75%) were renters.
- **Older generations and households living on a fixed income can face significant housing challenges.** Approximately 45% of households in core housing need were senior, or aging households (55 and older), the majority of which were renters.

Definition of Core Housing Need

A household is in core housing need if its housing falls below at least one of the adequacy, affordability, or suitability standards and it would have to spend 30% or more of its total gross income to pay the median rent of alternative local housing that is acceptable (meets all three housing standards). Housing standards are defined as follows:

- **Adequate** housing is reported by their residents as not requiring any major repairs.
- **Affordable** housing costs less than 30% of total before-tax household income.
- **Suitable** housing has enough bedrooms for the size and makeup of resident households according to National Occupancy Standard (NOS) requirements.

- **People with disabilities are more likely to be in core housing need.** Almost half of core households in need reported a health and activity limitation with the majority of these households (almost 70%) being renters.
- **Indigenous Peoples.** Indigenous peoples face disproportionately higher levels of homelessness in the region, with nearly 33% of those experiencing homelessness identifying as Indigenous (Point-in-Time Count, 2016).
- **Newcomers to Canada frequently experience housing challenges.** Approximately 1 in 5 people experiencing core housing need in the CRD were immigrants or recent immigrants who had moved to Canada within the previous 10 years.

⁴ These challenges are based on findings identified in the Capital Region Housing Gap Analysis and Data Book (2015) and the Regional Housing Affordability Strategy (2018).

- **Ongoing population and household growth pressures.** The capital region has grown by more than 38,000 individuals (17,000 households) over the past 10 years, and registered a faster growth rate than the provincial average over the past five years.

These regional trends are reflected more locally - a peninsula-wide⁵ housing needs assessment was completed in 2016, which identified three main conclusions:

1. **There is an urgent and immediate need for more on-reserve housing for First Nations.**
2. **There is an immediate need for transitional housing for women and children fleeing violence on the Peninsula.**
3. **There is a current and growing need for low-income rental housing for seniors and families on the Saanich Peninsula.** In 2010, there were 555 households spending more than 50% of their annual household income on shelter costs - these households are at high risk of experiencing housing instability and homelessness. The number of individuals and households on waiting lists and using the food bank indicate that income levels are not high enough to cover basic living costs.

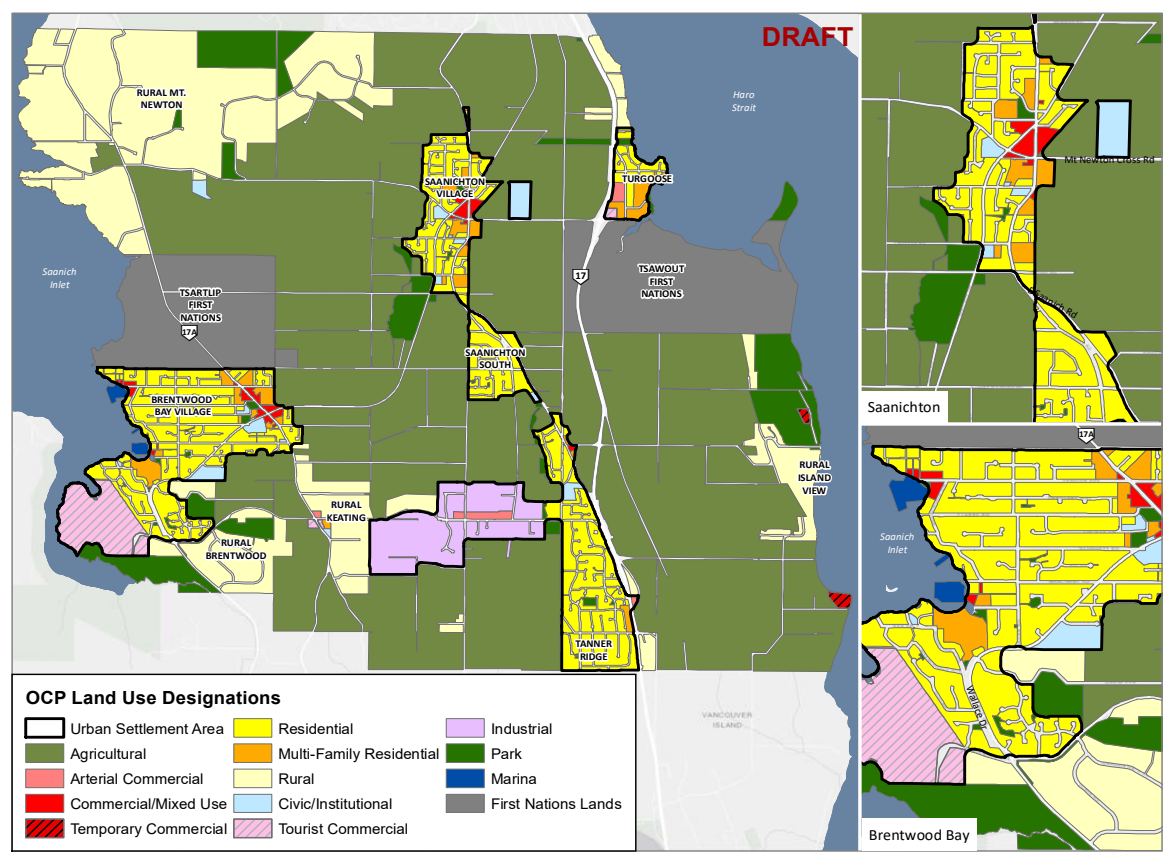
These regional studies demonstrate that the availability of affordable housing, particularly for lower income families and individuals, has become increasingly challenging across the capital region. Within this growing housing crisis, there are some demographic groups that are disproportionately affected, including young families, low-income individuals, seniors, persons with disabilities, and vulnerable women.

Local Context

The District of Central Saanich is situated on the Saanich Peninsula, in the Capital Regional District (CRD). Central Saanich is located approximately 13 kilometres north of the District of Saanich with 114,148 people, as compared to Central Saanich's population of 16,814. The District of Central Saanich is 41.3 kilometres in size, and can be characterized by a collection of village centres, rural areas, and protected agricultural land, further surrounded by natural amenities of ocean and rolling hills. The Central Saanich Official Community Plan (OCP) Map is illustrated in Figure 2.

⁵ The Saanich Peninsula Housing Needs Assessment focuses on the municipalities located on the Saanich Peninsula - North Saanich, Sidney and Central Saanich.

Figure 2: Central Saanich OCP Land Use Map



Housing Indicators

This section provides baseline data of Central Saanich's current housing availability, suitability, and affordability across the entire housing continuum from basic shelter to market housing. These indicators demonstrate the extent to which housing needs have changed over the last ten years, and findings from this report will be used by the District as it determines what forms of housing are needed in the community, and to inform future housing related policy.

The housing indicators in this section were compiled from a variety of data sources. Where possible, the information is presented for specific geographic areas that encompass the District of Central Saanich and the Capital Regional District (CRD). Data at this level of geography is close to consistently available; however, there are certain instances where data has been suppressed to prevent direct or residual disclosure of identifiable data. Where it is relevant, the province of B.C. as a whole is used as a benchmark or comparison.

Market Housing

According to the 2016 Census, there were 6,890 occupied dwellings⁶ in Central Saanich, which represents an increase of 4.5% since 2011, when there were 6,595 occupied dwellings in the District. Based on the 2006 Census, the rate of new construction has lessened, as the number of occupied dwellings had increased by 5.6% between 2006 and 2011. Single-detached homes are the predominant form of housing in Central Saanich, comprising about 4,455, or 65%, of the total number of occupied dwellings in the community, as seen in Figure 3⁷. Other attached dwellings, including duplexes, townhouses, secondary suites, and other single-attached homes total 1,625, or 24% of the total number of occupied dwellings in the community. The remainder of the District's housing stock is comprised of apartment dwellings (795, or 12%), and mobile/manufactured homes (15, or 0.2%). In mixed-use developments, residential units attached to commercial units, or other non-residential spaces (e.g. live-work units) would be classified as "apartment in a building that has fewer than five storeys", or "other single-attached house".

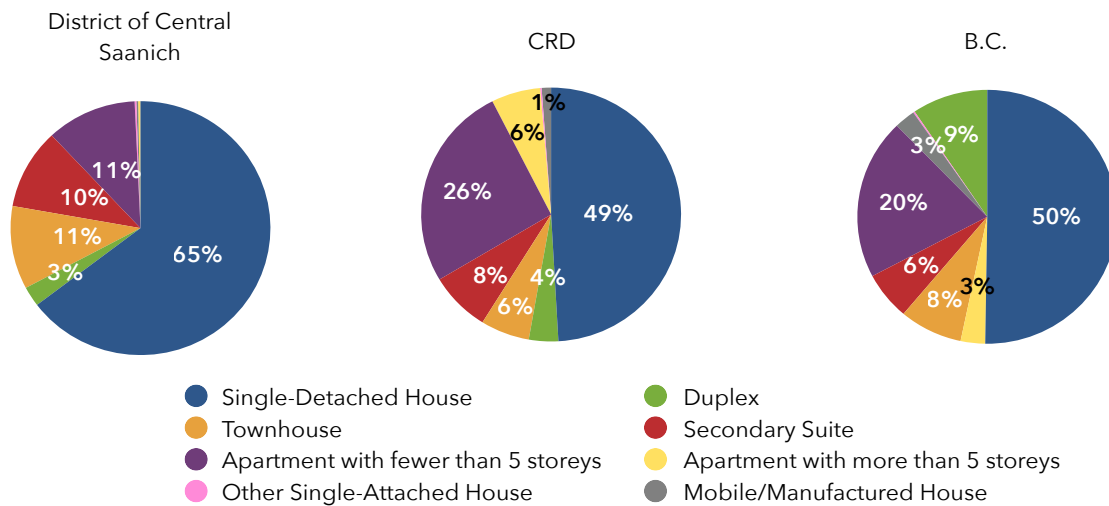
⁶ Statistics Canada defines "private dwelling occupied by usual residents" as a dwelling in which a person or a group of persons is permanently residing. It excludes collective dwellings, which include, for example, seniors homes and complex care facilities.

⁷ Apartment or flat in a duplex means a single-detached home with a secondary suite. As such, the number of single-detached homes include half of the units counted as "apartment or flat in a duplex" by Statistics Canada.

Census data indicates that there were 175 duplexes, 730 townhouses, 705 secondary suites, 775 apartments in a building with fewer than five storeys, 20 apartments in a building that has five or more storeys, 15 other single-attached houses, and 15 mobile/manufactured⁸ homes in 2016.

Housing composition in the CRD is distinct from the District of Central Saanich, with a greater proportion of residents residing in apartment buildings in the CRD.

Figure 3: Housing Mix by Community, 2016



Source: Statistics Canada, Census (2016)

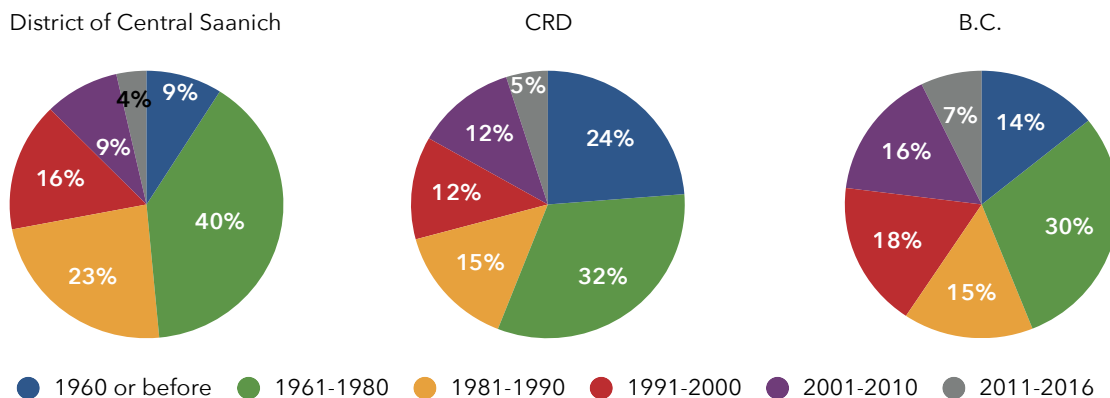
AGE OF HOUSING

The age of housing stock is an important indicator that demonstrates the extent of new construction, compared to older housing development. Older units may be less suitable for families and senior residents if they have not been maintained or upgraded, as previous construction standards did not always require elevators, or other building elements that are needed for families and those with accessibility challenges. While Central Saanich appears to have a slightly newer housing stock than the CRD, there has been limited new housing construction since 2000; 13% of privately occupied dwellings were built between 2001-2016, which is the lowest percentage when compared to the CRD, and B.C.

- **Families, and senior residents that require accessible units, may have limited suitable housing options, based on the limited extent of new construction that has occurred in the District since 2000.**

⁸ Mobile/Manufactured homes are categorized by Statistics Canada as "Movable Dwellings".

Figure 4: Age of Housing Stock by Community, 2016



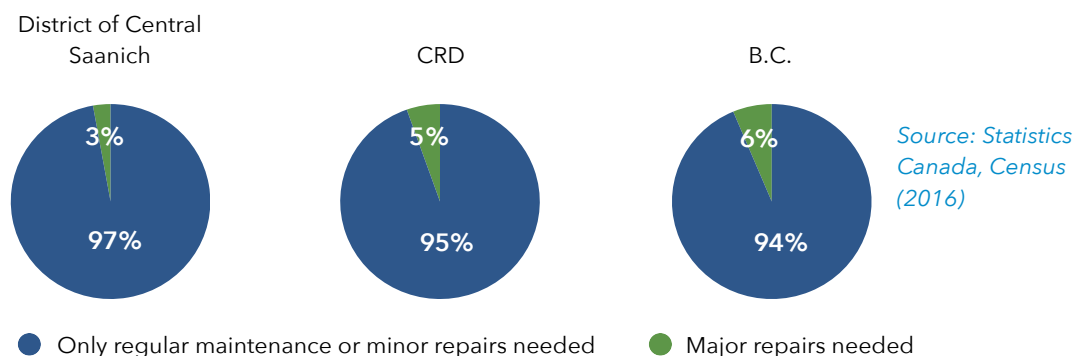
Source: Statistics Canada, Census (2016)

CONDITION OF HOUSING

Dwellings in need of major repairs have defective plumbing or electrical wiring, or require structural repairs to walls, and floors or ceilings. The condition of dwelling units is an important indicator to the health and viability of communities, as the repair and maintenance of dwellings is one of the most important and most challenging elements for private households and non-profit or government operated social housing sites. Repair and maintenance usually accounts for a large expenditure of households and housing providers, and a high persistence of need of repair may indicate an income and affordability issue amongst households. The 2016 Census indicates Central Saanich has a slightly lower percentage of dwellings in need of major repairs compared to the CRD and the province of B.C. as a whole.

- Central Saanich's housing stock is generally in good condition, with a limited number of units requiring major repairs.

Figure 5: Housing Condition by Community, 2016



Source: Statistics Canada, Census (2016)

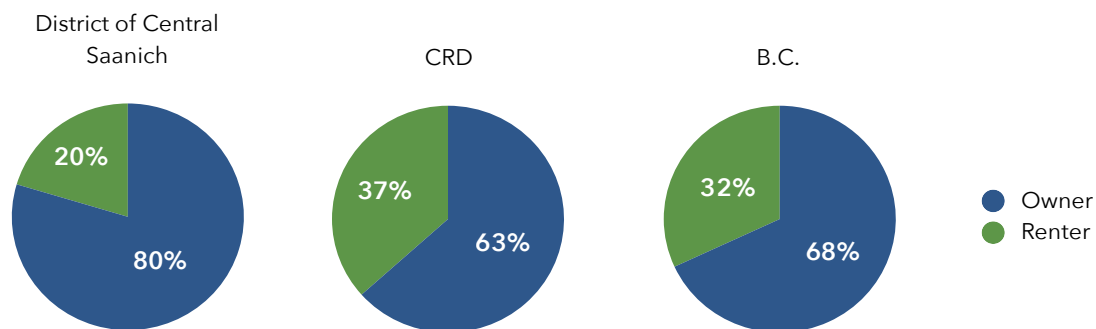
HOUSING TENURE

According to 2016 Census data, the percent of households in the District of Central Saanich that rent their homes (20%) is less than the percentage of households that rent their homes in the CRD, and across B.C.

- **The 2006 Census and 2011 National Housing Survey indicate that between 17-19% of households rented their homes in Central Saanich, which shows an increasing number of rented dwellings in the District.**

While Central Saanich exhibits some diversity in housing form, this is not replicated to the same extent for housing tenure, which suggests there is limited purpose-built rental stock within the community.

Figure 6: Housing Tenure by Community, 2016



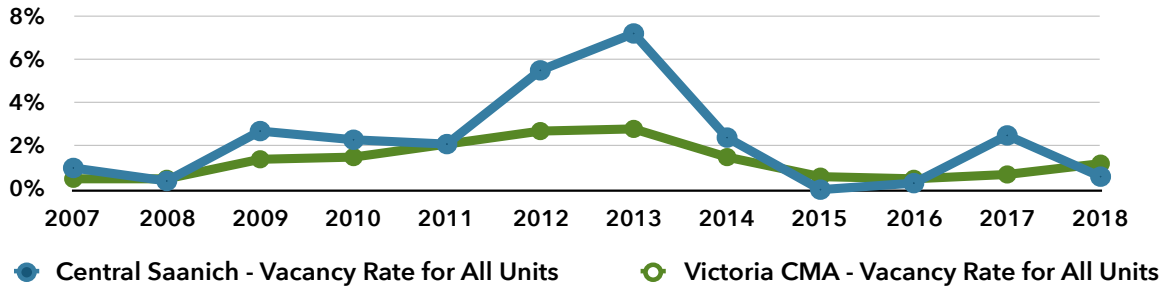
Source: Statistics Canada, Census (2016)

RENTAL VACANCY RATE

Typically, the rental market experiences pressure when vacancy rates are less than 1%, and over-supply when vacancy rates are greater than 3%. Vacancy rates are affected by a number of factors, such as the number of available rental units, and the demand for rental housing in the community. As demonstrated in Figure 7, Central Saanich has experienced fluctuations in the rental vacancy rate, which can be primarily contributed to changes in supply. There were 292 purpose-built rental units in Central Saanich between 2013 and 2016, and in 2017, that number increased to 341, which corresponds to the higher vacancy rate of 2.5%. Since 2017, market absorption has occurred, and the rental vacancy rate is now below 1%. While more units have been delivered to the market, the consistently low vacancy rate means there is strong demand for rental housing.

- **The vacancy rate for apartments and townhouses is currently resting at 0.6%, which is indicative of a stressed rental market, particularly considering the rental vacancy rate in 2017 was 2.5%. This means that there are fewer rental options available in the community.**

Figure 7: Vacancy Trends for All Units, Central Saanich & Victoria CMA, 2007-2018



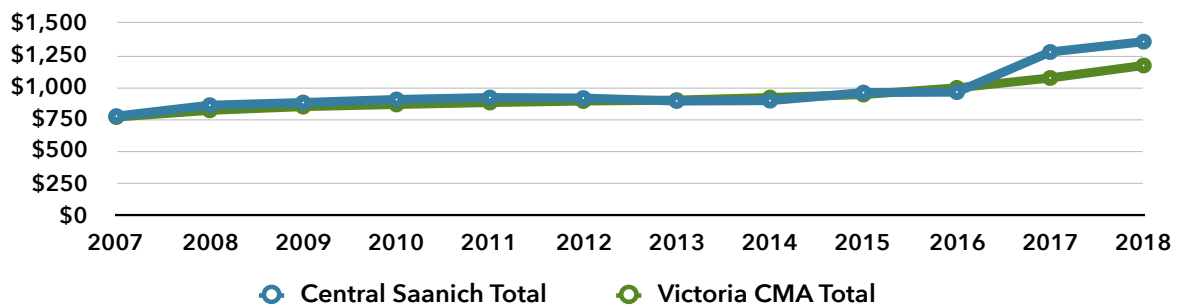
Source: CMHC, Market Rental Reports, 2007-2018

COST OF RENT

In Central Saanich, the average rent for all units is \$1,357. This represents a substantial increase since 2007, when average rental prices for all units was \$772. For comparison, average rents in Saanich are \$1,213, and average rents in Sidney are \$1,027. Average rents in Central Saanich are compared to average rents in the Victoria Census Metropolitan Area (CMA), which is similar to the geography covered by the Capital Regional District, although the Victoria CMA does not include the Salt Spring Island Electoral Area, or the Southern Gulf Islands Electoral Area.

- Generally, average rents in Central Saanich reflect a trend evident at the regional level; the cost of rent has risen gradually over the last ten years, and beginning in 2016, has increased significantly, particularly in Central Saanich.

Figure 8: Average Rental Prices for All Units, Central Saanich & Victoria CMA, 2007-2018



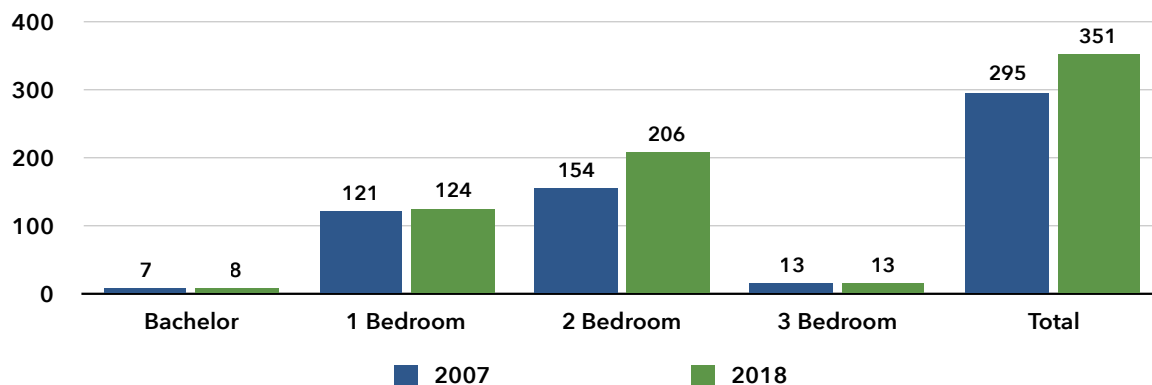
Source: CMHC, Market Rental Reports, 2007-2018

Data provided from CMHC illustrates there a total of 351 purpose-built rental housing units in Central Saanich. It is important to note that CMHC rental housing data does not take into account the secondary rental market, which includes secondary suites, and condominium rentals.

- There has been limited new rental housing constructed between 2007 and 2018, and the number of three-bedroom rental units remains extremely limited. This means that families who rent have limited housing options.

The data indicates the number of 2-bedroom units has increased, which is a positive trend.

Figure 9: Number of Purpose-Built Rental Units, Central Saanich, 2018



Source: Canadian Mortgage and Housing Corporation (2017)

COST OF HOMEOWNERSHIP

With regard to homeownership prices, the Victoria Real Estate Board (VREB) provides historical re-sale data for single-detached homes, townhouses, and apartments in Central Saanich. This information demonstrates the cost of homeownership has increased since the 2007 Housing Capacity Study was completed. For single-detached homes, prices increased by 65% between 2007 and 2017 from \$596,444 to \$984,022. For townhouses, prices increased by 33% between 2007 and 2017 from \$398,160 to \$527,613, and for apartments, prices increased by 36% between 2007 and 2017 from \$262,687 to \$356,581.

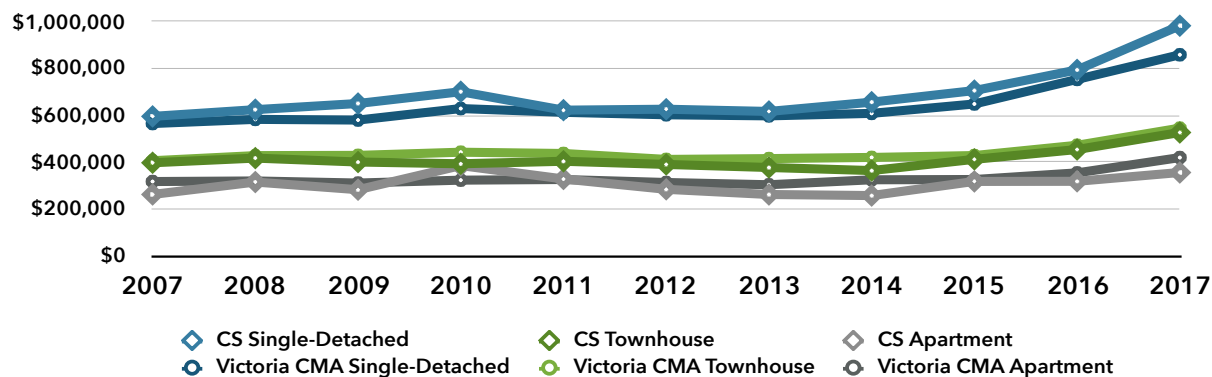
- Generally, average sale prices in Central Saanich reflect a trend evident at the regional level⁹; the cost of homeownership has risen gradually over the last ten years, and beginning in 2015, has increased significantly, particularly for single-detached homes in Central Saanich.

Figure 10: Average Sale Prices by Housing Type, Central Saanich & Victoria CMA, 2007-2017

Source: Victoria Real Estate Board, 2007-2017

NEW HOUSING CONSTRUCTION

⁹ The Victoria Real Estate Board provides average sale prices for Greater Victoria, which represents a region comparable to the Victoria CMA, with the exception of the Juan de Fuca Electoral Area.

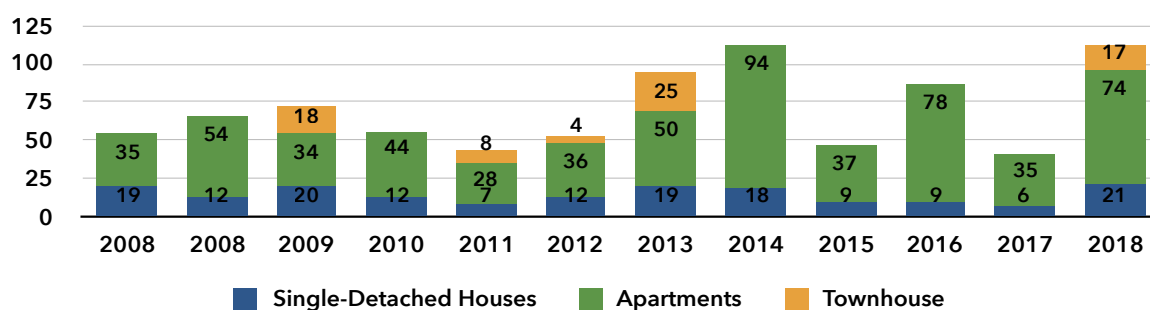


The majority of units sold in Central Saanich between 2007 and 2017 were single-detached houses, totalling approximately 2,028 units. Apartment and townhouse sales totalled 306 units, and 559 units, respectively.

- While the majority of units sold were single-detached homes, the most popular building permit type was for apartment dwellings¹⁰.

The highest year for apartment building permits was 2014 when 94 permits were provided by the District. Since 2014, rate of issue for apartment building permits has dropped, while the rate of issue for single-detached houses and townhouses decreased until this year, when both housing types experienced an increase. This variety in sales and construction is indicative of the variety in homeownership form found in Central Saanich.

Figure 11: Total Residential Building Permits, Central Saanich, 2008-2018



Source: BC Statistics, *Building Permits by Community, 2018*

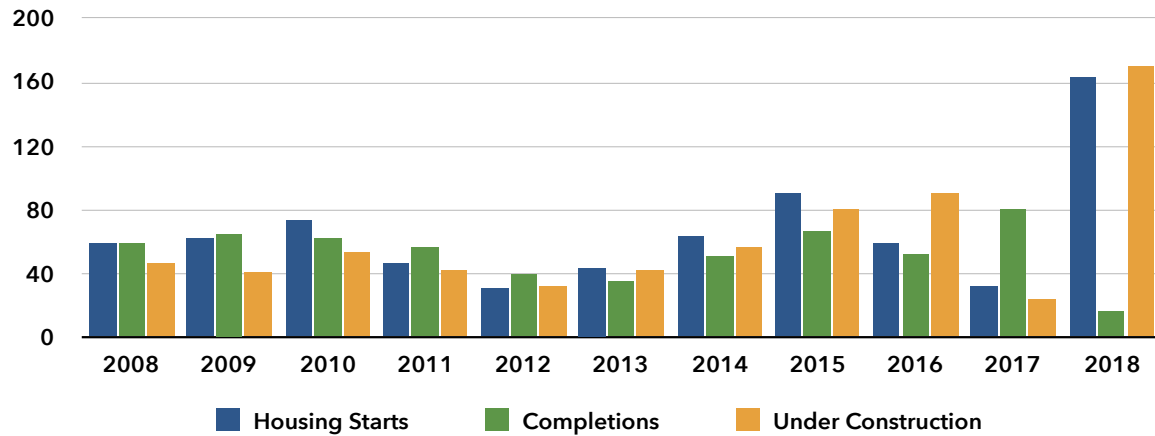
Figure 12 below illustrates the pattern of development that has occurred in Central Saanich since 2008; housing starts, completions, and units under construction have fluctuated in the last ten years.

¹⁰ The building permit totals include new buildings, additions, alterations and renovations.

- In 2018, there was a substantial increase in the number of housing starts and units under construction, which will likely result in a record number of unit completions in 2019.

While this increase in building activity is likely reflective of increased demand, it will be important to monitor absorption rates, and observe how long the units are available until occupied.

Figure 12: New Housing Construction, Central Saanich, 2008-2018



Source: Canadian Mortgage and Housing Corporation, 2008-2018

Non-Market Housing

Affordable, non-market housing refers to housing below market rents or prices, ranging from emergency shelters through various forms of supportive to rent-geared-to-income (RGI) rentals and housing co-operatives. The lower rents are maintained as a result of ongoing government subsidy, or created through collection of rents and donations on a non-for-profit business model.

NON-MARKET HOUSING SUPPLY

BC Housing is the central Provincial agency that supports and funds efforts to meet the housing needs of BC's most vulnerable residents through the provision of affordable housing. The statistics in this section were collected on March 31st, 2018, and summarize waitlists, and the number of units for emergency, supportive and independent housing in Central Saanich.

- **Since 2013, the number of non-market housing units in Central Saanich has increased by 80 units (almost doubled), and the number of rent supplements has increased from 99 recipients to 117 recipients.**

It is important to note there are no BC Housing services, or other non-profit housing organizations that provide emergency shelter, housing for those experiencing homelessness, women's transitional housing, or housing for low-income families in Central Saanich.

Table 1: Total Number of Non-Market Housing Units in Central Saanich, 2013¹¹ & 2018

Year	Transitional Supported and Assisted Living			Independent Social Housing		Total Units
	Frail Seniors	Special Needs	Women and Children Fleeing Violence	Low Income Families	Low Income Seniors	
2013	68	18	-	-	-	86
2018	68	19	-	-	79	166

Source: BC Housing, 2018¹²

The rent supplements found in Table 2 include individuals and families receiving subsidies through BC Housing's Rental Assistance Program (RAP) and the Shelter Aid for Elderly Renters (SAFER). The RAP program is a housing subsidy provided to eligible low-income, working families with cash

¹¹ Since the 2007 Housing Capacity Study, the BC Housing unit count reporting model has changed to provide more detailed sub-groups, and applicant information; thus, current data is compared to data from 2013, which provides an indication of non-market housing trends in Central Saanich over the past five years.

¹² This table reflects only units where BC Housing has a financial relationship. There may be other subsidized housing units in the community.

assistance to help with monthly rent payments in the private market. The SAFER program is a housing subsidy for seniors with low to moderate incomes to help make private market rents affordable. The table below provides a summary of these programs.

Table 2: Total Number of RAP & SAFER Recipients in Central Saanich, 2013 & 2018

Year	Shelter Aid for Elderly Residents	Rental Assistance Program	Total
2013	77	22	99
2018	95	22	117

Source: BC Housing, 2018¹³

Based on the BC Housing data, approximately 81% of rental assistance recipients in Central Saanich access a subsidy through the SAFER program. To be eligible for SAFER, recipients must be over the age of 60, and paying more than 30% of their gross income towards shelter costs. This represents 1.7% of the seniors population in Central Saanich (60+) who are receiving rental assistance through the SAFER program, which is slightly less than the trend demonstrated at the Regional District level, as 1.9% of the seniors population in the CRD are receiving rental assistance through the SAFER program.

BC Housing also maintains statistics on waitlists for non-market housing.

- In Central Saanich, 38% of the waitlist applicants are seeking family housing, and 27% are on the waitlist for a unit suitable for persons with disabilities and/or require wheelchair modified units.

Since 2013, the number of applicants on waitlists for non-market housing has not changed; yet, the composition of applicants has altered slightly. There are more people with disabilities on the waitlist now, and less families and singles, than in 2013.

Table 3: Applicants on Waitlists for Non-Market Housing in Central Saanich, 2018

Year	Types of Units					Total
	Family	People with Disabilities	Seniors	Wheelchair Modified	Singles	
2013	12	4	9	0	1	26
2018	10	6	9	1	0	26

Source: BC Housing, 2018¹⁴

¹³ This table reflects only units where BC Housing has a financial relationship. There may be other subsidized units in the community.

¹⁴ This table reflects only units where BC Housing has a financial relationship. There may be other subsidized units in the community.

Further, BC Housing has a standard Housing Income Limits (HILs - previously known as the Core Need Income Thresholds, or CNITs), which outline the income required for households to pay the average market rent by size of unit in the private market. Residents in Central Saanich who earn less than the HILs chart may be eligible for non-market housing provided by BC Housing.

Table 4: Housing Income Limits for Central Saanich, 2018

Community	Types of Units				
	Bachelor	1 Bdrm	2 Bdrm	3 Bdrm	4+ Bdrm
District of Central Saanich	\$34,500	\$39,800	\$51,700	\$74,300	\$84,500

Source: BC Housing, 2018

There is limited data on absolute homelessness¹⁵ in Central Saanich; however, the 2018 Point-in-Time (PiT) Count for Greater Victoria (which includes the District of Central Saanich) found 18% fewer people unsheltered and sleeping outdoors on the night of the 2018 PiT Count compared to 2016. While this is a positive trend, the recent homeless encampment in Saanich indicates there is likely a need for more supplements and housing supports for individuals experiencing or at-risk of experiencing homelessness on the Peninsula.

¹⁵ Homelessness describes the situation of an individual, family or community without stable, safe, permanent, appropriate housing, or the immediate prospect, means and ability of acquiring it.

Affordability Analysis

This analysis broadly demonstrates the overall housing affordability of Central Saanich. It provides an assessment of average rental prices, and homeownership prices, and compares that information to median income levels to identify households that are experiencing affordability challenges, and who may not be able to access adequate, or suitable housing within 30% of their gross incomes.

The relative affordability of housing in a community is determined by the relationship between average shelter costs (rent or monthly mortgage) and household income. Using CMHC's standards, housing is considered unaffordable if a household spends 30% or more of its gross income on shelter costs. A household is considered to be in "core housing need" if its housing falls below at least one of the adequacy, affordability or suitability standards, and would have to spend 30% or more of its gross income to pay the median rent of alternative local housing that is acceptable (i.e. meets the three housing standards of adequacy, affordability and suitability).

What are shelter costs?

- For **renters**, shelter costs include rent and utilities.
- For **owners**, shelter costs include mortgage payments (principal and interest), property taxes, condominium/strata fees (if any), and any payments for electricity, water, and other municipal services.

Housing is one factor in the overall cost of living for individuals and families; other factors include the cost of groceries, transportation, and childcare.

Rental Affordability Analysis

For rental affordability, median income levels were obtained through Statistics Canada, using a custom tabulation of tax-filer income data. Median income means that half of the population is earning more than the median income, and half of the population is earning below the median income. Table 5 below shows affordability levels of couple families, lone-parent families, and single-person households by age group in Central Saanich. The median income for all Central Saanich households is \$91,170, which is higher than households throughout B.C. as a whole (\$79,750), and represents an increase of 3% from 2014, when median income for all Central Saanich households was \$88,525.

Table 5: Rental Affordability for Central Saanich Households by Age, 2015

Age Group	Available for Rent (30% of income)			Available for Rent (50% of income)			Average Monthly Rent
	Couple Households	Lone Parent Households	Single Person Households	Couple Households	Lone Parent Households	Single Person Households	All Units
0 to 24	\$746	Data Suppressed	\$408	\$1,243	Data Suppressed	\$681	\$1,357
25 to 34	\$2,238	\$600	\$883	\$3,730	\$1,000	\$1,472	\$1,357
35 to 44	\$2,783	\$950	\$912	\$4,638	\$1,583	\$1,520	\$1,357
45 to 54	\$3,239	\$1,346	\$1,136	\$5,398	\$2,243	\$1,893	\$1,357
55 to 64	\$2,915	\$1,703	\$953	\$4,858	\$2,839	\$1,589	\$1,357
65+	\$1,926	\$1,654	\$846	\$3,210	\$2,756	\$1,409	\$1,357
ALL	\$2,308	\$1,251	\$856	\$3,846	\$2,084	\$1,427	\$1,357

Source: CMHC Rental Market Report 2017; Statistics Canada, Income Statistics, Tax-filer Data, Annual Estimates for Median Income Census Families and Individuals, 2015

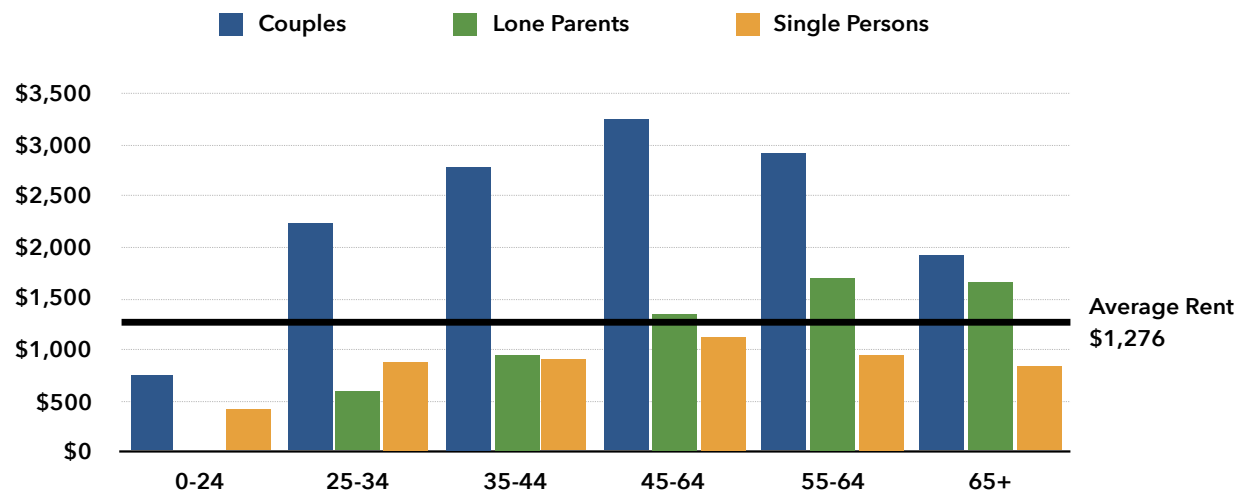
The data indicates that median rental housing prices should be affordable for most couple households in Central Saanich where the primary maintainer¹⁶ is older than 24. There is a significant decrease in the ability of single-person households to afford average rent prices compared to couple households and lone-parent households.

- **Most single-person households would need to spend between 30% to 50% of their monthly income to afford average rental prices in Central Saanich. Rental affordability is particularly challenging for younger households, as couple families, lone-parent families, and single persons under the age of 25 do not appear to be able to afford average rental prices with 50% of median gross incomes.**

While couple households and lone-parent households over the age of 65 should be able to afford rents within 30% of median gross incomes, lower incomes mean they are more challenged than other age groups with housing affordability. Many seniors in this category may have limited incomes and rely on income from federal government programs, such as Old Age Security (OAS) and Canadian Pension Plan (CPP), and may lack savings and other sources of financial support. At the same time, some seniors may have assets, may have paid off their mortgages, or have other wealth accumulation that is not accounted for. Or, conversely, some seniors may have inherited debt. These are all additional factors that influence households' ability to afford rent. Furthermore, when considering average monthly shelter costs, rental prices vary depending on condition and number of bedrooms and could be more or less affordable than the typical listed price.

¹⁶ First person in the household identified as someone who pays the rent or the mortgage, or the taxes, or the electricity bill, and so on, for the dwelling.

Figure 13: Summary of Rental Affordability by Age + Median Income Levels, 2015



Source: Statistics Canada, Income Statistics, Tax-filer Data, Annual Estimates for Median Income Census Families and Individuals, 2015

Homeownership Affordability Analysis

Households pursuing homeownership rather than rental will require a mortgage and must be qualified by a banking institution or a mortgage broker to obtain one. Basic home purchasing assumptions are made in order to determine the maximum purchase price and the maximum amount that households can borrow. For this report, assumptions were based on typical expenses and 2019 mortgage rates, including:

- Gross Debt Service (GDS) Ratio at 35% (entire monthly debt, such as car loans and credit card payments, including the potential monthly mortgage payment, should be no more than 35% of gross monthly income);
- Bank of Canada Reported 5-Year Fixed Rate (semi-annual) at 5.34%;
- Amortization Period of 25 years; and,
- Monthly maintenance fees at \$200, property taxes at \$250, and utilities/heating at \$100.

It is important to note that this analysis does not consider household debt, or savings, as that information is not publicly-available. Furthermore, this analysis does not incorporate the new mortgage rules introduced in 2018, which require all federally regulated financial institutions to vet borrowers' applications using a minimum qualifying rate equal to the greater of the Bank of Canada's five-year benchmark rate, or their contractual rate, plus two percentage points. This mortgage stress test is designed to ensure that borrowers can afford their mortgage payments even if interest rates increase. Ultimately, this stress test promotes affordability, and results in households qualifying for smaller mortgages.

Homeownership affordability can be estimated based on the assumptions made about a household's ability to obtain a mortgage, and using the median household income from Statistics Canada (tax-filer income data¹⁷). As this analysis is based on median income levels, those households earning greater than the median income can afford more, as well as households that have saved large down-payments. Single-detached homes (SDH) are substantially more expensive than townhouses (TH) and apartments (APT) in Central Saanich, thus the following tables assess homeownership affordability using average apartment prices.

- **For Central Saanich, using the 2017 combined average sale prices of single-detached homes, townhouses, and apartments (\$622,772), most households would not be able to afford a home within 35% of their gross incomes with a 10% downpayment.**

¹⁷ Tax-filer data is released after individuals have submitted their personal tax returns, which causes a delay in data availability.

Table 6 demonstrates the maximum purchase price that a couple household earning the median income can afford with a 10%, and 5% downpayment. The ability to purchase a home varies in age, with the highest purchasing power falling in the 45 to 64 age group earning the median income, who can afford a home worth up to \$596,747. Couples under the age of 24 earning the median income are priced out of the homeownership market.

- **Table 6 indicates couple households between the ages of 25 to 44 cannot afford townhouses or single-detached homes, and with limited family-friendly purpose-built rental stock, these households would be challenged to secure larger units.**

Households with children may wish to reside in ground-oriented units, with access to green space, and although apartment dwellings represent the most popular building permit type since 2007, the majority of units sold were single-detached dwellings, followed by townhouses, which is reflective of consumer preference.

Table 6: Homeownership Affordability by Age for Couple Households in Central Saanich, 2015

Age	Maximum Mortgage	Purchase with 10% Down	Purchase with 5% Down	Average Sale Price		
				SDH	TH	APT
0 to 24	\$53,290	\$59,211	\$56,095	\$984,022	\$527,613	\$356,681
25 to 34	\$342,914	\$381,016	\$360,962	\$984,022	\$527,613	\$356,681
35 to 44	\$448,618	\$498,464	\$472,229	\$984,022	\$527,613	\$356,681
45 to 54	\$537,072	\$596,747	\$565,339	\$984,022	\$527,613	\$356,681
55 to 64	\$474,237	\$526,930	\$499,197	\$984,022	\$527,613	\$356,681
65+	\$282,335	\$313,706	\$297,195	\$984,022	\$527,613	\$356,681
All	\$356,411	\$396,012	\$375,170	\$984,022	\$527,613	\$356,681

Source: Statistics Canada, Income Statistics, Tax-filer Data, Annual Estimates for Median Income Census Families and Individuals, 2015

Median income earning lone-parent households are challenged to afford the average prices of housing in Central Saanich, and would be more likely to rent than own their homes. For lone-parent households above the age of 55, homeownership may be slightly more attainable, particularly for those households between the ages of 55 to 64, who could be able to afford a home worth up to \$265,643. These households would likely rely on additional savings to afford the cost of homeownership.

Table 7: Homeownership Affordability by Age for Lone Parent Households in Central Saanich, 2015

Age	Maximum Mortgage	Purchase with 10% Down	Purchase with 5% Down	Average Sale Price		
				SDH	TH	APT
0 to 24	Data Suppressed					
25 to 34	\$24,905	\$27,673	\$26,216	\$984,022	\$527,613	\$356,681
35 to 44	\$92,835	\$103,150	\$97,721	\$984,022	\$527,613	\$356,681
45 to 54	\$169,741	\$188,602	\$178,675	\$984,022	\$527,613	\$356,681
55 to 64	\$239,078	\$265,643	\$251,662	\$984,022	\$527,613	\$356,681
65+	\$229,496	\$254,995	\$241,574	\$984,022	\$527,613	\$356,681
All	\$151,211	\$168,012	\$159,170	\$984,022	\$527,613	\$356,681

Source: Statistics Canada, Income Statistics, Tax-filer Data, Annual Estimates for Median Income Census Families and Individuals, 2015

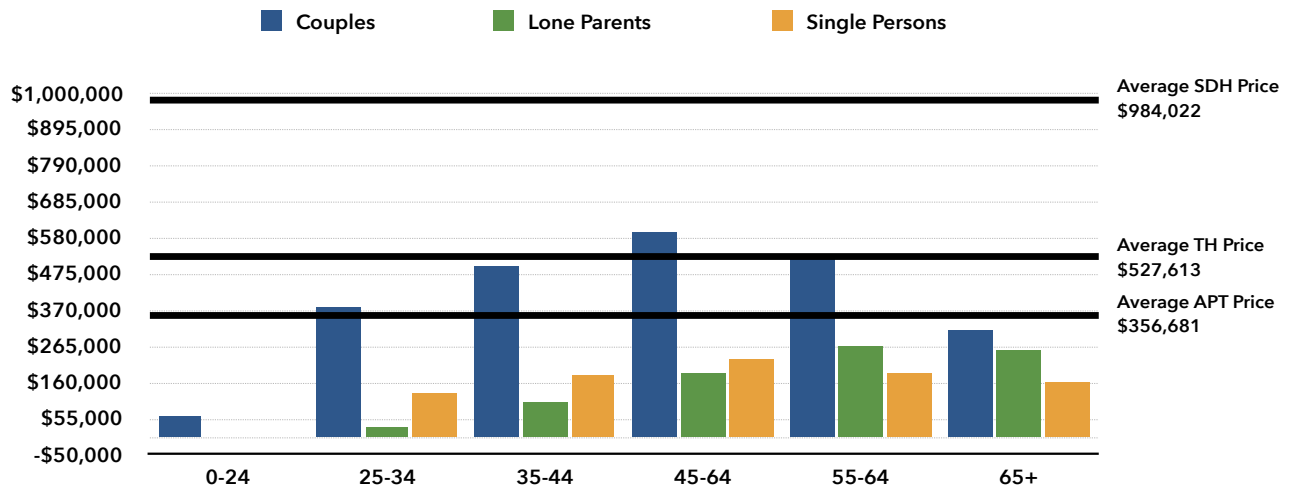
Single individuals are priced out of the homeownership market. There may be occurrences where singles in these age groups earn more than the median income and, with substantial savings, could possibly find a way to buy.

Table 8: Homeownership Affordability by Age for Single Person Households in Central Saanich, 2015

Age	Maximum Mortgage	Purchase with 10% Down	Purchase with 5% Down	Average Sale Price		
				SDH	TH	APT
0 to 24	Unable to Afford Mortgage			\$984,022	\$527,613	\$356,681
25 to 34	\$113,176	\$125,751	\$119,133	\$984,022	\$527,613	\$356,681
35 to 44	\$160,370	\$178,189	\$168,810	\$984,022	\$527,613	\$356,681
45 to 54	\$203,772	\$226,414	\$214,497	\$984,022	\$527,613	\$356,681
55 to 64	\$168,400	\$187,111	\$177,263	\$984,022	\$527,613	\$356,681
65+	\$147,463	\$163,848	\$155,224	\$984,022	\$527,613	\$356,681
All	\$149,566	\$166,184	\$157,438	\$984,022	\$527,613	\$356,681

Source: Statistics Canada, Income Statistics, Tax-filer Data, Annual Estimates for Median Income Census Families and Individuals, 2015

Figure 14: Summary of Homeownership Affordability by Age + Median Income Levels, 2015



Source: Statistics Canada, Income Statistics, Tax-filer Data, Annual Estimates for Median Income Census Families and Individuals, 2015

Affordability Summary

The 2007 Housing Capacity Study does not provide the maximum purchase price for different households earning the median income, thus we cannot calculate the change in purchasing power.

- Based on Census data, 18.7% of owner households in 2011 spent 30% or more of their income on housing, which decreased to 15.2% in 2016. This trend is reversed for renter households; in 2011, 40.6% of renters spent 30% or more of their income on housing, which increased to 45.1% in 2016.

With an aging population, older households may have paid off their mortgages, or have accumulated savings sufficient to cover shelter costs. This measurement applies to households who have already entered the homeownership market and does not reflect challenges new households may experience trying to enter the homeownership market.

Based on median income data, it would appear market homeownership is increasingly out-of-reach for many lone-parent and single-person households. Consequently, these households may remain in rental housing, meaning individuals on fixed incomes or social assistance may face greater challenges in securing rental units. Affordability limitations mean that households “stuck” in rental housing create pressure on the rental housing stock, which contributes to the limited rental vacancy rates in the District. With rising rental and homeownership prices in many Capital Regional communities, Central Saanich will likely continue to encounter affordability challenges.

Growth Projections

Growth management is the application of planning tools, including an Official Community Plan (OCP) and the Land Use Bylaw to guide development towards the community's desired pattern of growth. Managing growth can help Central Saanich retain the best qualities of the community.

Communities are required to anticipate and plan for growth as per the *Local Government Act*. This legislation requires a local government to plan and meet anticipated housing needs over at least a 5 year period by designating lands and density to allow for population growth. To facilitate this process, growth projections are completed to provide an estimated measurement of how fast a community is projected to grow over a period of time. A land capacity analysis is then undertaken to understand the community's ability to accommodate future demand. These outputs provide evidence-based information to inform OCP policies and ensure sustainable growth management.

For the purposes of this study, the First Nations Reserves located within the municipal boundaries of Central Saanich are not included in the population & housing projections, or the land capacity analysis. While residents of these reserves are residents of the District, Central Saanich bylaws do not have jurisdiction over First Nations Lands, meaning the OCP does not regulate land use or enact policies applying to these First Nations Reserves.

Population Projections

These population and housing projections are based on a "moderate" outlook for future growth. They rely on the continuation of past growth trends and population characteristics both locally and regionally, with appropriate adjustments for future developments like the continued build out of Keating Business District.

RECENT GROWTH

Population growth in Central Saanich averaged 1.1% per year from 2011 to 2016, as measured by the national Census. This represents a population increase of about 175 people per year and is a faster growth rate than the previous Census period from 2006 to 2011, when the District added fewer than 40 people per year.

Table 9: Population and Median Age, District of Central Saanich, 2006-2016

	2006	2011	2016	Growth, 2006-2011	Growth 2011-2016
Population	15,745	15,936	16,814	0.2% per year	1.1% per year

	2006	2011	2016	Growth, 2006-2011	Growth 2011-2016
Median Age	45.8	49.1	50.4	+3.3 years	+1.3 years

Source: Statistics Canada, Census 2006-2016

According to population estimates from BC Stats, growth has further increased since 2016, averaging about 230 people per year in the last two years. BC Stats estimates the Central Saanich population reached 18,139 as of July 2018.

- **The community has an older age profile than the rest of BC (median age of 50.4 compared to the provincial median age of 43) and is aging more quickly (median age increased by 4.6 years from 2006 to 2016 while the BC median increased by 2.2 years).**

GROWTH FACTORS

Looking ahead, the Central Saanich population will change based on three factors:

1. The **number of births**, which are estimated based on fertility data for the Saanich Local Health Area and reported by the BC Stats Vital Statistics Division. This data set measures the number of births to women at various ages and can be used to estimate future births based on the age profile of the local female population.
2. The **number of deaths**, which are estimated based on mortality data for British Columbia.¹⁸ This data set reports the probability of BC residents dying at various ages and can be used to estimate future deaths based on the local age and sex profile. Note that because the data is available only at a provincial level, it may overstate future deaths for regions that are healthier than average (i.e. the Capital Regional District). This possibility is corrected in the next step of the analysis.

