CRD

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DPAC MUNICIPAL PLANNERS MEETING – DISCUSSION NOTES
September 20, 2019 10:00 am – 12:00 pm, Colwood Hall, Victoria, BC

PRESENT:

Colwood – Iain Bourhill, Jill Collinson
Esquimalt – Bill Brown
Highlands – Laura Beckett
Juan de Fuca – Iain Lawrence
Langford – Julia Buckingham, Leah Stohmann
Metchosin – Sherry Hurst
North Saanich – Ann Berry
Saanich – Cameron Scott

Sidney – Alison Verhagen, Corey Newcomb
Victoria – Amanda McStravick
View Royal - Lindsay Chase
CRD – Christine Culham, John Reilly (facilitator), Jay Douillard, Jeff Weightman, Iain Lawrence (acting Senior Planning Manager), Maia Kerr (recorder)

1. Welcome and Introductions

John Reilly provided a welcome and introductions were made around the table. Each municipality and electoral area (EA) provided a brief update on current priorities for their area.

2. UBCM Housing Needs Report Project

- An RFP process will support the selection of a consultant to complete the Housing Needs Report (HNR) project
- Colwood's council has already endorsed the CRD applying for and managing the HNR on their behalf, but requested that the report only include what is in the UBCM scope
- Victoria is completing an OCP Capacity Assessment and Housing Demand Assessment, which will complement the HNR project
- HNR report will ensure municipalities are able to make informed planning decisions

a. Scope of Work

- HNR data requirements
  - Relatively straightforward except for the housing units required by bedroom type (rather than by structure type) which identifies need rather than land capacity
  - CRD has data on number of households and average number of people per dwelling
  - There are data aggregation issues due to the use of postal addresses which default to 'Victoria' as the municipal designation. Jay is working to clarify the data with BC Stats.
  - Sidney – Provided approximately 10 years of data to the consultant and locational data for secondary suites
  - Saanich – Stakeholder consultation to flesh out emerging trends to complement the data (e.g. focus group with volunteer firefighter units)
  - CRD already has detailed Building Permit data back to 2006, and general data from 2005 (report requires data from 2005-on) so it is possible that CRD could provide the data and then have municipalities/EA confirm
- HNR municipal statements
  - Consultant will draft statements and each municipality will work with consultant to confirm and make any necessary changes

- Role of the consultant
  - Sub-committee – Consultant could compile data for all municipalities/EA, and then entire planning group could workshop the data/statements. This would provide a chance to respond to the data and guide stakeholder engagement.
  - Sidney – Consultant will write the statements for Sidney but staff will finesse them. Willing to offer recommendations on their statements.
  - Provide a framework of what to cover in the statements to ensure consistency between and among municipalities and electoral/land trust areas – should be outlined in scope
- CRD will draft scope and work with the subcommittee to confirm the scope after which the draft will be shared with DPAC members for review and feedback
- Additional research needs that could be included as part of the HNR
  - Pull annual income statistics from tax filer data (rather than rely on 5 year census data)
    - Sidney and View Royal didn't do this for their HNR
    - CRD to confirm if UBCM funding can be used for this and what it would cost
  - Cost of housing
  - Homeless count and projections

b. Procurement and Selection of Consultant – Working Group

- Working group will help develop scope and will review and evaluate proposals and then bring a recommendation to the full DPAC group

c. Stakeholder Engagement – Process and Roles

- Complete engagement in three to four areas (e.g. Peninsula, Westshore, Core, and SSI)
- Promote engagement opportunities to all municipalities/EA's stakeholders and councils
- Consultant to present housing needs data to stakeholder groups for review and confirmation
- Engagement will not focus on broader questions such as affordability, specific population needs, etc.
- There may be a need for engagement with specific groups (industry, non-profit, military, etc.)
  - Municipalities/EA to identify and provide contact information on specialty groups for their areas
- Engagement should start in May and June and then finish in September
- Grant decision turnaround could be one to three months so RFP might be released in advance of the award
- CRD UBCM grant application will only list HNR research, engagement and reporting as per legislation and not on policy review and/or development.
- A separate project may be launched using CRD funding to look at creating an open web-based housing data project but will not be included in the HNR budget system
- The HNR will only cost municipalities/EA their planner's time
- The HNR project will not require funding from municipalities and electoral/land trust areas
- CRD has additional funding which could be used if the full grant is not received

3. CRD Housing Agreements Program

- Program to support private developers to create affordable rental/ownership in the region
- Existing examples include Dockside (ownership) and Travino (rental)
- Sales must be for an agreed-upon below market rate and owners must abide by the terms of a covenant registered on title
- Prospective buyers must meet income eligibility requirements set by the municipality – CRD can act in an advisory role
- Project's affordability increases over time (long term affordability)

- CRD may create some kind of system where interested, potentially qualified buyers could register to be notified when a below-market units becomes available
- There is a rental option based on hardship that will allow rentals at below market rates for up to two years with the CRD holding discretionary power on the establishment of rental rate
- CRD to send information briefing to municipalities about the Housing Agreements Program
- CRD to create brochure/FAQs for developers and website content

4. **Update of Capital Region Coastal Flood Inundation Mapping Project**

- Christine Culham provided a brief update
- Nikki Elliot, Shawn Carby and Glen Harris are working on this project and an information briefing will be sent to all municipalities/EA by email in the near future

5. **RGS Population Projections Project**

- Iain Lawrence confirmed that the early consultation process is complete and the report is scheduled for the October CRD Board meeting
- Revised handouts with updated tables were distributed for review
- April – projections were shifted from long range to current which changed the populations for each area; this was sent to councils for referral; questions came back regarding dwelling units and a programming error was discovered which BC Stats has since corrected
- June – current handouts address concerns about dwellings and CRD is looking for feedback to confirm it looks reasonable
  o Employment projections are likely more accurate on a regional level than at a municipal/EA level
  o There are still some concerns about the model used – CRD staff will follow up with individual municipalities and/or electoral/land trust areas
- CRD has drafted a bylaw into which this table will be inserted

6. **Next Meeting**

- CRD to create questionnaire regarding scope for each municipality/EA to fill out with their individual requirements
- Subcommittee will meet to draft scope
- DPAC Meeting will be scheduled in mid-November to consult with municipalities/EA on the scope
- CRD looking for a few more members on the subcommittee to better represent the region

7. **Adjournment**