

Page 2 - #35732

The decision noted above is recorded as Resolution # 0094/2006.

Yours truly,

PROVINCIAL AGRICULTURAL LAND COMMISSION

Per:

Erik Karlsen, Chair

cc: 448823 BC Land - c/o 450 Stanford Avenue, Parksville, BC, V9P1V8  
City of Parksville - 3370-20-04-01  
Kabel Atwall, 140 - 4651 Shell Road, Richmond, BC - V6X3M3

RC/ly/35732d2

# APPENDIX A OFFICIAL COMMUNITY PLAN EXCERPT

## 4.7 Residential Development

The City is attempting to meet the demands of a varied and growing population by providing policy which encourages the development of a variety of housing types and densities. This approach recognizes that in a diverse and healthy community residents represent a diversity of needs and desires based on age, income level and preference. It also recognized that over time housing needs may differ because of mobility levels, time constraints, income levels, location of support services and amenities. An equally important consideration is that over time the scarcity of land and threats to the natural environment may lead to the need for different, more compact models of housing.

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In May 2001, the City's Department of Community Planning completed a Housing Study. This comprehensive study reviewed every facet of the City's housing including: historic development patterns, ownership trends, stock of specialized housing, etc. This document should be used as reference material on this topic. The following observations are made in the report:


- There continues to be a high level of construction of single-family type housing suited to small families (including strata, as well as fee simple ownership).
- There has been a large acceptance of "strata" ownership.
- There are a significant number of "strata communities".
- The overall rental stock of multiple family building is not increasing.
- There is a current need for some special types of housing.
- The built housing form is "low" and land intensive.

**Objectives:**

*A variety of suitable housing for all elements of the population will be provided in the framework of the City's land use plan.*

#### 4.7.2 Affordable and Special Needs Housing

The City has in past required the provision of affordable housing as part of the approval process in two large developments. A subsequent drop in market values rendered this attempt ineffective. The City will:

- Offer density bonuses in exchange for the provision of affordable housing units in developments.
- Permit secondary suites in single family dwellings of adequate size and with adequate parking.
-  Enable mobile home park development and designate Manufactured Home Park zoning as development permit areas.
- Investigate alternative affordable housing options, including bare land strata and small lot subdivisions.
- Promote rental housing development, using incentives available under legislation.
- Use custom zoning to accommodate special needs housing development.

#### 4.7.3 Comprehensive Development

The 1994 Official Community Plan introduced the concept of comprehensive development and designated large tracts of undeveloped land for this purpose. The intention was to ensure that these large tracts of undeveloped land, which are predominantly zoned for single family subdivision, would be preplanned so as to take care of the amenity and other needs (such as neighbourhood commercial) of the eventual residents, to produce a development which maximized the site attributes, possibly through clustering units together, and leaving part of the site free of development and to make provisions for affordable and varied housing, in accordance with the goals set in the OCP. In return, the developer would be able to achieve greater density than could be obtained under the site's present zoning.

This concept, which is a very progressive one from a planning perspective did not receive widespread acceptance for several reasons but in general terms, because the end product did not deliver the vision offered. Also, the uncertainty of what will ultimately be on a site is problematic for adjacent residents and property owners. The absence of very specific guidelines about what the end development should include and should protect, give the perception of an ad hoc



REQUEST TO APPEAR AS A DELEGATION

TO BE HELD Monday - April 14, 2008 AT 6:00 P.M.  
Day Date

NAME OF PERSON MAKING PRESENTATION: Michele Deakin  
[Please print]

NAME OF APPLICANT IF OTHER THAN ABOVE: \_\_\_\_\_  
[Please print]

NAME OF ORGANIZATION [if applicable]: Mid-Vancouver Island Habitat Enhancement Society

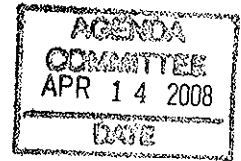
Mailing address: Box 935 Parksville, B.C. V9P 2G9

Phone: 738-0232 - 738-0232 Fax: \_\_\_\_\_  
[Business] [Home]

DETAILS: [Please provide complete information on the nature of your presentation. If applicable, provide one set of submission documents in letter sized format for photocopying purposes. All requests and documentation must be received by the Administration Department by twelve noon on the Tuesday prior to the meeting date for consideration. Delegation requests that do not meet the criteria of *Delegations and/or Presentations to Council or Committee Policy 2.22* will not be processed.]