Taken together, births minus deaths is equal to the “natural increase” of the population.

3. The level of **net migration**, which is the difference between the number of people who move to the community from elsewhere and those who leave Central Saanich to move somewhere else. Net migration is the most important factor in determining the level of future growth and the most uncertain. For this analysis, the projected level of net migration is based on past trends over the 2006 to 2016 period, as well as more recent evidence from 2016 to 2018, combined with the

¹⁸ Statistics Canada Data Table:13-10-0114-01.

overall outlook for the Capital Regional District. Projected employment growth at the Keating Business District¹⁹ is also a key driver of future growth.

NATURAL INCREASE

The natural increase of the Central Saanich population over the last decade cannot be directly observed as birth data is reported for the entire Saanich Local Health Area and mortality data is an estimate based on provincial rates. However, it is possible to estimate the natural increase of the District's population by using 2006 and 2011 Census data and applying fertility and mortality rates over the ensuing years. This approach suggests that the natural increase in Central Saanich over the last decade is a decrease of 40 to 45 people per year.

- **Alternatively, the age profile of the local population suggests the number of deaths exceeds the number of births by 40-45 per year and without positive net migration, the Central Saanich population would have declined.**

Going forward, the projected natural increase is affected by the other assumptions about net migration, but the continued aging of the population over the next 20-25 years means that natural increase will become more and more negative, falling from approximately -65 now to -125 by 2036.

NET MIGRATION

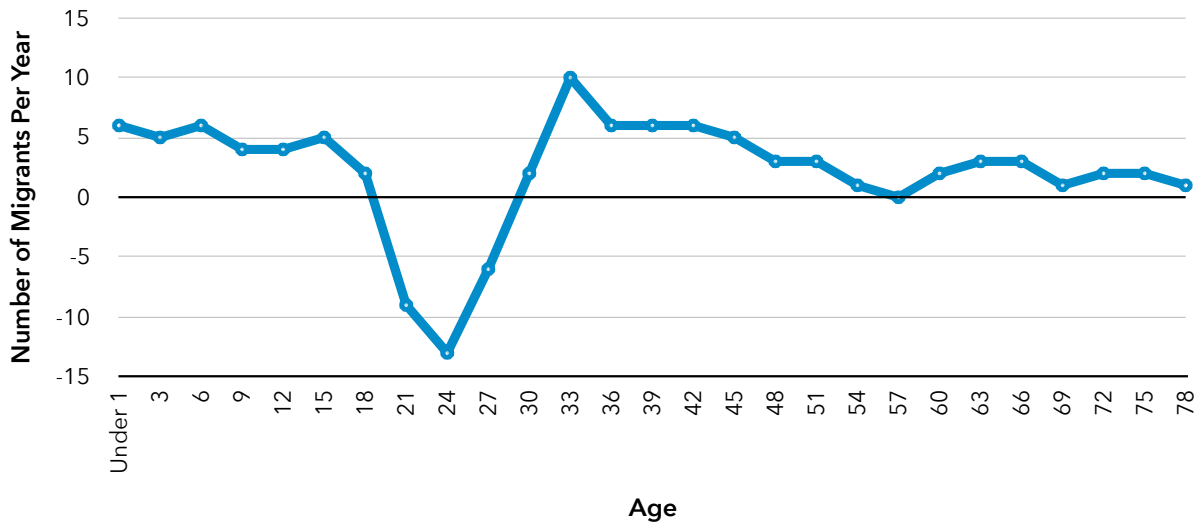
Like natural increase, past net migration cannot be directly observed, but can be inferred based on the same historic analysis described above. Natural increase has been negative in Central Saanich since 2006, yet the population has increased, meaning that net migration has been large enough to compensate. From 2006 to 2011, about 60-70 more people per year moved to Central Saanich than moved away. From 2011 to 2016, the net influx was about 235 people per year, which explains the higher population growth rate.

- **Moving forward, the assumed level of net migration, before considering the impact of the future development of Keating Business District, is 179 people per year.²⁰**

¹⁹ Keating Business District Business Plan, March 9, 2017.

²⁰ This number is a blend of the levels of net migration from the last two Census periods, with more emphasis placed on the most recent period.

Figure 15: Projected Annual Net Migration to Central Saanich by Age²¹, 2015



Source: Statistics Canada, Census 2016, BC Stats Population Estimates, Consultant Estimates

The age profile of projected net migration is taken from the past two Census periods.

- There is a net positive inflow between 0 and 10 people for nearly all ages, except for older teenagers and young adults, where there is a net outflow. This is a familiar pattern for most non-urban communities as young adults complete high school and move away for post-secondary education, for work, or simply to experience living elsewhere.

The largest net inflow is in the early 30s age cohort when many people begin having children.²² The strong positive inflow from age 30 to age 55 is correlated with the positive inflow of children under age 16 who move in with their parents.

IMPACT OF KEATING BUSINESS DISTRICT

The Business Plan for Keating Business District (KBD) includes several growth scenarios for future employment. The “Medium” scenario is used in this analysis and is based on a 25-year build-out period to reach incremental direct employment of 3,470 jobs.²³

²¹ This does not include the impact associated with the Keating Business District.

²² The average BC woman is 30 when she has her first child.

²³ To convert the “Medium” scenario into population and housing projections requires the following additional assumptions: employment growth is linear, averaging 139 new jobs per year, and the assumed start date for new development is 2020, which means that by 2036, only 17 of the 25 years of employment growth have occurred.

Table 10: Estimated New Direct Jobs at KBD, 2016-2036

	2016	2021	2026	2031	2036	Growth, 2016-2036
Estimated New Direct Jobs at KBD (to date)	0	278	972	1,666	2,360	2,360
Assumed New Local Resident Workers	0	78	273	468	663	663
Total New Residents (including families)	0	207	723	1,239	1,756	1,756

Source: Consultant Estimates

- The number of new households that will be attracted to Central Saanich due to proximity to Keating Business District is based on the current pattern of commuting by working Central Saanich residents. As of the 2016 Census, 28% of jobs based in Central Saanich (not including home-based jobs) were held by Central Saanich residents. The other 72% were filled by commuters from other communities, including 26% from Saanich, 11% from Victoria, 7% from Langford, and 7% from and North Saanich.
- This means that 39 of the 139 jobs per year are held by Central Saanich residents, and because these are new jobs to the community, the 39 local workers are assumed to represent 39 new households.
- The age, sex, and household composition characteristics of these 39 new worker households are based on current characteristics of Central Saanich households (as well as the age and sex profile of currently employed Central Saanich residents). These are summarized in Table 11.
- Based on the household profile outlined below, the average worker household is projected to have 0.8 children. These are assumed to be evenly distributed from newborns to 19 year-olds.

Table 11: Characteristics of Worker Households, District of Central Saanich, 2016

Age of Worker/ Household Maintainer	Male Share of New Jobs	Female Share of New Jobs	Average Household Size for All Households	Average Number of Children for All Households
20 to 24 years	8%	8%	1.8	0.0
25 to 34 years	11%	10%	2.6	0.8
35 to 44 years	11%	11%	3.5	1.4
45 to 54 years	11%	10%	2.9	1.1
55 to 64 years	9%	8%	2.3	0.5

Age of Worker/ Household Maintainer	Male Share of New Jobs	Female Share of New Jobs	Average Household Size for All Households	Average Number of Children for All Households
65 years and over	3%	1%	1.9	0.2
Total	52%	48%	2.6	0.8

Source: Statistics Canada, Census 2016, Combination of Tables 98-400-X2016284, 98-400-X2016231 and 98-400-X2016227

An estimated 63% of the new workers are in the 25 to 54 age range, which includes the key family-formation years. Average household sizes range from 2.6 to 3.5, all of which are larger than the current average of 2.4 people per household.

- **The resulting increase in population from KBD-related households is 103 new migrants per year. Combined with the earlier projection of a net inflow of 179 new residents per year, the total combined inflow from net migration is 282 people per year (once further KDB development starts).²⁴ Due to the younger age profile of these residents, the community's median age is projected to fall over time.**

To place these figures in context, net migration to the Capital Regional District averaged more than 4,000 people per year from 2006 to 2016 (as per BC Stats estimates). Of this total, 54% was net interprovincial migration from other parts of Canada, 29% was net intraprovincial migration from other parts of B.C., and 17% was net international migration.

Underlying trends in international immigration and the desirability of the CRD for migrants from across Canada, and the rest of B.C., suggest that the net regional inflow of new residents will easily continue at past levels. If a regional total of 4,250 net migrants per year is sustained, the projected average of 285 for Central Saanich represents 6.7% of the regional total, which is higher than the community's current share of 4.4%.

However, the impact of the further development of Keating Business District, and the appeal of a smaller community for many families, suggests that a period of higher growth is reasonable over the next two decades. Another factor is that older Central Saanich residents who may be living in single-detached homes alone or with a spouse, and who pass away or move to an apartment or care facility, will typically be replaced by two or more people who either move into the vacated home or redevelop with a basement suite or other higher-density forms.

²⁴ Projected employment growth at the Keating Business District represents one element of the District's growth rate. Growth is determined by both natural increase and net migration. As demonstrated in Table 15, the projected annual growth rate is 0.9%.

- Based on this analysis of natural increase, and net migration, including the impacts of the Keating Business District, the projected population is outlined below. From 2016-2036, the average annual growth rate is 0.9%, as further demonstrated in Table 15.

Population and housing growth related to the influx of new employees and their families to the Keating Business District will account for 60% of projected population growth and 50% of projected housing growth in Central Saanich by 2036.

This growth is concentrated among working-age adults and children, so the impact is greater for single-detached homes. An estimated 90% of increased demand for single-detached homes is associated with KBD growth, but only 20%-40% of projected growth for various types of higher-density forms. Table 15 provides a summary of the projected population and housing demand.

Table 12: Projected Population and Distribution by Age Group, District of Central Saanich, 2016-2036

Age Range	Projected Population				Distribution			
	2016 (Census)	2026	2036	Change, 2016-2036	2016 (Census)	2026	2036	Change, 2016-2036
0 to 14 years	2,220	2,615	2,742	522	13.2%	14.1%	13.8%	0.5%
15 to 24 years	1,860	1,879	2,239	379	11.1%	10.1%	11.2%	0.2%
25 to 34 years	1,470	1,438	1,476	6	8.8%	7.8%	7.4%	-1.4%
35 to 44 years	1,760	2,189	2,165	405	10.5%	11.8%	10.9%	0.4%
45 to 54 years	2,310	2,319	2,753	443	13.8%	12.5%	13.8%	0.1%
55 to 64 years	2,895	2,481	2,496	-399	17.2%	13.4%	12.5%	-4.7%
65 to 74 years	2,360	2,909	2,519	159	14.1%	15.7%	12.6%	-1.4%
75 to 84 years	1,185	2,030	2,413	1,228	7.1%	10.9%	12.1%	5.0%
+85 years	730	701	1,131	401	4.3%	3.8%	5.7%	1.3%
Total	16,790	18,561	19,934	3,144	100.0%	100.0%	100.0%	-

Source: Statistics Canada, Census 2016, BC Stats Population Estimates, Consultant Estimates

Housing Projections

RECENT GROWTH

Both the likelihood of forming and maintaining a separate household, and preferred housing form change over the course of a person's life. These patterns, along with population projections, can be used to project the number and type of housing units in Central Saanich.

Over the 2006 to 2016 period, there was a gradual evolution in the housing unit profile in Central Saanich.

- **Across nearly all age groups, there was a reduction in the share of the adult population that maintained single-detached homes and a gradual increase in the townhouse and apartment markets.**

There was also a significant increase in "apartment or flat in a duplex", which Statistics Canada defines as two-unit structures with one unit above the other, and which are believed to be almost entirely comprised of single-family homes with basement or ground floor suites. The reduction in single-detached households is interesting, considering the increase in the "apartment or flat in a duplex" category. The difference in these structures is the presence of a secondary suite. Thus, while Central Saanich households are experiencing a decline in the single-detached housing form, there are experiencing a simultaneous increase in a similar housing form, that exhibits greater density.

Table 13 shows "household maintainer" rates for Central Saanich in 2016, as well as projected rates for 2036. The household maintainer rate is important because it allows projected population by age to be converted into demand for housing.

Looking at the top row of the table, the 2016 rate shows that only 5.4% of the population between the age of 15 and 24 maintained their own household. The other 94.6% of the population in this age range lived in a household where someone else was the primary household maintainer (such as parents, spouses, or roommates).

Looking down the table, people are more likely to become household maintainers as they age until they reach the oldest age category of 85+ years.

Table 13: Household Maintainer Rates by Age, District of Central Saanich, 2016-2036

Age of Household Maintainer	2016 Household Maintainer Rates	2036 (Projected) Household Maintainer Rates
15 to 24 years	5.4%	4.0%
25 to 34 years	38.6%	33.9%
35 to 44 years	48.0%	43.9%

Age of Household Maintainer	2016 Household Maintainer Rates	2036 (Projected) Household Maintainer Rates
45 to 54 years	54.2%	54.4%
55 to 64 years	55.0%	55.2%
65 to 74 years	59.2%	59.2%
75 to 84 years	66.4%	66.4%
85 years and over	50.0%	50.0%

Source: Statistics Canada, Census 2016, Combination of Tables 98-400-X2016227 and 98-401-X2016055

- Comparing the projected 2036 maintainer rates to the 2016 rates shows that over time, household maintainer rates will fall for all ages under 45.

This is based on a downward trend in maintainer rates for these age groups that occurred from 2006 to 2016 and is projected to continue into the future, albeit at a slower pace. This appears to be consistent with general trends toward adult children living longer with their parents and for young adults to increasingly co-habit, including joint purchases of property and other innovative arrangements, to deal with rising housing costs.

Although not shown in Table 13, household maintainer rates are also available for different structure types, including single-detached homes and apartments. This means that as the population is projected to change in size and age over time, the demand for different types of housing units will change in response.

- Trends since 2006 show a gradual evolution away from single-detached homes and toward higher-density housing forms - this trend is expected to continue.

The projected demand for housing from the combination of the earlier population projections and the housing maintainer rates is summarized in Table 14.

Table 14: Projected Housing Demand, District of Central Saanich, 2016-2036

Housing Structure Type	Projected Housing Demand					Distribution		
	2016 (Census)	2026	2036	Change, 2016-2036	Average Annual Units	2016 (Census)	2026	2036
Single-Detached	4,434	4,757	4,853	419	21	64.2%	61.8%	59.5%
Townhouse	948	1,080	1,150	202	10	13.7%	14.0%	14.1%
Apartment	819	943	1,030	211	11	11.9%	12.2%	12.6%

Housing Structure Type	Projected Housing Demand					Distribution		
	2016 (Census)	2026	2036	Change, 2016-2036	Average Annual Units	2016 (Census)	2026	2036
Mobile / Manufactured Dwelling	30	40	49	19	1	0.4%	0.5%	0.6%
Secondary Suite	676	882	1,073	397	20	9.8%	11.5%	13.2%
Total Dwelling Units	6,907	7,702	8,155	1,249	62	100%	100%	100%

Source: Consultant Estimates

Table 15: Projected Population and Housing Demand, District of Central Saanich, 2016-2036

	2016	2021	2026	2031	2036	Growth (2016-2036)	Average Annual Change, 2016-2036	Average Annual Growth Rate
Population (Census)	16,790	17,702	18,561	19,318	19,934	3,144	157	0.9%
Housing Unit Demand	6,907	7,337	7,702	7,988	8,155	1,249	62	0.8%
Single-Detached	4,434	4,630	4,757	4,842	4,853	419	21	0.5%
Townhouse	948	1,014	1,080	1,128	1,150	202	10	1.0%
Apartment	819	877	943	995	1,030	211	11	1.2%
Mobile/ Manufactured Home	30	35	40	44	49	19	1	2.5%
Secondary Suite	676	780	882	980	1,073	397	20	2.3%
Percentage of Homes with a Secondary Suite	15%	17%	19%	20%	22%			

Source: Consultant Estimates

OVERALL GROWTH PROJECTIONS

There is a housing unit demand of 1,249 units for Central Saanich by the year 2036 to accommodate a projected population of 19,934 people.

Land Capacity Analysis

Growth projections have estimated the number of housing units required to accommodate the anticipated future population for Central Saanich. Complimentary to this, and equally important, is evaluating the District's land supply to determine if there is available and suitable land to absorb forecasted development demand. Housing unit projections and land capacity analysis, combined, provide the foundational understanding of how many units can be built in the future. While a surplus of land can provide the District with greater land use planning options, a shortfall of land may trigger consideration of densification, and redevelopment of existing built parcels.

It is within this context that a spatial analysis of Central Saanich was undertaken to identify the land capacity and the potential for infill development and intensification.

Methodology

The spatial analysis model was based on a land development potential rating system from high, medium to low potential. These ratings are defined as follows:

1. **High Development Potential Parcels:** parcels are considered "low hanging fruit" for development as they are identified as vacant or functionally vacant lands based on:
 - a. Flagged as vacant in the BC Assessment rolls;
 - b. Where the fractional value of improvements (structure) to the total value of the parcels (structure plus land value) was less than 5%;
 - c. If the parcel had no structures; and/or,
 - d. The parcel has a structure that is less than 300 square feet (28m²).
2. **Medium Development Potential Parcels:** parcels are considered developable to a reasonable extent. In these cases, the parcel is not vacant or functionally vacant, and the structures have very low values, based on:
 - e. The parcel floor area ratio was less than 10%; and/or,
 - f. Where the fractional value of improvements (structure) to the total value of the parcels (structure plus land value) was greater than 5% and less than 10%;
3. **Low Development Potential Parcels:** parcels are considered developable; however, future redevelopment is less likely given they are already sufficiently developed, and would require significantly elevated demand to trigger redevelopment, based on:
 - g. The housing unit was built prior to 1960;

- h. The structure was considered standard, average or fair by BC Assessment; and/or,
- i. The parcel had not been sold since 1980.

All parcels initially identified as high and medium development potential were further evaluated based on their connection to sewer servicing, and their location within, or outside of, the Agricultural Land Reserve (ALR), and their location within, or outside of, a designated environmental or riparian development permit area, including marine shoreline. For parcels with these constraints, their development potential was downgraded from high to medium development potential, and from medium to low development potential, respectively.

Spatial Analysis

HOUSING DEVELOPMENT POTENTIAL

Table 16 and Figure 16 demonstrate available residentially designated lands in Central Saanich, both within and outside of the Urban Settlement Area Boundary (USAB).

There is a total of 564.73 hectares of developable land (1,395 acres) in Central Saanich - the majority of which (90%) is located outside the USAB.

- **Based on spatial analysis, the District of Central Saanich has the land capacity to accommodate 1,267 new housing units. Evaluating the land capacity within the USAB alone, the number of new housing units that could potentially be built is 875 units²⁵.**

Given there are likely additional development constraints that are unknown at the District-wide analysis, a more conservative estimate somewhat below the maximum potential of 875 units should be considered. The lots listed below vary in size as per their respective zoning classification.

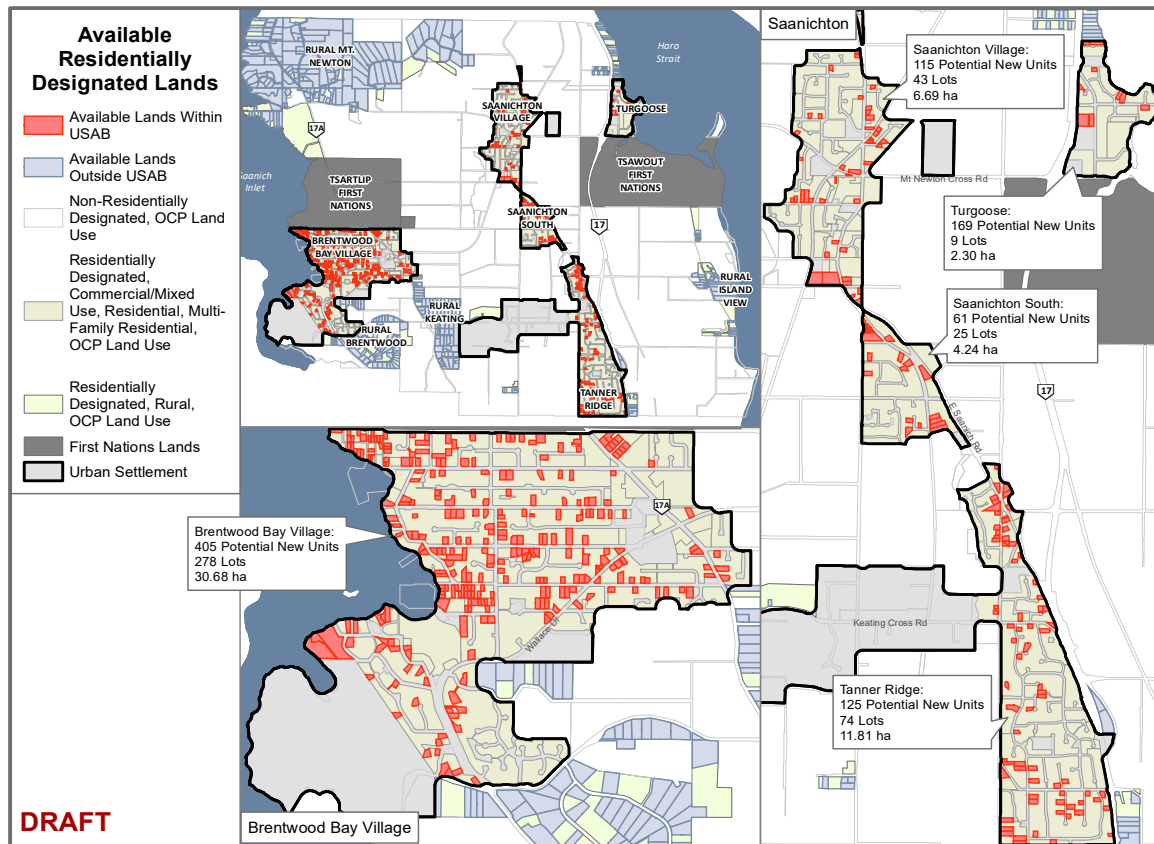
Table 16: Available Residentially Designated Land, Central Saanich, 2016

	Number of Lots	Total Lot Area (ha)	Potential New Housing Units
Central Saanich (ALL)	781	564.73	1267
Within Urban Settlement Area	429	55.71	875

Source: BC Assessment, District of Central Saanich (Prepared by Licker GeoSpatial Consulting Co.)

²⁵ There is a range of potential housing units that can be accommodated within the land inventory. For sites located within the USAB, the maximum potential of 875 units assumes that every lot can be easily developed, e.g. there are no irregular shaped parcels, no major contaminated site or easement, or no leans on property title, etc. In reality, not all developable sites will, or can be, developed.

Figure 16: Available Residentially Designated Land, Central Saanich



Source: BC Assessment, District of Central Saanich (Prepared by Licker GeoSpatial Consulting Co.)

TYPES OF NEW HOUSING DEVELOPMENT

The spatial analysis undertaken for this study also considered the types of housing units that could be accommodated in Central Saanich based on the availability and suitability of land.

- Evaluating the development potential only within the USAB, there is an opportunity to develop up to 290 single detached or duplex units, 282 secondary suites, 20 townhouses, and 283 apartment units, totalling 875 new housing units.

As outlined in Table 17 on the following page, when taking into consideration high development potential parcels, there are far fewer housing units that could be accommodated in Central Saanich.²⁶

Table 17: Potential Housing Types that can be Accommodated Through New Development within the Urban Settlement Area Boundary (Residentially Designated Land Only)

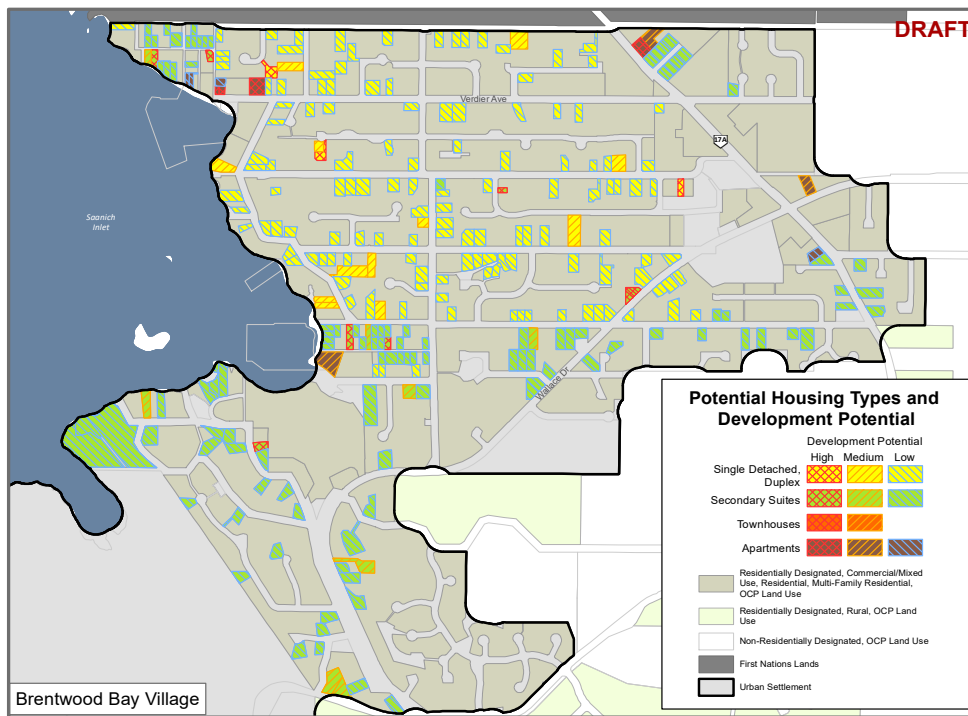
	High Development Potential Parcels	Medium Development Potential Parcels	Low Development Potential Parcels	Total Units
Single Detached/ Duplex	12 units	56 units	222 units	290 units
Secondary Suites	10 units	72 units	200 units	282 units
Townhouses	10 units	10 units	0 units	20 units
Apartments	58 units	184 units	41 units	283 units
Total	90 units	322 units	463 units	875 units

Source: BC Assessment, District of Central Saanich (Prepared by Licker GeoSpatial Consulting Co.)

The following figures provide an indication of where potential housing types can be accommodated within the USAB, focusing on Brentwood Bay Village, Saanichton, and Tanner Ridge.

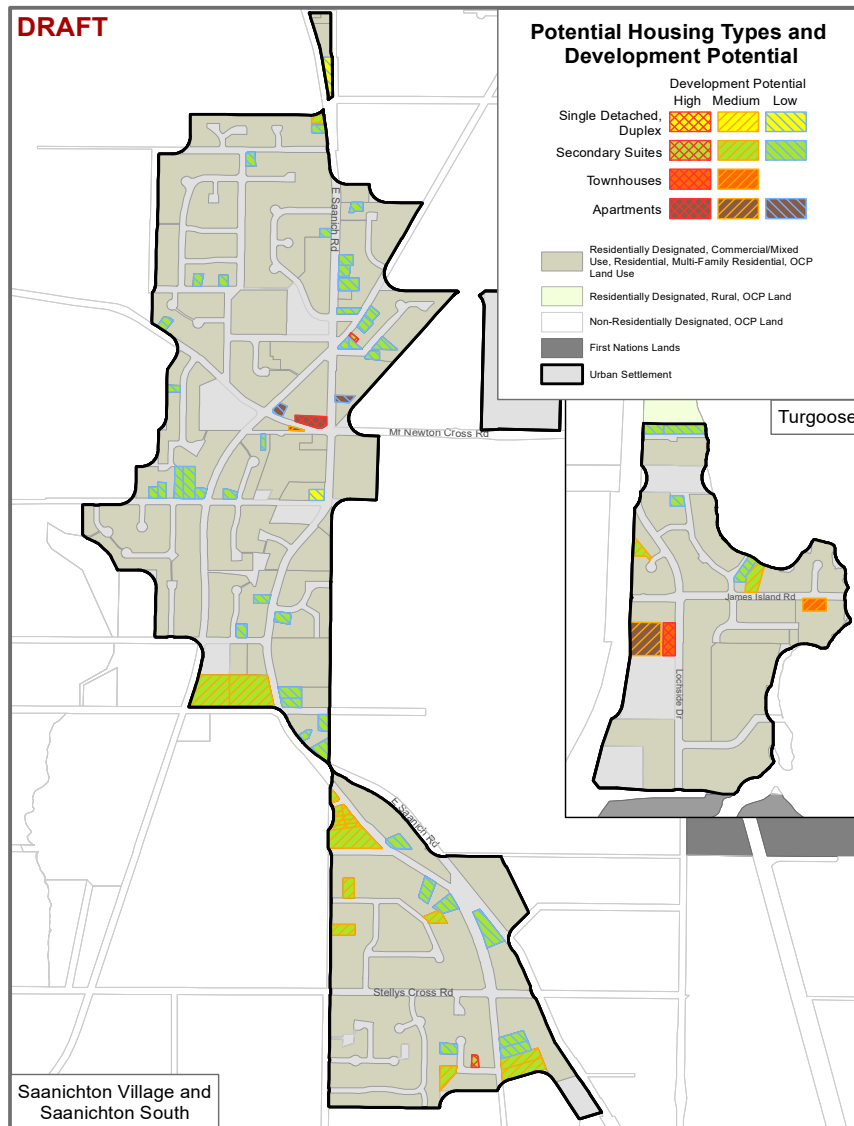
²⁶ Potential new housing units were informed by floor area, lot coverage, height, and average unit size.

Figure 17: Brentwood Bay Potential Housing Types and Development Potential



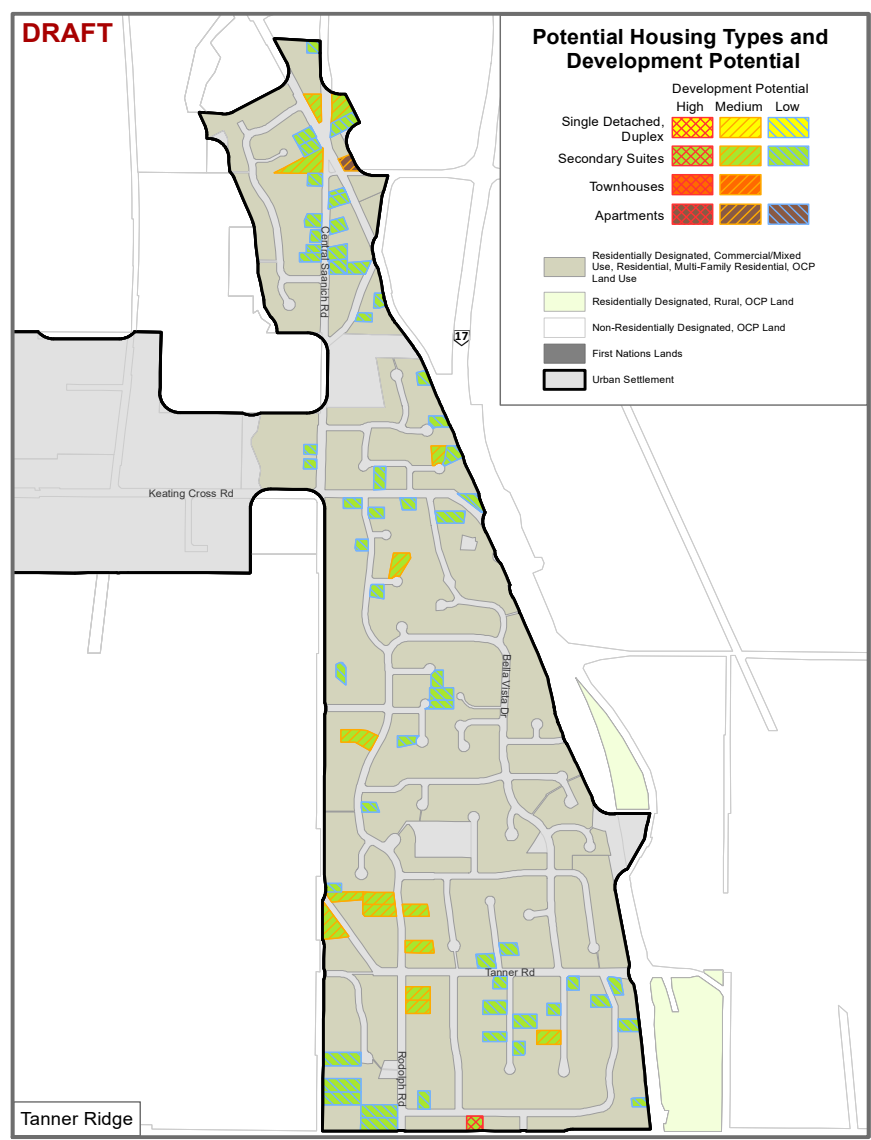
Source: BC Assessment, District of Central Saanich (Prepare by Licker GeoSpatial Consulting Co.)

Figure 18: Saanichton Potential Housing Types and Development Potential



Source: BC Assessment, District of Central Saanich (Prepared by Licker GeoSpatial Consulting Co.)

Figure 19: Tanner Ridge Potential Housing Types and Development Potential



Source: BC Assessment, District of Central Saanich (Prepared by Licker GeoSpatial Consulting Co.)

Overall Land Capacity

The spatial analysis offers a high level understanding of housing unit development potential in Central Saanich. The various limitations, from land use constraints to current land use OCP designations, demonstrates that Central Saanich has very limited land capacity to meet the needs of future growth projections of both people and the number of housing units required to accommodate them.

Based on the analysis, we conclude that:

- **The overall land capacity in Central Saanich can accommodate up to 1,267 housing units, 875 of which are within the USAB.**

While this analysis suggests that some of the future growth (875 units) can be accommodated under the current land use policy framework, redevelopment does not always achieve maximum permitted density, and additional constraints may restrict redevelopment potential. The margin between the projected number of housing units required to support future population, and the available housing units under today's planning framework, is minimal. To understand infill development potential, an alternative scenario is explored in the following section, which contemplates land use policy interventions, such as permitting additional density, and transition from non-residential to mixed-residential. These are considerations that can be further explored in the anticipated OCP update.

Infill Development Potential

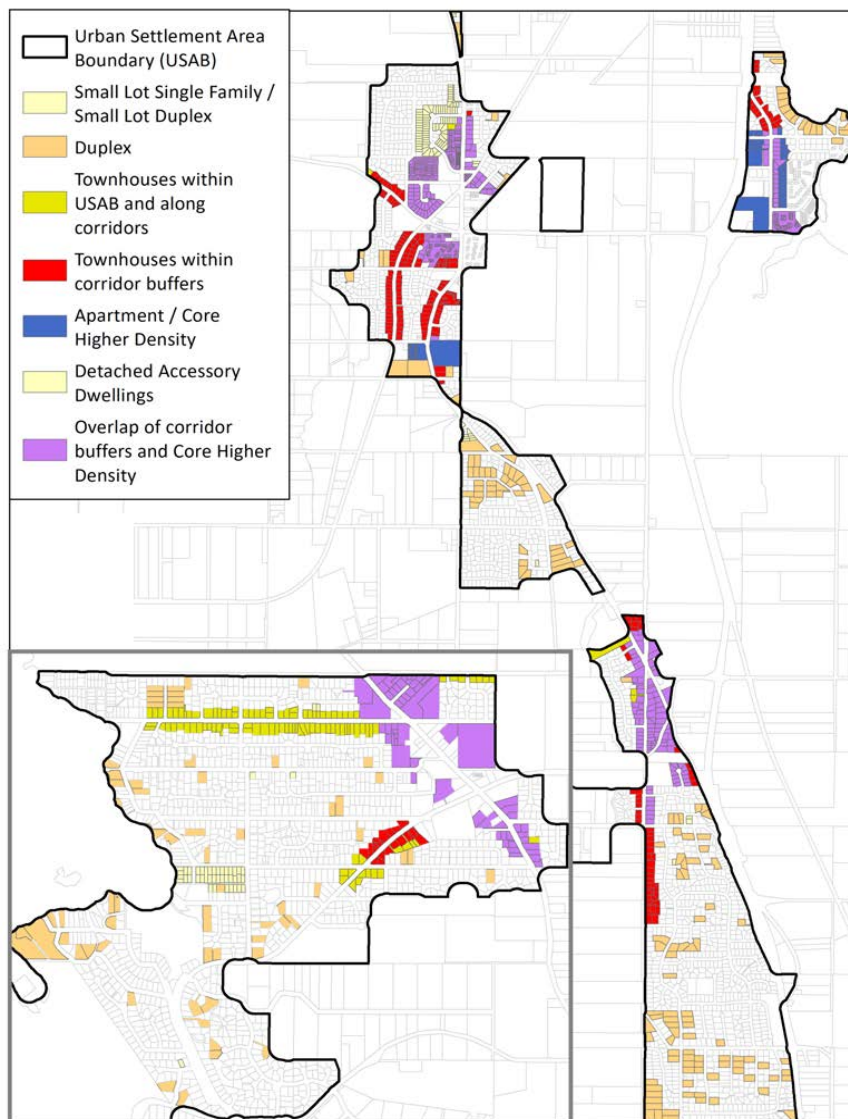
Following the initial spatial analysis, land use policy interventions were developed to increase housing unit yield, and address the gap between what can be accommodated within the USAB (875 units), and what is needed according to population projections (1,249 units by the year 2036). Based on discussion with the District of Central Saanich, specific land use criteria were defined to test the impact of higher density development along arterial streets, and a density transition area from main corridors to interior roads. The density assumptions used for this analysis are summarized below, and the results are represented spatially on the following page.

Table 18: Density Assumptions to Support Infill Development Potential Analysis

Density (Gross Units Per Hectare)	Condition
20	Townhouses within USAB
40	Townhouses within buffered corridors
80	Apartments in core areas
60	Townhouses and Apartments (split 50/50) where the corridor buffer and core areas overlap

Source: BC Assessment, District of Central Saanich (Prepared by Licker GeoSpatial Consulting Co.)

Figure 20: Land Use Policy Interventions - Development Potential



Source: BC Assessment, District of Central Saanich (Prepared by Licker GeoSpatial Consulting Co.)

As illustrated in the figure above, land use policy interventions allow for additional infill development along arterial streets, duplexes within mature neighbourhoods, and townhouses in transition areas. Based on the identified potential land use policy interventions, we conclude that:

- **There is infill development potential to accommodate up to 2,805 housing units within the USAB.**

Table 19: Potential Housing Types that can be Accommodated in Development Scenarios (Residentially Designated Land Only)

Dwelling Type	Development Scenario	
	Existing Policy Framework - Potential Net New Units	Land Use Policy Interventions - Potential Net New Units
Single Detached/Duplex	290	295
Secondary Suites	282	122
Townhouses	20	1,253
Apartments	283	1,135
Total	875	2,805

Source: BC Assessment, District of Central Saanich (Prepared by Licker GeoSpatial Consulting Co.)

Given the land use policy interventions, the spatial analysis demonstrates that there is enough infill development potential to address the anticipated housing shortfall identified under today's planning framework. The density assumptions and general infill development criteria yield a total of 2,805 units, which is above and beyond what is needed to address the projected number of housing units required to support future population (1,249 units by the year 2036). While redevelopment does not always achieve maximum permitted density, and additional constraints may restrict redevelopment potential, it is clear that there is the potential to accommodate infill development along arterial streets and within mature neighbourhoods. These land use interventions illustrate the infill development potential within Central Saanich, and more detailed policies and regulations will be explored in the anticipated OCP update.

Summary of Demonstrated Need

Priority Groups

Although overall housing affordability in Central Saanich is better compared to some other regions of B.C., housing affordability and suitability is challenging for many households in Central Saanich. With rising rental and homeownership prices, and limited rental vacancies, low-income households are struggling to secure affordable, and suitable rental accommodation. Income statistics from 2015 tax-filer data reveal that lone-parent and single-person households have much lower incomes than couple households and consequently, have far fewer choices in the housing market. With a rental vacancy rate of 0.6%, there is limited availability, and cost barriers prevent low-income households from accessing suitable accommodation.

While single-detached homes are the predominant form of housing in Central Saanich, other attached dwellings²⁷ comprise a substantial percentage of the occupied dwellings in the community. This mix is indicative of diversity in housing form, which is an encouraging trend as many of the higher density housing options are distinct from the single-detached home. There has been limited new residential construction since 2000, and older units may be less suitable for families and senior residents, as previous construction standards did not always require elevators, or other building elements that are needed for families and those with accessibility challenges.

Within Central Saanich, there are currently no BC Housing services, or other non-profit housing organizations that provide emergency shelter, women's transitional housing, or housing for low-income families. Individuals experiencing homelessness, and women fleeing domestic violence, must travel to Victoria or Saanich where emergency shelters and women's transitional housing are located. There is limited data on homelessness in Central Saanich; however, the 2018 Point-in-Time (PiT) Count for Greater Victoria (which includes the District of Central Saanich) found 18% fewer people unsheltered and sleeping outdoors on the night of the 2018 PiT Count compared to 2016.

Based on an analysis of data in this report, the following priority groups have been identified:

- **Low-Income Seniors:** Population projections and demographic data indicate Central Saanich is experiencing population aging. This is related to national trends across Canada, as baby-boomers age into higher age brackets. Currently, Central Saanich has an older age profile than the rest of B.C., and is aging more quickly. There is a net positive inflow for those above the age

²⁷ The category 'Other attached-dwelling' refers to duplexes, townhouses, secondary suites, and other single-attached house.

of 65, and while many of these retirees may be relatively affluent, many long-time resident seniors have very limited incomes. This is particularly true for single-person senior households.

The number of seniors on the BC Housing Registry has remained consistent from 2013 to 2018; however, the number of independent social housing units for low income seniors has increased substantially, from 0 units in 2013, to 79 units in 2018. Although an increase in supply is a positive trend, nine seniors remain on the BC Housing Registry, and coupled with rising rental and homeownership costs, low-income seniors have few rental, non-market housing, semi-supportive, and supportive housing options in Central Saanich that are accessible, suitable, and affordable.

- **Low-Income Households:** Based on the affordability analysis, low-income households are challenged to find suitable, and affordable housing. Although lone-parent households have median incomes slightly higher than the provincial median, most would not be able to buy a house in the Central Saanich market, and younger lone-parent households would be required to spend more than 30% of their monthly income on shelter costs. Most single-person households would need to spend between 30%-50% of their monthly income to afford average rental prices in Central Saanich, and single persons under the age of 25 do not appear to be able to afford average rental prices with 50% of median gross incomes.
- **Moderate-Income Households:** In a highly stressed rental market, with limited family-friendly purpose-built rental housing stock, moderate income families are close to being able to afford homeownership, but remain priced out of the housing market, particularly for single-detached homes. Based on these factors, there is a need to develop additional market homeownership options in Central Saanich, including ground-oriented, multi-unit housing (i.e. townhouses, duplexes), and 3+ bedroom units, to meet the needs of families.
- **Persons who are Experiencing Homelessness or At-Risk of Homelessness:** There is limited data on homelessness in Central Saanich; however, regional PiT Count data suggests there were fewer unsheltered people on the night of the 2018 PiT Count compared to 2016. While this is a positive trend, 2018 PiT Count data indicates there were at least 1,525 individuals experiencing homelessness in Greater Victoria. Recent homeless encampments in Saanich indicate there is likely a need for more supplements and housing supports for individuals experiencing or at-risk of experiencing homelessness on the Peninsula. This need could be much greater than is immediately apparent as hidden homeless are hard to reach and account for.
- **Persons with Disabilities:** The number of affordable housing units dedicated to persons with disabilities has increased marginally since 2013, and the number of individuals on the BC Housing Registry for persons with disabilities, and wheelchair modified units has increased from 4

to 7. While an increase in units is a positive trend, 7 applicants remain on the waitlist, which demonstrates there is a need to develop new supportive living facilities to accommodate persons with disabilities in the community.

- **Vulnerable Women:** Based on regional data, there is a need for additional second-stage housing options, where women and their children can live for 12-24 months while looking for longer-term housing, in the Capital Regional District. There is limited data available locally; however, based on the current service provision, women fleeing violence in Central Saanich must travel to Victoria, and the cost and coordination associated with moving may prove insurmountable for particular households. As this priority group has been identified using regional data, additional local data is required to inform an estimated need of women's transitional housing in Central Saanich.

Housing Gaps - Tenure

In Central Saanich, single-detached homes are substantially more expensive than townhouses and apartments, and while apartments are affordable to most couple households in the area, lone-parent households and single-person households are priced out of the homeownership market, and also face significant challenges securing affordable and suitable rental housing.

- **There are limited ground-oriented multi-unit housing options for families, which represents a mismatch between what is available, and what is affordable.**
- **With limited land capacity for additional low density development, it is imperative that future housing construction favours more compact forms of housing, such as duplexes and multi-unit housing.**

Based on an analysis of data in this report, the following housing gaps have been identified:

- **Non-Market Rental Housing:** Based on the analysis of median incomes, the majority of non-senior lone-parent and single-person households cannot afford to buy housing at a price within 30% of their gross incomes. Younger lone-parent and single-person households also encounter challenges securing affordable and suitable rental housing, and would need to spend more than 30% of monthly income on shelter costs. Non-market rental housing is needed in a variety of forms, particularly units appropriate for families.
- **Market Rental Housing:** Evidence-based information demonstrates there is limited availability of rental market housing, and many households are likely struggling to secure affordable, and suitable rental accommodation. This may be associated with escalating rental prices, as lone-parent and single-person households have much lower incomes than couple households and, consequently, have far fewer choices in the rental housing market. The affordability analysis

demonstrates there is a margin between what younger lone-parent and single-person households can afford, when compared to average rents and the suitability of available units.

- ***Transitional and Low-Barrier Rental Housing:*** Due to the low rental vacancy rates, individuals in need of temporary accommodation often have no housing options in Central Saanich. This can impact those in vulnerable situations, such as women fleeing violence, low-income individuals experiencing mental health or substance use issues, and persons experiencing homelessness. Such an affordable housing option may be time-limited and could offer additional supports to residents. Transitional and low-barrier rental housing can help prevent experiences of relative homelessness for vulnerable households in the area, and prevent other vulnerable households from relocating to other communities.
- ***Affordable Homeownership Opportunities:*** Based on the analysis of incomes in the area, a number of moderate income households are close to being able to afford homeownership, but remain priced out of the housing market. Affordable homeownership opportunities could help these households purchase their own homes. Smaller and more compact homes, such as townhouses, duplex or multi-unit housing, could present an affordable homeownership option for some moderate income households.
- ***Accessible Housing:*** Based on BC Housing wait list data, there is a need for more accessible housing to enable independent living for seniors and persons with disabilities. With limited new housing construction since 2000, Central Saanich's housing stock may be less suitable for seniors, as older construction standards did not always require elevators, or other building elements that are needed for those with accessibility challenges. Largely driven by the aging population of the area, there is a need for more dwellings for individuals with limited mobility, with doorways and hallways that are wide-enough to adequately fit walkers and wheelchairs. In some cases, existing housing can be modified to meet accessibility needs. Promoting housing accessibility can help seniors age in place, and stay in the same home and community they have lived in for years.

Housing Gaps - Typology

Housing composition in Central Saanich is relatively diverse; however there is limited diversity in housing tenure, and within the purpose-built rental housing stock, there are very few 3+ bedroom units. The affordability analysis demonstrates the cost of homeownership is increasingly out-of-reach for many households, which suggests a need for more diversity within the District's existing housing typology.

- **Based on these factors, there is a need to develop additional market homeownership options, including ground-oriented, multi-unit housing (i.e. duplexes, townhouses), and 3+ bedroom units, to support families.**

These projects will likely be more affordable, as less land is required to construct compact housing forms (i.e. duplexes, low-rise apartments), when compared to single-detached homes. For those households that remain in rental housing, additional market homeownership options may help them to purchase their own homes, thereby alleviating pressure on the rental stock, and allowing vulnerable populations to access more affordable rental units.

In Closing

Developable, residentially designated land in Central Saanich can absorb an additional 875 housing units within the Urban Settlement Area Boundary (USAB). Compared to the projected housing demand of 1,249 new housing units needed by the year 2036, there is an approximate shortfall of 374 units that cannot be accommodated within the current land use OCP designations.

While this analysis suggests that some of the future growth (875 units) can be accommodated under the current land use policy framework, redevelopment does not always achieve maximum permitted density, and additional constraints may restrict redevelopment potential. The reality is that not all of the developable land in Central Saanich will be developed; not every single detached home will add a suite, and not every parcel will reach its full density potential. This exercise highlights the importance of evaluating possible policy interventions to mitigate the gap between the demand for housing units and the volume of units that can truly be absorbed.





585-1111 West Hastings Street, Vancouver BC V6E 2J3 | 604.687.2281

101-848 Courtney Street, Victoria BC V8W 1C4 | 250.383.0304

www.cityspaces.ca

What We Heard Summary - Phase 1 & 2**Public Input**

The project included community consultation in June 2018 shortly following the project launch, as well as in June 2019 following completion of the housing analysis. While aspects are summarized below, full copies of the Engagement Summary reports from both Phases are available on the project webpage.

Who we heard from:

- While the number of attendees and survey responses was considered generally good, it is important to remember the total numbers only reflect a small portion of the population. The open houses were attended by approximately 120 people during both Phase 1 and 2, which represents less than 1% of the population. Similarly the survey was completed by approximately 200 people during both Phase 1 and 2, which represents approximately 1.3% of the population.
- During both phases, respondents tended to be 50 years or older (~60%), live in a single family dwelling (~75%), and were satisfied with their current housing situation (78%).

What we heard:

During Phase 1 respondents identified the top three housing needs as:

- To remain in the community as they age,
- To age in place in their home,
- Housing affordability and cost of living

During Phase 1 respondents identified the features they would look for in their next move:

- Wanting to downsize – 36% (reduced need, less maintenance)
- A proximity closer to services- 32% (public transit, schools, commercial, health care)
- A larger property or dwelling – 18% (growing family, increase privacy, animals)
- To be near neighbours (apt), having a specific need, or not wanting change – 14%

During Phase 1, the top four type of infill preferred were:

- Carriage houses or cottages
- Secondary suites inside the principal dwelling
- Small lots
- Townhouses

Design and Neighbourhood Impacts:

- During Phase 1 the survey asked why respondents were interested in the project. The top answer was either a general interest in housing issues, or concern about changes in their neighbourhood (both 28%).
- The top three benefits of infill or higher density housing were more housing options, alleviates pressure on agricultural lands, and improves housing affordability. Providing enough parking was the top answer for what makes infill development successful, followed by new buildings not being significantly larger and maintaining privacy.
- During Phase 2 the survey asked a number of questions with an agree to disagree option. In order of most agreed with, the responses were:

- Developments should be of high quality design and present a 'friendly face' to the street (91%),
 - Neighbours privacy is important and should be considered in the design of new developments (85%),
 - New housing should not be significantly taller or larger than surrounding homes (85%),
 - New development should consider shadowing impacts on the neighbours (83%),
 - Window placement to avoid overlook into neighbours property (79%),
 - Housing should be age friendly and be designed with accessibility in mind (77%),
 - Stormwater be managed sustainably by using permeable surfacing (75%),
 - New building should be more energy efficient than the base building code (75%)
 - It is better to preserve a healthy tree than provide one more parking space (66%), and
 - New multi-family units should provide garden plots (62%).
- The survey also asked about a number of criteria for cottages or carriage houses with an agree to disagree. In order of most agreed with, the response were:
 - Providing all required parking on-site (85% agree/ 6% disagree)
 - Require same side yard setback as principal dwelling (78% agree / 6% disagree)
 - Adequate setbacks to rear yard (72% agree / (8% disagree)
 - For two-storey carriage houses, limit the 2nd storey within a sloped roof line (64% agree/ 9% disagree), and
 - Orient the accessory dwelling outdoor space toward the dwelling/ centre of the lot (45% agree / 11% disagree).

Summary:

Feedback has continued to remain strong for ensuring new development does not impact agricultural or rural lands, parking and traffic impacts tends to dominate concerns, and ensuring the site and building design is compatible with the surrounding neighbourhood.

While infill developments have generally been accepted, the public input provided highlights a number of related issues that continue to concern residents. Particularly of concern are:

- building mass and setbacks that result in a "crammed in" feeling,
- lots that do not provide enough on-site area for parking, including of accessory recreational vehicles such as boats or trailers,
- a duplex or multi-unit option may reflect a better use of land than too many small lots,
- impacts to existing trees and green spaces,
- adequate on-site parking and good site design has not always been evident.

Detached Accessory Dwellings

For clarity, the terms that will be used for detached accessory dwellings are ***cottages*** for 1 storey dwellings and ***carriage houses*** for 2 storey dwellings.

What we Heard:

- Phase 2 – cottages supported both on Rural lands and within the Settlement Area, carriage houses slightly less support, with more support on Rural lands.
- Phase 2 – 85% of respondents supports limiting the size of cottage/ carriage house depending on lot size, subject to design considerations.
- Phase 2 – Most important design criteria was: on-site parking, adequate setbacks, and limit second storey to within roof form.

Tiny Homes

What we Heard:

- Phase 2 – approximately 2/3 support allocating resources to consider approval process.

Small lots

What we Heard:

- Phase 2 – when asked about reducing minimum lot area requirements to allow for more subdivisions, approximately half supported such an approach, however the comments provided raised a number of infill related concerns.

Panhandle lots

What we Heard:

- Phase 2 – 2/3 support panhandles within the Settlement Area, with additional 14% conditional support primarily subject to: design considerations, adequate parking, and lot size.
- Phase 2 – a two storey height on panhandle lots had moderate support, subject to site context/ conditions, lot size, impacts to neighbours, and comparable height to existing home.

Pocket Neighbourhoods

What we Heard:

- Phase 2 – approximately 75% support regulations to enable pocket neighbourhoods, subject to design considerations and adequate on-site parking.
- Phase 1 – feedback on images with areas designed for social activity / play was generally positive.

Duplexes and Small Scale Multi-Unit

What we Heard:

- Phase 2 – approximately half support reducing the lot size required for a duplex, subject to: adequate on-site parking.
- Phase 2 – approximately 2/3 support allowing duplexes in other zones, subject to: adequate on-site parking, design considerations and lot size.
- Phase 2 – approximately 60% supports for small scale apartments subject to: adequate on-site parking and lot size.

Townhouses

What we Heard:

- Phase 1 - when asked about the type of higher density supported, mixed-use apartments in the Village centres and townhouses were supported (~50%), followed by 4 storey apartments and high density subdivision (25-30%).
- Phase 2 – approximately 85% support for townhouses on main travel corridors, subject to: design considerations and adequate on-site parking.
- Phase 2 – approximately 60% support for small scale townhouses in residential neighbourhoods, subject to: adequate on-site parking and design considerations.

Densification

Three Dwellings

As part of the community survey, respondents were also asked about allowing up to three dwellings on a property (principal dwelling with 1 suite and 1 detached accessory dwelling).

- Phase 1 – indicated high level of support ~70%, subject to: adequate on-site parking (57%) or larger lot size (20%).
- Phase 2 – survey question regarding up to 3 dwelling units (home with suite and cottage/carriage house) had fairly high support on Rural lands or larger lots within the Settlement Area, subject to parking.

Six Storeys

As part of the community survey, respondents were also asked about allowing up to 6 storeys in the core commercial areas of Saanichton Village and Brentwood Bay Village generally, as well as if a significant community benefit was included.

- Support was highest if affordable, seniors or supportive housing is included (49%), followed by underground parking (44%), or public park or plaza (34%).
- Approximately 1/3 do not support 6 storeys regardless of amenities.
- Approximately 10% support 6 storeys without conditions.

DRAFT HOUSING POLICY

VERSION 2. December 9, 2019

For Council Review

4. Residential Growth Management and Housing: Creating Compact, Complete, and Diverse Communities

4.1. Introduction

Central Saanich is home to approximately 16,814 residents living in 6,890 housing units representing a range of housing types and tenures. It is anticipated that the District will experience an average annual population growth rate of 0.9% from 2016 to 2036.¹

The Housing Capacity, Needs Assessment and Growth Projections Report (2019), completed in anticipation of the OCP update, provides an analysis of land capacity to determine the extent to which projected growth can be accommodated within the existing land use planning framework within the Urban Settlement Area Boundary. A key conclusion from this study demonstrates that within existing residentially designated lands, the density permitted is not adequate to accommodate future growth. This conclusion is supported by the following findings:

- Growth projections indicate there is a need for an additional 1,249 units by the year 2036.
- Spatial data and analysis demonstrates the overall land capacity in Central Saanich can accommodate up to 875 housing units within the Urban Settlement Area Boundary.
- Combined, there is an approximate shortfall of 374 units that cannot be accommodated within the existing OCP land use designations.

While this analysis suggests future growth can *mostly* be accommodated under the existing land use policy framework, redevelopment does not always achieve maximum density, and additional constraints may restrict redevelopment potential altogether. As such, more intensive residential development through infill and densification is needed in order to accommodate Central Saanich's future projected growth.

In addition to the anticipated housing unit shortfall, there are increasing challenges related to housing affordability in Central Saanich. The average resale price for single-detached homes has risen by 65% (from \$596,444 to \$984,022) between 2007 and 2017. For townhouses, prices increased by 33% (from \$398,160 to \$527,613), and for apartments, prices increased by 36% (from \$262,687 to \$356,581). Fewer households are able to purchase a single-detached home or may be priced out of the homeownership market altogether.

An emerging issue is the increasing need for rental and non-market housing, especially amongst family households. There has not been any new purpose-built rental construction of 3+ bedroom units between 2007 and 2018, and 38% of BC Housing waitlist applicants in Central Saanich are seeking family housing. The rental vacancy rate is 0.6%.

Housing Diversity refers to having a diverse mix of housing types and sizes to support a broad range of incomes levels, household sizes, ages, and physical abilities. Single detached homes are the predominant type of housing in Central Saanich and they represent 65% of our housing stock, compared to 49% in the CRD. Similarly, apartments that are less than 5 storeys represent 11% of our housing stock, compared to 26% in the CRD.

Community consultation in 2018 and 2019 revealed support for introducing more affordable, liveable and sustainable housing options in Central Saanich. Such options, including residential infill and densification, were supported subject to appropriate design aesthetics, landscaping considerations, parking control, and respect for local character and context.

¹ The population projection accounts for growth within the Keating Business District under the 'Medium' growth scenario outlined in the Keating Business District Business Case prepared by Stantec Consulting Ltd. dated March 9, 2017. The relative impact on housing is based on annual employment projections and accounts for current commuting patterns.

Relevant OCP Principles

Residential growth management and housing are connected to many of the fundamental principles of this OCP as set out in Section 1 (Our Vision). Housing quality, choice, and affordability are essential for a healthy, diverse, and prosperous community. Carefully managed growth can ensure there is adequate and sustainable provision of community services and that there is not an undue burden placed on municipal infrastructure in the future. Further, residential growth in the community should be located and designed to: create a more walkable community to encourage greater physical and social health amongst residents; be concentrated to preserve agricultural lands and natural open spaces; make efficient use of existing infrastructure; reduce GHG emissions by reducing automobile dependence; and ensure the energy efficiency of buildings. Finally, a wide range of housing types within the community will ensure that people with a range of incomes and lifestyles can make their home in Central Saanich throughout all stages of life.

4.2. Guiding the Future – Managing Growth

The following objectives express the District's directions for managing residential growth and the provision of housing in Central Saanich. These statements address the long-term vision of the District and are accompanied by a set of specific policies to guide decision making.

Objective: Ensure lands designated for residential use within the Urban Settlement Area Boundary can accommodate the projected growth of the District.

Objective: To encourage settlement patterns that reduce the District's carbon footprint by minimizing GHG emissions from transportation and buildings.

Policies:

1. Most new residential and mixed-use residential/commercial development should occur as infill and densification within the Urban Settlement Area as designated on Schedule A, Land Use Plan. Uses outside of this boundary should primarily be rural, agricultural or open space.
2. Innovative and site-sensitive housing and subdivision designs that reduce storm water run off, demonstrate energy efficiency in building performance, and demonstrate a sensitive response to the site and its context, are encouraged. In particular, proposals that use energy efficient design and that incorporate alternative forms of energy including earth energy (geo-exchange) and solar thermal energy sources are encouraged.
3. Within the established commercial Village Centres of Brentwood Bay and Saanichton, support a mix of moderate and high density housing forms such as townhouses, apartments and mixed use development up to 4 storeys, within convenient walking distance of existing or planned transit services.
4. Within the established commercial Village Centres of Brentwood Bay and Saanichton, support up to 6-storey apartments or mixed-use buildings (commercial/ residential) when they provide a community benefit such as:
 - a. Affordable, seniors, or supportive housing,
 - b. Public park, public plaza or community space,
 - c. BC Energy Step Code – Step 5 (Passive House),
 - d. Significant pedestrian/cycling infrastructure,
 - e. At least one floor is predominantly devoted to a medical clinic or medical services,
 - f. A significant community amenity contribution is provided to contribute toward achieving an identified off-site amenity,

- g. Other significant community benefits identified through a public process.
5. Within the established commercial Village Centres of Brentwood Bay and Saanichton, single storey development is discouraged. Mixed use development at higher densities is the development form that is most encouraged. Mixed use buildings should have commercial services at the street level.
 6. Along main travel corridors (eg. Wallace Drive, East Saanich Road, West Saanich Road, and Verdier Avenue), support moderate and high density housing forms, including townhouses and apartments up to 4 storeys, where it can be demonstrated that the development is sensitive to the surrounding neighbourhood.
 7. In apartment and mixed used development of 3 or more storeys, underground parking is encouraged to enhance overall site design and landscaping opportunities.
 8. Within residential neighbourhoods, support a mix of infill housing forms, including small lots, panhandle lots, pocket neighbourhoods, duplexes, small scale multi-unit development and townhouses, where they are consistent with infill design guidelines.
 9. Pocket neighbourhoods build on the concept of clustering buildings on a site physically by incorporating an intentional design approach that fosters social interaction and creates a strong sense of neighbourliness. To encourage pocket neighbourhood developments, support increasing the density with respect to the number of permitted dwelling units, where dwelling units are size limited and sited around an open space designed to create a communal neighbourhood that fosters social interaction.
 10. Support a gradual transition of building density from high density Village Centres and main corridors to low density neighbourhoods.



11. Support secondary suites within single detached dwellings in all designated residential areas generally; however, recognizing that with added density on small lots it can be challenging to ensure high quality streetscapes and good site design, update the Land Use Bylaw to include a minimum lot size where a secondary suite or cottage is permitted.
12. Support detached accessory dwellings, accessory to a single family dwelling, as an alternative to a secondary suite. The two types of detached accessory dwellings supported in the District include:
 - a. *Cottages* are one storey detached accessory dwellings that are incidental, subordinate, and exclusively devoted to the principal residential use. Cottages are supported in residential neighbourhoods within the Urban Settlement Area Boundary and on Rural designated lands.

- b. *Carriage Houses* are two storey detached accessory dwellings that are incidental, subordinate, and exclusively devoted to the principal residential use. Carriage houses are supported on Rural designated lands.
- 13. Consider tiny homes (detached accessory dwelling on wheels) as an alternative to a Cottage, where they comply with BC Building Code, or an alternative health and safety standard, and are connected to municipal water, sanitary sewer and storm drainage services.

Tiny Homes are one storey detached accessory dwellings designed to be capable of being transported and relocated to different sites, which may or may not be constructed with wheels, that are incidental, subordinate, and exclusively devoted to the principal residential use.
- 14. Update the Land Use Bylaw to include regulations for Cottages and Carriage Houses, including minimum lot sizes, maximum floor areas, building heights, and setbacks.
- 15. For Cottages and Tiny Homes in residential neighbourhoods within the Urban Settlement Area Boundary, a development permit is required to ensure consistency with applicable design guidelines.
- 16. Variances to increase the building height of a detached accessory dwelling unit should only be supported where:
 - a. The predominant building height on adjacent properties is 2 storeys,
 - b. The principal dwelling is 2 storeys and the accessory dwelling would have a lower maximum point of elevation than the principal dwelling,
 - c. A reduced building footprint is proposed to mitigate impacts to trees or other natural features,
 - d. A shadow study is provided to confirm impacts on adjacent properties would be minimal,
 - e. Potential overlook is not exacerbated by natural topography or the proposed siting of the building,
 - f. Building design mitigates potential impacts of an upper storey by incorporating it into the roof form, steeping back the upper storey, sensitive window placement, and screening through trees and significant vegetation.
- 17. Panhandle developments are generally not a preferred form of development and other forms of infill development should be explored first, such as a pocket neighbourhood, a duplex, or small lot subdivision. Challenges with panhandle developments are the lack of street presence and limited opportunities to improve the streetscape, impacts to adjacent properties, and lack of improvement to housing diversity.
- 18. Update the Land Use Bylaw regulations to ensure sensitive panhandle lot infill, in terms of limiting building height to one storey, setbacks and minimum lot sizes. Discourage 2 storey dwellings on panhandle lots to reduce privacy and shadowing impacts. Variances to increase the building height to 2 storeys on a panhandle lot should only be supported where:
 - a. The principal dwelling is 2 storeys and the accessory dwelling would have a lower maximum point of elevation than the principal dwelling,
 - b. The predominant building height on adjacent properties is 2 storeys,
 - c. Proposed setbacks exceed the minimum requirements, and in no case are variances to reduce setbacks to adjacent lots proposed,
 - d. A reduced building footprint is proposed to mitigate impacts to trees or other natural features,
 - e. A shadow study is provided to confirm impacts on adjacent properties would be minimal,
 - f. Potential overlook is not exacerbated by natural topography or the proposed siting of the building,

- g. Building design mitigates potential impacts of an upper storey by incorporating it into the roof form, steeping back the upper storey, sensitive window placement, and screening through trees and significant vegetation.
19. For Panhandle lots within the Urban Settlement Area, require a development permit to ensure new development is consistent with applicable design guidelines.
 20. Do not support accessory dwellings (secondary suites or cottages) on panhandle lots and update the Land Use Bylaw regulations to limit panhandle lots to one residential dwelling unit.
 21. Where appropriate, some forms of ground oriented work/live buildings and uses may be permitted in areas currently designated Industrial surrounding the Keating Cross Road commercial area. Proposals for work /live buildings and uses must demonstrate appropriate levels of livability for the residential uses and must not significantly reduce the capacity for commercial or industrial uses in these areas.
 22. Marine-based housing (live aboards, float homes) is not supported unless it can be demonstrated that the environmental consequences of marine-based living, particularly with respect to sewage, are minimal.
 23. Development on non-ALR land abutting ALR land is to include a buffer strip to reduce conflict between uses. The use of restrictive covenants to advise new residents of possible nuisances from farming may also be required for development adjacent to land in the ALR.
 24. A cluster of commercial properties exists at the crossroads of Keating Cross Road and West Saanich Road, outside the Urban Settlement Area. The initial commercial designation and development of these properties dates back to the 1950's, prior to the introduction of an Urban Settlement Area within municipal bylaws or the adoption of the first Regional Growth Strategy. The historical provision of urban services to this area is an anomaly to the general pattern of urban servicing otherwise supported by this OCP. Recognizing the existing level of urban services already provided to these lands, despite Section 4.2 Policy 3, a more intensive form of residential development may be approved in conjunction with tourist-oriented uses on adjacent parcels designated Tourist Commercial lying south of Keating Cross Road and east of West Saanich Road.

4.3. Guiding the Future - Housing Quality and Livability

The following objectives express the District's directions for managing residential growth and the provision of housing in Central Saanich. These statements address the long-term vision of the District and are accompanied by a set of specific policies to guide decision making:

Objective: Provide a full range of high quality housing types and tenures for current and future residents of all incomes, ages, household arrangements and abilities.

Objective: Encourage a high standard of residential design and construction towards enhancing community character and quality of life.

Objective: To promote urban agriculture and food security in the village centres.

Policies:

1. Require a high standard of building and site design for residential infill development and multi-unit residential development as per the designated Development Permit Area guidelines outlined

in Section 11 of the OCP.

2. Utilize Development Permit authority to encourage water and energy conservation and Greenhouse Gas reduction.
3. Consider the use of variances to the Land Use Bylaw, where they would achieve a more appropriate development in terms of streetscape, pedestrian environment, public view protection, overall site design, protection of natural features and compatibility with neighbourhood character and adjoining properties.
4. Key gateway intersections to Villages Centres should include high quality design features and landmark architecture.
5. To improve energy efficiency and reduce operating costs for residents, new homes should be designed to exceed minimum BC Building Code Standards, using such programs as BC Energy Step Code, incorporating green technologies, or constructing solar ready.
6. Support housing that is transit oriented, facilitates active transportation, car sharing, and includes electric vehicle charging infrastructure.
7. Update the District's off-site servicing standards in the Land Use Bylaw to include on-street parking standards as part of frontage improvements. On street parking improvements will be considered on a case by case basis, balanced with other priorities, such as bike lanes, planted boulevards and sidewalks.
8. Consider establishing a parking fund to collect cash-in-lieu of providing on-site parking, with funds to be used to improve publicly accessible parking and alternative transit infrastructure.
9. Support home based businesses in accordance with the provisions of the District's Land Use Bylaw.
10. Where residential homes are redeveloped or reconstructed within the Moodyville Area, property owners are encouraged to maintain architectural themes, mass, height and scale which are in harmony with the history and quality of the area.
11. Where residential development is proposed, consideration should be given to retaining buildings and site features that have significant heritage value.
12. New multi-family developments are encouraged to provide edible landscaping and opportunities for fruit and vegetable gardening.
13. Encourage the inclusion of infrastructure that enables people to build community and celebrate food, such as food preparation areas, urban food stands and markets, and places for outdoor eating.
14. Site and building design should incorporate Accessible Design standards to ensure new developments provide housing suitable for a wide range of ages and abilities.

4.4. Guiding the Future – Affordable, Rental, and Special Needs Housing

The following objectives express the District's directions for managing residential growth and the provision of housing in Central Saanich. These statements address the long-term vision of the District and are

accompanied by a set of specific policies to guide decision making:

Objective: To encourage the creation of affordable, rental and special needs housing in the District to ensure adequate housing provision for the range of income levels and needs in the community.

Policies:

1. Encourage development applications that address housing gaps identified in the Housing Capacity, Needs Assessment and Growth Projections Report (2019). In particular, favourable consideration will be given to:
 - a. family friendly rental housing,
 - b. rental housing for seniors and low income households,
 - c. proposals that improve housing diversity, particularly those that allow people to remain in the community as they age (ie: compact, ground oriented),
 - d. fully accessible housing,
 - e. proposals designed for work force housing, and
 - f. various forms of supportive housing and multi-level care facilities.
2. Support increasing the permitted density, with respect to the number of dwellings, where a pocket neighbourhood is proposed that would address one of the housing gaps identified in policy 4.4.1.
3. Small, more compact forms of housing are encouraged to provide more affordable housing options for a range of lifestyles and income levels.
4. Housing types and tenure-ship arrangements should be mixed wherever possible to encourage a social mix within individual developments throughout the community. Support a mix of housing tenures including market ownership, affordable homeownership, purpose-built rental housing, non-market rental housing, cooperative housing, co-housing and other alternative housing forms that may provide more affordable housing options.
5. In new attached or multi family residential or mixed-use residential/commercial development, the District will encourage the provision of at least 10% of dwelling units as affordable housing. Ideally this would be in the form that addresses a housing gap identified in the Housing Capacity, Needs Assessment and Growth Projections Report (2019).

Affordable housing is defined as housing which has a mortgage payment or rent that does not exceed 30% of income for low to moderate income households having an income that is 80% or less than the median household income for the community, and may include low income subsidized housing administered by the District of Central Saanich, BC Housing, Capital Region Housing, or other non-profit housing societies in the region, which is secured by a Housing Agreement.

Cash in lieu of the provision of affordable housing units for inclusion into a District Affordable Housing Fund may be considered.

6. Support the creation of new and the retention of existing rental housing within Central Saanich and discourage the conversion of rental housing of three or more units to strata ownership
7. Support the location of supportive or transitional housing in Urban Settlement and Rural Areas for special needs groups, such as the physically or mentally disabled, young people and others who have unique social needs. (The provisions of the *Community Care and Assisted Living Act* govern many aspects of these homes.)

8. Undertake a review of accessibility issues and best practices, including potential amendments to building bylaws and land use regulations for multi-family or mixed-use developments that would require a specified portion of dwelling units to be designed to meet adaptable housing standards.

DRAFT INFILL DEVELOPMENT PERMIT GUIDELINES

VERSION 2. December 9, 2019

For Council Review

11.10 Intensive Residential Development Permit Area

11.10.1 Designation

Pursuant to Sections 488 of the Local Government Act, all lands contained within the Urban Settlement Area as identified on Schedule A are designated as an Intensive Residential Development Permit Area for the following purposes:

- a) 488 (a) Protection of the natural environment, its ecosystems and biological diversity,
- b) 488 (e) Form and character intensive residential development,
- c) 488 (h) Objectives to promote energy conservation,
- d) 488 (i) Objectives to promote water conservation, and
- e) 488 (j) Objectives to promote the reduction of greenhouse gas emissions.

11.10.2 Purpose and Applicability

The purpose of the Intensive Residential Development Permit Area and associated guidelines is to encourage high quality design and sensitive integration of residential development occurring within neighbourhoods.

Prior to undertaking any land alterations, construction of or alterations to a building or structure, or the subdivision of land, the following types of development within the Urban Settlement Area shall require an Intensive Residential Development Permit, unless otherwise exempt:

- a) Subdivisions creating any panhandle,
- b) Subdivisions creating small lots 500 m² or less in area, or narrow lots with a lot frontage of 15 m or less, as measured at the front property line,
- c) Development or redevelopment of existing small lots 500 m² or less in area,
- d) Development or redevelopment of existing lots with lot frontage of 15 m or less, as measured at the front property line,
- e) Development or redevelopment of existing panhandle lots,
- f) Construction of or alterations to detached accessory dwellings,
- g) Construction of or alterations to duplexes,
- h) Development of a pocket neighbourhood (small homes clustered around shared amenities), or
- i) Construction of small scale multi-family developments containing up to 8 dwelling units (townhouse or apartment).

11.10.3 Justification

The District has adopted policies that encourage new residential growth to occur as infill and densification within the Urban Settlement Area in order to providing housing opportunities to meet future growth demands, protect agricultural and rural lands, and to ensure maximum efficiency of municipal infrastructure. As much of new development is occurring in the form of infill development within existing neighbourhoods, these guidelines are intended to shape infill housing so that it is compatible with the surrounding neighbourhood and to encourage high quality design and innovation.

These guidelines are intended to build onto the OCP Fundamental Principles (section 1.2), particularly to: Maintain Rural Character; Provide a Range of Housing Opportunities; Create Walkable Neighbourhoods; Address the Causes and Impacts of Climate Change; Protect and Enhance the Environment, Biodiversity and Natural Ecosystems; and to Protect Water Quantity and Quality.

In addition to those noted above, the guidelines are built on the additional Fundamental Principles for infill development:

- a) **Be a Good Neighbour:** new developments should contribute positively to the community and be sensitive to the surrounding neighbourhood by incorporating design considerations that minimize shadowing and privacy impacts, provide adequate on-site parking, and respect the neighbourhood character and pattern of development.
- b) **Increase Housing Diversity:** infill developments are an opportunity to provide a wider range of housing types to suit a broader range of household needs throughout the community. In addition to housing choice, infill developments provide a unique opportunity to encourage housing that supports: residents wishing to downsize while remaining within the community, multi-generational living to improve family support options, and housing design that address unique physical needs and accessibility challenges.
- c) **Develop Great Neighbourhood Streets:** new developments should contribute to improving the public realm by improving the sidewalk network and connectivity in the neighbourhoods, considering the impact of driveways and parked cars on the streetscape, retaining healthy trees, and finding opportunities to provide new landscaping.
- d) **Foster High Quality Design:** high quality design enables change and growth in a positive way. Site and building design for new developments should incorporate high quality architectural detailing and landscape treatments that result in a high level of livability, enhances the relationship between public and private spaces, and fosters vibrant, human-scale neighbourhoods accessible to all residents.
- e) **Incorporate Sustainability:** new developments should respond to increasing expectations to address climate change through adaptation and mitigation measures. Climate action measures should focus on reducing carbon emissions through energy efficient design and technologies, providing electric outlets for electric vehicles and ebikes, providing secure and convenient bike storage, encouraging alternative transportation options, and protecting and enhancing the urban forest.

11.10.4 Development Permit Exemptions

The following types of development are exempt from requiring a development permit pursuant to this section. Despite these exemptions, owners must meet any other applicable local, provincial or federal requirements, including other applicable development permit areas (eg. Marine Shoreline):

- a) Residential development located outside of the Urban Settlement Area.
- b) The construction of residential dwellings on lots greater than 500 m² in area and with a lot frontage greater than 15 m, as measured at the front property line.
- c) The redevelopment of an existing lot with a frontage of less than 15 m where that lot is located on a cul-de-sac or no-through road.
- d) The addition of a secondary suite within an existing home.
- e) The demolition of existing buildings or structures.
- f) Internal alterations to an existing building.
- g) External alterations to an existing building or site that are so minor in nature they are considered inconsequential to the form and character of the development, or are considered below the scope or objectives of the applicable guidelines.
- h) The placement of impermanent structures, such as benches, lawn furniture and landscaping ornaments.
- i) The construction of an accessory structure less than 10 m² in area, subject to it being sited in accordance with required setbacks and no trees are impacted.
- j) The placement of tent structures or temporary storage containers for the purpose of storing materials, goods, vehicles, or other belongings is exempt, provided that:
 - The structure complies with setbacks,

- The structure does not remain in place for more than 14 days,
 - The structure does not occupy a required parking space,
 - The structure is not placed within the root zone of a protected tree.
- k) The construction and maintenance of fencing, landscaping and garden areas.
- l) The alteration of landscaping in the rear or side yards, excluding the removal of trees and increasing the amount of impervious surfacing.

11.10.5 Guidelines

Developments requiring a permit under this section must address both the General Infill guidelines in section 11.10.6, as well as, those guidelines in subsequent sections specific to the housing typology noted below:

- a) General Infill Guidelines
- b) Detached Accessory Dwellings (cottages, carriage houses or tiny homes)
- c) Small Lots (lots 500m² in area or less, or with a lot frontage of 15 m or less)
- d) Panhandle Lots
- e) Pocket Neighbourhoods (small homes clustered around shared amenities)
- f) Duplex and Small Scale Multi-family (buildings that present like a single family home)
- g) Townhouse or Attached Residential (up to 8 units)

Note: these guidelines promote innovation and design excellence and not a specific architectural "style".

All graphics in this document are provided for illustrative purposes only to reflect the guideline objectives.

11.10.6 General Infill Guidelines

The nature of infill housing requires an awareness and respect for the existing neighbourhood context to reduce the impact of new development and increase neighbourhood acceptance. Neighbourhood context should consider both immediately adjacent properties, as well as, the broader neighbourhood at the block level. Each site will have its own challenges and require unique, innovative design solutions that are sensitive to the site context and to mitigate potential impacts to neighbours.

11.10.6.1 Form and Character

Site and Neighbourhood Context

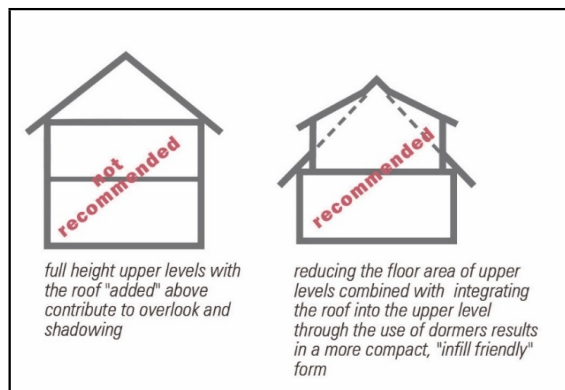
- a) New developments should be designed to integrate with the existing neighbourhood with respect to building height, massing, and prevalent roof forms. To prevent new buildings from being disruptive to the neighbourhood, reduced floor areas may be needed to achieve a building mass more appropriate as an infill development.
- b) Established neighbourhood patterns of development should be considered. Sensitive and gradual changes to neighbourhood character are expected as infill development occurs over time, however they should integrate into rather than overwhelm the neighbourhood. Sudden or abrupt changes to building patterns and massing should be avoided.



- c) Reduced front yard building setbacks may be considered when they include a well-designed front yard that is focused on people, includes high quality landscaping, is not dominated by vehicle parking, and is not overly disruptive to the streetscape pattern.
- d) Building and site profiles should follow the natural topography as much as possible, and maintaining existing grades at property lines is strongly encouraged. Where retaining walls are required, their height should be minimized by terracing and placement of large retaining walls along property lines should be avoided.

Architecture and Site Design

- e) Building elevations adjacent to streets should incorporate varied architectural elements and articulations to provide interest, such as including a mix of exterior materials, window trim, porches, bay windows, and high quality textured cladding materials. Incorporating natural building materials, such as stone, timber, and natural wood elements into the exterior materials is encouraged. Exterior materials should be durable and long-lasting materials to extend the project's lifespan. Large areas of vinyl siding or stucco are discouraged.
- f) Pedestrian entrances should be emphasized as the principal entry with garage entries receded behind the front building face, or oriented toward a side yard where feasible. A primary building entrance should include weather protection and be clearly visible and directly accessible by a pedestrian walkway providing direct access from the street. On corner sites, a secondary entrance on the flanking street is encouraged.
- g) Exterior materials and building treatments used to enhance front building facades should similarly be applied to side walls on corner lots; with mid-block properties these treatments should be extended around the corners where side walls are visible from the street. Blank walls should be avoided, including side or rear elevations that would be visible from adjacent streets.
- h) Where two storey dwellings are proposed, integrating the second storey into the roof form is encouraged. Roof decks designed for active living should be avoided, except where they are demonstrated to have minimal impact to neighbours through careful placement and design.
- i) Downcast pedestrian-scale lighting that does not spill over into neighbouring properties should be provided along walkways and near primary and secondary building entrances.
- j) Colour schemes incorporating natural tones with accent colours compatible with the neighbourhood are encouraged. Vibrant colours should be limited to accent features or used cautiously in small amounts.



- k) The siting of above ground utilities, mechanical equipment, and service areas, including waste and recycling or storage areas, should be to the side or rear of buildings whenever possible. Separated service areas should be screened from public view with high quality, durable materials. Noise producing mechanical equipment should be located a minimum of 3 m from property lines to avoid disturbance to neighbouring properties, with consideration of acoustic screening.
- l) Site and building design should incorporate Crime Prevention Through Environmental Design (CPTED) principles and Accessible Design standards to ensure new developments provide safe housing suitable for a wide range of ages and abilities.
- m) For properties that include buildings of heritage value (eg: listed in the Heritage Inventory or having Heritage Designation), or are in close proximity to a heritage property, designs that facilitate heritage conservation are encouraged and designs should be complementary to the heritage features.
- n) For properties within the Moodyville Area, new development should maintain architectural themes, mass, height and scale which are in harmony with the history and quality of the area.

11.10.6.2 Overlook and Privacy

Overlook is the ability to see directly into neighbouring indoor and outdoor spaces, while privacy is the ability to control visual and physical access. Overlook and privacy are important issues to consider with infill housing where indoor and outdoor living spaces are closer together.

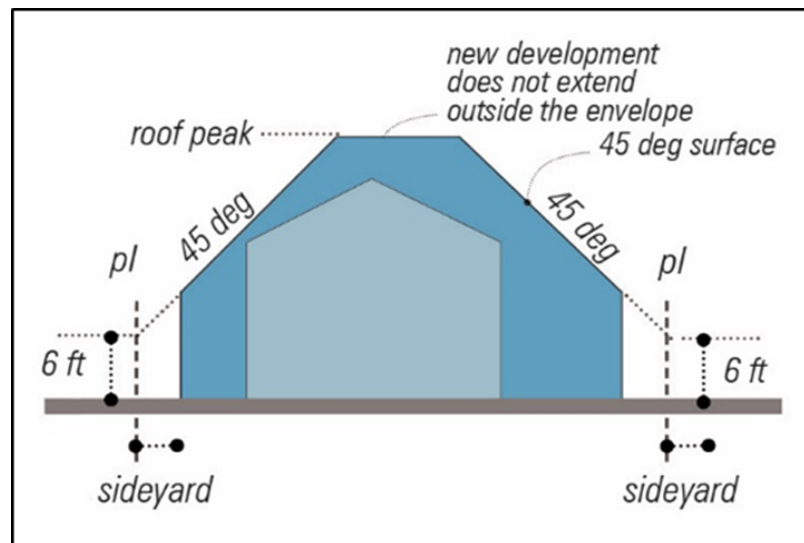
Strategies to reduce overlook and increase privacy are expected to be integrated into all infill typologies.

- a) Providing adequate setbacks and building separations, stepping back of upper storeys, and locating balconies or decks to avoid overlook and impacting privacy should be considered.
- b) Existing vegetation that provides effective screening should be retained and enhanced whenever possible.
- c) Window placement and orientation should be designed to avoid overlook and impacting privacy. Consideration of skylights, clerestory/piano windows, floor level windows and obscure glazing is encouraged. Window openings on side walls should be planned to avoid aligning with windows of adjacent homes.
- d) Upper level decks, balconies, and exterior stairs should be oriented to avoid overlook and incorporate privacy screening.
- e) The use of screens, fences, trees and landscape treatments should be utilized to optimize private open space.



11.10.6.3 Shadowing and Daylight

- a) New developments within existing neighbourhoods require design strategies to avoid shading and/or reducing daylight on neighbours. Providing shadow studies and solar path analysis for proposed buildings is recommended to determine potential impacts.
- b) The height and location of infill dwellings should minimize shading and overlook onto adjacent private outdoor spaces.
- c) Adequate separation between buildings designed to optimize sun penetration are key strategies. Buildings should remain within a vertical building envelope created by extending up 1.8 m (~ 6ft) at the side property lines, sloping inward at 45 degree and extending up to the maximum roof peak height.



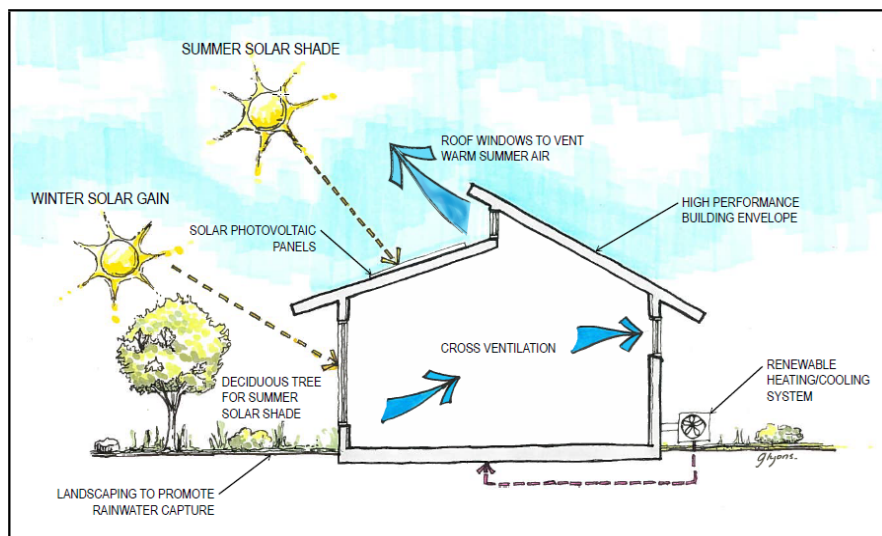
11.10.6.4 Climate Action and Sustainability

- a) New developments should focus on Low Impact Development (LID)¹ landscape design to reduce the volume of stormwater directed into the municipal system and amount of pollutants entering the watershed by increasing permeability and opportunities for stormwater retention and infiltration.

¹ Low Impact Development, also known as green infrastructure, is a method of managing stormwater as close to the source as possible by mimicking the natural water cycle. The focus is on capturing and storing rain where it falls, filtering it through the soil, and/or recharging groundwater, or more simply, to slow it down, keep it clean and soak it up.



- b) The amount of impervious surfacing should be minimized and sustainable storm water practices that reduce the speed of run-off, keep storm water clean, and allow for gradual infiltration into the ground are encouraged.
- c) New developments should exceed the minimum requirements of the BC Building Code with respect to energy efficiency. Certification through third-party environmental performance standards is encouraged, such as Passive House, Built Green, or LEED.
- d) Passive solar design to allow solar gain in the winter and shading in the summer are highly encouraged, including the placement of deciduous trees on the south and west sides of the building and having deep south-facing roof overhangs.



- e) New developments should include an electric outlet suitable for electric vehicle charging² for each unit, and provide secure, convenient bike storage areas with electric outlets for ebike charging.
- f) Sites should be designed to retain and enhance street trees. Street trees are particularly important as they provide a buffer between pedestrians and traffic, absorb and infiltrate rainwater runoff, thereby protecting the watershed, and provide wildlife habitat. Trees also play a role in climate action by sequestering carbon, buffering storm events, and providing shade and reducing the urban heat island effect.
- g) The use of green technologies is encouraged, including incorporating roof top solar panels into the roof design. Constructing new dwellings as Solar Ready³ for the future installation solar systems is encouraged.
- h) Measures to retain mature trees and find opportunities for additional planting for larger tree species are strongly encouraged.



*street trees
are the
neighbourhood's
lungs, removing
"tons" of carbon
dioxide from the
atmosphere*

*shade from
street trees
reduces the
heat island
effect*

- i) Recognizing the embedded energy in existing buildings, where a development site contains existing dwellings or structures that have not reached the end of their life expectancy, consideration should be given to retaining them on-site, or options to relocate them off-site or have their materials be salvaged and repurposed are encouraged.

11.10.6.5 Landscape Design

² Electric Vehicle charging outlets shall be constructed with a dedicated 240-Volt line, capable of 50 Amps, have a NEMA (6-50) socket, and be located to serve a vehicle parked inside or outside of the garage where applicable.

³ Solar Ready is a number of design considerations and modifications incorporated at the time of construction that enable significant cost savings for future homeowners to install solar systems (photovoltaic or hot water systems).

Mature trees and landscaping is one of the defining characteristics of Central Saanich neighbourhoods. Incorporating a balance of hard and soft landscape elements is encouraged to optimize year round use of outdoor spaces, provide wildlife habitat, manage rainwater and ensure new development provides ongoing opportunities to maintain a healthy urban forest.

- a) New developments should strive to improve landscaping that enhances the public realm and pedestrian friendly elements that define a street edge are encouraged, such as low fences, gates, hedges and other landscaping.
- b) New development should strive to increase the number of trees on a site. Site and building design should strive to retain healthy, mature trees and significant vegetation whenever possible. Where tree removal is required, they should be replaced on-site whenever possible.

- c) Planting and landscape elements, such as screens, should be utilized to define and create private outdoor spaces. A minimum of 15 m² (160 ft²) of private outdoor space for each dwelling unit is recommended.



- d) Landscaping plans should minimize the amount of impervious surfacing and incorporate drought resistant and climate adaptive plants to reduce the need for irrigation.

Landscaping plans should ensure that there is adequate soil volumes, conflict with underground infrastructure is avoided, and selecting the right tree species for the right place.

- e) Property line and privacy fencing should be considered as part of the landscaping plan. Consultation with neighbouring residents should occur to ensure they support any proposed fencing that would have an impact.
- f) Incorporating vegetable garden beds and edible landscaping as part of landscape design is encouraged.



11.10.6.6 Streetscape and Parking

One of the challenges with infill development is accommodating a gradual increase in traffic, parking, bikes and pedestrians on the streets. Street trees and boulevard landscaping provide a buffer between pedestrians and traffic, as well as create an interesting pedestrian environment.

Strategies to support the development of walkable streets, including opportunities for landscaping and trees along public streets and on private property, and to reduce the visual impact of parked cars.

- a) New developments should minimize the number and widths of driveways to reduce impact on the pedestrian environment.



- b) Vehicle access and parking should not dominate the site, shared driveways and parking areas with integrated landscaping are strongly encouraged.
- c) Parking pads, carports, or pergolas with landscaping rather than garages are encouraged to optimize open space, reduce building mass, and reduce shade and shadowing.
- d) Garage doors visible from the street should include glazing, design features, and materials/colours to soften the impact of garage doors oriented toward the street.
- e) A sensitive reduction in front setbacks can be supported as a strategy to provide a more engaging streetscape, improve community safety by having more 'eyes on the street', and to allow for a sensitive transition from a suburban pattern of development to more urban.
- f) Front yards should be designed for active living and incorporating front porches or verandas is encouraged.
- g) Where garages are proposed, single car garages are preferred. Garage entries should be recessed behind the front building face and incorporate architectural detailing to avoid an auto-centric streetscape. Where variances to front yard setbacks are supported for the building, a minimum setback of 6 m for garages should be maintained to allow for one outdoor parking space without encroaching into the public right-of-way.
- h) Driveways on corner lots should be sited as far away from the intersection as possible.



GUIDELINES FOR SPECIFIC BUILDING TYPOLOGIES

11.10.7 Detached Accessory Dwellings

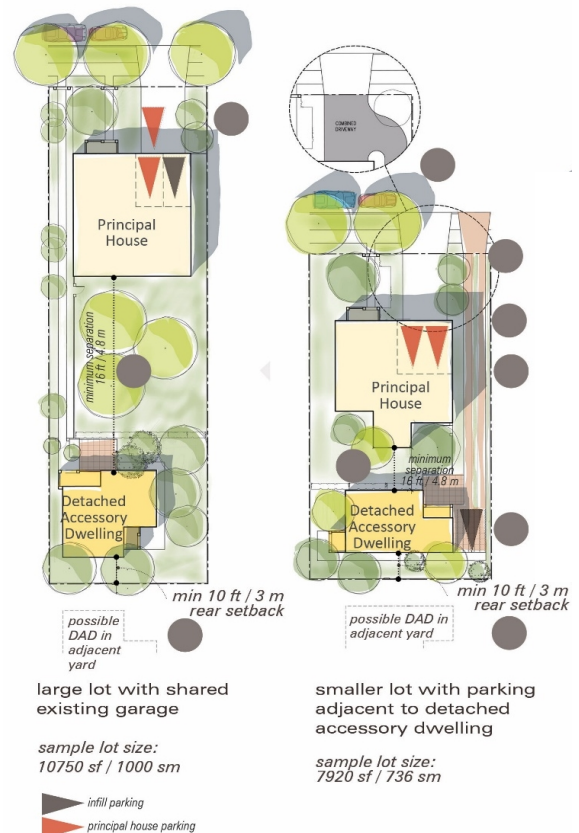
In addition to the guidelines contained in section 11.10.6, detached accessory dwelling units are also subject to the guidelines below. Detached accessory dwelling units, typically located in rear yards, can be a suitable alternative to a secondary suite within the principal dwelling. Detached accessory dwellings can increase the availability of ground oriented dwellings in existing neighbourhoods and they must remain as a rental unit, accessory to a principal residence; they cannot be subdivided or converted to a strata title property.

Cottages are one storey detached accessory dwellings that are incidental, subordinate, and exclusively devoted to the principal residential use.

Carriage Houses are two storey detached accessory dwellings that are incidental, subordinate, and exclusively devoted to the principal residential use.

Tiny Homes are one storey detached accessory dwellings designed to be capable of being transported and relocated to different sites, which may or may not be constructed with wheels that are incidental, subordinate, and exclusively devoted to the principal residential use.

- Accessory dwellings should be designed to clearly indicate they are smaller and accessory to a larger, more prominent principal dwelling with respect to height, massing, and siting. Exterior materials and design should be complementary to the principle dwelling.
- Having a single driveway for both the principal dwelling and accessory dwelling is strongly encouraged. Parking for an accessory dwelling unit should be located behind the front wall of the principal dwelling.
- Pedestrian access to the accessory dwelling should be clearly located at the front lot line and incorporate permeable surfacing and downcast lighting.
- A minimum building separation between the principle dwelling and accessory dwelling of 4.8 m (~16 ft) (including attached raised decks) is encouraged.
- A minimum 3 m (~ 10ft) setback to the rear property line is recommended for single level detached accessory dwellings. Increasing this setback should be considered where topography may increase overlook, or where the rear yard is designed for outdoor living space.
- Outdoor living areas should be oriented toward the interior of the lot rather than adjacent properties where possible.
- Given their limited floor area, site and design considerations for tiny homes should include accessory structures, such as attached decks or storage sheds to improve livability, skirting to present as a permanent residential building, and vehicle access for future relocation.
- Carriage houses within the Urban Settlement Area are discouraged.



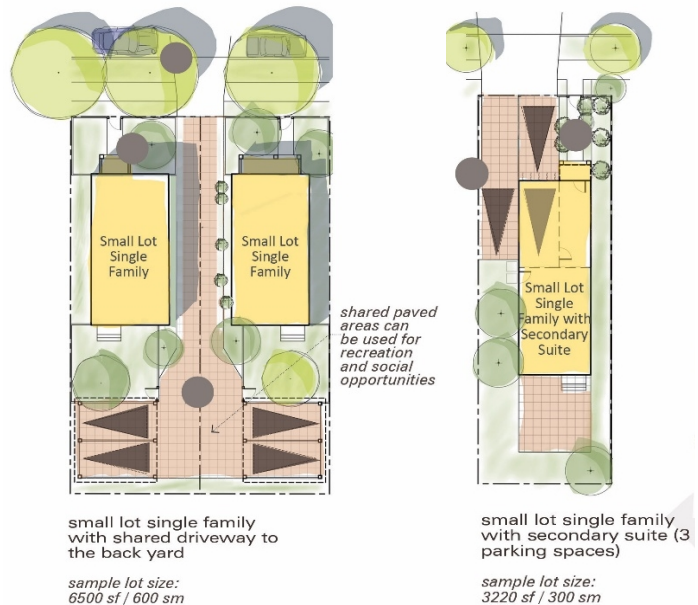
11.10.8 Small Lots

In addition to the guidelines contained in section 11.10.6, development of small or narrow lots are also subject to the guidelines below. Small lot development includes both small lots (area) and narrow lots (width) created for single family residential use on a more compact lot. Small lots are typically smaller than surrounding properties and are particularly suitable for more compact homes. New developments that are sensitively done on small lots can represent a minor increase in density without changing the overall neighbourhood character.

The narrow frontages associated with this typology can result in a more challenging building envelope and result in front elevations dominated by garage doors. It is important to ensure the pedestrian entrances are highly visible and contribute to the identity of the home. Design elements including roof overhangs, porches, raised stoops, using prominent colors and mix of exterior materials to emphasize the front entry.

Small Lots are any residential property with an area of 500 m² or less in area or with a lot frontage of 15 m or less as measured at the front property line.

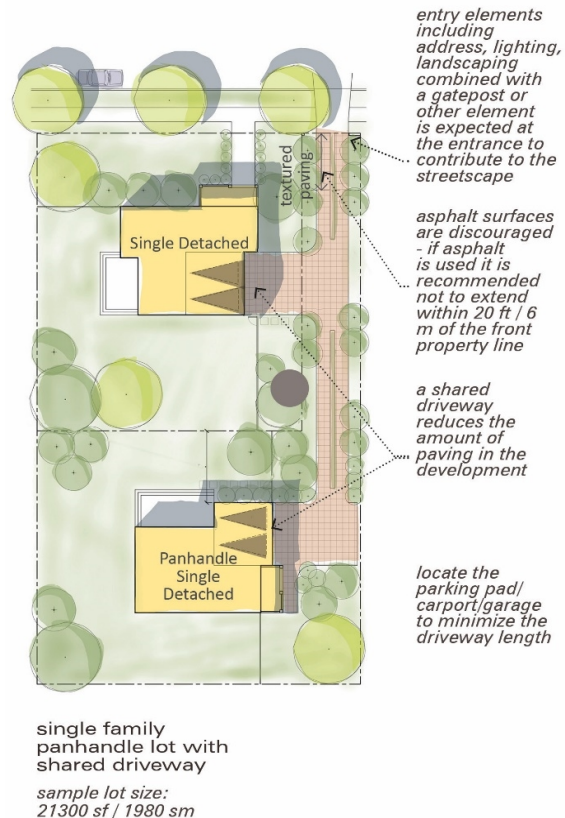
- Smaller, compact homes are strongly encouraged for small lot developments. Where two storeys are proposed, consideration of incorporating the second level into the roof form and/or stepping back the upper storey is strongly encouraged to mitigate impacts to neighbouring properties.
- As small lots need to be created by subdivision, compatibility with, and/or improvements to the existing dwellings should be considered to improve integration into the neighbourhood.
- Having a shared driveway between neighbouring lots is encouraged. A reciprocal access agreement would be recommended as part of the subdivision process.
- Where multiple small lots are proposed, variations in setbacks, exterior materials and colour schemes are encouraged to avoid a repetitive streetscape.
- Building massing on small or narrow lots should include building articulations, upper level step-backs, and architectural detailing along the building length to avoid creating long expanses of side walls fronting neighbours.



11.10.9 Panhandle Lots

In addition to the guidelines contained in section 11.10.6, development of panhandle lots are also subject to the guidelines below. Panhandle lots are those properties that include a narrow strip of land to provide access from the road, where most of the property is located to the rear of a traditional, street fronting property. Panhandle lots are unique opportunities for infill on large, deep properties. These guidelines address the challenge of having limited street frontage and siting additional dwellings in closer proximity to the private rear yards of neighbouring lots than a traditional subdivision.

- a) Driveway entrances should contribute to the streetscape by including design features such as entrance posts, decorative lighting, address sign posts, and attractive landscaping.
- b) Driveway design elements should be focused on the area within 6 m (~20 ft) of the street with consideration of textured, permeable surfacing. Landscaping should extend along the length of the driveway, to provide a green "screen" along the property line where possible.
- c) A minimum width of 4.5 m for the access strip is recommended, this may need to be wider where topography or length of the access strip presents more challenges.
- d) Shared driveways are encouraged where possible, as well as orienting parking/garages of the street fronting property towards the driveway to create a more pedestrian friendly streetscape and reduce the amount of hard surfacing associated with this type of development. A reciprocal access agreement would be recommended as part of the subdivision process.
- e) Building heights should be minimized by having single storey dwellings, or limiting second storeys within the roof form. Variances to setbacks should be avoided, except where they are proposed to retain existing trees or other natural features.

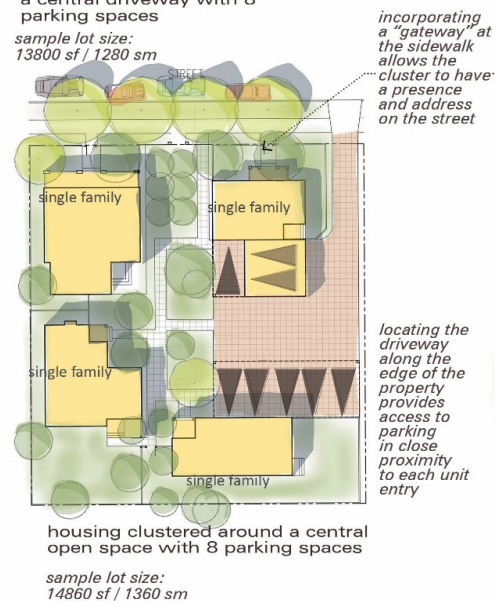
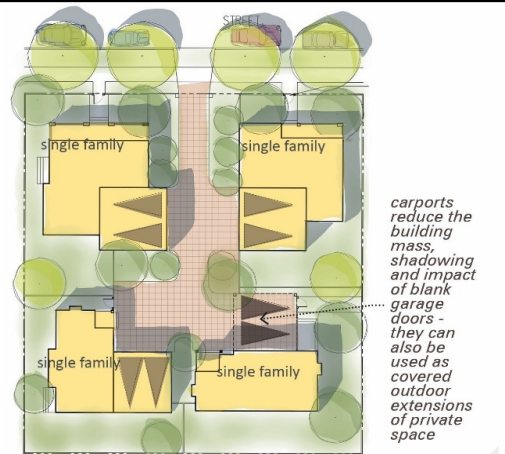


11.10.10 Pocket Neighbourhoods

In addition to the guidelines contained in section 11.10.6, pocket neighbourhood developments are also subject to the guidelines below. Pocket neighbourhoods build on the concept of clustering buildings on a site physically by incorporating an intentional design approach that fosters social interaction and creates a strong sense of neighbourliness. Pocket neighbourhoods typically cluster housing around an open space, either a central driveway or a green space, which is designed to create a communal neighbourhood. Wherever possible, creating a functional greenspace at the centre of the cluster is recommended to increase livability, opportunities to grow food and for residents to socialize.

Where a central greenspace is not possible, it is highly encouraged to treat the central driveway as a landscape amenity/ outdoor play and gathering space where people are prioritized and the speed of vehicles is greatly reduced. Textured, permeable paving with opportunities for landscaping to screen parking areas is recommended.

- Garages are discouraged. Carports, parking pads, or shared parking areas are encouraged.
- Pocket Neighbourhood houses should address the central, common space as a common "front yard" framing this shared space with entrances/porches/verandas etc. to provide an active edge for socializing and to provide passive surveillance.
- Units facing the street should include a pedestrian entrance oriented to the street and incorporate low fences/hedges/gardens/ gates to contribute to the neighbourhood streetscape.
- To enhance the communal objective, common buildings providing shared amenities such as garden sheds, storage rooms, laundry rooms, BBQ areas, and gathering areas are encouraged.
- Pocket neighbourhoods should strive to provide smaller dwelling units, include shared elements, and consider design elements that focus on a specific type of resident or common interest, such as seniors, single parents, artists, or persons with physical or mental challenges.