I would like to make a presentation regarding the application by the Shelly Farm (270A Stanford Avenue, West half of District Lot 42, Nanoose District) to be removed from the ALR. We and many others in the community are concerned about removal of viable farmland from the ALR, and in particular this piece as it also provides some key elements of biodiversity including salmon habitat, and an eagle nesting tree.

NOTE: Any personal information on this form is collected for the purpose of administering the meetings of Council as noted in Section 26(c) of the *Freedom of Information and Protection of Privacy Act*.



Oceanside Development & Construction Association  
P.O. Box 616, Parksville, BC V9P 2G7  
E-mail: odca@shaw.ca

February 28, 2008

Gayle Jackson, Director of Community Planning  
City of Parksville  
P.O. Box 1390  
Parksville, BC V9P 2H3  
VIA: email

Dear Gayle,

**RE: Consideration of Implementation of Mandatory Provision of Affordable Housing Units**

Thank you for referring the above report to the ODCA for comments. We apologize for not getting our comments back to you sooner. As you are aware, it takes time to digest a report of this substance and reflect on the outcome for our community and the industry. There were several initiatives brought forward to Council at the same time and this one item needed to be put into perspective along side the other initiatives.

An ODCA committee has reviewed the report and to appropriately address the "Consideration of Implementation of Mandatory Provision of Affordable Housing Units" report we suggest a meeting with interested council members and staff to further discuss this issue along with a general discussion on Affordable Housing and what influences the City can have in this regard.

We look forward to working further with the City to promote affordable/attainable housing in Parksville for all concerned and look forward to a brainstorming meeting with Council and staff to address and find solutions for affordable housing/attainable housing in Parksville.

Regards,

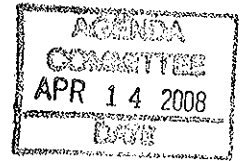
Michelle Jones  
President

Egon Kuhn  
Secretary/Treasurer

Duane Round  
Parksville Committee

c.c. Mayor and Council, via email

# COMMITTEE OF THE WHOLE REPORT



March 6, 2008

**REPORT TO: F. C. MANSON, C.G.A., CHIEF ADMINISTRATIVE OFFICER**

**FROM: G. A. JACKSON, DIRECTOR OF COMMUNITY PLANNING**

**SUBJECT: CONSIDERATION OF AMENDMENTS TO SECONDARY SUITE ZONING REGULATIONS**

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**Issue:**

Consideration of amendments to secondary suite zoning regulations

**Executive Summary:**

A process of reviewing the City's zoning with respect to secondary suites commenced in July, 2007. The focus of the review has been on the size limitation of 60 m<sup>2</sup> and whether or not it should be increased and also on whether or not the owner occupancy requirement should be removed. Council referred this topic to the Advisory Planning Commission (APC), Citizen's Advisory Committee (CAC) and developers and investments for comment. The comments are now in for Council's consideration.

**References:**

Council Resolutions #07-209, #07-241(3)  
July 12, 2007 Staff report  
October 18, 2007 APC minutes  
CAC Terms of Reference  
October 29, 2007 letter from the Oceanside Developments Construction Association (ODCA)  
January 24, 2008 CAC minutes

**Background:**

The APC reviewed this topic at its October 18, 2007 meeting, resulting in the following motion:

"That the Advisory Planning Commission recommend to Council that the current regulations regarding secondary suites remain as is and that these regulations be published in the local newspapers to make the community aware of these regulations. CARRIED"

As a result of a September 27, 2007 referral to the ODCA, as representatives of developers and investors, the attached October 29, 2007 letter was received indicating support of amendments and in particular, referencing options 4 and 5 of the Staff report, which are indicated below:

4. Direct Staff to prepare an amendment to the Zoning Bylaw which would have the effect of eliminating the requirement for the dwelling to be owner occupied and also increase the maximum size to 90 square metres and permit suites to be in a separate building.