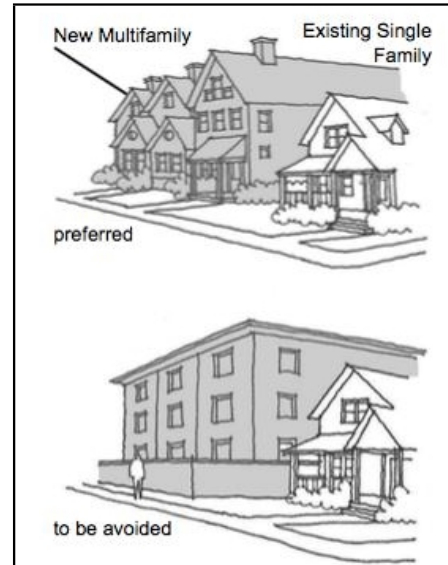
11.10.11 Duplex and Small Scale Multi-Unit (buildings that present like a single family home)

NOTE: These guidelines apply to multi-unit buildings up to and including 8 units. Development proposals with more than 8 units are subject to the Residential Multi-Family and Commercial / Mixed-use, or Brentwood Bay Village and Moodyville Commercial/Mixed Use Development Permit Areas.

In addition to the guidelines contained in section 11.10.6, duplex and small scale multi-family developments are also subject to the guidelines below.

Duplex and Small Scale Multi-Unit Infill developments are a flexible typology with many options for combining individual units typically within one building. In neighbourhoods with larger homes, multi-unit infill developments can be designed in a form similar to a large, single family house with the potential for a variety of ground oriented units, or be created through the conversion of an existing single family building into multiple units.

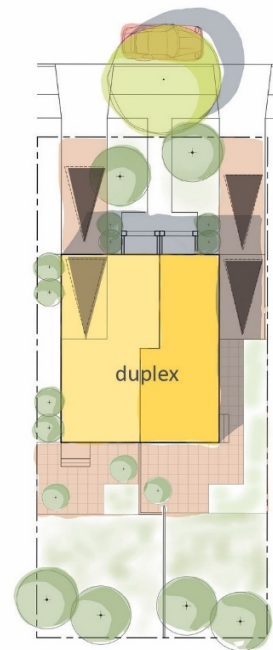
- a) Preferably, both units in a duplex have their primary entrance oriented toward the street.
- b) Side by side duplexes should not have identical, symmetrical appearances. Variations that are compatible between units is encouraged through the use of exterior materials, roof forms, articulations in the building face, and other architectural features.
- c) Duplexes on corner lots are encouraged to have a primary entrance oriented toward both streets. Front-to-back or up-and-down duplexes are preferred for narrow lots.
- d) Where proposals involve converting an existing home to a duplex by an addition, the additional unit must be designed as an integral part of the existing building with the shared wall between habitable areas in the dwelling units. High quality design and innovation is encouraged to ensure the additional unit is compatible with and complementary to the existing home.
- e) Small scale multi-unit developments should present as a single family dwelling. Unit entrances may include a common entry point, individual ground-oriented entrances, or a combination of both.



this duplex development is similar in form to a single family house - sharing a driveway allows more space in the front yard for landscaping and street trees

- f) Where an existing home is contained on the lot, conversion into a multi-unit building is supportable when:

- a. The property is identified as having heritage value (ie: listed in the Heritage Inventory or having Heritage Designation) and heritage buildings or structures would be retained, or
- b. The home is a larger, character home that would be improved as part of the proposal, and
- c. There is sufficient area to provide on-site parking, and
- d. That landscaping improvements would provide private outdoor area, and
- e. It can be sensitively integrated into the neighbourhood through good site design.
- f. Incorporating common outdoor space, such as children's play areas, vegetable gardens, or BBQ areas, is encouraged.
- g. A mix of unit types is encouraged to increase housing choice within the development. A variety of compact, more affordable units are encouraged.



side by side duplex
with individual front
driveways

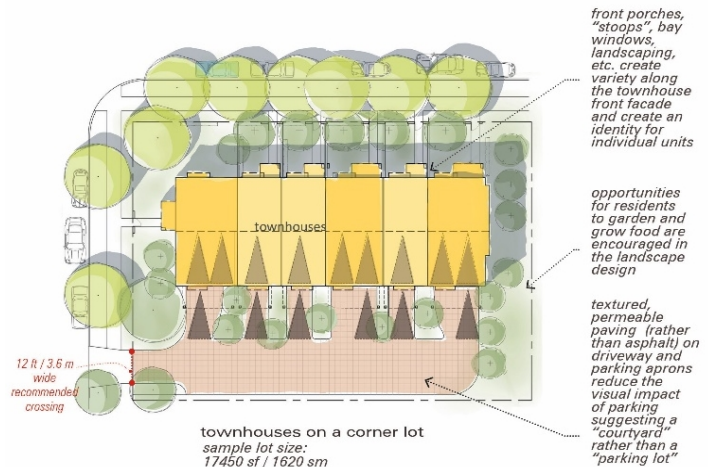
sample lot size:
470 sf / 5090 sm

11.10.12. Townhouse (up to 8 units)

NOTE: These guidelines apply to townhouse or attached residential developments containing a minimum of 3 units, and up to and including 8 dwelling units. Development proposals with more than 8 units are subject to the Residential Multi-Family and Commercial / Mixed-use or Brentwood Bay Village and Moodyville Commercial/Mixed Use Development Permit Areas.

In addition to the guidelines contained in section 11.10.6, townhouse developments are also subject to the guidelines below.

Townhouse, or attached residential developments, are dwelling units with shared party walls with each unit having its own ground oriented entrance. Townhouse developments can be designed in different configurations and may involve more than one building. Townhouses can provide a housing option for those wanting to downsize from a single family lot, provide an alternative option for young families, and those seeking a form of development that encourages social interaction with neighbours. Block ends or large corner lots are particularly conducive to sensitive integration of attached residential developments into existing neighbourhoods. This form of infill requires a careful approach to parking and driveways so that vehicle usage does not dominate the site or detract from other outdoor amenities.



- Where a townhouse or attached residential development is adjacent to single family residential, a sensitive transition through height, massing, and setbacks is required.
- Units combined in a row or townhouse configuration should be designed parallel to the street with unit entrances oriented toward, and directly accessible from the street. Where a building is proposed perpendicular to the street, the end unit should be oriented toward and interact with the street.
- Each unit should have a clearly identified primary entrance, including lighting and address signs, and private outdoor space.
- Incorporating low fences and hedges, patios, landscaped front yards, and front porches to define and create an identity for each unit is encouraged.
- Articulations in facades and roof forms that break up building mass and emphasize individual units is encouraged.
- A mix of unit types is encouraged to increase housing choice within the development.
- Incorporating common outdoor space, such as children's play areas, vegetable gardens, or BBQ areas, is encouraged.
- Significant changes in elevation between the street level and primary entrances should be avoided. Where a change in elevation is unavoidable, landscaping elements should ensure a gradual transition in elevation without hard edges at the street edge.



11.10 Intensive Residential Development Permit Area

11.10.1 Designation

Pursuant to Sections 488 of the Local Government Act, all lands contained within the Urban Settlement Area as identified on Schedule A are designated as an Intensive Residential Development Permit Area for the following purposes:

- a) 488 (a) Protection of the natural environment, its ecosystems and biological diversity,
- b) 488 (e) Form and character intensive residential development,
- c) 488 (h) Objectives to promote energy conservation,
- d) 488 (i) Objectives to promote water conservation, and
- e) 488 (j) Objectives to promote the reduction of greenhouse gas emissions.

11.10.2 Purpose and Applicability

The purpose of the Intensive Residential Development Permit Area and associated guidelines is to encourage high quality design and sensitive integration of residential development occurring within neighbourhoods.

Prior to undertaking any land alterations, construction of or alterations to a building or structure, or the subdivision of land, the following types of development within the Urban Settlement Area shall require an Intensive Residential Development Permit, unless otherwise exempt:

- a) Subdivisions creating any panhandle,
- b) Subdivisions creating small lots 500 m² or less in area, or narrow lots with a lot frontage of 15 m or less, as measured at the front property line,
- c) Development or redevelopment of existing small lots 500 m² or less in area,
- d) Development or redevelopment of existing lots with lot frontage of 15 m or less, as measured at the front property line,
- e) Development or redevelopment of existing panhandle lots,
- f) Construction of or alterations to detached accessory dwellings,
- g) Construction of or alterations to duplexes,
- h) Development of a pocket neighbourhood (small homes clustered around shared amenities), or
- i) Construction of small scale multi-family developments containing up to 8 dwelling units (townhouse or apartment).

11.10.3 Justification

The District has adopted policies that encourage new residential growth to occur as infill and densification within the Urban Settlement Area in order to providing housing opportunities to meet future growth demands, protect agricultural and rural lands, and to ensure maximum efficiency of municipal infrastructure. As much of new development is occurring in the form of infill development within existing neighbourhoods, these guidelines are intended to shape infill housing so that it is compatible with the surrounding neighbourhood and to encourage high quality design and innovation.

These guidelines are intended to build onto the OCP Fundamental Principles (section 1.2), particularly to: Maintain Rural Character; Provide a Range of Housing Opportunities; Create Walkable Neighbourhoods; Address the Causes and Impacts of Climate Change; Protect and Enhance the Environment, Biodiversity and Natural Ecosystems; and to Protect Water Quantity and Quality.

In addition to those noted above, the guidelines are built on the additional Fundamental Principles for infill development:

- a) **Be a Good Neighbour:** new developments should contribute positively to the community and be sensitive to the surrounding neighbourhood by incorporating design considerations that minimize shadowing and privacy impacts, provide adequate on-site parking, and respect the neighbourhood character and pattern of development.
- b) **Increase Housing Diversity:** infill developments are an opportunity to provide a wider range of housing types to suit a broader range of household needs throughout the community. In addition to housing choice, infill developments provide a unique opportunity to encourage housing that supports: residents wishing to downsize while remaining within the community, multi-generational living to improve family support options, and housing design that address unique physical needs and accessibility challenges.
- c) **Develop Great Neighbourhood Streets:** new developments should contribute to improving the public realm by improving the sidewalk network and connectivity in the neighbourhoods, considering the impact of driveways and parked cars on the streetscape, retaining healthy trees, and finding opportunities to provide new landscaping.
- d) **Foster High Quality Design:** high quality design enables change and growth in a positive way. Site and building design for new developments should incorporate high quality architectural detailing and landscape treatments that result in a high level of livability, enhances the relationship between public and private spaces, and fosters vibrant, human-scale neighbourhoods accessible to all residents.
- e) **Incorporate Sustainability:** new developments should respond to increasing expectations to address climate change through adaptation and mitigation measures. Climate action measures should focus on reducing carbon emissions through energy efficient design and technologies, providing electric outlets for electric vehicles and ebikes, providing secure and convenient bike storage, encouraging alternative transportation options, and protecting and enhancing the urban forest.

11.10.4 Development Permit Exemptions

The following types of development are exempt from requiring a development permit pursuant to this section. Despite these exemptions, owners must meet any other applicable local, provincial or federal requirements, including other applicable development permit areas (eg. Marine Shoreline):

- a) Residential development located outside of the Urban Settlement Area.
- b) The construction of residential dwellings on lots greater than 500 m² in area and with a lot frontage greater than 15 m, as measured at the front property line.
- c) The redevelopment of an existing lot with a frontage of less than 15 m where that lot is located on a cul-de-sac or no-through road.
- d) The addition of a secondary suite within an existing home.
- e) The demolition of existing buildings or structures.
- f) Internal alterations to an existing building.
- g) External alterations to an existing building or site that are so minor in nature they are considered inconsequential to the form and character of the development, or are considered below the scope or objectives of the applicable guidelines.
- h) The placement of impermanent structures, such as benches, lawn furniture and landscaping ornaments.
- i) The construction of an accessory structure less than 10 m² in area, subject to it being sited in accordance with required setbacks and no trees are impacted.
- j) The placement of tent structures or temporary storage containers for the purpose of storing materials, goods, vehicles, or other belongings is exempt, provided that:
 - The structure complies with setbacks,

- The structure does not remain in place for more than 14 days,
 - The structure does not occupy a required parking space,
 - The structure is not placed within the root zone of a protected tree.
- k) The construction and maintenance of fencing, landscaping and garden areas.
- l) The alteration of landscaping in the rear or side yards, excluding the removal of trees and increasing the amount of impervious surfacing.

11.10.5 Guidelines

Developments requiring a permit under this section must address both the General Infill guidelines in section 11.10.6, as well as, those guidelines in subsequent sections specific to the housing typology noted below:

- a) General Infill Guidelines
- b) Detached Accessory Dwellings (cottages, carriage houses or tiny homes)
- c) Small Lots (lots 500m² in area or less, or with a lot frontage of 15 m or less)
- d) Panhandle Lots
- e) Pocket Neighbourhoods (small homes clustered around shared amenities)
- f) Duplex and Small Scale Multi-family (buildings that present like a single family home)
- g) Townhouse or Attached Residential (up to 8 units)

Note: these guidelines promote innovation and design excellence and not a specific architectural "style".

All graphics in this document are provided for illustrative purposes only to reflect the guideline objectives.

11.10.6 General Infill Guidelines

The nature of infill housing requires an awareness and respect for the existing neighbourhood context to reduce the impact of new development and increase neighbourhood acceptance. Neighbourhood context should consider both immediately adjacent properties, as well as, the broader neighbourhood at the block level. Each site will have its own challenges and require unique, innovative design solutions that are sensitive to the site context and to mitigate potential impacts to neighbours.

11.10.6.1 Form and Character

Site and Neighbourhood Context

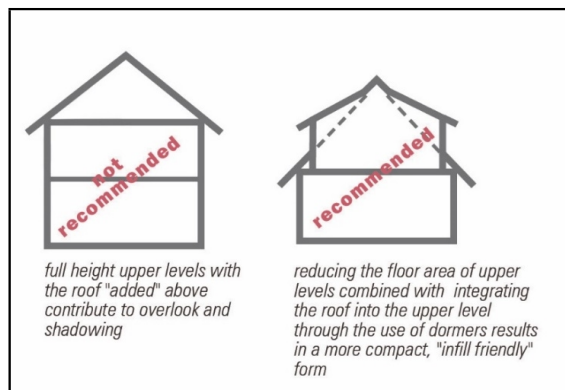
- a) New developments should be designed to integrate with the existing neighbourhood with respect to building height, massing, and prevalent roof forms. To prevent new buildings from being disruptive to the neighbourhood, reduced floor areas may be needed to achieve a building mass more appropriate as an infill development.
- b) Established neighbourhood patterns of development should be considered. Sensitive and gradual changes to neighbourhood character are expected as infill development occurs over time, however they should integrate into rather than overwhelm the neighbourhood. Sudden or abrupt changes to building patterns and massing should be avoided.



- c) Reduced front yard building setbacks may be considered when they include a well-designed front yard that is focused on people, includes high quality landscaping, is not dominated by vehicle parking, and is not overly disruptive to the streetscape pattern.
- d) Building and site profiles should follow the natural topography as much as possible, and maintaining existing grades at property lines is strongly encouraged. Where retaining walls are required, their height should be minimized by terracing and placement of large retaining walls along property lines should be avoided.

Architecture and Site Design

- e) Building elevations adjacent to streets should incorporate varied architectural elements and articulations to provide interest, such as including a mix of exterior materials, window trim, porches, bay windows, and high quality textured cladding materials. Incorporating natural building materials, such as stone, timber, and natural wood elements into the exterior materials is encouraged. Exterior materials should be durable and long-lasting materials to extend the project's lifespan. Large areas of vinyl siding or stucco are discouraged.
- f) Pedestrian entrances should be emphasized as the principal entry with garage entries recessed behind the front building face, or oriented toward a side yard where feasible. A primary building entrance should include weather protection and be clearly visible and directly accessible by a pedestrian walkway providing direct access from the street. On corner sites, a secondary entrance on the flanking street is encouraged.
- g) Exterior materials and building treatments used to enhance front building facades should similarly be applied to side walls on corner lots; with mid-block properties these treatments should be extended around the corners where side walls are visible from the street. Blank walls should be avoided, including side or rear elevations that would be visible from adjacent streets.
- h) Where two storey dwellings are proposed, integrating the second storey into the roof form is encouraged. Roof decks designed for active living should be avoided, except where they are demonstrated to have minimal impact to neighbours through careful placement and design.
- i) Downcast pedestrian-scale lighting that does not spill over into neighbouring properties should be provided along walkways and near primary and secondary building entrances.
- j) Colour schemes incorporating natural tones with accent colours compatible with the neighbourhood are encouraged. Vibrant colours should be limited to accent features or used cautiously in small amounts.



- k) The siting of above ground utilities, mechanical equipment, and service areas, including waste and recycling or storage areas, should be to the side or rear of buildings whenever possible. Separated service areas should be screened from public view with high quality, durable materials. Noise producing mechanical equipment should be located a minimum of 3 m from property lines to avoid disturbance to neighbouring properties, with consideration of acoustic screening.
- l) Site and building design should incorporate Crime Prevention Through Environmental Design (CPTED) principles and Accessible Design standards to ensure new developments provide safe housing suitable for a wide range of ages and abilities.
- m) For properties that include buildings of heritage value (eg: listed in the Heritage Inventory or having Heritage Designation), or are in close proximity to a heritage property, designs that facilitate heritage conservation are encouraged and designs should be complementary to the heritage features.
- n) For properties within the Moodyville Area, new development should maintain architectural themes, mass, height and scale which are in harmony with the history and quality of the area.

11.10.6.2 Overlook and Privacy

Overlook is the ability to see directly into neighbouring indoor and outdoor spaces, while privacy is the ability to control visual and physical access. Overlook and privacy are important issues to consider with infill housing where indoor and outdoor living spaces are closer together.

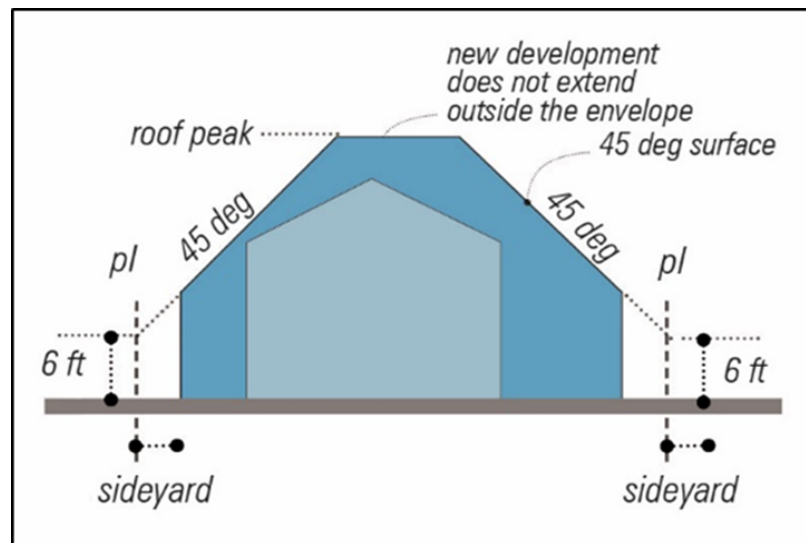
Strategies to reduce overlook and increase privacy are expected to be integrated into all infill typologies.

- a) Providing adequate setbacks and building separations, stepping back of upper storeys, and locating balconies or decks to avoid overlook and impacting privacy should be considered.
- b) Existing vegetation that provides effective screening should be retained and enhanced whenever possible.
- c) Window placement and orientation should be designed to avoid overlook and impacting privacy. Consideration of skylights, clerestory/piano windows, floor level windows and obscure glazing is encouraged. Window openings on side walls should be planned to avoid aligning with windows of adjacent homes.
- d) Upper level decks, balconies, and exterior stairs should be oriented to avoid overlook and incorporate privacy screening.
- e) The use of screens, fences, trees and landscape treatments should be utilized to optimize private open space.



11.10.6.3 Shadowing and Daylight

- a) New developments within existing neighbourhoods require design strategies to avoid shading and/or reducing daylight on neighbours. Providing shadow studies and solar path analysis for proposed buildings is recommended to determine potential impacts.
- b) The height and location of infill dwellings should minimize shading and overlook onto adjacent private outdoor spaces.
- c) Adequate separation between buildings designed to optimize sun penetration are key strategies. Buildings should remain within a vertical building envelope created by extending up 1.8 m (~ 6ft) at the side property lines, sloping inward at 45 degree and extending up to the maximum roof peak height.



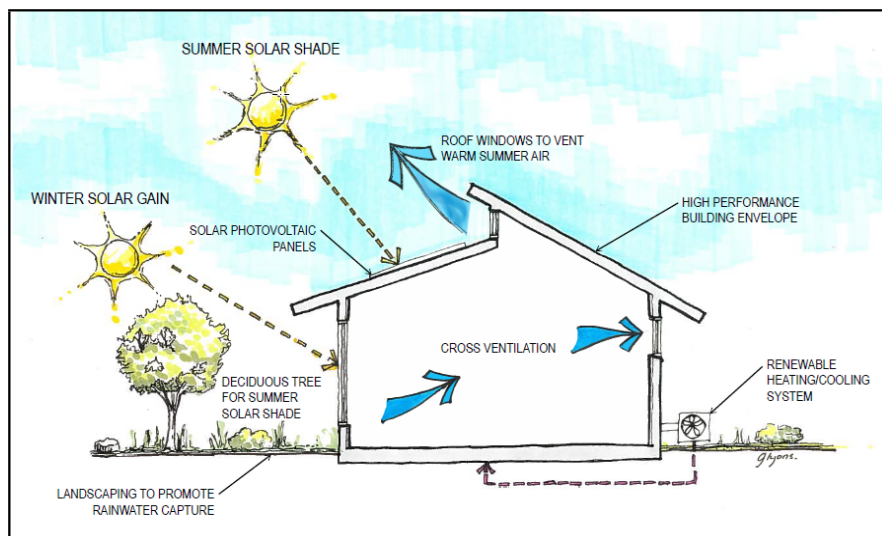
11.10.6.4 Climate Action and Sustainability

- a) New developments should focus on Low Impact Development (LID)¹ landscape design to reduce the volume of stormwater directed into the municipal system and amount of pollutants entering the watershed by increasing permeability and opportunities for stormwater retention and infiltration.

¹ Low Impact Development, also known as green infrastructure, is a method of managing stormwater as close to the source as possible by mimicking the natural water cycle. The focus is on capturing and storing rain where it falls, filtering it through the soil, and/or recharging groundwater, or more simply, to slow it down, keep it clean and soak it up.



- b) The amount of impervious surfacing should be minimized and sustainable storm water practices that reduce the speed of run-off, keep storm water clean, and allow for gradual infiltration into the ground are encouraged.
- c) New developments should exceed the minimum requirements of the BC Building Code with respect to energy efficiency. Certification through third-party environmental performance standards is encouraged, such as Passive House, Built Green, or LEED.
- d) Passive solar design to allow solar gain in the winter and shading in the summer are highly encouraged, including the placement of deciduous trees on the south and west sides of the building and having deep south-facing roof overhangs.



- e) New developments should include an electric outlet suitable for electric vehicle charging² for each unit, and provide secure, convenient bike storage areas with electric outlets for ebike charging.
- f) Sites should be designed to retain and enhance street trees. Street trees are particularly important as they provide a buffer between pedestrians and traffic, absorb and infiltrate rainwater runoff, thereby protecting the watershed, and provide wildlife habitat. Trees also play a role in climate action by sequestering carbon, buffering storm events, and providing shade and reducing the urban heat island effect.
- g) The use of green technologies is encouraged, including incorporating roof top solar panels into the roof design. Constructing new dwellings as Solar Ready³ for the future installation solar systems is encouraged.
- h) Measures to retain mature trees and find opportunities for additional planting for larger tree species are strongly encouraged.



*street trees
are the
neighbourhood's
lungs, removing
"tons" of carbon
dioxide from the
atmosphere*

*shade from
street trees
reduces the
heat island
effect*

- i) Recognizing the embedded energy in existing buildings, where a development site contains existing dwellings or structures that have not reached the end of their life expectancy, consideration should be given to retaining them on-site, or options to relocate them off-site or have their materials be salvaged and repurposed are encouraged.

11.10.6.5 Landscape Design

² Electric Vehicle charging outlets shall be constructed with a dedicated 240-Volt line, capable of 50 Amps, have a NEMA (6-50) socket, and be located to serve a vehicle parked inside or outside of the garage where applicable.

³ Solar Ready is a number of design considerations and modifications incorporated at the time of construction that enable significant cost savings for future homeowners to install solar systems (photovoltaic or hot water systems).

Mature trees and landscaping is one of the defining characteristics of Central Saanich neighbourhoods. Incorporating a balance of hard and soft landscape elements is encouraged to optimize year round use of outdoor spaces, provide wildlife habitat, manage rainwater and ensure new development provides ongoing opportunities to maintain a healthy urban forest.

- a) New developments should strive to improve landscaping that enhances the public realm and pedestrian friendly elements that define a street edge are encouraged, such as low fences, gates, hedges and other landscaping.
- b) New development should strive to increase the number of trees on a site. Site and building design should strive to retain healthy, mature trees and significant vegetation whenever possible. Where tree removal is required, they should be replaced on-site whenever possible.

- c) Planting and landscape elements, such as screens, should be utilized to define and create private outdoor spaces. A minimum of 15 m² (160 ft²) of private outdoor space for each dwelling unit is recommended.



- d) Landscaping plans should minimize the amount of impervious surfacing and incorporate drought resistant and climate adaptive plants to reduce the need for irrigation.

Landscaping plans should ensure that there is adequate soil volumes, conflict with underground infrastructure is avoided, and selecting the right tree species for the right place.

- e) Property line and privacy fencing should be considered as part of the landscaping plan. Consultation with neighbouring residents should occur to ensure they support any proposed fencing that would have an impact.
- f) Incorporating vegetable garden beds and edible landscaping as part of landscape design is encouraged.



11.10.6.6 Streetscape and Parking

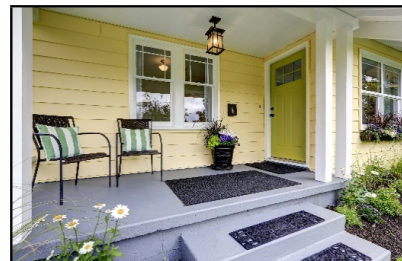
One of the challenges with infill development is accommodating a gradual increase in traffic, parking, bikes and pedestrians on the streets. Street trees and boulevard landscaping provide a buffer between pedestrians and traffic, as well as create an interesting pedestrian environment.

Strategies to support the development of walkable streets, including opportunities for landscaping and trees along public streets and on private property, and to reduce the visual impact of parked cars.

- a) New developments should minimize the number and widths of driveways to reduce impact on the pedestrian environment.



- b) Vehicle access and parking should not dominate the site, shared driveways and parking areas with integrated landscaping are strongly encouraged.
- c) Parking pads, carports, or pergolas with landscaping rather than garages are encouraged to optimize open space, reduce building mass, and reduce shade and shadowing.
- d) Garage doors visible from the street should include glazing, design features, and materials/colours to soften the impact of garage doors oriented toward the street.
- e) A sensitive reduction in front setbacks can be supported as a strategy to provide a more engaging streetscape, improve community safety by having more 'eyes on the street', and to allow for a sensitive transition from a suburban pattern of development to more urban.
- f) Front yards should be designed for active living and incorporating front porches or verandas is encouraged.
- g) Where garages are proposed, single car garages are preferred. Garage entries should be recessed behind the front building face and incorporate architectural detailing to avoid an auto-centric streetscape. Where variances to front yard setbacks are supported for the building, a minimum setback of 6 m for garages should be maintained to allow for one outdoor parking space without encroaching into the public right-of-way.
- h) Driveways on corner lots should be sited as far away from the intersection as possible.



GUIDELINES FOR SPECIFIC BUILDING TYPOLOGIES

11.10.7 Detached Accessory Dwellings

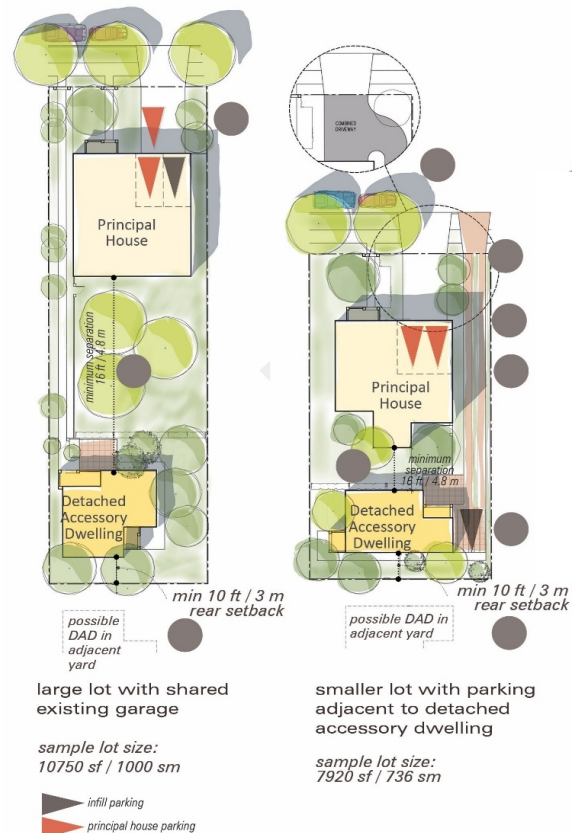
In addition to the guidelines contained in section 11.10.6, detached accessory dwelling units are also subject to the guidelines below. Detached accessory dwelling units, typically located in rear yards, can be a suitable alternative to a secondary suite within the principal dwelling. Detached accessory dwellings can increase the availability of ground oriented dwellings in existing neighbourhoods and they must remain as a rental unit, accessory to a principal residence; they cannot be subdivided or converted to a strata title property.

Cottages are one storey detached accessory dwellings that are incidental, subordinate, and exclusively devoted to the principal residential use.

Carriage Houses are two storey detached accessory dwellings that are incidental, subordinate, and exclusively devoted to the principal residential use.

Tiny Homes are one storey detached accessory dwellings designed to be capable of being transported and relocated to different sites, which may or may not be constructed with wheels that are incidental, subordinate, and exclusively devoted to the principal residential use.

- Accessory dwellings should be designed to clearly indicate they are smaller and accessory to a larger, more prominent principal dwelling with respect to height, massing, and siting. Exterior materials and design should be complementary to the principle dwelling.
- Having a single driveway for both the principal dwelling and accessory dwelling is strongly encouraged. Parking for an accessory dwelling unit should be located behind the front wall of the principal dwelling.
- Pedestrian access to the accessory dwelling should be clearly located at the front lot line and incorporate permeable surfacing and downcast lighting.
- A minimum building separation between the principle dwelling and accessory dwelling of 4.8 m (~16 ft) (including attached raised decks) is encouraged.
- A minimum 3 m (~ 10ft) setback to the rear property line is recommended for single level detached accessory dwellings. Increasing this setback should be considered where topography may increase overlook, or where the rear yard is designed for outdoor living space.
- Outdoor living areas should be oriented toward the interior of the lot rather than adjacent properties where possible.
- Given their limited floor area, site and design considerations for tiny homes should include accessory structures, such as attached decks or storage sheds to improve livability, skirting to present as a permanent residential building, and vehicle access for future relocation.
- Carriage houses within the Urban Settlement Area are discouraged.



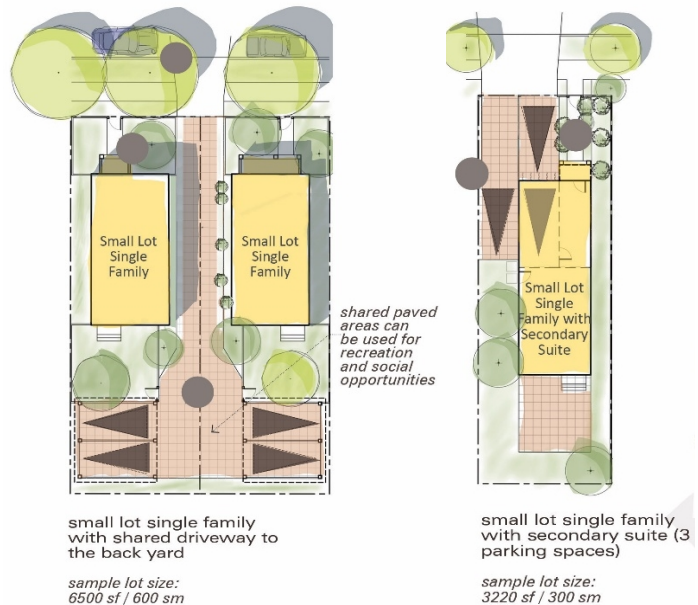
11.10.8 Small Lots

In addition to the guidelines contained in section 11.10.6, development of small or narrow lots are also subject to the guidelines below. Small lot development includes both small lots (area) and narrow lots (width) created for single family residential use on a more compact lot. Small lots are typically smaller than surrounding properties and are particularly suitable for more compact homes. New developments that are sensitively done on small lots can represent a minor increase in density without changing the overall neighbourhood character.

The narrow frontages associated with this typology can result in a more challenging building envelope and result in front elevations dominated by garage doors. It is important to ensure the pedestrian entrances are highly visible and contribute to the identity of the home. Design elements including roof overhangs, porches, raised stoops, using prominent colors and mix of exterior materials to emphasize the front entry.

Small Lots are any residential property with an area of 500 m² or less in area or with a lot frontage of 15 m or less as measured at the front property line.

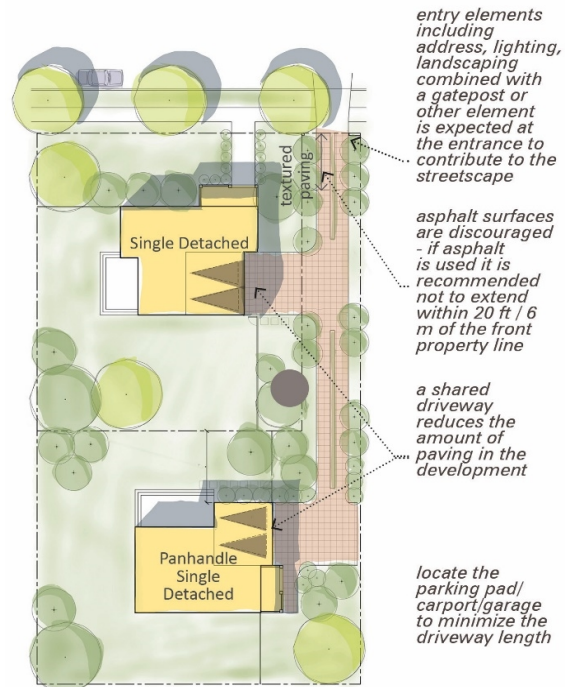
- Smaller, compact homes are strongly encouraged for small lot developments. Where two storeys are proposed, consideration of incorporating the second level into the roof form and/or stepping back the upper storey is strongly encouraged to mitigate impacts to neighbouring properties.
- As small lots need to be created by subdivision, compatibility with, and/or improvements to the existing dwellings should be considered to improve integration into the neighbourhood.
- Having a shared driveway between neighbouring lots is encouraged. A reciprocal access agreement would be recommended as part of the subdivision process.
- Where multiple small lots are proposed, variations in setbacks, exterior materials and colour schemes are encouraged to avoid a repetitive streetscape.
- Building massing on small or narrow lots should include building articulations, upper level step-backs, and architectural detailing along the building length to avoid creating long expanses of side walls fronting neighbours.



11.10.9 Panhandle Lots

In addition to the guidelines contained in section 11.10.6, development of panhandle lots are also subject to the guidelines below. Panhandle lots are those properties that include a narrow strip of land to provide access from the road, where most of the property is located to the rear of a traditional, street fronting property. Panhandle lots are unique opportunities for infill on large, deep properties. These guidelines address the challenge of having limited street frontage and siting additional dwellings in closer proximity to the private rear yards of neighbouring lots than a traditional subdivision.

- a) Driveway entrances should contribute to the streetscape by including design features such as entrance posts, decorative lighting, address sign posts, and attractive landscaping.
- b) Driveway design elements should be focused on the area within 6 m (~20 ft) of the street with consideration of textured, permeable surfacing. Landscaping should extend along the length of the driveway, to provide a green "screen" along the property line where possible.
- c) A minimum width of 4.5 m for the access strip is recommended, this may need to be wider where topography or length of the access strip presents more challenges.
- d) Shared driveways are encouraged where possible, as well as orienting parking/garages of the street fronting property towards the driveway to create a more pedestrian friendly streetscape and reduce the amount of hard surfacing associated with this type of development. A reciprocal access agreement would be recommended as part of the subdivision process.
- e) Building heights should be minimized by having single storey dwellings, or limiting second storeys within the roof form. Variances to setbacks should be avoided, except where they are proposed to retain existing trees or other natural features.



single family panhandle lot with shared driveway

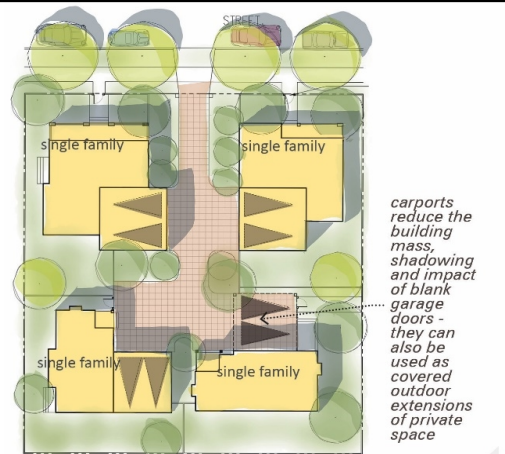
sample lot size:
21300 sf / 1980 sm

11.10.10 Pocket Neighbourhoods

In addition to the guidelines contained in section 11.10.6, pocket neighbourhood developments are also subject to the guidelines below. Pocket neighbourhoods build on the concept of clustering buildings on a site physically by incorporating an intentional design approach that fosters social interaction and creates a strong sense of neighbourliness. Pocket neighbourhoods typically cluster housing around an open space, either a central driveway or a green space, which is designed to create a communal neighbourhood. Wherever possible, creating a functional greenspace at the centre of the cluster is recommended to increase livability, opportunities to grow food and for residents to socialize.

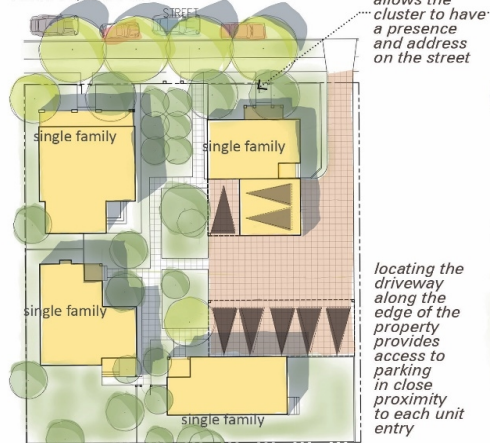
Where a central greenspace is not possible, it is highly encouraged to treat the central driveway as a landscape amenity/ outdoor play and gathering space where people are prioritized and the speed of vehicles is greatly reduced. Textured, permeable paving with opportunities for landscaping to screen parking areas is recommended.

- a) Garages are discouraged. Carports, parking pads, or shared parking areas are encouraged.
- b) Pocket Neighbourhood houses should address the central, common space as a common "front yard" framing this shared space with entrances/porches/verandas etc. to provide an active edge for socializing and to provide passive surveillance.
- c) Units facing the street should include a pedestrian entrance oriented to the street and incorporate low fences/hedges/gardens/ gates to contribute to the neighbourhood streetscape.
- d) To enhance the communal objective, common buildings providing shared amenities such as garden sheds, storage rooms, laundry rooms, BBQ areas, and gathering areas are encouraged.
- e) Pocket neighbourhoods should strive to provide smaller dwelling units, include shared elements, and consider design elements that focus on a specific type of resident or common interest, such as seniors, single parents, artists, or persons with physical or mental challenges.



housing clustered around a central driveway with 8 parking spaces

sample lot size:
13800 sf / 1280 sm



housing clustered around a central open space with 8 parking spaces

sample lot size:
14860 sf / 1360 sm

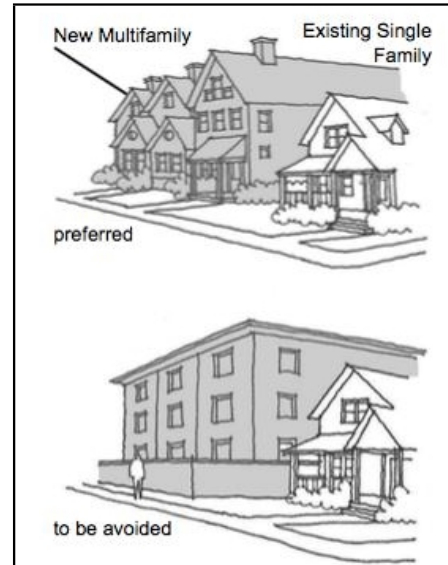
11.10.11 Duplex and Small Scale Multi-Unit (buildings that present like a single family home)

NOTE: These guidelines apply to multi-unit buildings up to and including 8 units. Development proposals with more than 8 units are subject to the Residential Multi-Family and Commercial / Mixed-use, or Brentwood Bay Village and Moodyville Commercial/Mixed Use Development Permit Areas.

In addition to the guidelines contained in section 11.10.6, duplex and small scale multi-family developments are also subject to the guidelines below.

Duplex and Small Scale Multi-Unit Infill developments are a flexible typology with many options for combining individual units typically within one building. In neighbourhoods with larger homes, multi-unit infill developments can be designed in a form similar to a large, single family house with the potential for a variety of ground oriented units, or be created through the conversion of an existing single family building into multiple units.

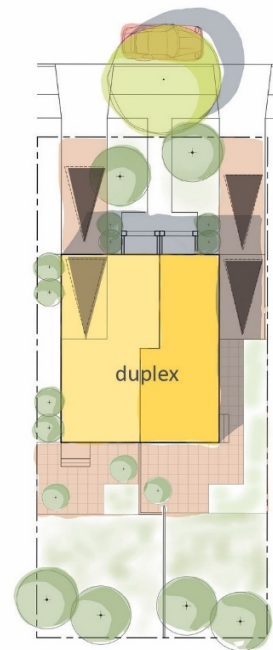
- a) Preferably, both units in a duplex have their primary entrance oriented toward the street.
- b) Side by side duplexes should not have identical, symmetrical appearances. Variations that are compatible between units is encouraged through the use of exterior materials, roof forms, articulations in the building face, and other architectural features.
- c) Duplexes on corner lots are encouraged to have a primary entrance oriented toward both streets. Front-to-back or up-and-down duplexes are preferred for narrow lots.
- d) Where proposals involve converting an existing home to a duplex by an addition, the additional unit must be designed as an integral part of the existing building with the shared wall between habitable areas in the dwelling units. High quality design and innovation is encouraged to ensure the additional unit is compatible with and complementary to the existing home.
- e) Small scale multi-unit developments should present as a single family dwelling. Unit entrances may include a common entry point, individual ground-oriented entrances, or a combination of both.



this duplex development is similar in form to a single family house - sharing a driveway allows more space in the front yard for landscaping and street trees

- f) Where an existing home is contained on the lot, conversion into a multi-unit building is supportable when:

- a. The property is identified as having heritage value (ie: listed in the Heritage Inventory or having Heritage Designation) and heritage buildings or structures would be retained, or
- b. The home is a larger, character home that would be improved as part of the proposal, and
- c. There is sufficient area to provide on-site parking, and
- d. That landscaping improvements would provide private outdoor area, and
- e. It can be sensitively integrated into the neighbourhood through good site design.
- f. Incorporating common outdoor space, such as children's play areas, vegetable gardens, or BBQ areas, is encouraged.
- g. A mix of unit types is encouraged to increase housing choice within the development. A variety of compact, more affordable units are encouraged.



side by side duplex
with individual front
driveways

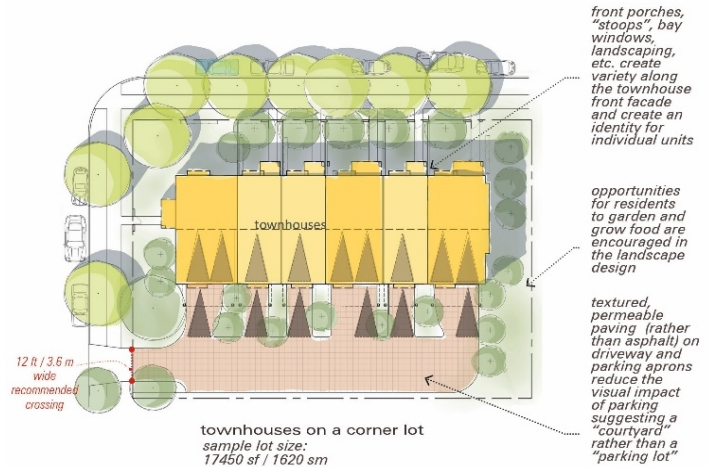
sample lot size:
470 sf / 5090 sm

11.10.12. Townhouse (up to 8 units)

NOTE: These guidelines apply to townhouse or attached residential developments containing a minimum of 3 units, and up to and including 8 dwelling units. Development proposals with more than 8 units are subject to the Residential Multi-Family and Commercial / Mixed-use or Brentwood Bay Village and Moodyville Commercial/Mixed Use Development Permit Areas.

In addition to the guidelines contained in section 11.10.6, townhouse developments are also subject to the guidelines below.

Townhouse, or attached residential developments, are dwelling units with shared party walls with each unit having its own ground oriented entrance. Townhouse developments can be designed in different configurations and may involve more than one building. Townhouses can provide a housing option for those wanting to downsize from a single family lot, provide an alternative option for young families, and those seeking a form of development that encourages social interaction with neighbours. Block ends or large corner lots are particularly conducive to sensitive integration of attached residential developments into existing neighbourhoods. This form of infill requires a careful approach to parking and driveways so that vehicle usage does not dominate the site or detract from other outdoor amenities.



- Where a townhouse or attached residential development is adjacent to single family residential, a sensitive transition through height, massing, and setbacks is required.
- Units combined in a row or townhouse configuration should be designed parallel to the street with unit entrances oriented toward, and directly accessible from the street. Where a building is proposed perpendicular to the street, the end unit should be oriented toward and interact with the street.
- Each unit should have a clearly identified primary entrance, including lighting and address signs, and private outdoor space.
- Incorporating low fences and hedges, patios, landscaped front yards, and front porches to define and create an identity for each unit is encouraged.
- Articulations in facades and roof forms that break up building mass and emphasize individual units is encouraged.
- A mix of unit types is encouraged to increase housing choice within the development.
- Incorporating common outdoor space, such as children's play areas, vegetable gardens, or BBQ areas, is encouraged.
- Significant changes in elevation between the street level and primary entrances should be avoided. Where a change in elevation is unavoidable, landscaping elements should ensure a gradual transition in elevation without hard edges at the street edge.



Dear Mayor and Council,

I am writing on behalf of Tiny House Advocates of Vancouver Island. We would like to thank you for hearing us, along with others in the community, and for directing staff to consider moveable tiny homes (or tiny homes on wheels) in the Residential and Infill Density study. We are pleased to see the draft Housing Policy recommends considering tiny homes as an alternative to a cottage or carriage house where permitted.

We note that the recommendation is to consider tiny homes "...where they comply with the BC Building Code, or an alternative health and safety standard." As you may be aware, Section 7 of the provincial *Building Act* enables a local authority to request a variation to the BC Building Code, which Central Saanich may wish to pursue in its permitting process for tiny homes. However, we encourage staff to explore alternative health and safety standards as a potentially more efficient option. In either case, THAVI is prepared to assist staff in connecting with industry experts who could advise on both options.

We congratulate staff for reaching this stage in the Residential and Infill Density process and are grateful to see tiny homes included in the Housing Policy recommendations. We urge Council to approve this recommendation.

Sincerely,

Patricia Molchan
21 - 2694 Stautw Road
Saanichton, BC

cc Jarret Matanowitsch, Director of Planning and Building Services





The Corporation of the District of Central Saanich

COMMITTEE OF THE WHOLE REPORT

For the Committee of the Whole meeting on December 9, 2019

To: Patrick Robins
Chief Administrative Officer

File: 6480-20 (6)

From: Jarret Matanowitsch
Director of Planning and
Building Services

Priority:	<input checked="" type="checkbox"/> Strategic <input type="checkbox"/> Operational
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Date: December 4, 2019

Re: Official Community Plan Review - Options

RECOMMENDATIONS:

That Council direct staff to proceed with Option 2 - Comprehensive Review, and report back to Council with a detailed project charter.

BACKGROUND:

In the District's 2019 Strategic Plan, Council identified the Official Community Plan (OCP) Review as a priority in 2020-2021. In July 2019, staff presented a report to Council with a Road Map that outlined ongoing projects and how these projects lead up to and contribute to the upcoming OCP Review (attached). In addition to the projects identified in the report, another ongoing project that will contribute to the OCP is meeting the new provincial requirements for specified data related to Housing Needs Assessment; this will be completed in collaboration with the Capital Regional District.

The purpose of this report is to provide options for Council for how the District could proceed with the OCP Review. Staff provide a recommended option: Option 2 - Comprehensive Review. Based on Council direction, staff will prepare a detailed project charter and bring this back to Council for endorsement in the first quarter of 2020.

1903 Mount Newton Cross Road, Saanichton, B.C. V8M 2A9
Phone: 250-652-4444 Fax: 250-652-0135

To: Patrick Robins, Chief Administrative Officer
For: December 9, 2019 Committee of the Whole
Re: Official Community Plan Review - Options

December 4, 2019

DISCUSSION:

Three options are presented for Council consideration. The options vary with respect to the scope of the project, the estimated time to complete the process and the cost of the project. Currently, the District is planning to allocate \$150,000 for the OCP Review in 2020 - 2021, plus \$30,000 for mapping and development permit guidelines.

Each option includes a table that provides an overview of the scope to allow for a comparison between options. The table indicates the sections of the OCP that would be included in the review process and any current projects that support updates to that section.

Option 1 - General Review

This option would include a cursory review of existing policies and objectives resulting in minor updates to the OCP. Policies and objectives would largely remain the same with minor updates to reflect best practices, and clear and concise policy wording. One of the primary exercises of this option would be to integrate projects that are currently underway or recently completed into the updated OCP document, including:

- Residential Infill and Density
- Saanichton Village Design Plan
- Active Transportation Plan
- Climate Leadership Plan
- Farm Worker Accommodation

This option would include incorporating only one area of strategic review, such as the Keating Business District as an example, where there are major gaps or inconsistencies in policies. The estimated timeline for this option is 12 to 18 months with an estimated cost between \$75,000 and \$100,000.

OCP Section	Review Yes/No	Comments
1. Our Long-Term Vision	No	Minor wording updates and general review
2. Context for this Plan	No	Minor wording updates and general review
3. Agriculture and Rural Lands	No	Minor wording updates and general review
4. Residential Growth Management and Housing	No	Integrate Residential Infill and Density
5. Economic Development	Yes	Include one strategic item - Keating Business District
6. Parks, Recreation and Open Spaces	No	Minor wording updates and general review
7. Environment and Climate Action	No	Minor wording updates and general review
8. Heritage and Community	No	Minor wording updates and general review
9. Transportation	No	Integrate Active Transportation Plan
10. Municipal Infrastructure	No	Minor wording updates and general review
11. Development Permit Areas and Guidelines	No	Integrate Saanichton Village Design Plan
12. Regional Context Statement	No	Minor wording updates and general review
13. Maps and Schedules	No	Minor updates and general review

To: Patrick Robins, Chief Administrative Officer
For: December 9, 2019 Committee of the Whole
Re: Official Community Plan Review - Options

December 4, 2019

New Sections		
None		
Other		
Public engagement	Yes	Would consist of an Advisory Committee, one open house and information on the District website

Pros of Option 1

- Would have a lower budget associated with it than the other options.
- Would take the least amount of time to complete.
- Would require a minimal amount of public consultation due to the low impact of the changes.
- Would allow the District to focus on one strategic item, such as a general land use review of the Keating Business District.

Cons of Option1

- This option may not address all the District's needs with respect to the OCP review process.
- Would not allow for major updates to sections of the OCP where these are needed.
- Would not allow for a number of strategic items to be addressed.
- Not including all new strategic items at once may lead to inconsistencies within the overall document.
- Any work not included in this scope would require a new process with public consultation in the future.
- Future resources may be needed to address strategic items that are not part of the OCP Review.