5. Direct Staff to amend the RS-1 zone to permit duplexes.

The CAC reviewed the same topic at its January 24, 2008 meeting, based on the Terms of Reference attached. Minutes of this meeting are attached. The following motions resulted:

That the committee recommended the City should do some advertising that secondary suites are permitted

That the maximum permissible size of a suite be increased from 60 m<sup>2</sup> to 90 m<sup>2</sup>

**Options:**

Council may:

1. Increase the minimum permissible suite size from 60 m<sup>2</sup> to 90 m<sup>2</sup>.
2. Remove the requirement for owner occupancy of suites.
3. Increase the size (60<90 m<sup>2</sup>) and remove the owner occupancy requirement.
4. Maintain the status quo.
5. Advertise the current regulations so as to make it known that secondary suites are currently permitted on a wide spread basis and re-evaluate the impact of this in 12 months time.

**Analysis:**

It is clear from the input received that there is reluctance to make a wide spread change from the current regulations due to concern about the impact on established neighbourhoods. Both the APC and the CAC questioned whether the current regulations permitting suites are well known. A conservative next step in the process of considering a change would be to undertake an advertising initiative to create an awareness that suites are currently permitted on a wide spread basis, subject to conditions set out in the Zoning and Development Bylaw.

**Financial Implications:**

Staff resources have been utilized to research this topic.

**Sustainability Implications:**

The provision of suitable housing within a community is consistent with the social objectives of sustainability.

**Recommendation:**

That the report from the Director of Community Planning dated March 6, 2008 regarding consideration of amendments to secondary suite zoning regulations be received;

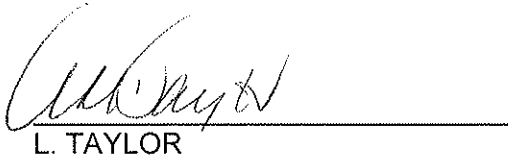
And That Staff be directed to advertise the current regulations so as to make it known that secondary suites are currently permitted on a wide spread basis and re-evaluate the impact of this in 12 months time.

  
GAYLE A. JACKSON

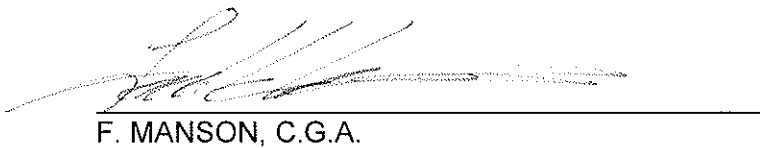
GAJ/sh  
Attachments

I:/Users/Planning/3360-30/2008/Agenda/Report-1.

**CORPORATE ADMINISTRATOR'S COMMENTS:**

  
L. TAYLOR

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**

  
F. MANSON, C.G.A.



**CITY OF PARKSVILLE**  
**CITIZENS' ADVISORY COMMITTEE**

**MINUTES OF MEETING**

**Date:** January 24, 2008  
**Time:** 7:00 p.m.  
**Place:** PCTC, The Forum  
**Chairman:** Douglas O'Brien

**Members Present:**

Douglas O'Brien  
Russ Rayner  
Diane Lloyd  
Dennis Belliveau  
Isabel Fitzpatrick

**Others:**

Mayor Sandy Herle  
G. Jackson, Director of Community Planning  
L. Taylor, Director of Administrative Services

**1. Call to Order:**

The meeting was called to order at 7:05 p.m.

Mayor Herle appeared before the committee to explain Council's decision to discontinue the role of a Council liaison at these meetings.

Mayor Herle left the meeting at 7:10 p.m.