Option 2 - Comprehensive Review (Recommended)

This process would involve a more in-depth review of current OCP objectives and policies, with a special focus on such topics as the Keating Business District, Climate Action and Environment, or others identified by Council. This project would be based on the current framework of the OCP (e.g. Settlement Area Boundary) and would include updating all sections so that they align and represent best practices. Estimated timeline would be 18 to 24 months, with an estimated cost between \$150,000 and \$180,000 depending on the scope.

With projects such as Residential Infill and Densification, the Active Transportation Plan and the Saanichton Village Design Plan currently underway, some substantial sections of the OCP are already being reviewed and updated, and will be incorporated into the OCP. These sections would only need a minor review with the upcoming OCP review process. Therefore, with this review option (Option 2), the focus can be on the remaining sections of the OCP while allowing for a special focus on areas such as the Keating Business District, social policies such as accessibility and access to services, and others as directed by Council. This would also allow for a review of Parks policies, Heritage policies, Economic Development, as well as a review of current development permit designations and guidelines. This option would integrate the Climate Leadership Plan into the OCP in an updated Environment section, similar to option 1, however it would go further by incorporating a climate lens throughout all policy areas of the OCP. Based on the existing OCP and Council priorities, staff feel that this review option would result in an updated and refreshed comprehensive OCP.

To: Patrick Robins, Chief Administrative Officer
 For: December 9, 2019 Committee of the Whole
 Re: Official Community Plan Review - Options

December 4, 2019

OCP Section	Review Yes/No	Comments
1. Our Long-Term Vision	No	Confirm and revise where necessary
2. Context for this Plan	No	Confirm and revise where necessary
3. Agriculture and Rural Lands	Yes	Would include capturing all recent changes to ALC legislation, adding guidelines for exclusion, and general policy updates
4. Residential Growth Management and Housing	Yes	Integrate Residential Infill and Densification and the Saanichton Village Plan, review Affordable Housing Policies
5. Economic Development	Yes	Would include the Keating Business District, Village Centres, and a general policy review
6. Parks, Recreation and Open Spaces	Yes	Would provide clear direction for a Parks Master Planning process
7. Environment and Climate Action	Yes	Would include policy review and development
8. Heritage and Community	Yes	Would include policy review and development
9. Transportation	Yes	Integrate and build on Active Transportation Plan
10. Municipal Infrastructure	Yes	Would include new policies and updating mapping
11. Development Permit Areas and Guidelines	Yes	Would include a review of all DP guidelines (e.g. Form & Character, Environment, Industrial)
12. Regional Context Statement	No	Recently updated, minor updates as needed
13. Maps and Schedules	Yes	Would include updating the Land Use Plan and Development Permit Area mapping
New Sections		
14. To be determined	Yes	New objectives and guidelines (identified through process)
Other		
Land Use and Growth Analysis	Yes	Review of commercial/residential nodes and industrial area
Climate Action	Yes	Incorporate Climate Action policies throughout OCP
Public engagement	Yes	Would consist of an Advisory Committee, multiple open houses and information on the District website

Pros of Option 2

- Would allow the District to focus on a number of specific priorities such as Climate Action and the Keating Business District, or others identified by Council.
- This option would ensure consistency between the various sections of the OCP.
- Would be based on the current OCP and allow for a more focused review of those sections or topics that require a more substantial re-write (e.g. Parks, Heritage, Economic Development).
- Would build on results from current projects such as the Active Transportation Plan.
- Would include GIS Mapping updates.
- Would include a review of current development permit designations and updates.
- Would involve more extensive public consultation to gather input from the community.

To: Patrick Robins, Chief Administrative Officer
For: December 9, 2019 Committee of the Whole
Re: Official Community Plan Review - Options

December 4, 2019

Cons of Option 2

- Would require a larger budget and take longer to complete than Option 1 - General Review.
- Would involve significant staff resources, limiting the ability to advance any other unplanned projects.

Option 3 - Complete Re-write

This option includes a complete re-write of the OCP that would see a new OCP started 'from scratch'. It would include a process to re-establish the vision and principles of the OCP through a significant community consultation process. This option would include revisiting the District's Settlement Area Boundary, village centres and nodes, and overall growth management policies. This project could potentially be combined with related projects such as an Affordable Housing Strategy and/or Parks Master Plan. Ongoing or recently completed work, such as the Residential Infill and Densification study, Active Transportation Plan, Climate Leadership Plan and Saanichton Village Design Plan would be integrated into the OCP, however this policy work may need to be revisited to reflect any changes in vision or principles for the community. The estimated timeline for this project to be completed would be between 24 to 30 months. The estimated cost would be between \$200,000 and \$300,000.

OCP Section	Review Yes/No	Comments
1. Our Long-Term Vision	Yes	New vision for the community based on extensive community consultation
2. Context for this Plan	Yes	New Plan context
3. Agriculture and Rural Lands	Yes	Would include new objectives and policies, capturing all recent changes to ALC legislation, adding guidelines for exclusion, and updating the Agricultural Area Plan
4. Residential Growth Management and Housing	Yes	Would include new objectives and policies, integration of Residential Infill and Densification and the Saanichton Village Plan, as well as a new Affordable Housing Strategy
5. Economic Development	Yes	Would include new objectives and policies, integrating the Keating Business District, and a review of the Village Centres
6. Parks, Recreation and Open Spaces	Yes	Would include new objectives and policies and a Parks Master Plan
7. Environment and Climate Action	Yes	Would include new objectives and policies
8. Heritage and Community	Yes	Would include new objectives and policies, and a Heritage Plan
9. Transportation	Yes	Would include new objectives and policies, and integration of the Active Transportation Plan
10. Municipal Infrastructure	Yes	Would include new objectives and policies, and updating maps
11. Development Permit Areas and Guidelines	Yes	Would include new objectives and DP guidelines (e.g. Form & Character, Environment, Industrial)

To: Patrick Robins, Chief Administrative Officer
For: December 9, 2019 Committee of the Whole
Re: Official Community Plan Review - Options

December 4, 2019

12. Regional Context Statement	Yes	Would be updated to convey the new vision for the community, in collaboration with the Capital Regional District.
13. Maps and Schedules	Yes	Would include updating schedules (e.g. Land Use Plan) and maps, and new Development Permit Area Mapping
New Sections		
14. As determined through analysis	Yes	Complete revision would allow for any topics to be included in any order
Other		
Land Use Growth Analysis	Yes	Review of nodes, industrial area and the Urban Settlement Area Boundary
Climate Action	Yes	Incorporate Climate Action policies throughout OCP
Public engagement	Yes	Would consist of an Advisory Committee, multiple open houses at various stages of the review, two rounds of targeted stakeholder consultation, a survey for the vision-setting and information on the District website

Pros of Option 3

- Would allow for a complete revisit of community vision and fundamental principals to determine the direction of the new OCP.
- Would leave all options open to include any sections or reformatting as desired.

Cons of Option 3

- Setting limits to the scope of the project may be challenging.
- Would require a substantial amount of staff time and resources.
- Would require extensive public consultation in multiple stages of the review process.
- May require subsequent updates to various other bylaws and documents that are based on the current OCP, such as the Agricultural Area Plan.
- Projects currently underway, such as the Residential Infill and Densification Study and Active Transportation Plan, would need to be reviewed in light of the new OCP, potentially necessitating changes in the final stages of development.
- Would involve significant staff resources, limiting the ability to advance any other unplanned projects.

Recommended Option

Staff recommend proceeding with Option 2 - Comprehensive Review. This would build on the current OCP but involve a review of all sections of the OCP as well as the opportunity to focus on specific topics and strategic priorities of Council. It has been 11 years since the OCP was last updated and the municipality has undergone change in that time. Although many of the objectives and guidelines are still relevant and should be kept, others are in need of updating to reflect the ever-changing needs of the community.

With projects such as the Residential Infill and Densification Study, Active Transportation Plan, Saanichton Village Design Plan and Farm Worker Accommodation underway, the focus of multiple sections would be ensuring that they are fully integrated into the OCP. This would provide more time to update other sections as required and focus on specific topics to be considered in-depth.

To: Patrick Robins, Chief Administrative Officer
For: December 9, 2019 Committee of the Whole
Re: Official Community Plan Review - Options

December 4, 2019

Process

Once Council has determined the preferred option for the OCP review, staff will present an OCP Project Charter in the first quarter of 2020 that will provide more detail and allow for an in-depth discussion about the scope of the OCP review.

CONCLUSION:

In the District's 2019 Strategic Plan, Council identified the Official Community Plan (OCP) Review as a priority in 2020-2021. This report provides options for Council to consider when determining how to proceed with the OCP review. Staff provide a recommended option: Option 2 - Comprehensive Review.

Respectfully Submitted

Jarret Matanowitsch
Director of Planning and Building Services

ATTACHMENTS:

- OCP Road Map Report

<p><i>Administrator's Recommendation:</i> <i>I concur with the recommendation contained in this report.</i> <i>Patrick Robins</i> <i>Chief Administrative Officer</i></p>



The Corporation of the District of Central Saanich

REGULAR COUNCIL REPORT

For the Regular Council meeting on July 22, 2019

To: Liz Cornwell
Deputy Chief Administrative
Officer

File: 6480-20 (6)

From: Jarret Matanowitsch
Director of Planning and
Building Services

Priority:	<input checked="" type="checkbox"/> Strategic <input type="checkbox"/> Operational
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Date: July 16, 2019

Re: Official Community Plan - Road Map

RECOMMENDATIONS:

That Council endorse the OCP Road Map and direct staff to prepare an OCP Review Project Charter in early 2020.

BACKGROUND:

In the District's 2019 Strategic Plan, Council identified the Official Community Plan (OCP) Review as a priority in 2020-2021. Leading up to the OCP Review, Council asked for a Road Map that would outline ongoing projects and how these projects lead up to and contribute to the upcoming OCP review. This report provides information on current and future projects and how these relate to the OCP review to commence in 2020.

To: Liz Cornwell, Deputy Chief Administrative Officer
For: July 22, 2019 Regular Council
Re: Official Community Plan - Road Map

July 16, 2019

DISCUSSION:

The District of Central Saanich is strategically working toward the OCP review, with projects such as the Residential Infill and Densification Study, Active Transportation Plan, and Saanichton Village Design Plan being major contributors to the OCP. These projects will put the District in a good position to start the OCP Review project.

The OCP Road Map is attached to this report and shows various Strategic Priorities and how they address sections of the Strategic Plan by colour. A brief description of various Strategic Priorities and how they would add to certain sections of the OCP is also attached to this report.

In early 2020, staff will prepare an OCP Project Charter for Council to review. As projects such as the Residential Infill and Densification Study and Active Transportation Plan will be nearly completed or substantially started by then, the OCP Review could focus more on other District priorities such as Economic Development, Parks, Climate Action, or other priorities identified by Council.

CONCLUSION:

The OCP Road Map provides an overview of various current and future projects and how they lead up to the OCP Review in 2020 - 2021. With the work being undertaken on current projects, the District is in a good position to start the OCP Review next year.

Respectfully Submitted

Jarret Matanowitsch
Director of Planning and Building Services

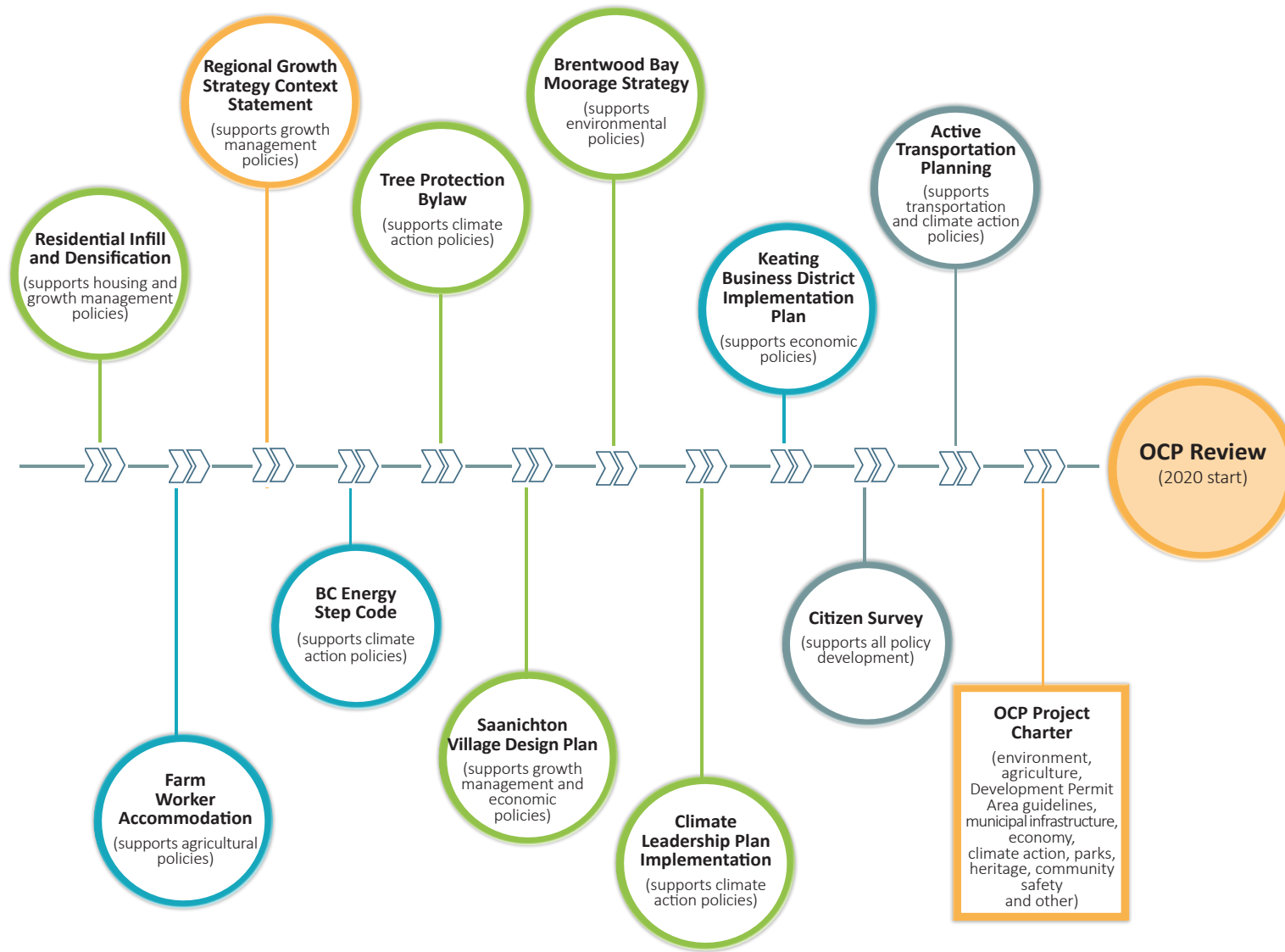
ATTACHMENTS:

- OCP Road Map
- Strategic Plan Project Overview

<p><i>I concur with the recommendation contained in this report</i> <i>Liz Cornwell</i> <i>Deputy Chief Administrative Officer</i></p>



Official Community Plan & Project Planning



PLEASE NOTE: Not all 2019 Strategic Plan projects are shown on the OCP Road Map as some are standalone projects and fall outside of the scope of the OCP.
Updated: July 2019

July, 2019

Strategic Plan Project Briefs

Note: Not all 2019 Strategic Plan projects are shown on the OCP Road Map as some are standalone projects and fall outside of the scope of the OCP.

Residential Infill and Densification

- The purpose of the work program is to implement policies, guidelines and regulations that will guide residential infill and sustainable densification of village centres.
- The resulting policies will replace the Residential Growth Management and Housing section of the OCP and the guidelines will be included in the Development Permit Areas and Guidelines section.
- This project is currently progressing through phase two with draft policies and guidelines anticipated this fall.

Farm Worker Accommodation

- The intent is to develop criteria to guide the establishment of farm worker accommodation.
- This project will support the Agriculture section of the OCP and result in guidelines for Temporary Use Permits for Farm Worker Accommodation being included in the OCP.
- Community consultation occurred in the spring of 2019 and the results will be presented to Council in the summer, along with a draft OCP amendment bylaw.

Regional Growth Strategy Context Statement

- The Regional Context Statement will outline how the District's OCP aligns with the Regional Growth Strategy.
- The context statement will replace the current Regional Context Statement section of the OCP and will support various growth management policies.
- The draft context statement is currently with the CRD for review and endorsement.

BC Energy Step Code

- This project will establish the implementation of the BC Energy Step Code for new construction within the District.
- The project supports the Environmental section of the OCP.
- Staff are working on a report and will present this to Council in the summer/fall.

Tree Protection Bylaw and Policy

- The objective of this project is to review all municipal bylaws that address tree protection and consolidate regulations into one bylaw.
- The new Tree Protection Bylaw will support the Parks and Environment sections of the OCP.
- Staff are reviewing a draft bylaw and the bylaw will be presented to Council in the fall.

Saanichton Village Design Plan

- The purpose of this project is to set design guidelines for future development of private lands in the Saanichton Village as well as a cohesive design plan for the public spaces.
- The guidelines will be included in the Development Permit Areas and Guidelines section of the OCP.
- A consultant team has recently been selected and the project will commence this summer.

Brentwood Bay Moorage Strategy

- The strategy aims to address environmental concerns related to the moorage of vessels in Brentwood Bay.
- This project will support the Environment section of the OCP.

Climate Leadership Plan Implementation

- This undertaking has as goal to implement the recently adopted Climate Leadership Plan, which sets targets and key action areas for the District.
- The Plan touches on various aspects of the OCP from an environmental and Climate Action perspective.
- A Climate Action Specialist has joined District staff and is reviewing various projects through a Climate Action lens.

Keating Business District Implementation Plan

- The purpose of this project is to implement measures outlined in the Plan that will support the future development of the Keating Business District (KBD).
- The project supports goals outlined in the Economic Development section of the OCP.
- The Plan was finalized in 2017 and identifies future implementation projects.

Citizen Survey

- The survey will seek information from Central Saanich residents on a wide range of topics.
- The results will inform various policy sections of the OCP.
- This project will commence in the fall of this year.

Active Transportation Planning

- The goal of this study is to review options to increase various modes of active transportation as well as add to the existing network.
- This project will help build on the Transportation section of the OCP.
- The District has selected a consultant for this project and work will commence this summer.

OCP Project Charter

- The project charter will provide a comprehensive framework for the OCP Review project.
- This project will commence early 2020.

Notice of Motion

WHEREAS the proposed infill and densification amendments to the OCP and Land Use Bylaw represent the biggest changes ever proposed to development in our residential neighbourhoods;

AND WHEREAS the preliminary survey completed by the District of Central Saanich represents only about 1% residents of the municipality, and residents have not had a significant opportunity to review the proposed amendments;

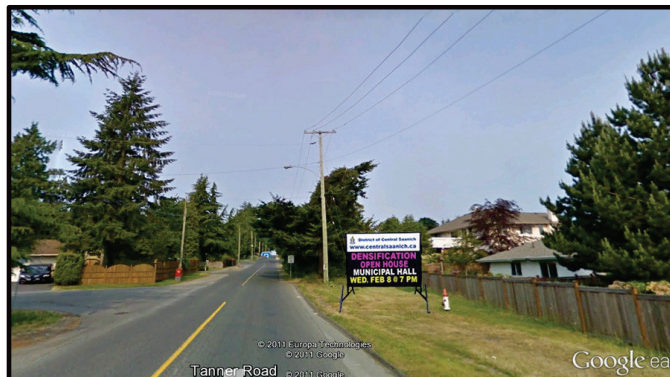
THEREFORE BE IT RESOLVED that Central Saanich staff investigate and report on the costs and opportunities for using mobile signs to promote important public meetings like the Infill/Densification OCP amendments and upcoming Land Use Bylaw update.

Councillor Robert Thompson
December 11, 2019

Note: The following images were created in 2012. The meeting topic and date are conceptual.



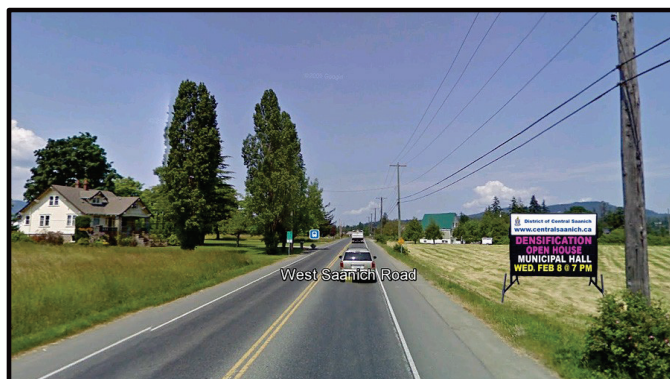
Branded mobile sign concept for Central Saanich meetings and activities at the Municipal Hall (conceptual meeting, meeting date).



On Tanner Road coming off Highway 17



At Keating and Central Saanich



On West Saanich Road, heading into Brentwood Bay



Promotional sign for the Centre of the Universe on West Saanich Road.



Promotional sign for the Unitarian Church on West Saanich Road.

Katelyn Patterson

From: Central Saanich via Central Saanich <no-reply@centralsaanich.ca> on behalf of No Reply <no-reply@centralsaanich.ca>
Sent: Wednesday, November 20, 2019 9:06 AM
To: Municipal Hall
Subject: Mayor & Council email form submission from centralsaanich.ca

Submitted on Wednesday, November 20, 2019 - 09:05
Submitted by anonymous user: 24.69.251.127
Submitted values are:



Subject: OCP review
First & Last Name: Jacqueline & Brian MacDonald
Phone Number: |
Address: 44-7583 Central Saanich Rd, Saanichton, BC, Canada, V8M2B6
Email: .14 .

Message: I would like to see an OCP review process that includes the establishment of an advisory committee with members of the public, along with lots of varied community engagement techniques. I believe that public involvement throughout the entire OCP process is of utmost importance so that the goals and policies reflect community concerns and hopes for our region's future.

The results of this submission may be viewed at:
<https://www.centralsaanich.ca/node/295/submission/5828>

"The information contained in this transmission may contain privileged and confidential information of the District of Central Saanich. It is intended for review only by the person(s) named above. Dissemination, distribution or duplication of this communication is strictly prohibited by all recipients unless expressly authorized otherwise. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message. Thank you."

"Please visit our new **Civic Web Portal** at www.centralsaanich.ca to find information on upcoming meetings and past Council decisions, to search for background reports, and/or to sign up for e-notifications."

Capt. David Willows
14914 Kersey Road
Brentwood Bay, BC V8M 1J5

20 November, 2019

Mayor and Council
District of Central Saanich
1903 Mt Newton Cross Road
Saanichton, BC
V8M 2A9

Mayor Windsor and Council:

Subject: Accessible and Adaptable Housing as part of the Residential Infill Policy

I appreciate the work that completed by staff for the Residential Infill Plan, however I am concerned with the absence of discussion in the plan regarding accessible or adaptable housing for people with disabilities, including seniors aging in place or returning to live as part of intergenerational families. The community identified this as a priority in the *Residential Infill Survey Phase 2* where 55% of respondents agreed or strongly agreed with the statement "Housing should be age friendly and be designed with accessibility in mind." and this need is also supported by statistics:

- More than 1 in 5 Canadians over the age of 15 has a long-term condition or health related problem that limits their daily activity. (Canadian Survey on Disability, Stats Canada 2017).
- Central Saanich has a higher percentage of senior citizens that the national average with over 4,200 residents over the age of 65, representing just over 25% of the District's population (Stats Canada, 2016).

Designing housing that is easily adaptable makes good sense both from a business and from a community perspective.

Adaptable housing is a selling feature, particularly to families who plan to stay in the community long term, those facing the prospect of caring for aging friends or family, and for seniors who want to be able to age in place.

- Adaptable housing supports intergenerational living such as children caring for aging parents and loved ones.
- Adaptable housing provides more opportunities for families to be able to afford to stay in their home as they age or face life changing medical conditions and disabilities.
- Adaptable housing provides a number ergonomic and other features that provide a benefit to all users.

Since 2012 the Town of Sidney has required 20% of units in all new multi-family developments, including secondary suites, row houses and apartments etc. be designed to an adaptable housing standard.

Using adaptable housing standards also demonstrates a commitment to long term affordability of housing by the District of Central Saanich.

- The incremental cost to design and build to an adaptable housing standard ranges from approximately \$500 for a single apartment type unit to \$1,000 for a single family dwelling. Retrofit costs can easily exceed \$100,000 – if a residence can be adapted at all.
- The alternative is selling a home and moving to an adaptable/accessible home. There is an immediate loss to the seller of the average single-family home in Central Saanich of over \$35,000 for real estate commissions and moving costs- funds that could have been used to make changes in an adaptable home.

Providing families the opportunity to care for each other as they age and providing affordable infill housing for some of the most vulnerable segments in our community also provides a multitude of non-tangible benefits. These include less social isolation of seniors and people with disabilities resulting in reduced demand on social support programs when people can remain in their community around their existing social network.

Barriers faced in the community are not caused by a person's disability but rather the design of housing, commercial and service locations, public facilities and infrastructure. A person has no control over their disability; but many stakeholders have control over the built environment including architects, developers, and local governments. These barriers affect not only the individual with a disability but also their caregivers, family and friends multiplying the benefits of accessible/adaptable design. This results in a significantly broader positive impact on the community than most people realise. The District has authority to regulate accessibility under Section 53 (a) of the *Community Charter* that affords municipalities authority to develop bylaws in relation to *"the provision of access to a building or other structure, or to part of a building or other structure, for a person with disabilities;"* and I would encourage council and staff to revisit this and other land use plans with accessible/adaptable design in mind.

I would be pleased to discuss this with members of council or staff should you wish. I have enclosed a table with the basic elements of the SAFER Home Standard for illustrative purposes and look forward to further discussions on the issue.

Kind regards,



Capt. Dave Willows
Brentwood Bay, BC.

CC: District of Central Saanich Advisory Planning Commission

The SAFER Home Standard (2017)

The following outline the 15 elements of the SAFER Home adaptable housing design standard. These standards augment the BC Building Code to help future-proof housing design for people who age or acquire disabilities. It will not meet the needs of everyone with disabilities but will significantly reduce the cost for any adaptations that may need to be made.

The 15 elements of the *SAFER Home Standard* have been provided under the copyright provisions of *Fair Dealing* for educational and illustrative purposes. For the complete standard and additional information please go to: <https://saferhomestandards.com/>

Structural and Design Standards

1	Exterior Threshold	All exterior thresholds are flush	Permits ease of access with mobility devices or people with poor balance
2.	Interior thresholds	All interior thresholds meet minimum code requirements (eg, shower entrances)	Permits ease of access with mobility devices or people with poor balance
3.	Doors (pinch points)	All doors are a minimum of 34', but ideally 36' wide.	Permits ease of access with mobility devices. Cost to increase door size during construction: \$10.00 Cost to retrofit a wider door after construction: \$1,500
4.	Hallways	All hallways a minimum of 42" (107cm) but ideally 48" (122 cm) wide	Likely unable to or cost prohibitive retrofit. Preference is for homes with open plan design and minimal hallways.
5.	Washroom wall reinforcements	Reinforced with 2x12" solid lumber in all washroom tub, shower, and toilet locations	Permits future installation of grab bars, rails and other support structures without rebuilding wall.
6.	Wall Reinforcements (Top of the Stairs)	At the top of all stairs, walls are reinforced with 2x12" solid lumber at 36" to centre.	Provides for securement of extended railings, child gates and strong points for future installation of stair lift systems.
7.	Multistory Connection Provision	Either an allowance for an elevator options in stacked closets or build all staircase(s) with to a minimum width of 42" (107cm).	Allows people with disabilities affecting mobility and balance to have options other than stairs to move between floors in a building with the future installation of an elevator or stair lift. Cost during construction is several hundred dollars vs over \$80,000, if even possible as a retrofit.
8.	Sink Cabinets	Cabinets underneath each sink are easily removed.	To permit cabinet removal and counter lowering for future wheelchair access to sinks

Electrical and Telecom – 4 Standards

9.	Light Switch Positioning	All switches positioned at 42" to the centre of the electrical box from the finished floor.	Provides easier reach of switches for young children and people in wheelchairs. Universal design has identified this is an ergonomic height for most users.
10.	Electrical Outlet Positioning	All outlets positioned at 18" (46cm) to the centre of the electrical box from the finished floor.	Provides easier access for people with mobility issues and those who use mobility devices. Universal design has identified this is the most ergonomic height for all users.
11.	Electrical Outlet Placement Locations	<ul style="list-style-type: none"> Beside windows, especially where draperies or blinds may be installed. Bottom of staircases. Beside the toilet. Above external doors (inside). On front face of kitchen counter. 	Provides electrical sources for future installation of: <ul style="list-style-type: none"> Power window coverings Stair lifts Toilet seat type bidet and seat lifting technologies Power door openers In easy reach in the kitchen and bathroom.
12.	Four-Plex Outlet Locations	Placed in master bedroom, home office, garage, utility room, and recreation room.	Provides power sources for medical equipment, power recliners (to aid mobility) charging points for electronics and mobility devices. This also reduces potential fire risk as these outlet locations are often overloaded – even in the homes of people without disabilities.

Plumbing – 3 Standards

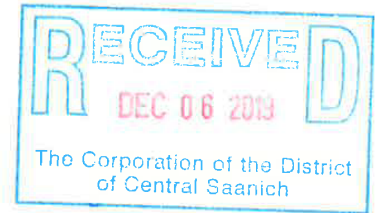
13.	Bath and Shower Control Positioning	All controls are offset from centre, roughly 1/2 way between the historic centre location and the outside edge of the shower or tub enclosure	Provides easier and safer access to bath and shower controls for a person reaching in to turn on water pre-heat a shower), seated using a shower chair or for a caregiver providing assistance.
14.	Waste Pipes	All pipes are brought in no higher than 14" to the centre of the pipe from floor level	Reduces potential need to open walls and relocate waste pipes to lower counters and sinks if required for accessibility.
15.	Pressure/Temperature Control Valves	(Canada for renovations only) Control valves are installed on all shower faucets.	This is now a building code requirement, but it must be captured in any renovations in existing installations.

Important Considerations: The cost of incorporating all 15 Criteria of the SAFER Home Standards into a home at the time of construction is less than \$1,000 for the average single-family home and less than \$500 for multi-family unit, yet the cost of retrofitting a single-family home to the standards at a later date would cost at minimum upwards of \$100,000.

Katelyn Patterson

From: Central Saanich via Central Saanich <no-reply@centralsaanich.ca> on behalf of No Reply <no-reply@centralsaanich.ca>
Sent: Friday, December 6, 2019 3:00 PM
To: Municipal Hall
Subject: Mayor & Council email form submission from centralsaanich.ca

Submitted on Friday, December 6, 2019 - 14:59
Submitted by anonymous user: 23.16.123.132
Submitted values are:



Subject: Citizens Advisory Committee be involved in the OCP Review

First & Last Name: Bruce Elliot

Phone Number:

Address: 7032 Hagan Road

Email:

Message: There needs to be a strong Citizens Advisory Committee involvement in the OCP Review

The results of this submission may be viewed at:

<https://www.centralsaanich.ca/node/295/submission/5876>

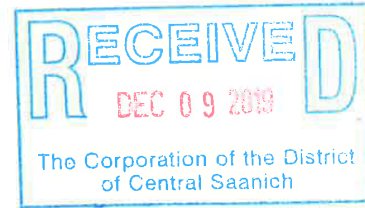
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Jeanie Tate

From: Central Saanich via Central Saanich <no-reply@centralsaanich.ca> on behalf of No Reply <no-reply@centralsaanich.ca>
Sent: Friday, December 6, 2019 5:08 PM
To: Municipal Hall
Subject: Mayor & Council email form submission from centralsaanich.ca

Submitted on Friday, December 6, 2019 - 17:07
Submitted by anonymous user: 70.67.191.73
Submitted values are:



Subject: Agenda Item 5.2 OCP Review - Options

First & Last Name: Maureen McGuire

Phone Number:

Address: 76-2600 Ferguson Road

Email:

Message:

Dear Mayor and council;

Central Saanich is a beautiful community, with potential. In developing the Official Community Plan it will be important to engage all members of the public. Campbell River illustrates how to maximize consultation from citizens of all ages through inclusive, planned activities.

I look forward to further discussion with the Mayor and council as to how citizens will be engaged to create this important document.

Regards,

Maureen McGuire

The results of this submission may be viewed at:
<https://www.centralsaanich.ca/node/295/submission/5877>

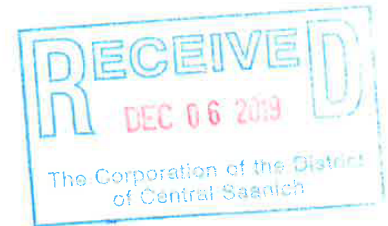
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Katelyn Patterson

From: Central Saanich via Central Saanich <no-reply@centralsaanich.ca> on behalf of No Reply <no-reply@centralsaanich.ca>
Sent: Friday, December 6, 2019 12:55 PM
To: Municipal Hall
Subject: Mayor & Council email form submission from centralsaanich.ca

Submitted on Friday, December 6, 2019 - 12:54
Submitted by anonymous user: 104.142.117.151
Submitted values are:



Subject: Agenda It. 5.2 - OCP Review - Option
First & Last Name: Richard & Alexis White
Phone Number: ,
Address: W'sanec Territory (Saanichton)
Email:
Message:
Dear Mayor and Council:

While attending the Central Saanich Citizens Association meeting on Wednesday evening, it was very inspiring to see the interest expressed to form an OCP Citizens Advisory Committee, in order to help review and offer informed input from the citizens of Central Saanich.

There was a good cross section of residents of varying ages in the room, some of whom had deep roots within the community, and it was clear that everyone in the room cared deeply about our community, and were eager to have a say in the OCP review and update.

We hope you will welcome citizen participation in the review of this important plan.

Respectfully yours,

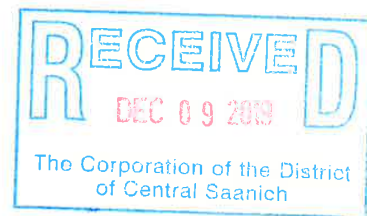
Richard & Alexis White

The results of this submission may be viewed at:
<https://www.centralsaanich.ca/node/295/submission/5873>

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Central Saanich Community Association
2573 James Island Road
Saanichton, BC
V8M 1V6



Mayor and Council
District of Central Saanich
1903 Mt Newton X Road
Saanichton, BC
V8M 2A9

December 8, 2019

Dear Mayor and Council,

The Central Saanich Community Association would like to express their support for the option recommended by staff regarding the Official Community Plan Review – Options report that is being considered as part of Mondays Committee of the Whole Meeting.

As the OCP has not had a thorough review in 11 years, having a comprehensive review completed as part of the 2020 OCP review process would enable all sections of the OCP to be considered, while at the same time give special attention to areas in most need of a more thorough revision. In addition, the option to add in sections that Council feels are currently missing, such as an Age and Disability Friendly component, as an example, could be incorporated as part of a comprehensive review.

In regards to the public engagement process, CSCA would encourage the District in hosting multiple open houses that take place at various stages of the review process. Having an advisory committee that includes members of the public and engagements that incorporate innovative methods to help encourage a diverse array of responses, meets people where they are at, raises awareness about the review, and allows for increased participation and input, is strongly urged.

The Central Saanich Community Association plans to host activities and workshops to help educate on this process, as well as share knowledge on a variety of topics within the OCP. We look forward to supporting the community throughout this process and hope to be involved as much as possible throughout the review.

Sincerely,

Celeste Zimmer
Chairperson
Central Saanich Community Association

Jeanie Tate

From: Central Saanich via Central Saanich <no-reply@centralsaanich.ca> on behalf of No Reply <no-reply@centralsaanich.ca>
Sent: Monday, December 9, 2019 10:46 AM
To: Municipal Hall
Subject: Mayor & Council email form submission from centralsaanich.ca

Submitted on Monday, December 9, 2019 - 10:45
Submitted by anonymous user: 24.68.121.21
Submitted values are:



Subject: Agenda item 5.2. OCP review - options
First & Last Name: Pamela Ball
Phone Number:)
Address: 1015 Greig Ave.
Email:
Message:
Dear Mayor and Council,

As residents of Central Saanich we are looking forward to our upcoming OCP review. The staff recommended option 2 plan would be favorable.

Thank you for your continued support and engagement of our citizens and community.

Best Regards,
Christopher and Pamela Ball

The results of this submission may be viewed at:
<https://www.centralsaanich.ca/node/295/submission/5886>

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The Corporation of the District of Central Saanich

COMMITTEE OF THE WHOLE REPORT

For the Committee of the Whole meeting on December 09, 2019

To: Mayor and Council **File:** 6750-20/6430-20

From: Patrick Robins
Chief Administrative Officer

Priority:	<input checked="" type="checkbox"/> Strategic
	<input type="checkbox"/> Operational

Date: November 06, 2019

Re: Keating Business District Implementation Plan

RECOMMENDATIONS:

For information.

BACKGROUND:

Council passed the following motions with respect to the Keating Business District ("KBD") Implementation Plan:

1. That staff provide a report to Council with further details regarding Keating Business District Implementation Plan P10 and CP1 regarding streetscape improvements and district energy.
2. That staff add details on item P3 to the report to Council regarding the Keating Business District Implementation Plan.
3. That staff provide a cost estimate for a parking analysis proposed in Keating Business District Implementation Plan P6 and P7 to be conducted in the Spring of 2021.
4. That the report from the Chief Administrative Officer dated October 7, 2019 regarding the Keating Business District Implementation Plan be added as an item to the next Strategic Planning Session agenda for consideration.

1903 Mount Newton Cross Road, Saanichton, B.C. V8M 2A9
Phone: 250-652-4444 Fax: 250-652-0135

To: , Mayor and Council
For: December 09, 2019 Committee of the Whole
Re: Keating Business District Implementation Plan

November 06, 2019

Policy and Description

P3 Keating District Future Marketing Opportunities

P6 Parking and Access Management

P7 Cash in Lieu for Parking Bylaw Amendment

P10 District Energy Feasibility Plan

CP1 Streetscape Improvements

Policy 6 and Policy 7 have been previously reported as being in staff work plans for 2023; council has asked about costs and/or implications of advancing this work earlier. It was previously reported that an option to undertake Policy 3 through a fee for service arrangement with the Peninsula Chamber of Commerce and/or the South Island Prosperity Project group.

A number of policy initiatives in the KBD Implementation Plan are regulatory in nature (e.g. parking) and is typically undertaken post OCP adoption. As the OCP is scheduled for a review starting in 2020, council may wish to align the KBD policy work post OCP review. This could allow for other regulatory and policy drivers to be identified during the OCP review that may complement or contrast the current approaches within the KBD Plan.

DISCUSSION:

Policy 3

Policy 3 involves the exploration of a business improvement district for the KBD (i.e. BIA). A BIA is typically formed to consolidate specific area marketing, business recruitment, streetscape improvements or undertaking special events financed through taxation of specific area properties. The Implementation Plan estimates the work to undertake a survey of businesses interest in a BIA, developing the BIA framework and then undertaking the statutory process to establish a BIA in the \$12,000 range. This expenditure assumes that much of the work would be undertaken and managed through existing staff capacity; at this time, given workloads, there is not sufficient capacity to undertake that work. Council could reallocate staff priorities to undertake this work now or supplement staff resources. Staff estimate total project cost of \$25,000 and would likely require new property tax funding consideration.

Policies 6 & 7

Policies 6 and 7 are related to parking and parking management and is also referenced in the current OCP. The policy work includes analysis of current and future parking demands; preparation of a parking management plan (to identify alternatives to satisfy and reduce parking demands); consider amending the parking section in the Land Use Bylaw; development policy/guidelines for new development; and development policy for cash in lieu of parking requirements during land use change applications. Should council wish to advance these policies sooner than is currently scheduled and given current staff capacity and work loads on current policy initiatives (e.g. Infill & Densification, Saanichton Village Planning), either staff would need to be reallocated to manage and administer this new policy work or alternatively,

To: , Mayor and Council
For: December 09, 2019 Committee of the Whole
Re: Keating Business District Implementation Plan

November 06, 2019

additional capacity would need to be added. The policy work is estimated at \$55,000. This work is within the five-year financial plan but not planned until 2023.

Policy 10

Policy 10 refers to undertaking a feasibility of establishing a centralized thermal energy system to provide service to KBD commercial and industrial clients. The feasibility would be multi-staged and include understanding existing and future energy needs in the area, assess interest in need of a centralized energy system, review cost-benefit of investment in an energy system, and developing an energy program. Locally, Dockside Green in Victoria and Westhills in Langford use centralized energy systems and Central Saanich uses a building specific geothermal energy system for Fire Hall #1. The feasibility work only is estimated for all phases at \$165,000 and would require new property tax funding consideration. Following feasibility, should a project be identified, initial significant capital investment would be necessary with the feasibility determining potential rate of return on the investment and would likely require grant and tax support.

Capital Project 1

CP1 refers to streetscape improvements along Keating Cross Road and contemplates three phases of improvements for beautification, pedestrian and bike movement, traffic flow, storm water management and wayfinding. Phase 1 improvements include "gateway" beautification improvements; phase 2 includes significant realignment costs for existing water main; and phase 3 includes significant costs for realigning Keating Cross Road between Butler Crescent and Willow Way. Road and infrastructure (i.e. water line) funding sources to consider could include a local area improvement levy, general property taxation and develop cost charges; at this time there are insufficient DCC reserves to contribute any substantive amounts to these projects. Total cost all phases estimated at \$6,000,000+ with beautification and minor infrastructure improvements at \$1,000,000+ level; this level of investment would likely require borrowing.

CONCLUSION:

At this time policies 6 and 7 are the only KBD policy work within current work and financial plans that are scheduled to be undertaken in 2023. Policies P3 and P10 along with capital CP1 would require new funding and staff time reallocation or additional capacity to advance them.

Respectfully Submitted

Patrick Robins
Chief Administrative Officer

ATTACHMENTS:

- excerpts from the Keating Business

To: , Mayor and Council

November 06, 2019

For: December 09, 2019 Committee of the Whole

Re: Keating Business District Implementation Plan

District Implementation Plan

IMPLEMENTATION PLAN

Implementation Tables
March 9, 2017

Policy/Regulation/study initiatives

P6

Parking and Access Management–KBD

Rationale

- The OCP calls for a parking management or transportation demand measures to be implemented as part of transportation choices policies.
- Parking and traffic are significant challenges to the community and business owners.
- Future growth and attraction to the KBD should be supported by well-managed parking and traffic.
- Ease of access and safety for large transportation vehicles is critical to the success of local business within the KBD.

Recommended Approach

There are three recommendations:

1. Undertake a parking study of the current and potential future parking demand for the KBD and revise the current Land Use Bylaw accordingly:
 - a. Parking Maximums and Minimums
 - i. Parking maximums are designed to use regulatory frameworks to set an absolute upper limit on how much parking may be provided at any given building or site. Implementing parking maximums also prevents developers from oversupplying parking for a land use.
 - ii. Removing minimum parking standards can overcome a significant barrier to in-fill development, effectively reducing the cost by requiring less parking than normal.
2. As part of the Five-Year Capital Plan, prepare a current Parking Management Plan (PMP) for the current KBD—the plan's objectives will be to:
 - a. To identify any deviations between the current parking supply and the parking requirements (number and size of parking spaces) of the DCS Zoning Bylaw.
 - b. To identify alternative strategies to satisfy and reduce demand for parking requirements (e.g., integration of a transit hub to eliminate parking demand, streamlined zoning regulations, shared parking opportunities, payment-in-lieu, and off-site parking).
3. Consider amending the parking section of the Land Use Bylaw to reflect PMP techniques. A PMP is a best practice tool in Travel Demand Management (TDM) and to achieve land use goals. This approach addresses:
 - a. Timing and permits—when parking spaces are used and by whom
 - b. Pricing—whether parking is priced, how much it is priced at and whether the structure of the pricing can impact travel behaviour
 - c. Incentives for smarter travel choices
 - d. The regional component—how consistent regional policy can overcome local variances which may impact competitiveness



IMPLEMENTATION PLAN

Implementation Tables
March 9, 2017

Policy/Regulation/study initiatives

P6 Parking and Access Management–KBD

- e. Economic vitality and viability—ensuring optimal supply to meet the local business needs
- f. Access—parking can improve people's access to key destinations, including to transit through park and ride and informal arrangements
- g. Affordability—for example parking is estimated to account for approximately 10% of housing costs
- 4. For new, proposed developments, require the developer submit a Parking Plan that aligns with the updated parking requirements as established by the PMP. The objective of a Parking Plan is to estimate the parking demand generated by a development and, on this basis, to establish the number and size of on-site parking spaces that should be provided, recognizing the site constraints and local conditions. Alternatively, a parking strategy could be developed to identify how the parking demands of the project can be satisfied. This work may be required to justify the requested amendment to the Zoning Bylaw.
 - a. A Parking Plan s should include the following information:
 - i. Location plan of the subject study area
 - ii. Property description
 - iii. Inventory of parking facilities in the area On-site parking /On-street parking /Off-street public parking in the area
 - iv. Utilization of existing facilities during peak periods of parking demand
 - v. Estimate of the parking demand generated by each component of the development including, where applicable: Residents/ Employees/Tenants Visitors/Customers/Suppliers
 - vi. An assessment of the feasibility and appropriateness of shared parking on the site

IMPLEMENTATION PLAN

Implementation Tables
March 9, 2017

Policy/Regulation/study initiatives

P6 Parking and Access Management–KBD

- vii. For the KBD we recommend reviewing the current parking requirements for I1, I2 and Commercial Uses and developing a new set of parking regulations based on a minimum- maximum framework—for example only:

Land Use	Min Vehicular	Max Vehicular	Min Visitor Vehicular	Max Visitor Vehicular
For All Industrial Land Uses				
Accessory Buildings and Structures	0	0	0	0
Office	Use lesser of 0.85/Employee (Not Already Accounted for in Primary Use) or 3.2/100 m ² GFA	Use greater of 1.0/Employee (Not Already Accounted for in Primary Use) or 4.25/100 m ² GFA	0	0.75/100 m ² GFA
I-1 (Light Industrial Zone)				
Automobile Body Shop	Use lesser of 0.75/Employee or 1.5 /Service Bay	Use greater of 1.0/Employee or 2.0/Service Bay	1.0/Service Bay	1.0/Service Bay

In this example the equivalent DCS Land Use Bylaw requires 1 stall per 50 m² gross area which means that the developer with a 1400 m² building with approximately 15 service bays, would have to provide 28 stalls as a minimum. Using parking maximums, the same owner would have the flexibility of 22 stalls vs. 30 maximum. This means that through more efficient planning the development could free up land for other uses.

- b. Flexible Parking Standards
- Traditional parking standards set a minimum parking requirement by land use that is often applied to all new development, regardless of location and the local context.
 - By analyzing actual vehicle ownership and/or parking occupancy for a certain district or type of development, level of accessibility to transit) and walkability, flexible parking standards can be utilized.
 - The standards should reflect how the level of parking demand generated by a project will vary, depending on the mix of land uses, and transportation programs such as car sharing.

IMPLEMENTATION PLAN

Implementation Tables
March 9, 2017

Policy/Regulation/study initiatives

P6 Parking and Access Management–KBD

- iv. Flexible parking standards also allow for reductions to be made in those developments that will generate less parking demand such as live/work, low income housing, development near transit, and some mixed-use projects.
- c. Shared Parking
 - i. In mixed-use areas, it may be redundant to provide designated off-street parking for the wide range of users. For instance, many retail or office establishments will not need off-street parking overnight during the hours that residents have a high demand. Mixed-use settings offer the opportunity to share parking spaces between various uses, thereby reducing the total number of spaces required compared to the same uses in stand-alone developments.
 - ii. This may be of importance to shift workers who can utilize other parking stalls during the evening and night period.

Priority

Medium

Timing

Near term: 2017–2025

Estimated Budget

Parking Study: \$25,000–\$35,000

Amendments and Consultation: \$15,000

Recommended Metrics

- Number of parking stalls reduced due to PMP amendments

IMPLEMENTATION PLAN

Implementation Tables
March 9, 2017

POLICY/REGULATION/STUDY INITIATIVES

P7

Cash In Lieu For Parking Bylaw Amendment

- Updates to the current Parking section of the Land Use Bylaw
- Alternately, in the short term, the DCS could consider the implementation of a Cash in Lieu policy followed by amendment to the OCP and Land Use Bylaws that would allow funds to be collected and allocated for parking or TDM Transport Demand Management initiatives

Recommended Approach

1. Develop a Policy for Cash in Lieu for Parking (CILP) to provide the DCS with more flexibility in managing and consolidating parking needs. The following is a suggested framework for developing a Cash in lieu Policy. Key factors to consider are:
 - Providing the rationale for instituting a Cash in Lieu Bylaw
 - The general process
 - The basic structure of the policy and bylaw
 - Some indicative costs and calculations to consider
 - a. *The Local Government Act s.906* permits a Local Government, to receive money as specified in a Parking Bylaw in lieu of complying with the prescribed parking space requirements set out in the Zoning Bylaw.
 - b. There is no clear policy framework in the current OCP to support consistency in the implementation of CILP or the review of the applications, as DCS staff determines the appropriateness of the approval. This should be addressed as an amendment to text in OCP.
2. Key Drivers for Implementation
 - a. CILP bylaw may be appropriate where the adjacent area has a surplus of parking spaces; there is limited space available in older neighbourhoods, industrial or commercial areas, or for technical reasons, where previous land use changes to the property have not provided enough parking. Notwithstanding the drivers for cash in lieu application, the developer should make every attempt to provide parking and acquire additional land for parking.
 - b. CILP supports the redevelopment of older industrial buildings on transit routes where individuals use public transit and do not require parking. This may also help promote "eco-friendly" methods of transportation by encouraging people to walk and bike instead of driving to businesses.
 - c. Greater flexibility for developers: Developers can reduce the amount of lot area dedicated to parking by designing structures with cash-in-lieu of parking in mind. Flexible parking requirements incentivize efficient use of developable land.
 - d. More efficient use of parking spaces: A private parking space will only be used by patrons of a business or facility, while public spaces will be used for various purposes over more hours of the day. This is particularly important if live work and other minor commercial/retail components see

IMPLEMENTATION PLAN

Implementation Tables
March 9, 2017

POLICY/REGULATION/STUDY INITIATIVES

P7

Cash In Lieu For Parking Bylaw Amendment

growth with the industrial sector.

- e. More intelligent urban design: The DCS improves its ability to monitor the quantity and accessibility of parking by assuming responsibility for a greater share of the available parking in a geographic area. This can support local businesses/services, a superior modal split, and walking friendly districts.
- f. Pace of Growth and Development: As a note of caution, CILP tend to be most successful in municipalities undergoing rapid growth in business development. The pace of growth is significant in generating sufficient CILP revenue to fund additional parking supply and management. For instance, the DCS may wish to defer this policy until growth is clearly occurring - and thus the use of CILP is justified. In dynamic growth centres, there is stronger incentive for businesses to build and operate in these areas despite CILP costs. In contrast, communities with slower growth tend to avoid the CILP approach since it poses a possible disincentive to the revitalization of their development areas. Council and Staff should consider this risk prior to initiating any studies.
- g. Designated Areas: Applying CILP only in designated areas in the DCS. The CILP fund will need to be reinvested specifically into these designated areas.

See Appendix B for additional details regarding policy implementation process for CILP.

Priority

Medium

Timing

Near term: 2017–2025

Estimated Budget

Cash in Lieu Policy development and amendments: \$12,500–\$15,000 (including legal review)—the costs of administration of the process if enacted would need to be determined based on available resources and as part of the application process.

Recommended Metrics

- Target Level of business and land owner support

IMPLEMENTATION PLAN

Implementation Tables
March 9, 2017

POLICY/REGULATION/STUDY INITIATIVES

P10 District Energy Feasibility Plan–KBD

Rationale

District energy systems provide thermal energy (heat and/or cooling) and/or electricity (through cogeneration) from a central plant or network of plants to customers, including commercial and industrial. The benefit of district energy systems is that they significantly reduce the demand for electricity, while greatly increasing the energy efficiency of heating and air conditioning service.

A District Feasibility Plan provides an opportunity to study the potential for investing in a district energy system, and market potential of branding the KBD as an Eco- Industrial Development (EID) area. If warranted, a district energy system would:

- a. Make industrial development more attractive to members of the community who may be supportive of green solutions—specifically where industrial lands border the ALR or residential areas.
- b. Reduce the per unit costs of energy consumption and result in reduced energy losses.
- c. Reduce the demand for electricity, while increasing energy efficiency for both light industrial and commercial operators of the KBD.