The Director of Administrative Services introduced and welcomed the two new members: Isabel Fitzpatrick and Diane Lloyd.

**2. Appointment of Chair**

**Moved Belliveau/Seconded Rayner**  
THAT Douglas O'Brien be appointed as Chair.

CARRIED

**3. Minutes**

**Moved Belliveau/Seconded Rayner**  
THAT the minutes of the meeting of October 22, 2007 be approved.

CARRIED

4. Issues

a) **Secondary Suites**

**To consider in the context of the acute need for rental housing, whether or not the City's present zoning regulations requires amendment so as to promote additional secondary suites as a form of affordable housing**

The Director of Community Planning gave a power point presentation on the secondary suites regulations explaining:

- o The single family dwelling that contains the secondary suite must be owner occupied
- o The secondary suite must be completely contained within the principal building
- o The maximum size of a secondary suite cannot exceed 40% of the gross floor area of the principal building to a maximum of 60 m<sup>2</sup>
- o Building code permits the maximum size to be 90 m<sup>2</sup>

Committee was requested to provide recommendations on the following:

1. *Are the current regulations an impediment to the construction of secondary suites?*

Committee comments:

- o Not sure if people are aware what the regulations are
- o Have there been complaints that this is an impediment
- o Do not feel it is an impediment – Parksville's regulations are liberal compared to others
- o Publicity is the answer
- o Issue of affordable housing is everywhere
- o Don't want a suite in every house
- o Concern that neighbourhoods may go downhill

2. *Should the regulations be amended so as to eliminate the requirement for owner occupancy*

Committee comments:

- o If eliminated may open it up for investors
- o Would change the atmosphere of Parksville
- o If it was eliminated it should be staged system
- o May open up more affordable housing
- o May stimulate development throughout the City of Parksville, but would not happen in all areas of the city; only in older areas with larger houses
- o Might create a few more grow ops
- o Likely more negatives than positives

**Moved Belliveau/Seconded O'Brien**

THAT the requirement for owner occupied be removed from the City's secondary suite regulations.

DEFEATED

4 opposed

**Moved Fitzgerald/Seconded O'Brien**

THAT the committee recommended the City should do some advertising that secondary suites are permitted

CARRIED

3. *Should the regulations be amended so as to increase the maximum permissible size of a suite*

Committee comments:

- o Increasing the maximum size from 60m<sup>2</sup> to 90 m<sup>2</sup> would permit 2 bedroom suites that may be suitable for families

**Moved O'Brien/Seconded Lloyd**

THAT the maximum permissible size of a suite be increased from 60m<sup>2</sup> to 90 m<sup>2</sup>.

CARRIED

The Committee noted that by changing one of the regulations they have answered the question they think the maximum permissible size is an impediment to the construction of secondary suites but the owner occupied requirement is not.

- b) Amendment to Fireworks Bylaw**  
**To consider where or not the City should allow the storage of fireworks in Parksville for wholesaling to retailers and distributors outside of Parksville.**

This was deferred from the October 22, 2007 meeting so that the committee would have an opportunity to review the federal regulations for the proper storage of fireworks. A copy of the regulations were circulated to the committee members with the agenda package prior to the meeting.

Committee comments:

- o Proper storage of the fireworks is the key; don't think it is appropriate in a residential neighbourhood
- o More appropriate to have the storage in an industrial area
- o Requested that the Fire Chief attend the next meeting so as to provide information on where and how the current wholesaler stores his fireworks.

- c) Renaming Alberni Highway and Island Highway**

City staff advised that Council had received the recommendation from the Committee to rename both Alberni and Island Highway. Council thanked the committee for their input, but has decided not to proceed with the renaming at this time due to costs that would be involved.

**5. Adjournment:**

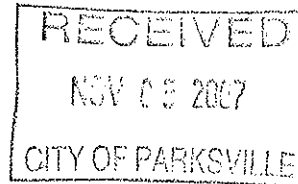
There being no further business the meeting adjourned 9:40 p.m.