Recommended Approach

1. Work with the community, business, and land owners to determine the interest and feasibility for investing in a district energy system for the KBD. Assuming adequate support, the focus of this District Feasibility Plan may include:
 - a. Determine current energy and emissions profile (using Community Energy and Emissions Inventory or other method).
 - b. Forecast energy and emissions trends with current consumption rates and projected population growth/land-use pattern developments.
 - c. Document the planned growth in the community.
 - d. Map current and future energy density, and identify and map local energy sources, energy infrastructure and future energy needs.
 - e. Identify energy demand and emissions reduction opportunities in existing and new growth.
 - f. Identify amount of bio/agricultural waste locally available as a potential source of fuel.
 - g. Develop strategies and policies to reduce energy use in new and existing buildings, including policies and strategies to encourage connection to a district energy systems.
 - h. Estimate energy use reduction and identify reduction of electrical energy use resulting from implementation of new strategies and policies in providing energy service.
 - i. Identify opportunities for district energy systems.



IMPLEMENTATION PLAN

Implementation Tables
March 9, 2017

POLICY/REGULATION/STUDY INITIATIVES

P10 District Energy Feasibility Plan–KBD

- j. Identify renewable energy strategies for areas that do not have district energy potential.
- k. Identify opportunities for local electricity generation, either stand-alone or combined with district energy systems.
- l. Develop land use strategies to support vision and goals.
- m. Develop sustainable transportation strategies.
- n. Identify strategies to increase energy efficiency program participation in the community (in the industrial, commercial business and residential sectors of the DCS).

Stage 1

- Identify interested parties to develop a District Energy Feasibility Plan within the KBD community.
- Develop a concise case for investing in a district energy system, while focusing on the potential of the project to act as a catalyst for future development of the DCS.
- Develop a Frequently Asked Questions package (FAQ) to help to detail the concept of what a district energy system is, why it is needed, what the benefits will be and how it will be funded in the DCS.
- Conduct a survey and meetings to gauge support.

Stage 2

- If the feasibility plan is supported—provide funding to prepare a proposed budget and determine scope for the RFP (the current KBD study area is suggested).

Stage 3

- When assured of support from KBD community, The DCS should prepare an RFP for consultant to prepare the District Energy Feasibility Plan.

Priority

Medium

Timing

Near term: 2017–2025

Estimated Budget

Funding:

Stage 1— \$5,000–\$7,500 for survey and meetings

Stage 2 — \$5,000–\$6,500 for preparing budget, terms of reference etc.

Stage 3— \$150,000 for District Energy Feasibility Plan

Recommended Metrics

- Number of business that actively participate in survey
- Proportion of stakeholder support for District Energy Feasibility Plan

IMPLEMENTATION PLAN

Implementation Tables
March 9, 2017

2.2 KEATING BUSINESS DISTRICT CAPITAL PROJECTS

2.2.1 Summary Map

A summary map is provided in Appendix A of this report to orientate the reader to the location and extent of various capital projects. Each project is keyed to the tables below. Where appropriate, initiatives from the Policies/Regulation and Study tables above are also linked.

2.2.2 Capital Projects

The following tables provide an overview of recommended potential capital projects for the KBD.

CAPITAL PROJECTS	
CP1	Streetscape Improvements–Keating Cross Road
Rationale	
<p>Community and business input suggested that streetscape beautification improvements would be supported if costs and burden on the taxpayer were reasonable and a clear benefit was evident to the local businesses and community.</p> <p>The OCP supports the development of an improved tourism experience along Keating Cross Road as the major route to Butchart Gardens and often is the first introduction of Central Saanich to visitors.</p> <p>Streetscape improvements are not just aimed at beautification, but also should also improve traffic movement, safety, pedestrian and bike movement, storm water management and wayfinding.</p>	
Recommended Approach	
<p>1. Develop streetscape and road improvements in three phases:</p> <ul style="list-style-type: none">○ Phase 1: Central Saanich Road—Veyaness Road “Keating Gateway”○ Phase 2: Veyaness Road to Butler Crescent (includes realignment of Main water supply)○ Phase 3: Butler Crescent to Willow Way (Realignment of Keating Cross Road between Butler Crescent and Butler Way)	
Priority	Timing
High	Long Term: 2033–2042

IMPLEMENTATION PLAN

Implementation Tables
March 9, 2017

CAPITAL PROJECTS

CP1 Streetscape Improvements–Keating Cross Road

Estimated Budget

Estimated budget is based on construction of improvements between Central Saanich Road and Willow Way that are approximately 1.9 km in length and assumes a 4-lane arterial high use. Costs include construction, engineering, miscellaneous and utility relocation, engineering design, but does not include any property acquisition.

Summary of Estimated Budget	
6 new buses shelters (Co funded with Province)	\$120,000 (source BC Transit Shelter Program)
Phase 1 Allowance: \$1.9 million per kilometre (CP1a in map)	0.5 km X 1.9 = \$950,000
Phase 2 Allowance: 2.3 million per Kilometer (factors in coordination for major utility service relocation ¹¹) (CP1b in map)	0.7 km X 2.3 = \$1.61 million
Phase 3 Allowance: Realignment of Keating—assumed area is mined out and pre-graded by owner. 3.1 million per km (CP1c in map)	0.7 km X 3.0 = \$2.1 million
Contingency @20%	\$4,770,000.X 20% = \$ 954,000
Engineering Design @ 10%	\$5,724,000 X 10% = \$572,400
Total estimated costs (2016 Dollars)	\$6,296,400.00

¹¹ The cost of the main water line relocation will be likely borne under CRD budgets. It is recommended that the DCS discuss options with the CRD as soon as possible in moving the line to align with Keating Cross Road. This project should be coordinated with rezoning properties located on 2046 and 2070 Keating Cross Road.

IMPLEMENTATION PLAN

Implementation Tables
March 9, 2017

POLICY/REGULATION/STUDY INITIATIVES

P3

Keating District Future Marketing Opportunities

Rationale

As a member of the South Island Prosperity Project (Prosperity Project), the DCS has a strategic opportunity to market the KBD as a place to invest both regionally and internationally. Launched in 2016, the Prosperity Project is the first time the South Island region has come together to pool resources for economic development initiatives. In alignment with the Prosperity Projects' third sector development initiative—International Markets and Export Development, it is recommended that the DCS:

- Capitalize on its annual contribution to promote the KBD as a unique place to live work and play.
- Market itself as a place of business for both eco-industrial and agri-industrial investment.
- Explore opportunities to market its tourism potential (e.g., streetscape improvements along Keating Cross Road).

Once a positive level of interest has been identified (through a survey, or through business investment enquiries), the DCS should explore creating a Business Improvement Areas (BIA).

The authority to create a Business Improvement Area (BIA) is contained in the Community Charter.

Annual BIA budgets are funded through a special property tax levy on properties within the designated BIA boundaries. A Business Improvement Area must be established through a BIA local service area bylaw. The bylaw establishes a method and geographic area for collection of a BIA levy through the property tax system. The BIA levy is then passed on to a BIA management group or association to undertake marketing or other projects.

Council can only grant money to a BIA that has, as one of its aims, the planning and implementation of a business promotion scheme.

A BIA provides an opportunity to focus community, stakeholder and land owner needs through various initiatives that may include funding, marketing, and education. BIA's cannot proceed without municipal support

Based on both verbal and written consultation feedback, there was some support for developing a BIA or similar entity to further the growth of the KBD. The development of a BIA would act as a vehicle in obtaining community improvement funds for streetscape and public realm improvements over and above existing funding and capital project channels.

For additional information please see <http://www.bia.bc.ca/>.

IMPLEMENTATION PLAN

Implementation Tables
March 9, 2017

POLICY/REGULATION/STUDY INITIATIVES

P3

Keating District Future Marketing Opportunities

Recommended Approach

1. Allocate funds to initiate a survey and meetings to determine the viability of a BIA.

The municipality may hold meetings with business and land owners in the proposed KBD BIA zone to gauge general support for a new BIA. The following approach is recommended:

Stage 1

- Identify interested parties to develop a BIA within the KBD community.
- Develop a concise case for a BIA.
- Develop a Frequently Asked Questions package (FAQ) to help to detail the concept of what a BIA is, why it is needed, what the benefits will be and how it will be funded in the DCS.
- Conduct a survey and meetings to determine initial support.

Stage 2

- If the idea of a BIA is supported—provide funding to prepare a proposed budget and determine boundaries (the current KBD study area is suggested).
- When assured of support from KBD property and business owners, BIA organizers should be meeting with other staff and Council to formally request a BIA designation. The DCS could then proceed with developing a formal structure and process for enacting a BIA.

NOTE: Council and Staff may wish to incorporate this approach with other areas such as Brentwood Bay and create an incubation process for BIA's within DCS.

1. Work with the community, business, and land owners to determine the viability of a BIA for the KBD. Assuming adequate support, the focus of this BIA could include:
 - a. **Marketing:** Understanding who area customers are, and creating effective promotions to retain and expand the customer base.
 - b. **Business recruitment:** Working with property owners to ensure that available space is occupied, and that an optimum business and service mix is achieved and maintained.
 - c. **Streetscape improvement and other amenities:** Providing for more customer-friendly lighting, signage, street furniture, planters, banners, and sidewalk treatment.
 - d. **Special events:** Organizing and collaborating in special events that highlight the unique attributes of the area and increase customer visits.
2. Add new policies for Section 5.2.5. Keating Industrial/Business Area: that address:
 - a. The development of a Business Improvement Area (BIA) for the Keating Business District.

IMPLEMENTATION PLAN

Implementation Tables
March 9, 2017

POLICY/REGULATION/STUDY INITIATIVES		
P3	Keating District Future Marketing Opportunities	
	Priority	Timing
	High	Near term: 2017–2025
	Estimated Budget	
	Funding: Stage 1—\$4,000–\$5,500 for survey and meetings Stage 2—\$5,000–\$6,500 for preparing budget, terms of reference etc.	
	Recommended Metrics	
	<ul style="list-style-type: none">• % of support for Keating Business District BIA• No. of business that actively participate in the BIA• Number of initiatives launched by BIA	



THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Minutes of the **ADVISORY PLANNING COMMISSION** Meeting
Wednesday, November 20, 2019, at 7:00 PM
Council Chambers

PRESENT: **Members:**
Ms. R. Bissett, Mr. D. Hamilton, Dr. J. Hannam, Ms. K. Parfitt, Mr. R. Spelt (Chair)

Council Liaisons:
Councillor B. Thompson
Councillor G. Newton

Staff:
Mr. J. Matanowitsch, Director of Planning
Ms. A. Pickard, Planner
Ms. J. Walker, Recording Secretary

ABSENT: **Ms. A. Habkirk, Ms. C. Kasting, Mr. J. Rondeau, Ms. D. Tidman**

1. CALL TO ORDER

The meeting was called to order at 7 P.M.

2. APPROVAL OF AGENDA

Agenda of the November 20, 2019 meeting.

APC. 48.19 MOVED AND SECONDED
That the agenda be approved as circulated.
CARRIED UNANIMOUSLY

3. ADOPTION OF MINUTES

Minutes of the Meeting September 18, 2019

Mr. Hannam asked to have the minutes adjusted to reflect that he was not at the meeting of September 18, 2019.

APC. 49.19 **MOVED AND SECONDED**
That the minutes of the Advisory Planning Commission meeting September 18, 2019 be adopted as amended.
CARRIED UNANIMOUSLY

4. BUSINESS ARISING FROM THE MINUTES

None.

5. DEVELOPMENT APPLICATIONS/PLANNER REPORTS

None.

6. NEW BUSINESS

6.1 Advisory Planning Commission Bylaw No. 2005, 2019 (A Bylaw to Establish an Advisory Planning Commission)

The Director of Planning advised that the new bylaw will be going to Council for 4th Reading on December 2, 2019. Some of the changes include:

- best practices wording
- broadening the responsibility/scope of the commission including environmental issues, infrastructure, agricultural, heritage

The Director explained that there will be a new commission created and current members will need to re-apply regardless of their current term. There will also be a return to a process where applications will be referred by Council with clearer direction for comment.

7. PLANNING RELATED INITIATIVES

7.1. Residential Infill Draft Policy & Guidelines

The Planner introduced her report which outlines two comprehensive draft documents that will amend the Official Community Plan; Part 4: "Residential Growth Management and Housing: Creating, Complete, and Diverse Communities" and "Intensive Residential Development Permit Area". The Development Permit guidelines would apply to infill development within the Urban Settlement Area. The Planner also presented a Power Point to inform about the process of the infill study as well as posing questions about each housing type.

DETACHED ACCESSORY BUILDINGS (cottages & carriage houses)

The Planner said the draft policies support 1 storey cottages in the settlement area and 2 storey carriage houses on rural lands. She asked what level of support should be considered for a 2 storey carriage house in the settlement area?

- Should be allowed on a case by case basis considering lot configuration, impact on neighbours as there could be a lot of variables.
- Depends on the neighbourhood and the existing conditions (i.e. height of surrounding houses, trees).
- A carriage house should blend and match the existing architecture as it may be more visible.

SMALL LOTS

The commission agreed with the proposed guideline and had no further comment.

PANHANDLE LOTS

The Planner said the draft policies support panhandle lots with 1 storey dwellings subject to design. She asked what level of support should be considered for 2 storey dwellings on a panhandle?

- May lose parking on the road with more driveways.
- Could be disruptive to neighbouring properties.
- There are better ways for infill.
- No sense of community with panhandles (i.e. Tanner Ridge).
- Similar comment as a detached accessory building - case by case, existing neighbourhood conditions, loss of trees, etc.

The commission generally expressed significant concern with panhandle lots.

POCKET NEIGHBOURHOODS

- What size of lot would be needed for this type?

- It would be nice to have this as different type of housing.

DUPLEX AND SMALL SCALE MULTI-UNIT

- Eight units is a good maximum number.
- Conversions, like Verdier House, are more expensive and parking could be an issue.

TOWNHOUSES

- Eight units is also a good maximum for infill townhouses.
- Bigger complexes could be in the core area.

DENSIFICATION (6 STOREY BUILDINGS)

- Would need commercial component on main floor
- Would need to contribute to amenity fund when can't be provided on site
- With tiered floors, greenspace on decks, and a community space - six floors could work.
- With increased density enhancements would be needed for transit, pedestrian & cycling infrastructure - can't assume the core areas will absorb more population without some hiccups.
- A positive is that with 6 storeys we could ask for things in exchange (i.e. on site amenities).
- Good for people wanting to downsize and stay in the community.
- Providing a medical clinic or significant financial contribution toward an off-site amenity would be beneficial to the community.

The Planner posed the question about allowing up to three dwellings on a single Property should be explored further. The commission commented:

- Property could potentially become owned by slumlord - no pride in ownership with 3 rentals.
- Rather see this than a 4-unit townhouse next door as that would be less density.
- Would we not be opening a can of worms? The way it is proposed now is fine; house and suite, or house and carriage house.

The commission asked the Planner if there have been requests for "Tiny Homes" and how small can they be? The Planner explained no building permits for Tiny Homes have been applied for as regulations are needed to deal with code issues, safety, and connection to services. There are no limitations on size of "Tiny Homes", although the BC Building Code may have a minimum size requirement.

8. NEXT MEETING

The next meeting of the Advisory Planning Commission is tentatively set for Wednesday, December 18, 2019 at 7:00 P.M.

9. ADJOURNMENT

Upon motion, the meeting was adjourned at 8:45 P.M.

Ron Spelt, Chair



The Corporation of the District of Central Saanich

REGULAR COUNCIL REPORT

For the Regular Council meeting on December 16, 2019

To: Jarret Matanowitsch
Director of Planning and
Building Services

File: 3015-20-5/19

From: Ivo Van der Kamp
Planner

Priority:	<input type="checkbox"/> Strategic
	<input checked="" type="checkbox"/> Operational

Date: December 04, 2019

Re: 2350 Mt. St. Michael Road - ALC Application for Non-Farm Use (Home Based Business)

RECOMMENDATIONS:

That Council decline Agricultural Land Commission application 3015-20-5/19 for a non-farm use (home based business) at 2350 Mt. St. Michael Road.

BACKGROUND:

An application to the Agricultural Land Commission (ALC) has been made to allow for a home based business on the property at 2350 Mt. St. Michael Road. As the total floor area proposed for the home based business exceeds the maximum allowable floor area under ALC regulations, a non-farm use application to the ALC is required.

The subject property is located on the northeast corner of Central Saanich Road and Mt. St. Michael Road. The property is 1.15 hectares in area, is zoned Agriculture: A-1 and lies within the Agricultural Land Reserve (ALR). The property is developed with a single family dwelling with suite, two small accessory buildings and the accessory building in which the home based business is proposed. This building is a 230 m² workshop located on the west side of the property, adjacent to Central Saanich Road, as shown on the attached Aerial View. Properties to the north, west and south are zoned A-1 and also lie within the ALR as

1903 Mount Newton Cross Road, Saanichton, B.C. V8M 2A9
Phone: 250-652-4444 Fax: 250-652-0135

To: Jarret Matanowitsch, Director of Planning and Building Services December 04, 2019
For: December 16, 2019 Regular Council
Re: 2350 Mt. St. Michael Road - ALC Application for Non-Farm Use (Home Based Business)

shown on the attached Site Context Plan. To the east lies a residential subdivision consisting of 18 lots, which are zoned Rural Estate: RE-2 and lie outside of the ALR.

DISCUSSION:

The owner has applied to allow for an existing accessory building to be used for a home based metal fabricating business. The building is a single storey in height and has a floor area of 230 m², which includes the workshop, coolers, a freezer, a processing room and space to repair farming equipment. Besides the owner, one non-resident staff person would be working on site, with potentially up to three other staff members working off site. No visitors or clients would come to the site and delivery of materials would occur approximately once a week. Materials and finished products would all be stored within the building. No signage would be used for the business. The applicant has indicated that the business currently produces little noise and that the workshop would be insulated and heated in the future, which would further reduce any noise resulting from the business.

The property currently has farm status and the farming operation consists of 0.59 hectares of raspberries producing 4,000 - 8,000 pounds of berries annually, four fruit trees, 20 blueberry bushes, four dozen chickens, two bee hives and a 150 m² vegetable plot. Parts of the subject accessory building are being used for the farming operation and the applicant has indicated that the proposed home based business would not take up any floor area needed for the farming operation or take up any additional land outside of the building.

The applicant wishes to conduct his business from the property in order to supplement his income from the farming operation, which is not large enough to support a full time farm job. According to the applicant, conducting his business from the farm property would allow him to be onsite full-time. This would allow him to hire and supervise more berry pickers, thus increasing the yields and reducing waste due to over-ripening on the canes. It would also allow for increased quality control of the berries as well as improve irrigation practices.

The ALC Regulations allow for home occupation uses in the ALR, however, only up to a maximum floor area of 100 m² or the limit specified in local government bylaws. As the District's Land Use Bylaw sets the maximum at 90 m² and the proposed business would have a floor area of approximately 170 m², an application to the ALC for a non-farm use is required.

Official Community Plan

The first Fundamental Principle in Section 1.2 of the Official Community Plan (OCP) is to support agriculture: *The residents of Central Saanich have expressed strong support for preservation of the agricultural land base, and the farming economy which depends on it. Any future residential, commercial or industrial growth should be directed towards the established Urban Settlement Area.*

Section 3.2 Guiding the Future - Agriculture of the OCP includes the following objective: *To preserve lands with potential for agricultural production and to protect these areas from incompatible land uses.* Policy 1 goes on to state: *Areas designated as Agriculture on Schedule A, Land Use Plan will be retained for agricultural uses over the long-term regardless of any changes that may be made by the Provincial Government with respect to the Agricultural Land Reserve.* In general, this section of the OCP supports agricultural businesses and seeks to protect agricultural uses from non-agricultural uses.

To: Jarret Matanowitsch, Director of Planning and Building Services December 04, 2019
For: December 16, 2019 Regular Council
Re: 2350 Mt. St. Michael Road - ALC Application for Non-Farm Use (Home Based Business)

Support for home based businesses is outlined in section 4.3 Guiding the Future - Housing Quality and Choice, Policy 2: *Support home based businesses in accordance with the provisions of the District's Land Use Bylaw as it may be amended from time to time.* However, this is in regard to managing residential growth and the provision of housing. The guideline focusses on increasing economic development opportunities but it is not included in the section Agriculture and Rural Lands. The policies for protecting Agricultural lands must be weighed against economic development policies supporting home based businesses. Since the proposed business exceeds the limitations of a home occupation in terms of floor area and non-resident employees, the proposed use could be considered as more of a business operation than a home occupation. In this case the proposal would not be consistent with the agriculture policies of the OCP.

Land Use Bylaw

The subject property is zoned Agriculture: A-1 and this zone allows for Home Occupations. The definition of a Home Occupation includes the following:

Home occupations, where permitted by this Bylaw, shall:

- (4) be carried out only by a member or members of the family residing in the dwelling unit in which the home occupation is carried out;*
- (12) be located wholly within the dwelling unit or an accessory building less than 90 m² in floor area and shall not exceed an area of more than 25% of the gross floor area of the dwelling unit;*

Based on the above, the proposed home based business could not be considered a home occupation due to having a non-resident employee and exceeding the size limit. Therefore, the proposed business is not permitted per the Land Use Bylaw and a Temporary Use Permit (TUP) would be required for the non-farm use. Prior to Council consideration of a TUP application, ALC approval of the proposed business would be required.

Section 5 General Conditions for Non-Farm Uses in the Agriculture: A-1 zone applies to uses such as the one proposed. Item (c) states that the non-farm use must support and/or diversify the farm operation. With the proposed metal sheet fabrication business, the use would not diversify the farm operation but be an independent business on the same property.

Building

Building permits would be required for the change of use from agricultural use to industrial use, demonstrating compliance with current 2018 Building Code. The building was constructed with a valid building permit but for agricultural use only. Industrial code requirements are different and any improvements would have to meet applicable regulations.

Options

Applications for non-farm uses are first considered by the Local Government, and then forwarded to the ALC at the discretion of Council. At this point in the application Council have the following options:

1. Forward the application to the ALC as presented, without providing any comments,
2. Forward the application to the ALC as presented and include comments in the resolution for the ALC to consider, or
3. Decline the application and not forward it to the ALC for consideration. (Recommended)

To: Jarret Matanowitsch, Director of Planning and Building Services December 04, 2019
For: December 16, 2019 Regular Council
Re: 2350 Mt. St. Michael Road - ALC Application for Non-Farm Use (Home Based Business)

Process

Should Council deny the application, the application process would end and the application would not be forwarded to the ALC. Should Council support the proposal, Council's resolution would be submitted to the ALC. If the ALC approves the application for a non-farm use, the applicant would be required to apply for a Temporary Use Permit to allow for the business. Staff suggest that, should Council support this application, conditions be included in the Temporary Use Permit, including:

1. That the property is classified as a farm under the BC Assessment Act;
2. That the business be carried out by an owner of the land and no more than one non-resident employee;
3. That, should the business cease to exist, or the land no longer be classified as a farm, the Temporary Use Permit expire;
4. That the business be limited to the 170 m² of floor area of the accessory building;
5. That no materials related to the business use be stored outside of the accessory building;

CONCLUSION:

An ALC non-farm use application has been made for a metal fabricating business at 2350 Mt. St. Michael Road. The business would take place in an existing accessory building and take up an area of approximately 170m². The OCP does not include policies to support home based businesses on properties that are designated Agricultural. In addition, the proposed business does not meet the Land Use Bylaw condition that the use must support or diversify the farm operation. Staff recommend that Council deny the application.

Respectfully Submitted

Ivo Van der Kamp
Planner

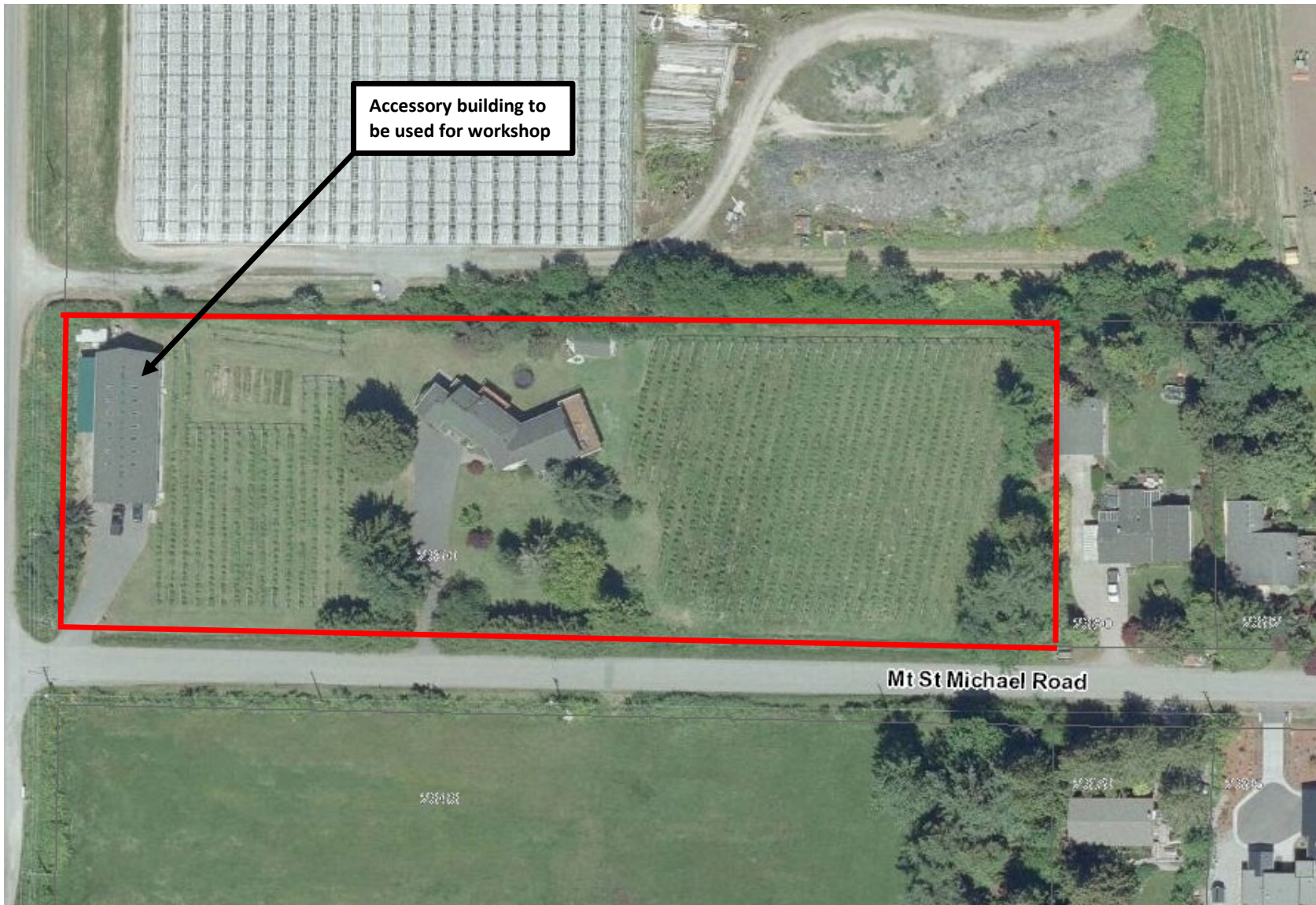
ATTACHMENTS:

- Aerial View Map
- Site Context Plan
- ALC Application
- Sketch Plan
- Letter to Neighbours
- Business Samples
- Photos

<p>Endorsed by: Jarret Matanowitsch, Director of Planning and Building Services</p>
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<p>Administrator's Recommendation: I concur with the recommendation contained in this report. Patrick Robins Chief Administrative Officer</p>
--

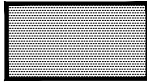
Aerial View of 2350 Mt. St. Michael Road



SITE CONTEXT PLAN

2350 Mount Saint Michael Road

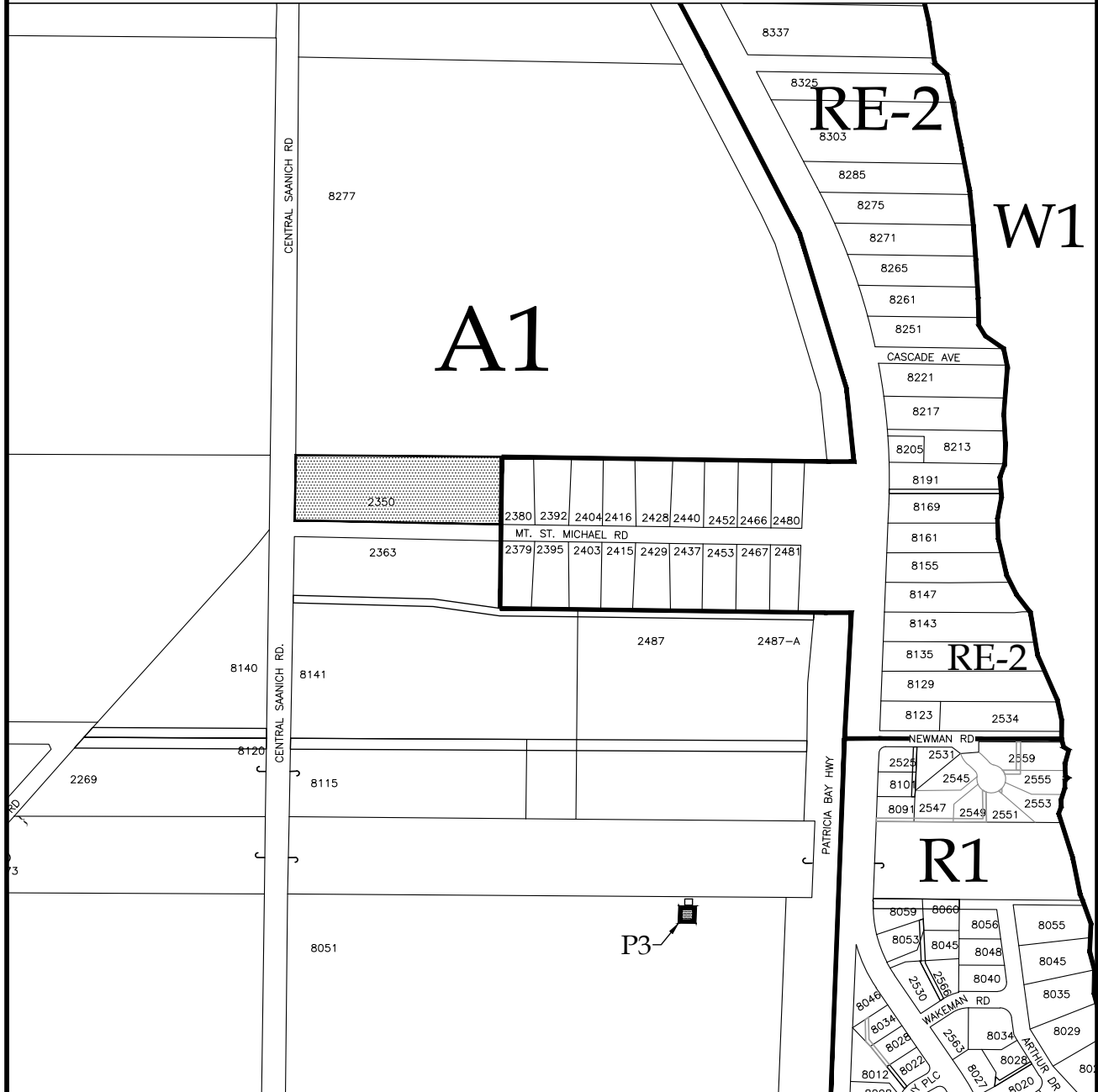
LEGEND



SUBJECT SITE



scale 1:5000



2350 Mt St Michael Rd.dwg



Provincial Agricultural Land Commission - Applicant Submission

Application ID: 59086

Application Status: Under LG Review

Applicant: Jonathan Michael , Katie Guthrie , John Guthrie , Leeanne Guthrie

Agent: Mount St Michael Farm

Local Government: District of Central Saanich

Local Government Date of Receipt: 05/02/2019

ALC Date of Receipt: This application has not been submitted to ALC yet.

Proposal Type: Non-Farm Use

Proposal: We are applying to utilize a portion of the interior space of an existing 2,500sq' workshop for my small home based business.

Our farm produces 4,000-8,000lbs of raspberries annually. We also grow seasonal vegetables, other fruits and raise chickens for eggs. Farming this amount takes many hours and resources, but unfortunately doesn't earn enough income to make full time farming viable.

We are proposing a slight change allowing us to utilize an existing 2,500sq' workshop as a space for my home based business.

This proposal will have positive impacts on our ability to run a successful farm operation and take up zero farmable land as the structure already exists.

Working from this workshop will allow me to earn the second half of my income while being onsite at our farm full time. Being at the farm full time gives me the opportunity to hire more berry pickers who I will now be able to directly supervise leading to more berries being picked and far less wasted due to over-ripening on the canes. This will also greatly help us achieve higher quality produce as I will be able to do quality control as well as change my irrigation on the proper 4hr intervals.

Agent Information

Agent: Mount St Michael Farm

Mailing Address:

2350 Mount St Michael Rd

Saanichton, BC

V8M 1T7

Canada

Primary Phone: (250) 884-3075

Email: jonny_guthrie@hotmail.com

Parcel Information

Parcel(s) Under Application

1. **Ownership Type:** Fee Simple

Parcel Identifier: 000-395-102

Legal Description: Lot a, Section 3, Range 4 East, South Saanich District, Plan 36296

Applicant: Jonathan Michael , Katie Guthrie , John Guthrie , Leeanne Guthrie

Parcel Area: 1.2 ha
Civic Address: 2350 Mount St Michael Rd
Date of Purchase: 07/28/2017
Farm Classification: Yes
Owners

1. **Name:** Jonathan Michael
Address:
2350 Mount St Michael Rd
Saanichton, AB
V8M 1T7
Canada
Phone: (250) 891-7453
Email: jonny_guthrie@hotmail.com
 2. **Name:** Katie Guthrie
Address:
2350 Mount St Michael Rd
Saanichton, BC
V8M 1T7
Canada
Phone: (250) 884-3075
Email: kate.guthrie@hotmail.com
 3. **Name:** John Guthrie
Address:
7032 Wallace Drive
Brentwood Bay, BC
V8M 1G1
Canada
Phone: (250) 380-8918
Email: weloveour58@gmail.com
 4. **Name:** LEEANNE GUTHRIE
Address:
7032 Wallace Drive
Brentwood Bay, BC
V8M 1G1
Canada
Phone: (250) 893-1956
Email: weloveour58@gmail.com
-

Current Use of Parcels Under Application

1. Quantify and describe in detail all agriculture that currently takes place on the parcel(s).

47 rows of raspberries, 2 rows of blueberries, 1600sq' vegetable plot, 48 laying chickens, 2 bee hives and multiple fruit trees

2. Quantify and describe in detail all agricultural improvements made to the parcel(s).

In 2017, deer proof fence was erected to protect vegetable garden. A brand new farm stand was built in 2018 along with a brand new chicken coop and run. The addition of two bee hives in 2018 were purchased to increase pollination and to produce honey. Two apple trees, one fig tree and a cherry tree were planted on the property in 2018. In 2019, 20 mature blueberry bushes were purchased and planted to increase variety of

Applicant: Jonathan Michael , Katie Guthrie , John Guthrie , LEEANNE GUTHRIE

fruit being sold.

3. Quantify and describe all non-agricultural uses that currently take place on the parcel(s).

No non-agricultural uses are currently taking place on the parcel.

Adjacent Land Uses

North

Land Use Type: Agricultural/Farm

Specify Activity: Industrial Farm Greenhouse - Longview Farms

East

Land Use Type: Agricultural/Farm

Specify Activity: Half acre lot with residential house

South

Land Use Type: Agricultural/Farm

Specify Activity: 11.51 Acre Hobby Farm

West

Land Use Type: Residential

Specify Activity: Daffodil fields - Longview Farms

Proposal

1. How many hectares are proposed for non-farm use?

0.1 ha

2. What is the purpose of the proposal?

We are applying to utilize a portion of the interior space of an existing 2,500sq' workshop for my small home based business.

Our farm produces 4,000-8,000lbs of raspberries annually. We also grow seasonal vegetables, other fruits and raise chickens for eggs. Farming this amount takes many hours and resources, but unfortunately doesn't earn enough income to make full time farming viable.

We are proposing a slight change allowing us to utilize an existing 2,500sq' workshop as a space for my home based business.

This proposal will have positive impacts on our ability to run a successful farm operation and take up zero farmable land as the structure already exists.

Working from this workshop will allow me to earn the second half of my income while being onsite at our farm full time. Being at the farm full time gives me the opportunity to hire more berry pickers who I will now be able to directly supervise leading to more berries being picked and far less wasted due to over-ripening on the canes. This will also greatly help us achieve higher quality produce as I will be able to do quality control as well as change my irrigation on the proper 4hr intervals.

3. Could this proposal be accommodated on lands outside of the ALR? Please justify why the proposal cannot be carried out on lands outside the ALR.

The balance of farming and working that I am trying to achieve can not be accommodated outside of this

Applicant: Jonathan Michael , Katie Guthrie , John Guthrie , Leeanne Guthrie

ALR property. Farming raspberries is seasonal and therefore I need to be extremely flexible with the hours put into harvesting the fruit and caring for the canes. By using the existing workshop for my business I am able to have the flexibility to run a successful farm operation while maintaining financial stability.

4. Does the proposal support agriculture in the short or long term? Please explain.

Our proposal absolutely supports our agricultural activities in both the short and the long term. It allows us to farm our 47 rows of raspberries to their full potential. It allows time to properly maintain the fields and the farm infrastructure. If I am unable to work from home, I will have to drastically reduce our crop size as the workload will become too much to maintain with an off property full time job. We will consequently have less produce to sell in our community which will reduce the agricultural activity.

5. Do you need to import any fill to construct or conduct the proposed Non-farm use?

No

Applicant Attachments

- Agent Agreement - Mount St Michael Farm
- Site Photo - Aerial View
- Other correspondence or file information - Work Samples
- Site Photo - Farm photos
- Site Photo - Farm photos (a)
- Other correspondence or file information - Neighbors letter
- Proposal Sketch - 59086
- Certificate of Title - 000-395-102

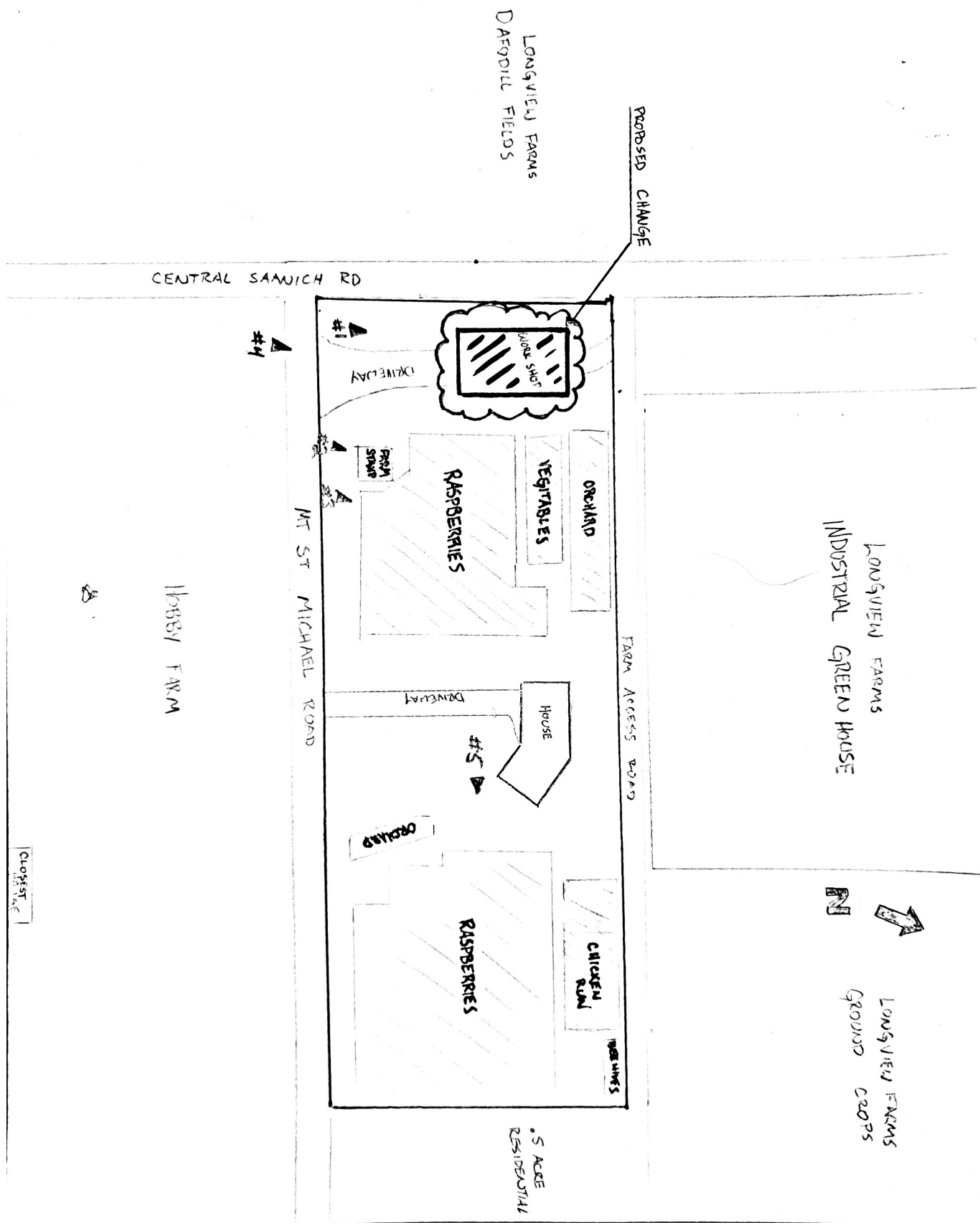
ALC Attachments

None.

Decisions

None.

Applicant: Jonathan Michael , Katie Guthrie , John Guthrie , Leeanne Guthrie





Dear Neighbours,

My name is Jon Guthrie. Alongside my wife Kate and two daughters Isabelle 9 and Ava 6 we are the owners of Mt. St Michael Raspberry farm.

Two years ago we set out on a new life journey in hopes of purchasing our dream property where we could teach our children the value of hard work and self sufficiency. As you may have been able to see from our new roadside stand as well as the addition of eggs, flowers and soon fresh veggies (once I figure out how to successfully grow them :) Our focus is on improving the farm while enriching the small community on our beautiful Mt St Michael road. We have met many of you, but for those who we have yet to meet, we welcome all of you to swing by anytime to meet our family and see what we are up to on the small farm we call home, our door is always open.

In addition to farming I also have a small home based business on the property where I design and build one of kind metal creations with my good friend Calvin. I have recently applied to the District of Central Saanich for a home based business license, but due to the footprint of the shop being over 100m2 I have been advised to apply to the Agricultural Land Commission for a special temporary use permit for the building. I am hoping that with this letter and a little bit of support from all of you, our family will be able to enjoy our little piece of paradise for years to come. I would also like to ensure you that nothing will change on the property, no additional traffic, no signs of business



at all, it just gives me permission to use the outbuilding as it was intended, similar to how it has been used for the past number of years by the previous owner.

If you have any questions or concerns. Or if you would just like to chat, I'd be happy to meet anytime; I would love to meet all of you. Thank you for taking time to read this and I look forward to getting to know you.




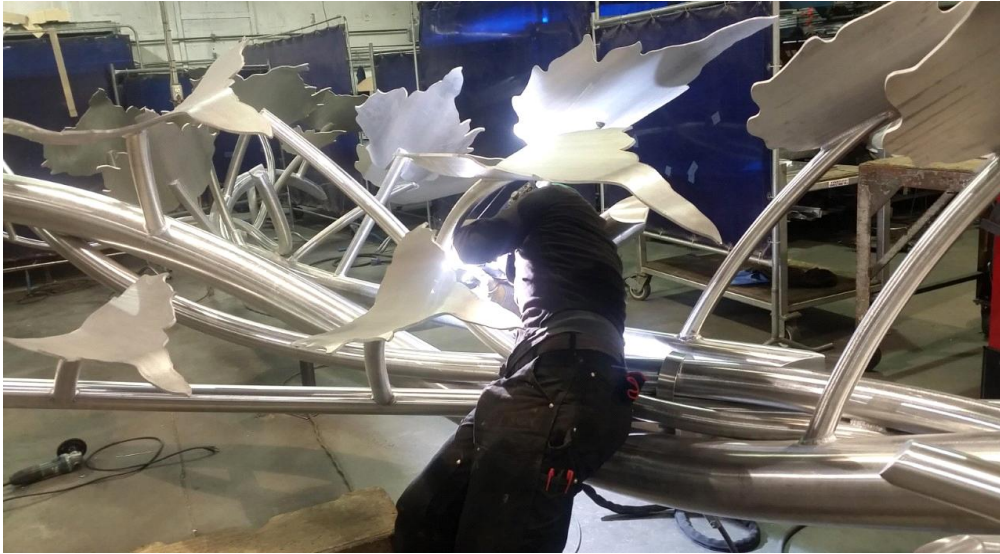
Sincerely,

Jon, Kate, Isabelle and Ava Guthrie

250-891-7453

@raspafarm

@pacificcoastmetalcraft



comissioned art work for a building in North Vancouver



Copper Urn



Duplicating wrought iron railing so home can remain heritage status



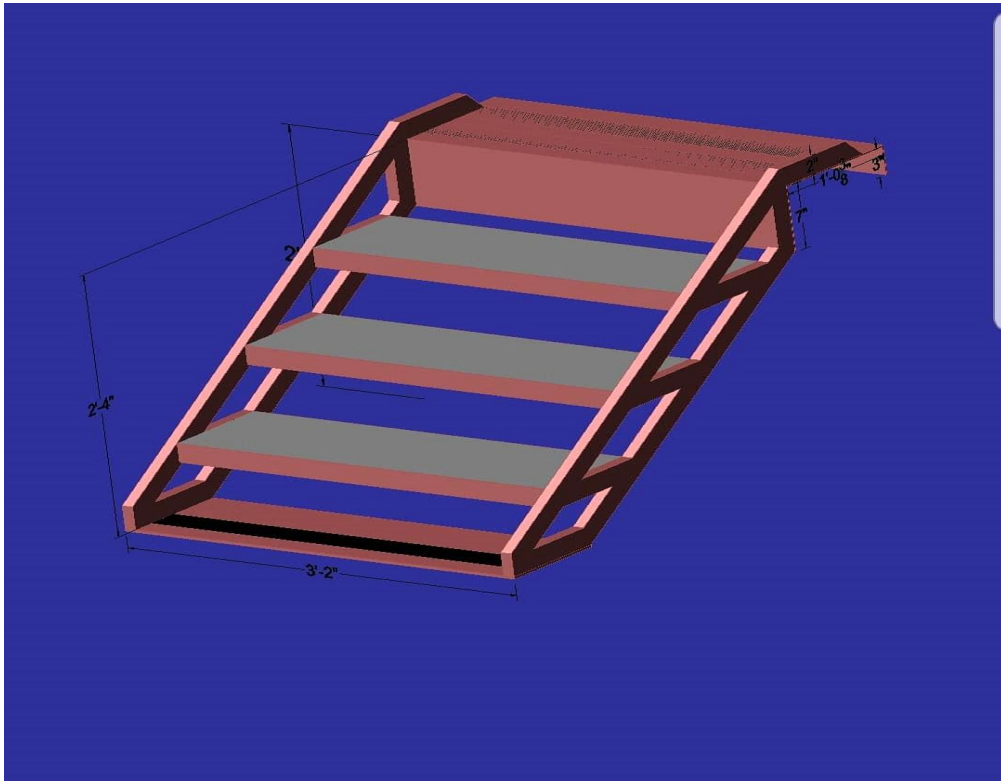
functional art "front gate for an ALR property in north saanich



accessability rail for a church alter

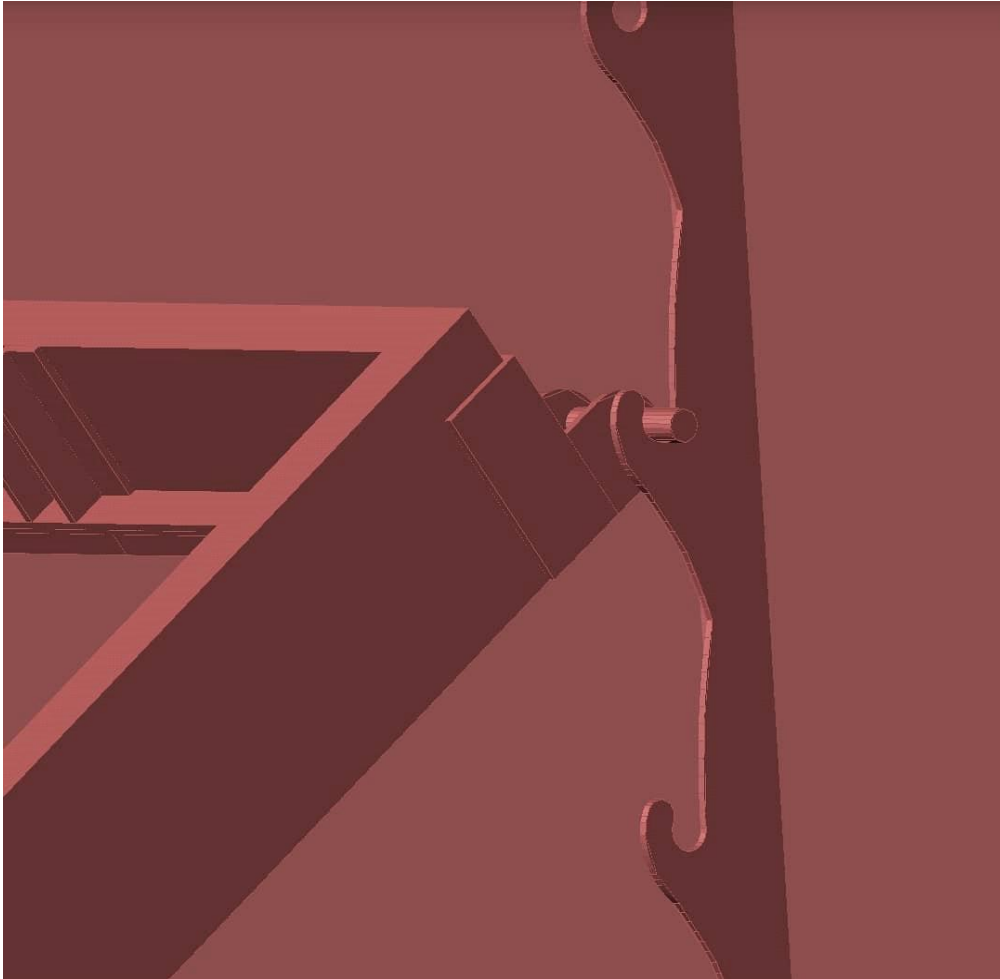


stainless steel table legs for a pink salt top



3D CAD

Drawings



3D CAD Drawings



Spring Row Maintenance 47 more to go



family shot with some of our many chickens



the chickens contributions



did I forget to mention that we are bee keepers too



Barn or Shop?



Brand new "old farm stand" for everyone to enjoy, it even has a free library



our Family of pickers hard at work



Kate is all set up at Music in the park



The guy that runs the farm me!



Photo#3

Looking north towards top field



Photo #2 looking north towards farm stand



Photo #1 looking north towards workshop



Photo#5 looking east towards bottom half of property



Photo #4 looking NE towards top half of property



The Corporation of the District of Central Saanich

REGULAR COUNCIL REPORT

For the Regular Council meeting on December 16, 2019

To: Jarret Matanowitsch
Director of Planning and
Building Services

**File: 6430-35-Climate Emergency (Central
Saanich)**

From: Gillian Nixon
Climate Action Specialist

Priority:	<input checked="" type="checkbox"/> Strategic <input type="checkbox"/> Operational
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Date: December 09, 2019

Re: Central Saanich Climate Emergency Response

RECOMMENDATIONS:

1. That Council adopt a new climate action target of net zero community and municipal emissions by 2050, with an interim target of a 45% GHG reduction from 2007 levels by 2030; and
2. That the Council direct staff to update the Climate Leadership Plan to reflect the new targets.

BACKGROUND:

In spring 2018, the District prepared a Climate Leadership Plan for Council that outlined pathways to achieve the following community-wide climate targets:

- 80% reduction in community-scale GHG (greenhouse gas) emissions by 2050 (below 2007 levels);
- 100% renewable energy community by 2050; and
- 90% less GHG emissions from municipal operations by 2050, relative to 2007.

1903 Mount Newton Cross Road, Saanichton, B.C. V8M 2A9
Phone: 250-652-4444 Fax: 250-652-0135

To: Jarret Matanowitsch, Director of Planning and Building Services
For: December 16, 2019 Regular Council Meeting
Re: Central Saanich Climate Emergency Response

December 09, 2019

At the time, the Central Saanich Climate Leadership Plan (CLP) aligned with a goal to limit global warming by 2°C, adopted by the Province, most other BC local governments, and based on United Nations Intergovernmental Panel on Climate Change (IPCC) research.

In fall 2018, the IPCC released a *Special Report on Global Warming of 1.5°C* (summary attached in the appendix) that outlined the impacts associated with global warming of 2°C as compared with 1.5°C. The IPCC urged the global community to strengthen the response to climate change and noted that to limit global warming to 1.5°C, global net GHG emissions will need to decline by 45% from 2010 levels by 2030, and net zero GHG emissions must be reached by 2050.

On February 13, 2019, the Capital Regional District declared a climate emergency in response to the IPCC report and moved to work towards achieving carbon neutrality in the region by 2030.

On July 8, 2019, Central Saanich Council made its own climate emergency declaration.

On July 22, 2019, Central Saanich Council moved that the following motion be referred to the 2019 Strategic Planning Session for consideration:

“Staff be requested to provide a report outlining the implications of amending the Climate Leadership Plan by changing the target date to 2030 and providing options for Council’s consideration at the 2019 Strategic Planning Session.”

DISCUSSION:

Current Central Saanich Climate Leadership Plan:

After incorporation of the CleanBC climate targets (released fall 2018) into the existing Central Saanich CLP, the existing CLP achieves a 35% reduction in GHG emissions by 2030 (from 2007 levels).

Carbon Neutrality by 2030:

Carbon neutrality by 2030 would require eliminating all fossil fuel burning and transitioning to 100% renewable energy within a period of only 11 years. Such a major shift in a short period would require an extreme amount of resources and significant support from all sectors of government and industry. Current commitments from the BC and federal government, however, are significantly less ambitious than the carbon neutral by 2030 target (40% below 2007 levels by 2030 and 30% below 2005 levels by 2030, respectfully).

Using GHG sequestration measures alone to reach carbon neutrality by 2030 would not be feasible. For example, to offset the entirety of our estimated 75,000 tonnes CO₂e in community emissions this year, 3.4 million trees would need to be planted in Central Saanich.

The purchase of GHG offsets is another option that could be considered to create a carbon neutral Central Saanich by 2030. However, at a rate of \$25/ tonne CO₂e in BC, carbon offsets cost an exorbitant amount when applied to offset emissions on the community-scale. In Central Saanich’s case, it would cost approximately \$1.88 million per year.

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In short, there is currently no clear path to reach carbon neutrality by 2030 through emissions reduction, sequestration, or offsetting. However, aligning our climate targets with the IPCC 1.5°C scenario targets would put Central Saanich on the path to achieving carbon neutrality by 2050, and would be a major step towards climate action in the wake of the climate emergency declaration. This same conclusion has been reached by a number of other municipalities, such as the District of Saanich, City of Victoria, and City of New Westminster. Their approaches are expanded upon in the section below.

Recommended Approach - Aligning with the United Nations IPCC Targets:

After accounting for the CleanBC provincial targets released in late 2018, the existing Climate Leadership Plan achieves a 35% reduction in GHG emissions by 2030 (from 2007 levels). This means Central Saanich is already three-quarters of the way to reaching alignment with the IPCC recommended targets of a 45% reduction in emissions from 2010 levels by 2030, and net zero emissions by 2050.¹

The IPCC targets have been adopted by local governments to varying degrees. Some examples are:

- District of Saanich
 - 50% reduction in emissions by 2030 (compared to 2007 levels)
 - Net zero emissions by 2050
- City of Victoria
 - Maintain the 2018 Climate Leadership Plan, but add three new priority actions to accelerate it towards the IPCC 1.5°C target.
 - By 2025, all new and retrofitted heating and hot water systems are zero emissions
 - Specific targets are still being developed for the remaining two action areas (relating to low carbon materials and climate resilient ecosystems)
- City of Vancouver
 - Net zero emissions by 2050, begin implementing 53 accelerated actions immediately
- City of New Westminster
 - 45% reduction in emissions by 2030
 - 65% by 2040
 - 100% by 2050

Comparison of Climate Action Targets:

Table 1 shows how 2018 Central Saanich CLP targets can be revised to achieve alignment with the IPCC scenario, or with the zero emissions by 2030 scenario. Green highlight is used to indicate change from the original 2018 Climate Leadership Plan whereas dashes are used to indicate areas of no change. For the IPCC aligned scenario, only items number 4 and 7 differ from the 2018 CLP, whereas for the zero emissions by 2030 scenario, items 4, 5, 6, and 7 all differ.

¹ Note that shifting the 45% reduction in emissions from a 2010 base-year to a 2007 base-year requires taking into account the emissions over time of each municipality. In the case of Central Saanich, there is negligible change in emissions between 2007 and 2010, and so the 45% figure is applicable for both base-years.

Table 1: Comparison of the 2018 Climate Leadership Plan Targets, Recommended IPCC 1.5°C Scenario Aligned Targets, and Targets for Carbon Neutrality by 2030. Green highlight is used to indicate change from the original 2018 Climate Leadership Plan whereas dashes are used to indicate areas of no change. Note that Targeted area #3 is replaced with #4 for the IPCC and carbon neutral by 2030 scenarios.

	Target #	Targeted Area	A) General Target, B) Tangible Target (if applicable), C) Metric to Track Progress With		Existing 2018 Climate Leadership Plan Targets (35% reduction in emissions by 2030)	Recommended Changes to Targets: (IPCC 1.5°C Scenario Aligned) (45% reduction in emissions by 2030)	Changes to Targets: (Carbon Neutrality by 2030) (100% reduction in emissions by 2030)
Buildings	1	Step Code	A	% of annual new construction that is net-zero ready (Step Code 5) by 2025	100%	-	-
			C	Monitor the as-built STEP code compliance reports			
	2	Oil to Heat Pumps	A	% of oil and propane heaters that are converted to heat pumps by 2030	100%	-	-
			B	Number of homes converted from oil to heat pumps by 2030	~300 homes (30 per year)	-	-
			C	Monitor Central Saanich oil consumption through BC utilities data and through community participation in a possible Central Saanich oil to heat pump financing program			
	3	Deep Green Retrofits of Buildings	A	% of buildings that are renovated per year to use 50% less energy.	3% annually	Replaced by Target #4	Replaced by Target #4
			B	Number of buildings renovated per year to use 50% less energy.	~140 homes and 3% of commercial floor space annually	Replaced by Target #4	Replaced by Target #4
			C	Track provincial rebates, BC utilities data, and leverage resources developed through the Transitions 2050 Retrofit Program.			
	4	Deep Green Retrofits of Buildings and Transition to Zero Emission Heating Systems	A	Year by which % less natural gas is used in buildings	Uses previous Target #3	2030, 35%	2030, 100%
			B	Number of buildings that are renovated per year to use 50% less energy and install zero emission heating and hot water systems.	Uses previous Target #3	~140 homes and 3% of commercial floor space annually	~420 homes and 9% of commercial floor space annually
			C	Track provincial rebates and local rebate top-ups, BC utilities data, and leverage resources developed through the Transitions 2050 Retrofit Program.			
Transportation and Land Use	5	Renewable Natural Gas	A	Year by which any remaining natural gas use is 100% renewable natural gas	2050	-	2030
			C	BC utilities data			
			A	Year by which 50% of trips are made with active transportation	2050	-	2030
	6	Active Transportation	B	Year by which four times more trips are made by active transport compared to 2007.	2050	-	2030
			C	CRD Origin Destination Survey and Census			
			A	Year by which % of vehicles transition to zero emissions	By 2050, 50% of personal vehicles By 2050, 100% of commercial vehicles	By 2030, 25% of all vehicles By 2050, 100% of all vehicles	By 2030, 100% of all vehicles
	7	Zero Emission Vehicles	B	Number of zero emission vehicles on the road by 2030	No 2030 target specified in 2018 CLP	3,500 personal vehicles 1,300 commercial vehicles	14,000 personal vehicles 5,200 commercial vehicles
			C	ICBC statistics			

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High Impact Opportunities for Accelerated Climate Action, Building on Commitments Made in the Existing 2018 Climate Leadership Plan:

While there is no clear plan of action to achieve net zero emissions by 2030, there are steps in the existing climate leadership plan that could be accelerated to achieve an additional 10% reduction in emissions, and, therefore, alignment with the IPCC scenario of a 45% reduction in emissions by 2030.

# in Table 1	Action Related to Targeted Area in Table 1	Additional reduction in community GHG emissions by 2030 compared to the 2018 Climate Leadership Plan
4	Enhance support for efficiency and zero emission upgrades in buildings	3% (2280 tonnes)
7	Accelerate transportation electrification	7% (5320 tonnes)
	Total additional reduction:	10% (7600 tonnes)

4. Accelerate transportation electrification

Fuels used in our vehicles (personal and commercial) account for two-thirds of our community GHG emissions. To reach the IPCC recommended target, 25% of all Central Saanich vehicles need to produce zero emissions by 2030. As of March 31, 2019, Central Saanich had 112 all-electric vehicles (EVs) on the road. By 2030, this number will have to increase to 4,800 (3,500 personal and 1,300 commercial) EVs to meet the IPCC target.

Steps that Central Saanich could consider to reach this goal:

- Require new buildings to be EV-ready** (equipped with 240 V energized electrical outlets for charging, as well as 120 V outlets for electric bicycles (e-bikes)). Council currently require new infill development to be EV-ready through a rezoning process, and staff are working on a comprehensive report on EV-ready requirements for Council.
- Support EV infrastructure installation in existing buildings**, particularly in multi unit residential buildings.
- Increase the number of public chargers available** in Central Saanich. Currently there are only three public chargers.
- Continue communications outreach** to Central Saanich residents about EVs and e-bikes.
- Advocate for continued support** from federal and provincial government for zero emission vehicles and a strong EV infrastructure network.

7. Enhance support for efficiency and zero emission upgrades in buildings

Buildings account for almost a quarter of Central Saanich community emissions. To reach the IPCC recommended target, 35% of homes and businesses need to switch to zero emission heating systems and reduce their energy usage by 50% by 2030. This means 140 homes and 3% of commercial floor space need to be renovated annually.

Steps that Central Saanich could consider to reach this goal:

- Provide top-up rebates** to residents that upgrade their home heating from fossil fuel-based heating (oil, propane, or natural gas) to an electric heat pump and/or a heat pump hot water heater. Possible top-up rebates that can be contributed to by local governments are attached in the appendix. Demand for the 28, \$350 Central Saanich top-up rebates already committed by Council for 2020 will be monitored to determine uptake.

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- b. **Continue outreach** to promote awareness of rebates and renewable home energy.
- c. **Continue to advocate through the Transitions 2050 program for a retrofit strategy** that can be applied across the CRD and in Central Saanich, engages industry, and is accessible and equitable for residents. A finalized strategy tailored to Central Saanich is expected to be complete by August 2020.

Financial Implications:

- 1. In the short term, existing staffing resources can accommodate an accelerated climate action response.
- 2. In the short term, the projects ongoing and proposed will be able to fit within the proposed budget framework for 2020.
- 3. Various grants are available to help finance clean energy projects, such as the installation of public EV charging stations.

Alternatives:

- 1. That Council approve the recommendation as outlined in the staff report. This recommendation aligns with the latest recommendation made by the United Nations Intergovernmental Panel on Climate Change and will demonstrate that Council is taking action after making the climate emergency declaration. The District will continue to lobby the provincial and federal governments for their support in reaching these targets, as well as continue to proceed with its existing climate projects. Further climate projects related to an accelerated deadline (such as the EV charging strategy report) will be considered in more detail by Council in 2020.
- 2. Retain the original targets outlined in Central Saanich's 2018 Climate Leadership Plan. This would continue Central Saanich on a path to limit global warming to 2°C, a target which is not recommended given the latest scientific research on climate change.
- 3. That Council provide alternative direction to staff.

CONCLUSION:

In response to Council's climate action declaration in July 2019, staff believe it is appropriate to implement new climate targets to ensure alignment with the latest research and recommendations by the United Nations Intergovernmental Panel on Climate Change.

Respectfully Submitted

Gillian Nixon
Climate Action Specialist

To: Jarret Matanowitsch, Director of Planning and Building Services
For: December 16, 2019 Regular Council Meeting
Re: Central Saanich Climate Emergency Response

December 09, 2019

ATTACHMENTS:

1. Intergovernmental Panel on Climate Change Summary of 1.5°C vs. 2°C Global Warming Effects
2. Pinna Sustainability Consulting Memo on the Central Saanich Climate Emergency Response
3. CleanBC Better Homes and Home Renovation Rebate Program Municipal Top Ups

Endorsed by:

***Jarret Matanowitsch,
Director of Planning and Building Services***

Administrator's Recommendation:

I concur with the recommendation contained in this report.

***Patrick Robins
Chief Administrative Officer***



Global Warming of 1.5°C

An IPCC Special Report on the impacts of global warming of 1.5°C above pre-industrial levels and related global greenhouse gas emission pathways, in the context of strengthening the global response to the threat of climate change, sustainable development, and efforts to eradicate poverty

Headline Statements from the Summary for Policymakers*

Understanding Global Warming of 1.5°C

Human activities are estimated to have caused approximately 1.0°C of global warming above pre-industrial levels, with a likely range of 0.8°C to 1.2°C. Global warming is likely to reach 1.5°C between 2030 and 2052 if it continues to increase at the current rate. (*high confidence*)

Warming from anthropogenic emissions from the pre-industrial period to the present will persist for centuries to millennia and will continue to cause further long-term changes in the climate system, such as sea level rise, with associated impacts (*high confidence*), but these emissions alone are unlikely to cause global warming of 1.5°C (*medium confidence*).

Climate-related risks for natural and human systems are higher for global warming of 1.5°C than at present, but lower than at 2°C (*high confidence*). These risks depend on the magnitude and rate of warming, geographic location, levels of development and vulnerability, and on the choices and implementation of adaptation and mitigation options (*high confidence*).

Projected Climate Change, Potential Impacts and Associated Risks

Climate models project robust differences in regional climate characteristics between present-day and global warming of 1.5°C, and between 1.5°C and 2°C. These differences include increases in: mean temperature in most land and ocean regions (*high confidence*), hot extremes in most inhabited regions (*high confidence*), heavy precipitation in several regions (*medium confidence*), and the probability of drought and precipitation deficits in some regions (*medium confidence*).

By 2100, global mean sea level rise is projected to be around 0.1 metre lower with global warming of 1.5°C compared to 2°C (*medium confidence*). Sea level will continue to rise well beyond 2100 (*high confidence*), and the magnitude and rate of this rise depend on future emission pathways. A slower rate of sea level rise enables greater opportunities for adaptation in the human and ecological systems of small islands, low-lying coastal areas and deltas (*medium confidence*).

On land, impacts on biodiversity and ecosystems, including species loss and extinction, are projected to be lower at 1.5°C of global warming compared to 2°C. Limiting global warming to 1.5°C compared to 2°C is projected to lower the impacts on terrestrial, freshwater and coastal ecosystems and to retain more of their services to humans (*high confidence*).

Limiting global warming to 1.5°C compared to 2°C is projected to reduce increases in ocean temperature as well as associated increases in ocean acidity and decreases in ocean oxygen levels (*high confidence*). Consequently, limiting global warming to 1.5°C is projected to reduce risks to marine biodiversity, fisheries, and ecosystems, and their functions and services to humans, as illustrated by recent changes to Arctic sea ice and warm-water coral reef ecosystems (*high confidence*).

Climate-related risks to health, livelihoods, food security, water supply, human security, and economic growth are projected to increase with global warming of 1.5°C and increase further with 2°C.

Most adaptation needs will be lower for global warming of 1.5°C compared to 2°C (*high confidence*). There are a wide range of adaptation options that can reduce the risks of climate change (*high confidence*). There are limits to adaptation and adaptive capacity for some human and natural systems at global warming of 1.5°C, with associated losses (*medium confidence*). The number and availability of adaptation options vary by sector (*medium confidence*).

* Headline statements are the overarching conclusions of the approved Summary for Policymakers which, taken together, provide a concise narrative.

Emission Pathways and System Transitions Consistent with 1.5°C Global Warming

In model pathways with no or limited overshoot of 1.5°C, global net anthropogenic CO₂ emissions decline by about 45% from 2010 levels by 2030 (40–60% interquartile range), reaching net zero around 2050 (2045–2055 interquartile range). For limiting global warming to below 2°C CO₂ emissions are projected to decline by about 25% by 2030 in most pathways (10–30% interquartile range) and reach net zero around 2070 (2065–2080 interquartile range). Non-CO₂ emissions in pathways that limit global warming to 1.5°C show deep reductions that are similar to those in pathways limiting warming to 2°C. (*high confidence*)

Pathways limiting global warming to 1.5°C with no or limited overshoot would require rapid and far-reaching transitions in energy, land, urban and infrastructure (including transport and buildings), and industrial systems (*high confidence*). These systems transitions are unprecedented in terms of scale, but not necessarily in terms of speed, and imply deep emissions reductions in all sectors, a wide portfolio of mitigation options and a significant upscaling of investments in those options (*medium confidence*).

All pathways that limit global warming to 1.5°C with limited or no overshoot project the use of carbon dioxide removal (CDR) on the order of 100–1000 GtCO₂ over the 21st century. CDR would be used to compensate for residual emissions and, in most cases, achieve net negative emissions to return global warming to 1.5°C following a peak (*high confidence*). CDR deployment of several hundreds of GtCO₂ is subject to multiple feasibility and sustainability constraints (*high confidence*). Significant near-term emissions reductions and measures to lower energy and land demand can limit CDR deployment to a few hundred GtCO₂ without reliance on bioenergy with carbon capture and storage (BECCS) (*high confidence*).

Strengthening the Global Response in the Context of Sustainable Development and Efforts to Eradicate Poverty

Estimates of the global emissions outcome of current nationally stated mitigation ambitions as submitted under the Paris Agreement would lead to global greenhouse gas emissions in 2030 of 52–58 GtCO₂eq yr⁻¹ (*medium confidence*). Pathways reflecting these ambitions would not limit global warming to 1.5°C, even if supplemented by very challenging increases in the scale and ambition of emissions reductions after 2030 (*high confidence*). Avoiding overshoot and reliance on future large-scale deployment of carbon dioxide removal (CDR) can only be achieved if global CO₂ emissions start to decline well before 2030 (*high confidence*).

The avoided climate change impacts on sustainable development, eradication of poverty and reducing inequalities would be greater if global warming were limited to 1.5°C rather than 2°C, if mitigation and adaptation synergies are maximized while trade-offs are minimized (*high confidence*).

Adaptation options specific to national contexts, if carefully selected together with enabling conditions, will have benefits for sustainable development and poverty reduction with global warming of 1.5°C, although trade-offs are possible (*high confidence*).

Mitigation options consistent with 1.5°C pathways are associated with multiple synergies and trade-offs across the Sustainable Development Goals (SDGs). While the total number of possible synergies exceeds the number of trade-offs, their net effect will depend on the pace and magnitude of changes, the composition of the mitigation portfolio and the management of the transition. (*high confidence*)

Limiting the risks from global warming of 1.5°C in the context of sustainable development and poverty eradication implies system transitions that can be enabled by an increase of adaptation and mitigation investments, policy instruments, the acceleration of technological innovation and behaviour changes (*high confidence*).

Sustainable development supports, and often enables, the fundamental societal and systems transitions and transformations that help limit global warming to 1.5°C. Such changes facilitate the pursuit of climate-resilient development pathways that achieve ambitious mitigation and adaptation in conjunction with poverty eradication and efforts to reduce inequalities (*high confidence*).

Strengthening the capacities for climate action of national and sub-national authorities, civil society, the private sector, indigenous peoples and local communities can support the implementation of ambitious actions implied by limiting global warming to 1.5°C (*high confidence*). International cooperation can provide an enabling environment for this to be achieved in all countries and for all people, in the context of sustainable development. International cooperation is a critical enabler for developing countries and vulnerable regions (*high confidence*).

Memo: Synopsis of the Climate Emergency Response

Date: November 29, 2019

To: Jarret Matanowitsch, District of Central Saanich

CC: Paul Murray, District of Central Saanich
Gillian Nixon, District of Central Saanich

From: Cariad Garratt, Pinna Sustainability Inc.

1 Memo purpose

In spring 2018, the District prepared a Climate Leadership Plan that outlines pathways to achieve over 80% emission reductions by 2050, and 100% renewable energy by 2050.

In fall 2018, the IPCC released a *Special Report on Global Warming of 1.5°C*, which highlights the substantial elevated risk of long-lasting or irreversible changes associated with warming of 1.5°C or higher. The report states that global emission reductions on the order of 45% by 2030 (from 2010) are needed, reaching net zero by 2050, in order to limit warming to 1.5°C.¹

In response, numerous local governments globally have declared a climate emergency over the last year, acknowledging more urgency is needed to limit warming to 1.5°C. District of Central Saanich Council declared a climate emergency in summer 2019, and asked staff to report back with the types of actions needed to align with the accelerated goal. This memo outlines several responses that have been put forward by other local governments, reviews the District's existing Climate Leadership Plan in light of the accelerated goals, and identifies options for accelerating action to align with the IPCC scenarios that limit warming to 1.5°C or less.

Recognizing there are numerous paths to reach the targets, this synopsis highlights the most tangible outcomes needed to reduce emissions from Buildings, Transportation and Solid Waste, while highlighting considerations for offsetting emissions where the direct options may fall short.

2 Review of climate emergency responses

The following table summarizes the findings from a review of climate emergency responses put forward by a selection of local governments in the Capital Region and Lower Mainland. The table includes updated targets, and a summary of the immediate and accelerated actions for 2030 for: Capital Regional District, District of Saanich, City of Victoria and City of Vancouver.

¹ See <https://www.ipcc.ch/sr15/>. Prior to this report, the global community was generally aiming to limit warming to 2°C or less, which requires reaching net zero by about 2070. The Province, District of Central Saanich and most other local governments in BC had set targets to reduce emissions 80% by 2050 to align with the goal of limiting warming to 2°C. With new information about the detrimental effects associated with additional warming, organizations are adjusting targets and accelerating efforts to align with the goal of limiting warming to 1.5°C.

Table 1. Summary of local government climate emergency responses

Local government	Updated targets	Summary or response
Capital Regional District	Work towards achieving carbon neutrality in the region by 2030	Immediate actions: <ul style="list-style-type: none"> • Undertake regional GHG emission inventory • Hire a community energy manager
District of Saanich	Updated: <ul style="list-style-type: none"> • -50% by 2030, from 2007 • Net zero emissions before 2050 	2030 Accelerated actions: <ul style="list-style-type: none"> • 36% all vehicles to produce zero emissions by 2030 • Convert all oil heating to renewable by 2030 • 40% homes and businesses on natural gas switch to renewable sources by 2030 • Double the number of trees planted • Build capacity of residents
City of Victoria	Maintain CLP targets and develop: <ul style="list-style-type: none"> • New target to reduce embodied emissions • New targets for ecosystem performance 	Immediate actions: <ul style="list-style-type: none"> • Budget request for 2020, and estimated budget for future years, to support High Impact Initiatives in the CLP and GoVictoria (oil-to-heat pump program, retrofit program, step code, active transportation infrastructure, zero emissions mobility incentives, rapid transit) • Apply a Climate Lens to all relevant City decisions 2030 Accelerated actions: <ul style="list-style-type: none"> • After 2025, all new and replacement heating and hot water systems are zero emissions
City of Vancouver	Updated: <ul style="list-style-type: none"> • Carbon neutral before 2050 	Immediate actions: <ul style="list-style-type: none"> • 53 accelerated actions to begin implementing immediately • Develop Greenest City 2050 • Create a carbon budget and accountability framework 2030 Accelerated actions: <ul style="list-style-type: none"> • By 2030, 90% people live within easy walk/roll of daily needs • By 2030, 2/3 trips by active transportation • By 2030, 50% km driven by zero emission vehicles • By 2025, all new and replacement heating and hot water systems are zero emission • By 2030, embodied emissions in new buildings are reduced 40%, relative to 2018 • By 2060, one million tonnes of carbon removed through forest and coastal ecosystems

3 Considerations for a Central Saanich response

3.1 Central Saanich Climate Leadership Plan

In spring 2018, the District prepared a Climate Leadership Plan that outlines a scenario for achieving over 80% emission reductions by 2050, and 100% renewable energy by 2050. The scenario included senior government policies (planned or in place) that will reduce emissions, as well as a series of additional actions needed to achieve the targets.

In fall 2018, the Province released CleanBC, which includes enhanced targets and policies for climate action, which, if achieved, will result in accelerated emission reductions. To incorporate the effect of CleanBC policies and targets, the Central Saanich CLP scenario was re-run. As a result the scenario outlined in the **District's existing CLP is estimated to achieve approximately 35% reduction by 2030**, from 2007, and 100% renewable fuels by 2050.

This indicates that the existing scenario outlined in the Central Saanich CLP gets the community **approximately three-quarters of the way to aligning with the IPCC 1.5°C scenario** of reducing GHG emissions by 45% by 2030. The next section outlines potential actions to accelerate in order to align with the IPCC 1.5°C scenario.

3.2 Accelerated outcomes for 2030

To align the District's CLP with the climate emergency declaration and to achieve emission reductions aligning with the IPCC 1.5°C scenario, a new scenario was created as follows.

1. Implement high impact actions already identified in the CLP to achieve the following:

- By 2025, 100% new construction is net-zero ready (Step Code 5).
- By 2030, 100% oil and propane heaters are converted to heat pumps.
- By 2050, any remaining natural gas use is 100% renewable natural gas.
- By 2050, 50% of trips are made with active transportation.
- By 2050, 100% commercial vehicles transition to zero emissions.
- Work with CRD to significantly reduce solid waste emissions through waste reduction, diversion and landfill gas capture.

2. Accelerate action in two areas to achieve the following:

- By 2030, buildings use 35% less conventional natural gas by switching to zero emission heating and hot water systems.
- By 2030, 25% of vehicles are zero emissions, and by 2050, 100% are zero emissions.

These outcomes can be translated into a more tangible list of changes that need to happen from 2020:

- Every year, about 3% of buildings undergo deep green renovations and install zero emission heating and hot water systems (for example, 100 single family homes, 30 semi-detached homes and 30% commercial floorspace annually).
- Every year from 2020 to 2030, 30 oil or propane heaters are replaced with electric heat pumps (assumes an estimated 300 homes total).
- On average, each resident takes four times more trips by active transportation (walking, cycling, transit) than they currently do, eliminating car trips for these outings.

- There are approximately 3,500 personal, and 1,300 commercial zero emission vehicles on the road in 2030.

Figure 1 shows the results of this accelerated scenario with respect to estimated GHG emission reductions over time. In this scenario, GHG emissions are reduced approximately 45% by 2030, relative to 2007 and 100% by 2050. It is important to note that federal and provincial policies are a critical component to the reduction scenario (see the wedges shown in grey and brown). The blue wedges represent transportation-related outcomes that go beyond senior government policies. The green wedges show buildings-related outcomes that go beyond senior government policies.

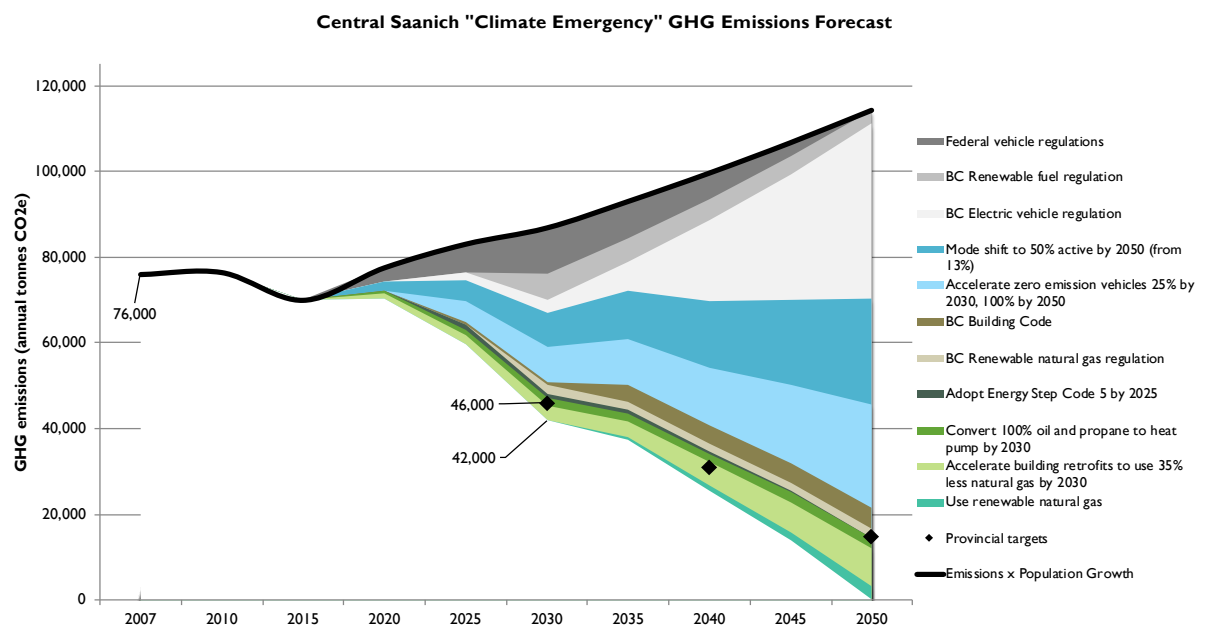


Figure 1. Scenario for accelerated GHG emission reductions in Central Saanich (2007-2050)

Estimated emission reductions by 2030 for each “wedge” shown above (relative to the 2030 baseline if emissions grew with population) are as follows:

- Federal and provincial vehicle-related regulations: -19,800 tonnes CO₂e
- Mode shift: -8,000 tonnes CO₂e
- Accelerated zero emission vehicles: -8,300 tonnes CO₂e
- Provincial building-related regulations: -2,500 tonnes CO₂e
- Adopt Step Code 5: -1,000 tonnes CO₂e
- Convert oil and propane to heat pumps: -1,400 tonnes CO₂e
- Accelerated building retrofits and heat pumps: -3,500 tonnes CO₂e

3.3 Carbon neutral community

As noted in the previous section, the CRD motion to respond to the climate emergency states a goal to move toward a carbon neutral region by 2030. Achieving this goal through emission reductions alone would require full conversion of all fossil fuels to electricity or renewable fuels over the next decade. This is an extraordinary task, with significant economic and systemic barriers to overcome. Other ways to get to carbon neutral include purchasing carbon offsets from certified projects, or taking measures to sequester additional carbon within the community.

3.3.1 Purchased offsets

The District of Central Saanich has been carbon neutral as a corporation since 2015 by working to reduce operational emissions, then purchasing offsets for the remaining emissions. However, the District's corporate emissions are a very small portion of the total community's emissions (less than 1%), making this a much costlier approach when considered at the community scale. For example, at today's prices for carbon offsets in BC (\$25/tonne CO₂e), and based on current estimated community emissions of 75,000 tonnes CO₂e, purchasing offsets for all community emissions would cost on the order of 1.875 million dollars per year.

3.3.2 Carbon sequestration

Another strategy for achieving a carbon neutral community where activities have not yet phased out emissions is to support carbon sequestration (removal of carbon from the atmosphere) through tree planting, restoration of land and coastal areas, and altering agricultural practices. These initiatives typically take many years to achieve significant emission reductions and would have minimal impact by 2030. However, they are an important strategy for achieving a carbon neutral community by 2050 and beyond.

Quantifying the amount of carbon sequestered for these activities can be challenging because it relies on site and project specific conditions. Some rules of thumb are provided here to give a sense of scale for carbon sequestration projects, though none of these represent the conditions in Central Saanich and much more study is needed to understand the local potential for sequestration:

- **Tree planting:** A tree can absorb 20 to 25 kg CO₂ per year, or 800 to 1,000 kg CO₂ by the time the tree matures at 40 years of age.² For example, planting 10,000 trees now would result in annually reducing community emissions by 0.3% by 2060 (from 2007 levels).
- **Blue carbon (coastal restoration):** Salt marshes in Clayoquot Sound are estimated to accumulate an annual average of 173g CO₂ per m². Restoration work in the Snohomish Estuary in Washington State indicate that carbon sequestration rates in Pacific North West tidal wetland range from 90 to 352g CO₂ per m², depending on the age of the site restored. Note that the Snohomish Estuary research indicates that the rates of soil accumulation in the estuary are in balance with the

² Eastern Ontario Forest Model indicates that each tree can sequester 22 kg CO₂ per year over a 40-year lifetime (<https://www.eomf.on.ca/programs/carbon-offsets>). Other estimates for tropical forests indicate carbon sequestration rates may be higher. For this reason, a range of sequestration rates were presented.

current rate of sea level rise.³ For example, restoring 400 hectares of estuary would result in annually reducing community emissions by 1% per year once the ecosystem is established.

- **Agriculture practices:** Practices can be adjusted to maximize the retention of carbon in soil, such as reduced tillage, reduced irrigation, use of cover crops and more (referred to as “climate-safe agriculture”). Estimates for the amount of carbon that can be retained based on these practices vary widely. One study from UC Davis found that over 10 tonnes of CO₂e are stored per hectare of soil per year.⁴ For example, if the same level of sequestration could be achieved by changing practices on 20% of Central Saanich crop land, this would equate to reducing community emissions by 3.5% per year.

Metro Vancouver released a report titled “*Improving Metro Vancouver Regional Carbon Storage Dataset*” in January 2019 which estimates the carbon content of intertidal zones, wetlands and forested areas of Metro Vancouver but does not provide estimates for rates of carbon sequestration. Further analysis of this topic is anticipated from Metro Vancouver in 2020.

³ Crooks, S., Rybczyk, J., O’Connell, K., Devier, D.L., Poppe, K., Emmett-Mattox, S. 2014. Coastal Blue Carbon Opportunity Assessment for the Snohomish Estuary: The Climate Benefits of Estuary Restoration. Report by Environmental Science Associates, Western Washington University, EarthCorps, and Restore America’s Estuaries. February 2014.

⁴ <https://www.ecosystemmarketplace.com/articles/dirt-soil-carbon/>

4 Measuring and reporting progress

Understanding the how much emissions are generated in the community, and how much these are changing over time will be vital to achieving the emission reduction targets in the District's Climate Leadership Plan, and to align with the accelerated emission reductions needed to limit warming to 1.5°C. At this time, the District's emissions baseline is based on estimates completed by the Province under the Community Energy and Emissions Initiative for 2007, 2010 and 2012. However, the methodology used for transportation estimates may not represent activity in Central Saanich, as estimates were based on high-level regional data from ICBC. The CRD is currently developing an updated GHG emissions baseline and inventory for each municipality in the region, which will provide the District with an improved starting point (planned for release in January 2020).

In addition to an updated baseline and inventory of GHG emissions, it will be important to continue updating emission estimates regularly, and to measure other factors that demonstrate progress toward the targets. The following table outlines a starting point for a list of metrics the District can track:

#	Potential metric	Data source	Frequency
Transportation			
1	% trips by active transportation and transit	CRD Origin Destination Survey and Census	5 years
2	15-minute complete community ⁵	TBD – District data	Annual
3	% bus stops that are accessible ⁶	TBD – District data	Annual
4	% community roads with sidewalks	TBD – District data	Annual
5	% registered vehicles that are electric	ICBC Quick Statistics	Annual
6	Number of public electric vehicle chargers	Plug Share BC website	Annual
Buildings			
7	GHG emissions from fossil fuels used in residential and commercial buildings	BC utilities data at the community level	Annual
8	Number of buildings participating in energy rebate and oil-to-heat pump programs	Provincial or local retrofit incentive program participants	Annual
9	Number of electrical permits for heat pumps	TBD – District permitting department	Annual
Solid waste			
10	GHG emissions from waste disposed	BC landfill data at the community level	Annual
FUTURE – Carbon sequestration / ecosystem performance			

⁵ The City of Victoria lists the 15-minute metric as part of the GoVictoria plan. The City of Vancouver is developing a similar metric, but using % of population living within a 5-minute (400m) proximity to daily needs and amenities.

⁶ Accessible bus stops must be located on accessible sidewalks and be suitable to boarding a bus with strollers, wheelchairs or other devices. This could be expanded to include provision of bus shelters.

CleanBC Better Homes and Home Renovation Rebate Program Municipal Top Ups

Current Municipal Offers

Municipality	Electric Heat Pump Space Heating Top-Up	Electrical Service Upgrade Top-Up	Electric Heat Pump Water Heater Top-Up	EnerGuide Evaluation Top-Up
	Must be converting from fossil fuel space heating system to qualify, see below for details.		Must be converting from a fossil fuel water heating system to qualify, see below for details.	No fuel conversion requirements.
City of Vancouver	\$2,000 Or \$6,000**	\$500	\$1,000	\$150
Capital Regional District*	\$350			
City of Victoria*	\$350			
District of Saanich*	\$350	\$500	\$350	\$150
City of Kamloops				\$150
City of Richmond				\$150
Comox Valley Regional District	\$350			\$150
City of North Vancouver	\$2,000	\$500	\$1,000	\$150
Resort Municipality of Whistler	\$2,000	\$500	\$1,000	
City of Powell River	\$350	\$500	\$350	
City of Kelowna				\$150



Carbon Budgets in the CRD

From the IPCC SR1.5 report:

- Remaining global carbon budget as of **Jan. 1, 2018** is **420 gigatons of CO₂**
 - In order to have a 67% chance of staying below 1.5 deg C rise in global average temperature
- As of **Jan. 1, 2020**, our remaining carbon budget will be **336 gigatons of CO₂** (336 billion tons)
 - We currently emit about 42 gigatons of CO₂ a year (420-42=336)
 - We have 8 years until this budget is used up and we have to be at zero carbon emissions. (336gt/42gt/y=8y)

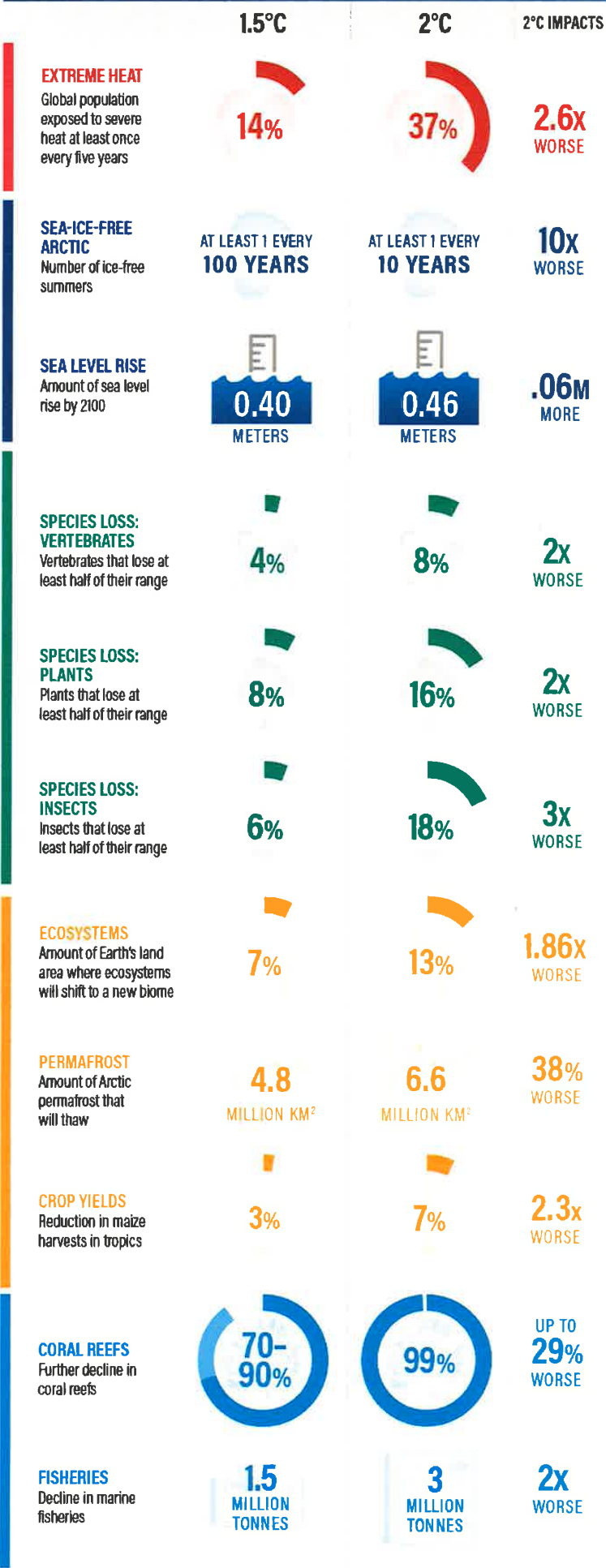
Some more math:

- Remaining Carbon Budget (per person) for all 7.5 billion people is **44.8 tons/pp** in 8 years
 - 336 billion tons / 7.5 billion people = 44.8 tons
 - Assumes all people on earth are equal...ie does not factor in any global equity.
 - What about per year? Average of **5.6 tons/person/year** for 8 years and then net zero
 - Note that BOTH world population and global emissions are growing every year so in reality these numbers are even less
- Municipal carbon budget remaining is for all citizens and all corporate operations
 - Think of this like our bank account; once it's empty... it's empty
 - This is a valuable tool to use along with IPCC targets of 45% reduction by 2030 and zero carbon by 2050

Local Government	Population (2016)	Municipal carbon budget Remaining (tons)
Highlands	2225	99,680
View Royal	10408	466,278
Victoria	85792	3,843,482
Saanich	114,148	5,113,830
Metchosin	4708	210,918
Sooke	13001	582,445
Sidney	11672	522,906
North Saanich	11249	503,955
Central Saanich	16814	753,267
Oak Bay	18094	810,611
Esquimalt	17655	790,944
Colwood	16859	755,283
Langford	35342	158,332
Salt Spring Island	10,557	472,954
Juan de Fuca	4860	217,728
Southern Gulf Islands	4732	211,994

Produced by Highlands councillor Ann Baird on Dec. 7, 2019

HALF A DEGREE OF WARMING
MAKES A BIG DIFFERENCE:
EXPLAINING IPCC'S 1.5°C SPECIAL REPORT



Jeanie Tate

From: Jess Bossert
Sent: Sunday, December 15, 2019 9:12 PM
To: Municipal Hall
Subject: New Climate Action Target

Dear Mayor and Council,

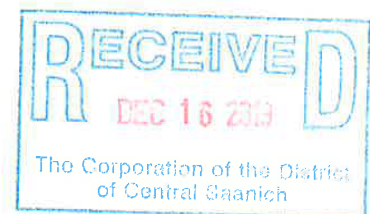
I am writing to express my strong support for adoption of a new climate action target of net zero community and municipal emissions by 2050 with an interim target of a 45% GHG reduction from 2007 levels by 2030.

I urge you to act now and ensure that our community's Climate Leadership Plan is updated to reflect these new targets.

Jess Bossert
1602 McHattie Rd.

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Jeanie Tate

From: Nathalie Chamberss < >
Sent: Sunday, December 15, 2019 9:37 AM
To: Municipal Hall
Subject: Support

Mayor and Council,

Please accept this as my support for Cllr Zeb Kings motion.

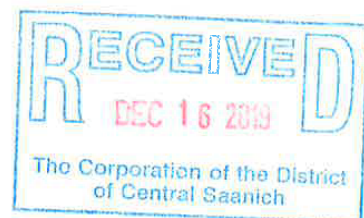
It's a Climate ER and we must move from making the Declarations (words) to action.

Thank you Cllr King.

Cllr Nathalie Chambers

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Jeanie Tate

From: Guy Dauncey >
Sent: Sunday, December 15, 2019 10:20 AM
To: Municipal Hall
Subject: Climate Emergency Response

Dear Mayor and Councillors,

I see that you have a motion on Monday night to adopt a new climate action target of net zero emissions by 2050, 45% by 2030, and to direct staff to update the Climate Leadership Plan to reflect the new targets.

I really urge my support for the motion. The climate crisis is every bit as serious as the young people say it is. I have worked on the problem for twenty years, and I understand pretty deeply that we are heading for a climate catastrophe if we don't get a handle on it.

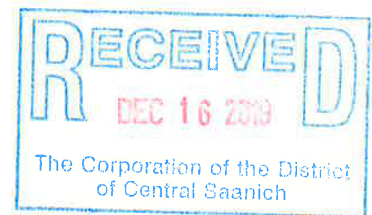
I have written two award-winning books on climate solutions, and I founded the BC Sustainable Energy Association because I realized that people were getting stuck on the science, and not understanding how the solutions would bring a better and more affordable world.

In a future Central Saanich where people have done what's needed to tackle the crisis, transportation with cycling, transit and electric vehicles will be much cheaper, and home heating bills will also be much cheaper, non-existent for people with new homes.

The province and the federal government are delivering incentives and supports to help people make the transition to a zero-pollution world. I really hope that as a council, you will join this super-important movement, by supporting the motion before you.

Sincerely,

Guy Dauncey
President, Yellow Point Ecological Society
Author, Speaker, Practical Utopian
www.thepracticalutopian.ca
www.journeytothefuture.ca
Ladysmith, BC
250-924-1445



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Item 11.2

Jeanie Tate

From: Robert Fisher <1...n>
Sent: Monday, December 16, 2019 11:50 AM
To: Municipal Hall
Subject: Central Saanich Climate Emergency Response
Attachments: central_saanich_climate_emergency_response_-_dec_2019_-_pdf.pdf

To Mayor and Council,

With the devastating failure of the UN COP25 to make any meaningful commitments to address the climate emergency and meet the goals set out in the IPCC (SR15) Report, it is essential for lower levels of government throughout the world to step up and provide the climate leadership we so urgently need now.

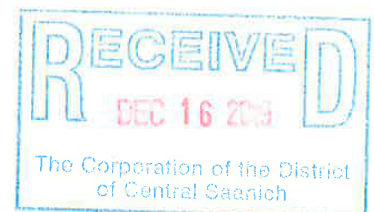
My family and I live in the Greater Victoria region and we rely on all local and regional governments to act for the region's interests and show leadership. I urge you to speak in support of and ratify all the recommendations in the 'Central Saanich Climate Emergency Response' Report.

Thank you.

Regards,
Robert Fisher

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Jeanie Tate

From: David & Bryony Graham >
Sent: Monday, December 16, 2019 11:33 AM
To: Municipal Hall
Subject: Climate Emergency Response

Mayor and Council:

I was heartened to see that in June 2019 the Council unanimously passed a motion on recognizing climate change as an emergency. I was disappointed to learn later that just 3 months earlier the Council had heavily defeated the same motion.

It says so much that the youth of the world, the ones to lose the most by inaction on this global crisis, are the ones who are now leading the fight to make the changes necessary if our world is to be given any hope of long term survival in its present form. Almost everything we do on a daily basis in our modern lives is a result of science. We take science for granted because of the innumerable benefits it has provided to us over the years. Now science has given us bad news and something on which we must act and we don't give the necessary respect to the science. Scientists are by nature conservative types and don't consider it their job to promote their work so the facts from climate science have been left mostly unattended to for decades now.

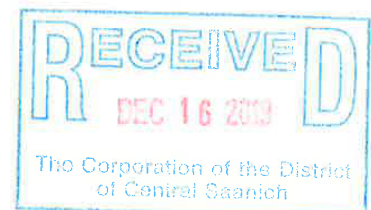
Well, our youth see this threat for what it is: an existential emergency. In Central Saanich we enjoy our lives in this bucolic environment mostly unaffected so far by what is coming. Sure, we see the cedar trees dying and the arbutus trees struggling and the bird life changing and diminishing but we are mostly oblivious to the drastic changes around the world because, for now, they don't impact us directly.

I plead with you to be bold and ambitious and take a strong stand on this topic. Educate yourselves on what other towns, cities and countries are aggressively doing to combat climate change; many are far ahead of us and have the knowledge and understanding with a global perspective of what is happening and are taking serious action. Many places have taken a strong position and have set targets beyond those the United Nations has set. These towns are paying heed to the science and are acting forthrightly thereby giving our youth some hope that they may have a decent future. THIS TOPIC IS THE MOST IMPORTANT ONE FACING MANKIND TODAY AND EVERY DAY WITHOUT ACTION MEANS THAT THE SITUATION WORSENS. Please listen to our children and react positively now for them and their future.

Respectfully submitted,
David Graham

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Katelyn Patterson



From: Thomas Hackney <tom.hackney@bcsea.org>
Sent: Monday, December 16, 2019 4:15 PM
To: Municipal Hall
Subject: Council Report of December 9th Re Central Saanich Climate Emergency Response
Attachments: PastedGraphic-1.tiff

Dear Mayor Windsor and Central Saanich Council Members,

I am writing to urge you to adopt the district staff recommendations in the Regular Council Report re Central Saanich Climate Emergency Response, dated December 9th, 2019.

The recommended revised climate action targets respond appropriately to the climate emergency that Central Saanich, the CRD and others have recognized. Likewise, the proposal to update the Climate Leadership Plan is an appropriate response.

The BC Sustainable Energy Association and many other groups, citizens and governments are working diligently for effective climate action responses in the greater Victoria area. The support of the District of Central Saanich is a very valuable contribution to this effort.

Regards,
Tom Hackney

Tom Hackney | *Victoria Chapter Co-Chair*
BC Sustainable Energy Association
250-381-4463 | tom.hackney@bcsea.org



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Jeanie Tate

From: Central Saanich via Central Saanich <no-reply@centralsaanich.ca> on behalf of No Reply <no-reply@centralsaanich.ca>
Sent: Sunday, December 15, 2019 6:18 PM
To: Municipal Hall
Subject: Mayor & Council email form submission from centralsaanich.ca

Submitted on Sunday, December 15, 2019 - 18:18
Submitted by anonymous user: 75.157.173.244
Submitted values are:

Subject: Support for Climate Emergency Response
First & Last Name: Megan Misovic
Phone Number: '
Address: 1107 Hollypark Rd
Email: n

Message:

Dear Mayor and Council,

This letter is in strong support of the bold and progressive response to climate change being discussed on December 16th. I am in strong support of increasing our GHG emission reduction targets and would like to commend staff, Mayor and Council, for this work.

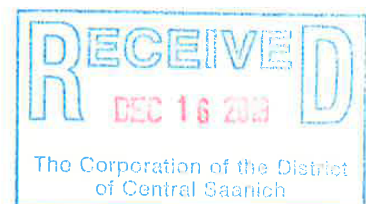
With respect,

Megan

The results of this submission may be viewed at:
<https://www.centralsaanich.ca/node/295/submission/5902>

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Jeanie Tate

From: j mojo >
Sent: Sunday, December 15, 2019 10:10 AM
To: Municipal Hall
Subject: Climate change motion

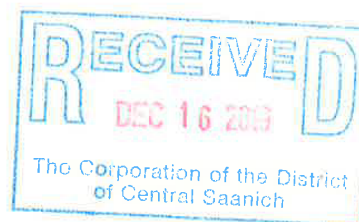
I first would like to commend the municipality for putting forward motions to deal with the climate change emergency I would like to see quick action and leadership in areas where the municipality can make a positive impact such as active transportation, supporting electrical vehicles by installing more chargers and incentives for the same, and development of building code changes to encourage energy efficiency.

I support and encourage all other measures as I believe that a forward vision and leadership even in a small community will have the power to make a powerful change Jim Rondeau
7096 central Saanich rd

Sent from my iPhone

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Jeanie Tate

From: patrick schreck <
Sent: Monday, December 16, 2019 11:39 AM
To: Municipal Hall
Subject: Central Saanich Climate Emergency Response
Attachments: Central Saanich Climate Emergency Response - Dec, 2019 - Pdf.pdf

To Mayor and Council,

With the devastating failure of the UN COP25 to make any meaningful commitments to address the climate emergency and meet the goals set out in the IPCC (SR15) Report, it is essential for lower levels of government throughout the world to step up and provide the climate leadership we so urgently need now.

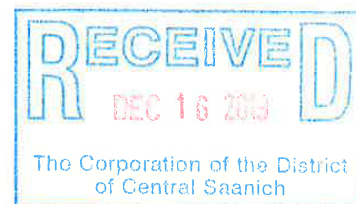
My family and I live in the Greater Victoria region and we rely on all local and regional governments to act for the region's interests and show leadership. I urge you to speak in support of and ratify all the recommendations in the 'Central Saanich Climate Emergency Response' Report.

Thank you.

Regards,
Patrick Schreck

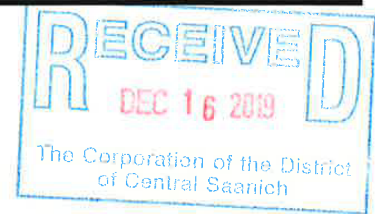
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Katelyn Patterson

From: Dora Stroud < >
Sent: Monday, December 16, 2019 8:12 AM
To: Municipal Hall
Subject: Central Saanich Climate Emergency Response



To the Mayor and Council of Central Saanich

I would like to thank Central Saanich staff for putting together the CS Climate Emergency Response report of December 9, 2019, recommending accelerated action on Climate Change.