\_\_\_\_\_  
Chair



Oceanside Development & Construction Association  
P.O. Box 616, Parksville, BC V9P 2G7

October 29, 2007



Gayle Jackson, Director of Community Planning  
City of Parksville  
P.O. Box 1390  
Parksville, BC V9P 2H3

Dear Gayle,

**RE: Amendments to Secondary Suites Regulations**

Thank you for referring your report on the Amendments to Secondary Suites Regulations to our Association for review and comment.

As three members of our Association were on the Attainable Housing Committee, our Association is well informed of the need for Attainable Housing in Parksville. We support efforts the City can undertake to make it financially feasible for residents to work as well as retire in Parksville. Affordable rental accommodation is essential if local businesses are to encourage employees to work and live in Parksville.

Our Board has reviewed the document and are in agreement to support Caroline Grover, Economic Development Officer's comments included in your report: "Options 4 and 5 are consistent with the recommendations made by the Attainable Housing Committee over a year ago and as a member of that committee I would be comfortable with seeing these go forward."

We look forward to working further with the City to promote affordable housing in Parksville for all concerned.

Regards,

Michelle Jones  
President

Egon Kuhn  
Secretary/Treasurer

c.c. Councillor Marc Lefebvre  
Caroline Grover, Economic Development Officer

CITIZEN'S ADVISORY COMMITTEE  
ASSIGNMENT TERMS OF REFERENCE  
SECONDARY SUITES

**Assignment:** To consider, in the context of the acute need for rental housing, whether or not the City's present zoning regulations requires amendment so as to promote additional secondary suites as a form of affordable housing.

**Due Date:** December 31, 2007

**Council Liaison:** Councillor Marc Lefebvre

**Staff Liaison:** Gayle Jackson, Director of Community Planning  
Laurie Taylor, Director of Administrative Services

**Specifics:** The Committee is requested to provide recommendations, from the perspective of the general public, on the following as they pertain to the topic of secondary suites:

1. Are the current regulations an impediment to the construction of secondary suites?
2. Should the existing regulations be amended, so as to:
  - a. eliminate the requirement for owner occupancy
  - b. increase the maximum permissible size of a suite

**Background Information:** July 12, 2007 Staff report to Council  
Staff presentation at initial meeting

CITY OF PARKSVILLE  
ADVISORY PLANNING COMMISSION

MINUTES OF MEETING

Date: October 18, 2007  
Time: 8:00 AM  
Place: PCTC, The Forum  
Acting Chairman: C. O'Leary

Members Present:

- |   |       |               |       |             |             |
|---|-------|---------------|-------|-------------|-------------|
| X | _____ | T. Knight     | _____ | D. Luke     |             |
| X | _____ | C. A. O'Leary | X     | _____       | J. Orniston |
| X | _____ | L. Taylor     | _____ | R. Thompson |             |
| X | _____ | C. Waters     |       |             |             |

Others:

- M. Lefebvre, Council Representative
- G. A. Jackson, Director of Community Planning
- B. C. Russell, Manager of Current Planning
- S. Harbottle
- S. Chow, Chow Low Hammond Architects Inc.
- J. Gemella, Design Landscape Architect/Arborist
- J. McDaniel, Carel Properties Ltd.
- A. McKillop, member of the public

1. Call to Order:

The meeting was called to order by the Acting Chairman at 8:03 am.

2. Minutes

Moved by T. Knight                      Seconded by C. Waters  
That the minutes of the meetings of October 4<sup>th</sup> and October 12, 2007 be approved.  
CARRIED

### 3. Zoning Amendment Application (Carel Properties Ltd.)

B.C. Russell, Manager of Current Planning introduced the application to the membership and advised that the proposal is to permit a 3 storey, 12 unit apartment building. The property is currently zoned Single Family Residential, RS-1. Mr. Russell advised that this is an area in transition; the property is designed multifamily in the Official Community Plan (OCP). Mr. Russell introduced Mr. Sid Chow, the architect for the proposed development. Mr. Chow presented the proposal and advised the following:

- The surrounding properties are of mixed use.
- There will be a partial basement and 4 units per storey for a total of 12 units.
- The building will be low scale with the massing articulated, as is called for in the OCP.
- The portions of the property that are not being paved will be softened with landscaping.
- The developer is proposing to use low flush toilets, low flow shower heads and faucets.