I strongly support the Mayor and Council in approving the recommendations provided by staff in the report which are to accelerate the current targets and incorporate those new targets into the Climate Leadership Plan.

In addition, as new technologies and advancements will occur over the duration of the 10 year target, I encourage that the Mayor and Council direct staff to regularly monitor and to be ambitious in meeting these goals, recommending further action to reduce emissions over and above the target where it is feasible to do so.

As a retired IT Project Manager and an employee of the BC Government Carbon Neutral Program for seven years, I reflect on the fact that targets are often missed when not aggressively pursued and monitored. Take for example, the fact that the BC Government, public sector organizations, and many municipalities signed a charter in 2010 to reduce their emissions by 33% by 2020. With one exception this target has not been realized, now requiring more aggressive action to be taken to reduce the impact of anthropogenic emissions on our planet. ICBC, the exception, met the 33% reduction target in 2015 (<https://www.icbc.com/about-icbc/community-relations/Documents/carbon-neutral-action-report.pdf>) showing that the target is indeed achievable when there is strong organizational support.

In closing I encourage the leadership of the Mayor and Council in creating that strong organization support and in taking more ambitious action to reduce GHG emissions within the municipality. I also offer staff and council my support or assistance if it may be desired.

With Regard,
Dora Stroud

"The information contained in this transmission may contain privileged and confidential information of the District of Central Saanich. It is intended for review only by the person(s) named above. Dissemination, distribution or duplication of this communication is strictly prohibited by all recipients unless expressly authorized otherwise. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message. Thank you."

"Please visit our new **Civic Web Portal** at www.centralsaanich.ca to find information on upcoming meetings and past Council decisions, to search for background reports, and/or to sign up for e-notifications."

Jeanie Tate

From: Central Saanich via Central Saanich <no-reply@centralsaanich.ca> on behalf of No Reply <no-reply@centralsaanich.ca>
Sent: Sunday, December 15, 2019 8:58 PM
To: Municipal Hall
Subject: Mayor & Council email form submission from centralsaanich.ca

Submitted on Sunday, December 15, 2019 - 20:57

Submitted by anonymous user: 75.157.175.76

Submitted values are:

Subject: Accelerated Climate Leadership Plan

First & Last Name: Sue Stroud

Phone Number: }

Address: 1139 Verdier Ave, Brentwood Bay

Email: - 1

Message:

Thank you for coming forward with an accelerated climate leadership plan. I also applaud moving more quickly on the Energy Step Code and the recent acquisition of MODO cars in Central Saanich. Every action helps us here and adds to the collective actions around the world. When we plan and build to fight climate change we may not reap the benefits ourselves, but we are setting the table for those who come after to live in a better and safer world.

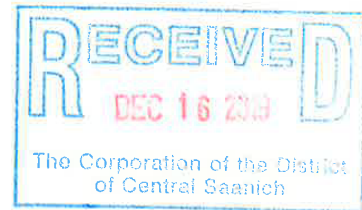
Central Saanich may seem remote from danger, but the choking pink skies from distant fires have already warned us that we are not as removed from danger as we think. Mt Newton could burn, we are building in the interface and fire could sweep through our communities as easily as it is moving through Australian countrysides and cities.

Our shorelines will erode, water will rise, storms are becoming more intense and we need to be prepared for those emergencies.

Congratulations on taking steps that will help.

The results of this submission may be viewed at:

<https://www.centralsaanich.ca/node/295/submission/5903>



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THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

BYLAW NO. 2031

A Bylaw to Establish Reserve Funds for the District of Central Saanich

The Council of the District of Central Saanich, in open meeting assembled, enacts as follows:

1. Title

This Bylaw shall be cited for as the “**Reserve Fund Bylaw No. 2031, 2019**”.

2. Authority

Under Sections 188 and 189 of the *Community Charter*, and Section 935 of the *Local Government Act*, Council may establish, by bylaw, one or more reserve funds to be used for specific purposes.

3. Application

This bylaw establishes, consolidates and directs the use of the District’s Reserve Funds.

4. Definitions

In this Bylaw:

“**District**” means The Corporation of the District of Central Saanich.

“**Fleet**” means vehicles and equipment under the control of the District.

“**Infrastructure**” means tangible or intangible systems and services the District requires to operate effectively.

“**Reserve Funds**” means funds that are set aside for a specified purpose.

“**Statutory Reserve Funds**” means funds set aside for specific purposes by bylaw.

5. Statutory Reserve Funds

The Reserve Funds in Column A are established for the purposes in Column B of the following table:

Column A Reserve Fund Name	Column B Purpose of Reserve Fund
General Vehicles and Equipment Replacement Reserve Fund	For replacement of municipal vehicles and equipment in the District's fleet.
Police Vehicles and Equipment Replacement Reserve Fund	For replacement of Police vehicles and equipment in the District's fleet.
Fire Vehicles and Equipment Replacement Reserve Fund	For replacement of Fire vehicles and equipment in the District's fleet.
Water Vehicles and Equipment Replacement Reserve Fund	For replacement of Water Utility vehicles and equipment in the District's fleet.
Sewer Vehicles and Equipment Replacement Reserve Fund	For replacement of Sewer Utility vehicles and equipment in the District's fleet.
Technology Replacement Reserve Fund	For replacement of information, technology, and communication systems.
Roads Replacement Reserve Fund	For replacement of roads infrastructure on an ongoing basis.
Drainage Replacement Reserve Fund	For replacement of drainage infrastructure on an ongoing basis.
Buildings Replacement Reserve Fund	For replacement of primary municipal buildings including Municipal Hall, Public Works Yard, Fire Stations and Police Station.
General Capital Reserve Fund	For funding of general capital assets that are not specifically funded from other established Infrastructure Replacement Reserves, which are usually additional to the District's existing infrastructure or expansion of an existing asset beyond the scope of replacement.
Sewer Capital Replacement Reserve Fund	For replacement of sewer utility infrastructure including any capital equipment and systems required for sewer operations, plus the early retirement of sewer debt as funds permit.
Water Capital Replacement Reserve Fund	For replacement of water utility infrastructure including any capital equipment and systems required for water operations, plus the early retirement of water debt as funds permit.
Local Service Area Reserve Fund	For capital commitments associated with local area service agreements or services payable by special charges.

Parkland Acquisition Reserve Fund	For purchase or development of parkland from monies from the sale of parkland.
Land Sale Reserve Fund	For paying debt remaining in relation to property sold and for acquiring land, improvements, and other assets of a capital nature.
Development Cost Charge (DCC) Reserve Fund	For roads, drains, parks, water, and sewer systems for which development cost charges were collected.

6. Transfers

- 6.1** All monies currently held in a Reserve Fund by the District at the time of adoption of this bylaw will be transferred, together with interest earned, to the new Reserve Fund established for the same purpose.
- 6.2** If the amount held in a Reserve Fund is greater than required for the purpose of the fund or the objective of the fund has been achieved and there are funds remaining in that Reserve Fund, surplus funds can be transferred to another Reserve Fund by way of adoption of a financial plan bylaw or through a resolution of Council.

7. Contributions

- 7.1** Contributions shall be specific to each Reserve as approved through the District's annual financial planning and budgeting process.

8. Use of Reserve Funds

- 8.1** Subject to section 189 of the Community Charter, money in a reserve fund, and any interest earned on it, must only be used for the purpose for which the fund was established.
- 8.2** Monies placed to a reserve fund established by bylaw may be expended by a resolution of Council or expressly authorized by a financial plan bylaw adopted by Council.

9. Repeal

The following bylaws are repealed:

- 9.1** Bylaw No. 118, cited as The Capital Reserve Fund Establishment Bylaw established in 1960.
- 9.2** Bylaw No. 266, cited as Public Works Machinery and Equipment Reserve Fund Bylaw, 1967.
- 9.3** Bylaw No. 267, cited as Fire Department Machinery and Equipment Reserve Fund Bylaw, 1967.
- 9.4** Bylaw No. 689, cited as Capital Reserve Fund Bylaw No. 1, 1982.
- 9.5** Bylaw No. 753, cited as Machinery and Equipment Reserve Fund Bylaw, 1984.

- 9.6** Bylaw No. 835, cited as Park Land Acquisition Reserve Fund Establishment Bylaw, established in 1986.
- 9.7** Bylaw No. 894, cited as Central Saanich Recreational Facilities Reserve Fund Establishment Bylaw No. 1, 1988.
- 9.8** Bylaw No. 896, cited as Central Saanich Recreation Facilities Legacy Reserve Establishment Fund Bylaw, 1988.
- 9.9** Bylaw No. 1263, cited as Central Saanich Roads Development Cost Charge Reserve Fund Establishment Bylaw No. 1263, 1997.
- 9.10** Bylaw No. 1264, cited as Central Saanich Water Development Cost Charge Reserve Fund Establishment Bylaw No. 1264, 1997.
- 9.11** Bylaw No. 1265, cite as Central Saanich Drainage Development Cost Charge Reserve Fund Establishment Bylaw No. 1265, 1997.

10. Severability

- 10.1** If any section, subsection or clause of this bylaw is for any reason to be held invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.

READ A FIRST TIME on this	2 nd	day of	December,	2019.
READ A SECOND TIME on this	2 nd	day of	December,	2019.
READ A THIRD TIME on this	2 nd	day of	December,	2019.
ADOPTED this		day of	December,	2019.

Ryan Windsor
Mayor

Liz Cornwell
Corporate Officer

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

BYLAW NO. 1971

A Bylaw to Amend the Land Use Bylaw
(1022 Sluggett Road)

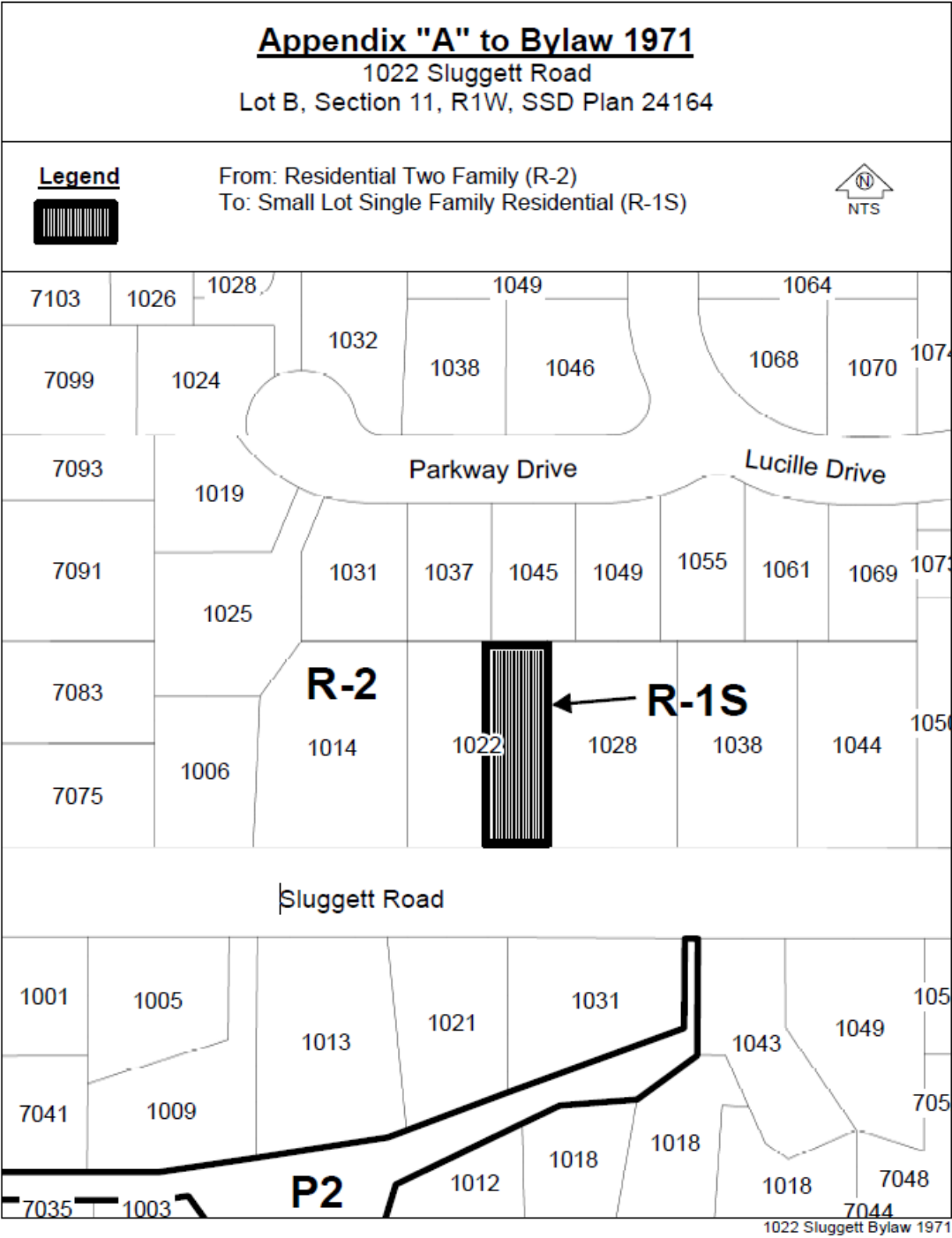
The Council of the District of Central Saanich, in open meeting assembled, enacts as follows:

1. Schedule 1 (Zoning Map) of Appendix "A" of Bylaw No. 1309, 1999, cited as "Central Saanich Land Use Bylaw No. 1309, 1999" as amended, is hereby further amended by:
 - a) changing the zoning designation of a portion of Lot 1, Section 11, Range 1 West, South Saanich District, Plan 24164 – Parcel Identifier 000-728-977 (**1022 Sluggett Road**), from **Residential Two Family (R-2) to Small Lot Single Family Residential (R-1S)** as shown on the map attached to this Bylaw as appendix "A".
2. This Bylaw may be cited for all purposes as the "**Central Saanich Land Use Amendment Bylaw No. 1971, 2019**".

READ A FIRST TIME on this	18 th	day of	March,	2019.
READ A SECOND TIME on this	18 th	day of	March,	2019.
PUBLIC HEARING HELD this	23 rd	day of	April,	2019.
READ A THIRD TIME on this	6 th	day of	May,	2019.
ADOPTED this		day of		2019.

Ryan Windsor
Mayor

Liz Cornwell
Corporate Officer





The Corporation of the District of Central Saanich

DEVELOPMENT VARIANCE PERMIT

No. DVP 3090-20-11/18
1022 SLUGGETT RD

TO:

And

(herein called "the Owner")

1. This Development Variance Permit is issued subject to compliance with the provisions of the Land Use Bylaw and all other applicable Bylaws of the Municipality, except as specifically varied by this Permit as follows:

- vary Section 38 (28) (R-2 Zone) of Land Use Bylaw 1309, 1999 to reduce the required Lot Frontage from 21 m to 18.25 m for proposed lot 'A';
- vary Section 38 (27C) (R-1S Zone) of Land Use Bylaw 1309, 1999 to reduce the required Lot Frontage from 14.75 m to 12.2 m for proposed lot 'B';

as shown on the plan attached to this Development Variance Permit.

2. This Development Variance Permit applies to the lands known and described as follows:

Parcel Identifier: 000-728-977

LOT 1 SECTION 11 RANGE 1 WEST SOUTH SAANICH DISTRICT PLAN 24164

(herein called "the Lands")

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. This Development Variance Permit is subject to the following conditions:

- a) That the owner obtain the necessary Building Permit;
 - b) That any alteration or expansion of the building within the setback would require separate approval by application to the District; and,
 - c) That the approved variances remain valid until such time as the encroaching building is removed or destroyed; at which time the permit shall be null and void and the setbacks specified in the District's Land Use Bylaw shall apply.
5. The terms and conditions contained in this Permit shall enure 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.
6. This Permit is not a Building Permit.

AUTHORIZING RESOLUTION PASSED AND ISSUED BY MUNICIPAL COUNCIL ON .

Permit issue date:

APPROVED AND AGREED TO BY THE OWNER:

Signed in the presence of:

Witness

Address of Witness

Occupation

Witness

Address of Witness

Occupation

**THE CORPORATION OF THE
DISTRICT OF CENTRAL SAANICH**

Date

Date

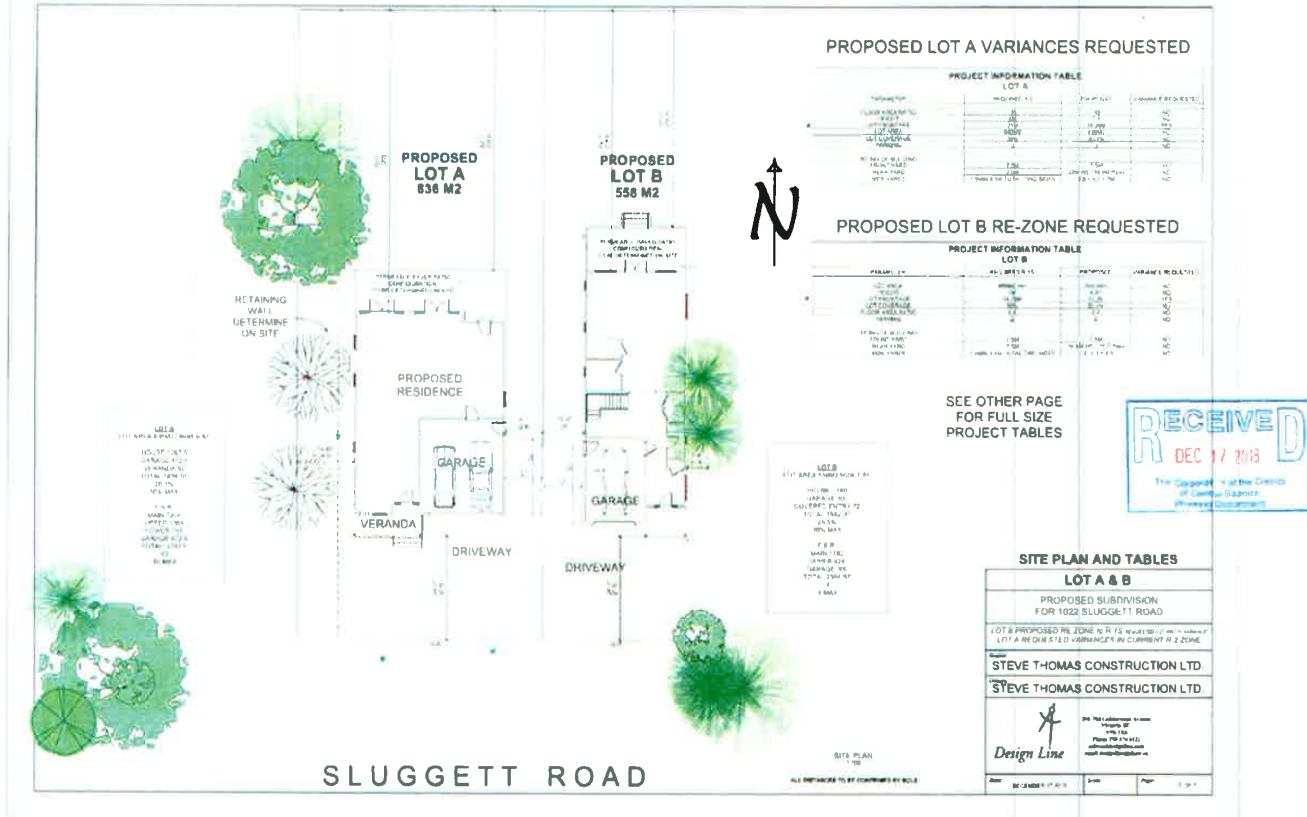
Ryan Windsor, Mayor

Liz Cornwell, Corporate Officer

SIGNED THIS ____ DAY OF _____, 201__.

Development Variance Permit No. 3090-20-11/18 (DVP)
1022 SLUGGETT ROAD

Page 4



THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

BYLAW NO. 1998

A Bylaw to Amend Land Use Bylaw
(918 Clarke Road)

WHEREAS the Council by Bylaw No. 1309, 1999 adopted the Land Use Bylaw and deems it appropriate to amend the Land Use Bylaw;

NOW THEREFORE the Council of the Corporation of the District of Central Saanich, in open meeting assembled, enacts as follows:

1. MAP AMENDMENT

Schedule 1 (Zoning Map) of Appendix "A" of Bylaw No. 1309, 1999, cited as "Central Saanich Land Use Bylaw No. 1309, 1999" as amended, is hereby further amended by changing the zoning designation of the westerly portion of the land legally described as Lot 13, Section 10, Range 2 West, South Saanich District, Plan 34974, Except Part in Plan 48734 – Parcel Identifier 000-314-897 (918 Clarke Road), shown shaded on the map attached to this Bylaw as Appendix "A" from R-2 Residential Two Family to R-1XS Single Family Residential Infill

2. CITATION

This Bylaw may be cited for all purposes as the "**Central Saanich Land Use Bylaw Amendment Bylaw No. 1998, 2019**".

READ A FIRST TIME this	3 rd	day of	June	, 2019
READ A SECOND TIME this	3 rd	day of	June	, 2019
PUBLIC HEARING HELD this	8 th	day of	July	, 2019
READ A THIRD TIME this	8 th	day of	July	, 2019
ADOPTED this		day of		, 2019

Ryan Windsor
Mayor

Liz Cornwell
Corporate Officer

BYLAW No. 1998
918 Clark Road
lot 13, Section 10, Range 12 West,
South Saanich District, Plan 34974
Except Part in Plan 48734

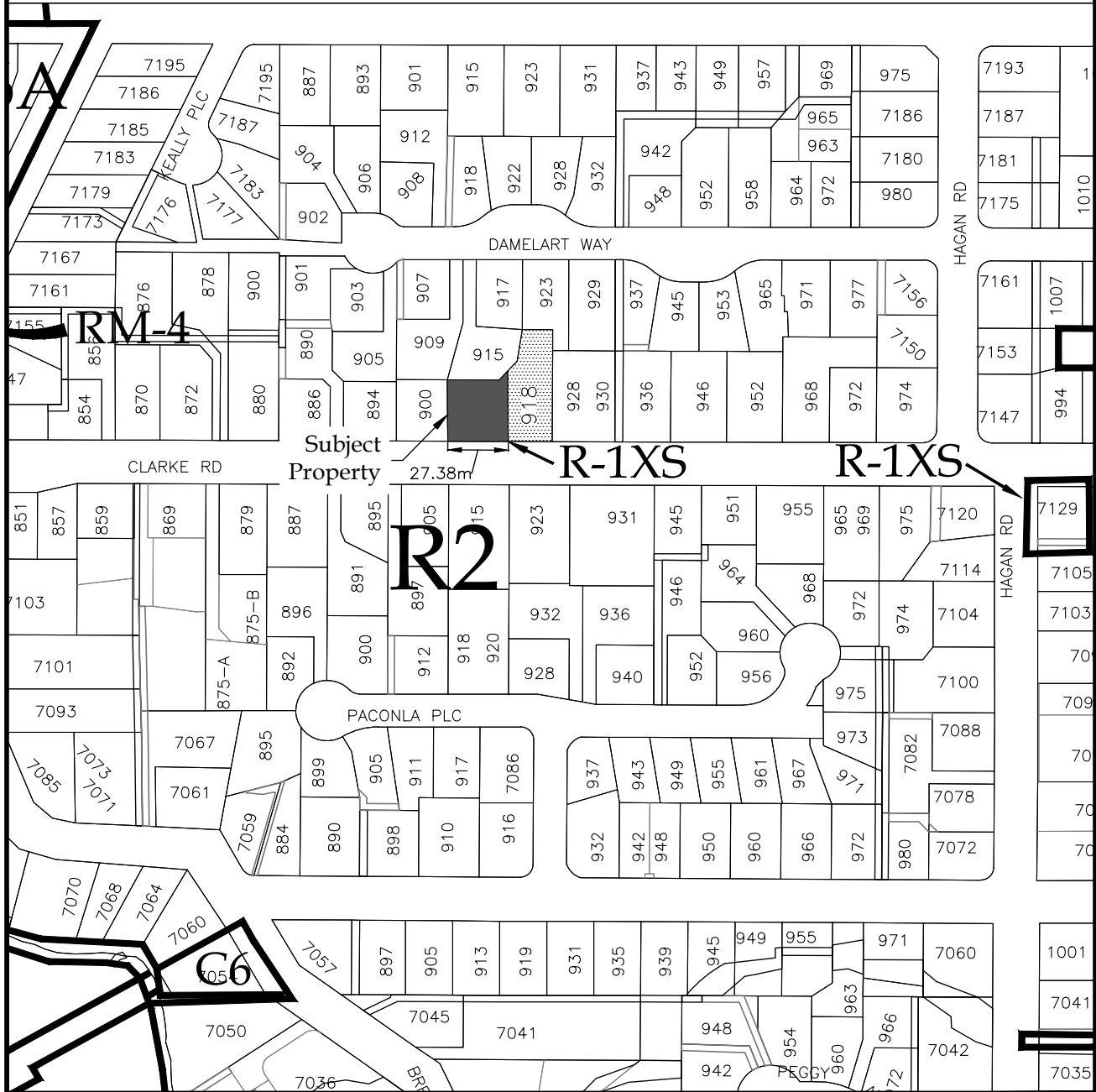
LEGEND



FROM: R-2 -Residential Two Family
To: R-1XS -Single Family Residential Infill



scale 1:2500



918 Clark Rd.dwg



The Corporation of the District of Central Saanich

DEVELOPMENT VARIANCE PERMIT

No. DVP 3090-20-11/18
1022 SLUGGETT RD

TO:

And

(herein called "the Owner")

1. This Development Variance Permit is issued subject to compliance with the provisions of the Land Use Bylaw and all other applicable Bylaws of the Municipality, except as specifically varied by this Permit as follows:

- vary Section 38 (28) (R-2 Zone) of Land Use Bylaw 1309, 1999 to reduce the required Lot Frontage from 21 m to 18.25 m for proposed lot 'A';
- vary Section 38 (27C) (R-1S Zone) of Land Use Bylaw 1309, 1999 to reduce the required Lot Frontage from 14.75 m to 12.2 m for proposed lot 'B';

as shown on the plan attached to this Development Variance Permit.

2. This Development Variance Permit applies to the lands known and described as follows:

Parcel Identifier: 000-728-977

LOT 1 SECTION 11 RANGE 1 WEST SOUTH SAANICH DISTRICT PLAN 24164

(herein called "the Lands")

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. This Development Variance Permit is subject to the following conditions:

- a) That the owner obtain the necessary Building Permit;
 - b) That any alteration or expansion of the building within the setback would require separate approval by application to the District; and,
 - c) That the approved variances remain valid until such time as the encroaching building is removed or destroyed; at which time the permit shall be null and void and the setbacks specified in the District's Land Use Bylaw shall apply.
5. The terms and conditions contained in this Permit shall enure 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.
6. This Permit is not a Building Permit.

AUTHORIZING RESOLUTION PASSED AND ISSUED BY MUNICIPAL COUNCIL ON .

Permit issue date:

APPROVED AND AGREED TO BY THE OWNER:

Signed in the presence of:

Witness

Address of Witness

Occupation

Witness

Address of Witness

Occupation

**THE CORPORATION OF THE
DISTRICT OF CENTRAL SAANICH**

Date

Date

Ryan Windsor, Mayor

Liz Cornwell, Corporate Officer

SIGNED THIS ____ DAY OF _____, 201__.

RECEIVED
DEC 17 2013
The Corporation of the County of
Dufferin
Financial Department

SITE PLAN AND TABLES

LOT A & B

PROPOSED SUBDIVISION
FOR 1022 SLUGGETT ROAD

LOT 8 PROPOSED RE ZONE TO R 15 REVERTED TO R 15 ZONE
LOT 9 A REDEMPTED VARIANCE IN CURRENT R 2 ZONE

STEVE THOMAS CONSTRUCTION LTD

STEVE THOMAS CONSTRUCTION LTD

For more information, visit www.pearsoncmg.com

Design Line

[illegible][illegible]

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

BYLAW NO. 2003

A Bylaw to Amend Land Use Bylaw
(8391 Lochside Drive)

WHEREAS the Council by Bylaw No. 1309, 1999 adopted the Land Use Bylaw and deems it appropriate to amend the Land Use Bylaw;

NOW THEREFORE the Council of the Corporation of the District of Central Saanich, in open meeting assembled, enacts as follows:

1. TEXT AMENDMENT

Appendix A, to the Central Saanich Land Use Bylaw No. 1309, 1999, as amended, is hereby further amended as follows:

- a. By adding to Section 38(31) Rural Estate: RE-2 under "Other Regulations" the following paragraph:

In addition to the list of uses permitted under the heading "Permitted Uses", Carriage House shall be a permitted use on the land legally described as Lot 6, Section 1, Range 4 East, South Saanich District, Plan 4863 (8391 Lochside Drive).

2. CITATION

This Bylaw may be cited for all purposes as the "**Central Saanich Land Use Bylaw Amendment Bylaw No. 2003, 2019**".

READ A FIRST TIME this 4th day of November , 2019

READ A SECOND TIME this 4th day of November , 2019

PUBLIC HEARING HELD this 9th day of December , 2019

READ A THIRD TIME this day of , 20__

APPROVED BY THE MINISTER OF TRANSPORTATION & INFRASTRUCTURE this day of

ADOPTED this day of , 20__

Ryan Windsor
Mayor

Liz Cornwell
Corporate Officer



The Corporation of the District of Central Saanich

COMMITTEE OF THE WHOLE REPORT

For the Committee of the Whole meeting on October 28, 2019

To: Jarret Matanowitsch
Director of Planning and
Building Services

File: 3360-20-5/19

From: Ivo Van der Kamp
Planner

Priority:	<input type="checkbox"/> Strategic
	<input checked="" type="checkbox"/> Operational

Date: October 17, 2019

Re: 8391 Lochside Drive - Rezoning Application for Carriage House

RECOMMENDATIONS:

1. That Land Use Bylaw Amendment Bylaw No. 2003 (8391 Lochside Drive) be introduced and given First Reading.
2. That Land Use Bylaw Amendment Bylaw No. 2003 (8391 Lochside Drive) be given Second Reading and referred to a Public Hearing.
3. That prior to adoption of Bylaw No. 2003 (8391 Lochside Drive) a covenant be registered on the lands to secure the following:
 - a. that the single family dwelling on the property not be permitted to include a secondary suite until such time the carriage house building has been decommissioned and is no longer used for residential purposes; and
 - b. that the carriage house building will include a socket for electric vehicle charging that is constructed with a dedicated 240-Volt line, capable of 50 Amps, has a NEMA (6-50) socket, and located to serve a vehicle parking inside or outside of the garage;
4. That after adoption of Bylaw No. 2003 (8391 Lochside Drive) covenant FB106147, prohibiting the use of the upper level of the accessory building as a dwelling unit or for sleeping accommodation, be discharged.

1903 Mount Newton Cross Road, Saanichton, B.C. V8M 2A9
Phone: 250-652-4444 Fax: 250-652-0135

To: Jarret Matanowitsch, Director of Planning and Building Services
For: October 28, 2019 Committee of the Whole
Re: 8391 Lochside Drive - Rezoning Application for Carriage House

October 17, 2019

BACKGROUND:

The District has received an application to amend the text of the Rural Estate: RE-2 zone to include a carriage house as a permitted use on the property at 8391 Lochside Drive. The property contains a single family dwelling, a detached 5-car garage and small accessory buildings. The owner has applied to use the upper floor of the detached garage as a two-bedroom suite for rental purposes.

The Official Community Plan designation of the subject property is Rural and the property is zoned Rural Estate: RE-2. The property fronts the water on the east, and adjacent properties to the north and south are also zoned RE-2, as shown on the attached Site Context Plan. To the west is Lochside Drive and the Patricia Bay Highway, with properties on the other side being zoned A-1 and lying within the Agricultural Land Reserve. The property is approximately 0.49 hectares, is heavily treed and slopes gradually down to the water. Attached to this report is a site survey indicating the location of all buildings and structures.

A building permit for the accessory building, consisting of a garage, storage area and exercise area, was issued in 1994. In 2007, Council issued a development variance permit to allow for two additional dormers on the building, which exceeded the height restriction. In addition, as the second floor of the building was being used as a dwelling unit at the time, contrary to bylaw regulations, Council required that a covenant be registered on the title of the subject property, prohibiting the use of the upper floor of the accessory building as a dwelling unit or for sleeping accommodation. The applicant has provided pictures of the property and buildings, which are attached to this report.

DISCUSSION:

Official Community Plan

The Official Community Plan designates this property as 'Rural' and it is located outside of the Urban Settlement Area Boundary. Policy 1 of Section 3.3 Guiding the Future - Rural Lands states: *The areas designated as Rural on Schedule A, Land Use Plan are intended to be retained for rural residential and agricultural uses over the long-term.*

The Rural land use designation includes residential uses, including a secondary suite, therefore, the proposed residential carriage house instead of a secondary suite would be consistent with the OCP.

Land Use Bylaw

The property is zoned Rural Estate: RE-2. This zone allows for a single family dwelling and a secondary suite. The existing single family dwelling does not include a secondary suite. All necessary building permits for the accessory building have been issued and the suite was decommissioned in 2009. Therefore, the building currently conforms to all building code and land use bylaw regulations.

The accessory building has a total gross floor area of 268 m², including the suite, which has a gross floor area of 128 m². The existing single family dwelling has a gross floor area of 265 m². The residential (suite) floor area of the proposed carriage house is 48% of the floor area of the main dwelling, whereas the Land Use Bylaw sets a maximum floor area for a secondary suite at 90 m² or 40% of the gross floor area of a Residential Single Family building in which the suite is located. Should Council support the proposal, a covenant would be registered prohibiting the single family dwelling to include a secondary suite as long as the carriage house is being used for residential purposes.

To: Jarret Matanowitsch, Director of Planning and Building Services
For: October 28, 2019 Committee of the Whole
Re: 8391 Lochside Drive - Rezoning Application for Carriage House

October 17, 2019

Other than the request to amend the text of the RE-2 zone to allow for a carriage house on the subject property, no variances are required as part of the application. The proposed carriage house is not visible from the street due to the many trees growing on site (see attached Aerial View) and no tree removal is necessary. An adjacent dwelling to the north is located approximately 10 metres away but the view is screened by a mature cedar hedge. The adjacent dwelling to the south is located approximately 35 metres from the carriage house. As the carriage house is an existing building, no visual impact on neighbouring properties would occur, however, the deck on the upper level of the carriage house may have an impact on neighbouring properties with respect to noise, should it be occupied.

Building Design

The lower level of the accessory building consists of a five-car garage. The entire upper level would be used as a suite, with an uncovered deck off the proposed living room. The upper level is accessed by way of an external staircase on the east side of the building. Only two windows are located on the north side of the building on the second floor, which faces the neighbouring property and dwelling, and one side of the deck also faces north.

The suite would include a combined living/dining/kitchen area, a bathroom and two large bedrooms. Due to the size of the two bedrooms, the owner may convert the bedrooms to three bedrooms in the future. Due to the 5-car garage on the lower level and ample space for outside parking on the property, parking is not considered an issue with the proposed use. Information provided by a Registered Onsite Wastewater Practitioner states that the existing septic field is sufficient to accommodate the 3-bedroom main dwelling and the proposed 2-bedroom suite and that no upgrade or replacement to the system would be necessary as a result of this proposal.

As the accessory building is existing and only minor renovations to the upper level are required to convert the building to a carriage house, Council may not wish to require that the building meet Step Code Level 3. The applicant has agreed to include a plug for electric vehicle charging in the garage portion of the carriage house and this would be secured through a covenant on title.

Covenant

Should Council approve the proposal and allow for the upper floor of the detached accessory building to be used as a secondary suite, the covenant currently registered on the title of the property, prohibiting the use of this area as a dwelling unit or for sleeping accommodation, would be discharged.

Advisory Planning Commission

The Commission reviewed the application at their meeting on September 18, 2019. The Commission discussed a covenant that would prohibit a suite in the main dwelling and commented that the application ticks all the boxes for a positive review. The Commission unanimously supported the rezoning application and recommended that, should Council support the application, they consider requiring a covenant that would prohibit a secondary suite in the main dwelling.

Staff Comments

Staff note that the covenant recommended by the Advisory Planning Commission, to prohibit a secondary suite in the main dwelling with the use of the carriage house as such, is included in the recommendation.

To: Jarret Matanowitsch, Director of Planning and Building Services
For: October 28, 2019 Committee of the Whole
Re: 8391 Lochside Drive - Rezoning Application for Carriage House

October 17, 2019

CONCLUSION:

An application has been made to allow the upper floor of an existing accessory building to be used as a secondary dwelling unit. If approved, the text of the RE-2 zone would be amended by allowing a carriage house on the subject property specifically. The building meets all zoning and building code regulations and no variances are requested.

Respectfully Submitted

Ivo Van der Kamp
Planner

ATTACHMENTS:

- Site Context Plan
- Site Survey
- Aerial View
- Accessory Building Pictures
- Draft Land Use Bylaw Amendment
Bylaw No. 2003 (8391 Lochside
Drive)

Endorsed by:

***Jarret Matanowitsch,
Director of Planning and Building Services***

Administrator's Recommendation:

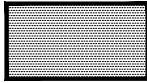
***I concur with the recommendation contained in
this report.***

***Patrick Robins
Chief Administrative Officer***

SITE CONTEXT PLAN

8391 Lochside Drive

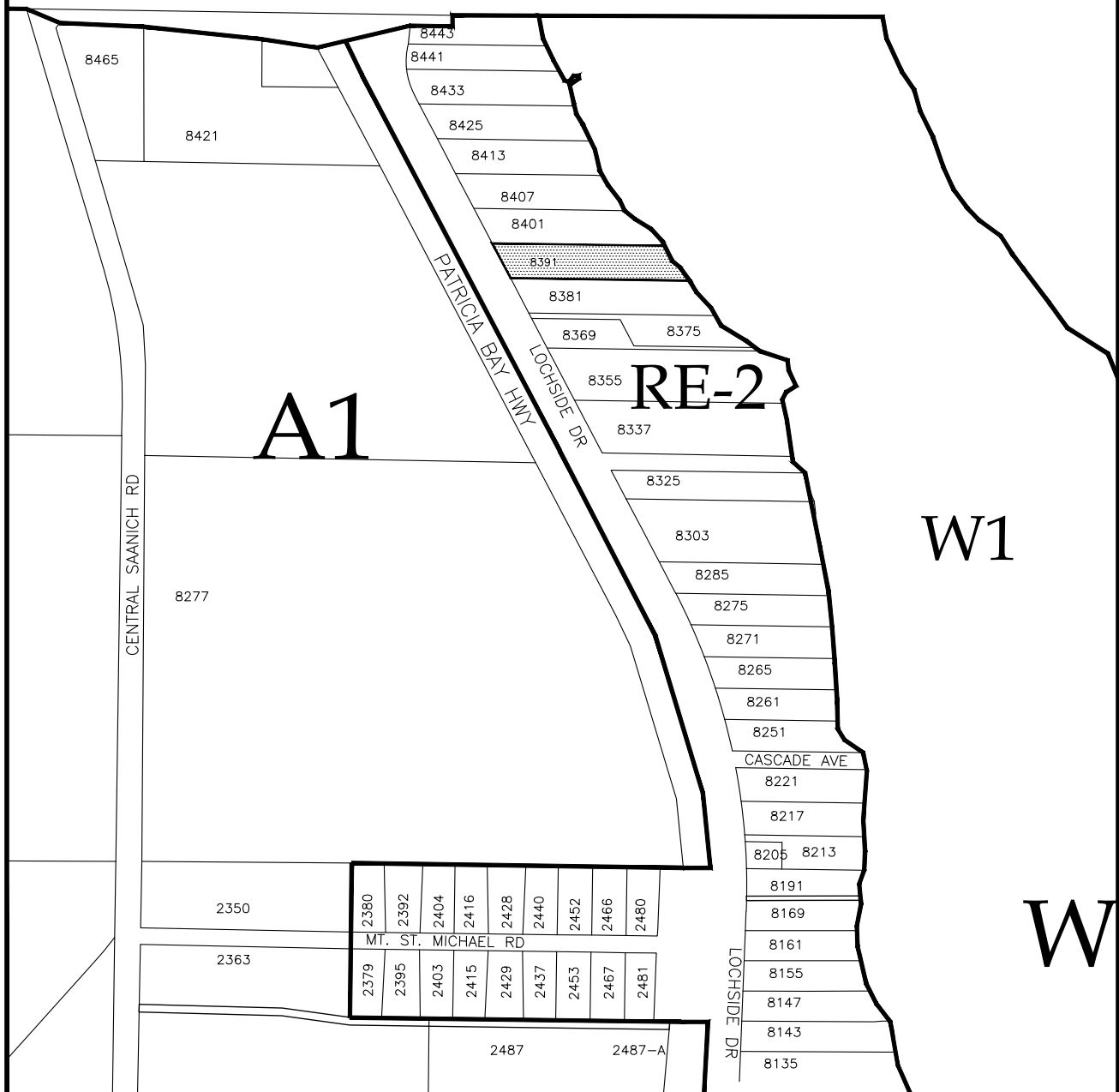
LEGEND



SUBJECT SITE



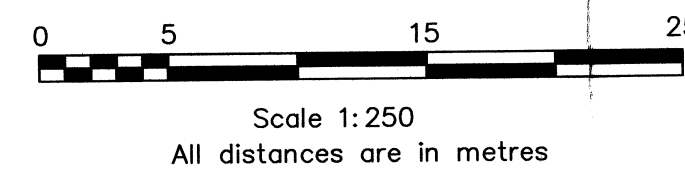
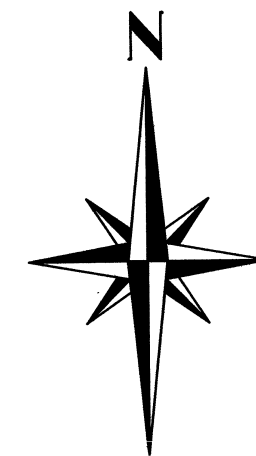
scale 1:5000



8391 Lochside Dr.dwg

B.C. Land Surveyor's
Site Plan of:

Lot 6, Section 1, Range 4 East,
South Saanich District, Plan 4863
Except part in Plan 2319 RW



Civic address: 8391 Lochside Drive
Sidney, B.C.

Parcel Identifier Number 000-301-663

Legend

PP denotes utility pole
Denotes spot elevation

• PP
+ 0.00

Denotes tree, species & number
(trees not plotted to scale)
not all trees located



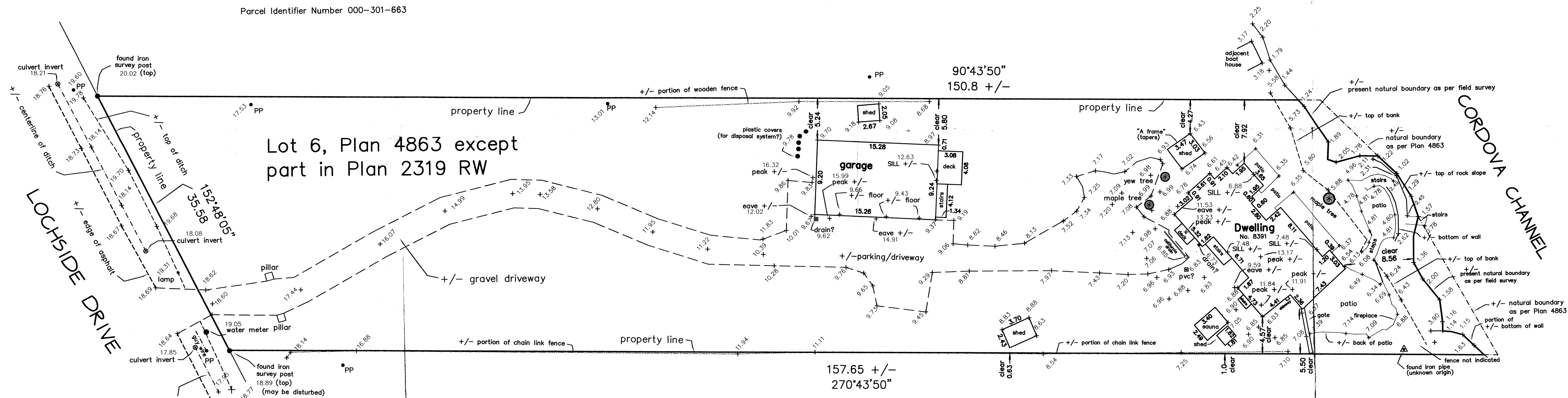
Elevations are GEODETIC.

Not all fences were located.

All buildings are measured to the exterior of exterior walls
unless indicated otherwise. Designer to confirm critical dimensions.

site area = +/- 4883 square metres

calculated from present natural boundary



Property dimensions are
derived from Land Title Plans
and field survey.
Property dimensions and clearances may vary
slightly upon complete legal survey.

Glen Mitchell
Land Surveying Inc.
1030 North Park Street
Victoria, B.C.
V8T 1G6
tel 385-1712
fax 385-1713
email glen @ mitchellsurvey.ca

fb 234 file 07-83-7978B (a)

This plan was prepared for the exclusive
use of our client.

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consent of the signatory.

The signatory accepts no responsibility or liability
for any damages that may be
suffered by a third party as a result of any
decisions made, or actions taken based
on this document.

This drawing is prepared to assist house designer
and is not to be used for any other purpose.
All critical dwelling dimensions must be confirmed.

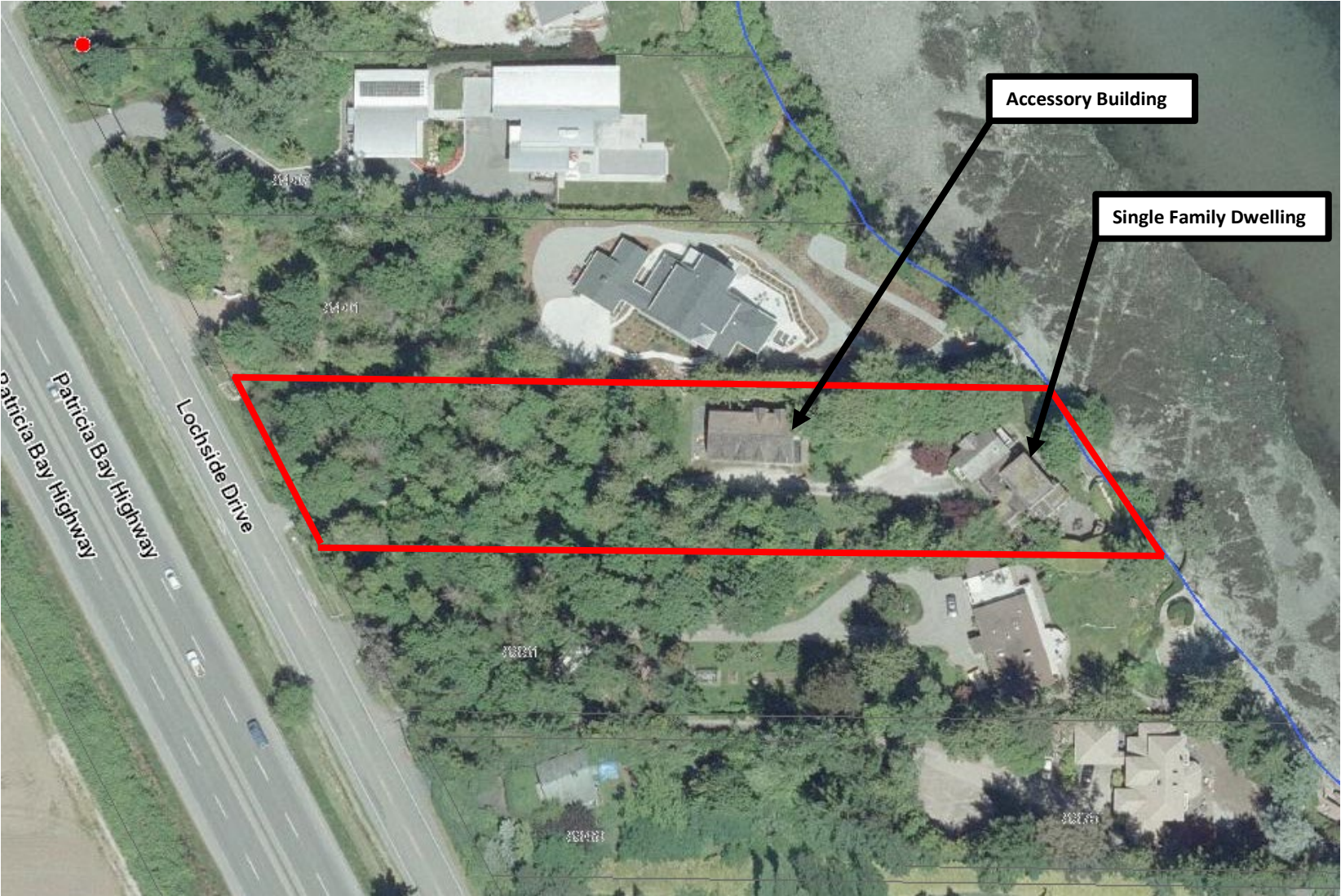
This plan has been prepared in accordance
with the Manual of Standard Practice and is certified correct
this 11th day of June, 2007

B.C.L.S.

© This document is not valid unless originally signed
and sealed.

8391 Lochside Drive

Outline of Subject Property





8391 Lochside Drive, Saanichton BC – 1.24 Acre









Large Capacity Septic System approved in 2001





35-Foot-high cedar hedging provides privacy to closest neighbor * see Letter of Support from this neighbour





Original Cottage with small addition works – all with Permits & Completion Certificates
*Abundant amount of parking





In comparison to all surrounding properties and improvements, this property has less site coverage with improvements and superior privacy. We feel that with all surrounding neighbours submitting Letters of Support, that this is non impacting.

A young couple with one 5-year-old child is seeking to rent the accommodation.

No new structures are being sought.

The structure seeking residential use has been in place since 1994

The Septic System was designed, installed and approved in 2001 for a 2 bedroom suite to be added to the 3 bedroom main house.

****system design, install and approval submitted with application.***

Katelyn Patterson

From: Central Saanich via Central Saanich <no-reply@centralsaanich.ca> on behalf of No Reply <no-reply@centralsaanich.ca>
Sent: Friday, November 15, 2019 3:10 PM
To: Municipal Hall
Subject: Mayor & Council email form submission from centralsaanich.ca

Submitted on Friday, November 15, 2019 - 15:09
Submitted by anonymous user: 205.250.181.57
Submitted values are:

Subject: Before/After school child care

First & Last Name: Joanne Murrell

Phone Number:

Address: 7645 Wallace Drive

Email:

Message:

Mayor and Council,

for the past 2-3 months my son has attended the Beacon Nature School, which has been taking place at the Presbyterian Church in North Saanich since September. The program was relocated to that location after being asked to move from Kelset School (the catchment school for many families in the Saanichton area) at the end of June.

Unfortunately things have not worked out with the Presbyterian Church, and parents were informed on November 14 that the program will be ending on December 20, giving families 1 month to find a suitable arrangement for their children.

The program, when it was held at Kelset School provided care to almost 40 children. Since moving to the church location, the number of children had to be reduced to 24 spaces only. This means that over the past few months almost 40 before and after school spaces will have disappeared, many of those spaces serving families living in Central Saanich.

Beacon is one of very few non-profit providers in the area that provides child care (including a large Before/After School program at Brentwood Elementary - a program that has an extensive waitlist). Having contacted several child care providers since receiving the news yesterday, there are no before or after school spaces available on the Peninsula for January 2020.

I hereby request that you and council direct staff to work with Beacon Community Services and the Saanich School District to identify a suitable location, to avoid significant disruption to parents and children in the short term - many of whom are unable to work or attend school without access to such care.

A space is needed immediately for the 24 children that will be impacted by this closure, but I would also like to request Mayor and Council take seriously provincial commitments to child care, and seek funding to build child care spaces for children of all ages in the longer term.

The results of this submission may be viewed at:

<https://www.centrialsaanich.ca/node/295/submission/5806>

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"Please visit our new **Civic Web Portal** at www.centrialsaanich.ca to find information on upcoming meetings and past Council decisions, to search for background reports, and/or to sign up for e-notifications."

Calendar of Meetings

January 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 New Years Day (office closed)	2	3	4
5	6 Regular Council 7:00 pm	7	8 Capital Region Housing Corp 11:30am CRD Board 1:10pm	9 Police Board 4:00 pm Peninsula Agricultural Commission 7:00 pm	10	11
12	13	14	15 Regional Water Supply Commission 11:30am Advisory Planning Commission 7:00pm (tentative)	16 Saanich Peninsula Water & Wastewater Commissions 9:00 am Peninsula Recreation Commission 7:00 pm	17	18
19	20 Public Hearing 6:30 pm Regular Council 7:00 pm	21	22	23	24	25
26	27	28 GVPL Board 12:00pm	29	30	31	