Mr. Chow introduced the landscape architect, Jessica Gemella who advised the membership of the following:

- An evergreen hedge borders the parking area to screen parked cars.
- A cedar fence along the side yards is being provided.
- Each unit on the ground level is provided with individual planting beds.
- A walkway is provided at the front and rear of the property.
- Screening from the neighbours will be done to protect privacy.
- Plant material has been chosen to be drought tolerant.
- Irrigation will be provided to establish the planting beds and for the grass.
- An amenity area is being provided.

Moved by T. Knight

Seconded by C. Waters

That the Advisory Planning Commission recommend to Council that the zoning amendment application from Carel Properties Ltd. on behalf of R.B. Palmer & Associates Ltd., Inc. No. 20318109 to rezone Lot 5, District Lot 14, Nanoose District, Plan 5797 (352 Hirst Avenue) from Single Family Residential, RS-1 to a High Density Residential, RS-3 Zone to permit a 3 storey, 12 unit apartment building development be approved, subject to a technical review by the Planning and Engineering and Operations Department. CARRIED

### 4. Secondary Suites

Gayle Jackson, Director of Community Planning, presented a PowerPoint presentation to the membership regarding secondary suites.

Ms. Jackson advised the recommendation of Council dated July 4, 2007 was:

"THAT given the acute need for rental housing in Parksville, staff be requested to research and bring forward amendments to the existing secondary suite regulations so as to promote additional secondary suites as a form of affordable housing."

Ms. Jackson asked the members to focus on the current secondary suites regulations and make recommendations to Council based on whether the Commission felt there was a need to amend the current bylaw.

Discussion ensued on the following:

- What can be done?
- Are the current regulations common knowledge?
- What market is the City looking for?
- What is the acceptability to this type of housing?
- Is the need really there? i.e. is this a transitory issue?

Moved by C. Waters

Seconded by T. Knight

That the Advisory Planning Commission recommend to Council that the current regulations regarding secondary suites remain as is and that these regulations be published in the local newspapers to make the community aware of these regulations.  
CARRIED

**5. Application Status Update**

Mr. Russell presented an update of the most current zoning amendment applications and their status to date.

**6. Adjournment:**

There being no further business the meeting adjourned 9:45 am.

  
\_\_\_\_\_  
Acting Chair

/sh

Planning/0360-20/APC/2007/MinOct18-07.



**CITY OF PARKSVILLE**  
**ADVISORY PLANNING COMMISSION**

**RECOMMENDATION**

**DATE:** October 18, 2007  
**TIME:** 8:00 a.m.  
**PLACE:** Parksville Civic and Technology Centre  
**ACTING CHAIRMAN:** C. O'Leary

**MEMBERS PRESENT:**

<u>X</u> _____	T. Knight	_____	D. Luke
<u>X</u> _____	C. A. O'Leary	<u>X</u> _____	J. Ormiston
<u>X</u> _____	L. Taylor	_____	R. Thompson
<u>X</u> _____	C. Waters		

Guests:

- M. Lefebvre, Council Representative
- G. A. Jackson, Director of Community Planning
- B. C. Russell, Manager of Current Planning
- S. Harbottle
- S. Chow, Chow Low Hammond Architects Inc.
- J. Gemella, Design Landscape Architect/Arborist
- J. McDaniel, Carel Properties Ltd.
- A. McKillop, member of the public

**SUBJECT:** Zoning Amendment Application (Carel Properties Ltd.)

**RECOMMENDATION:** Moved by T. Knight                      Seconded by C. Waters

That the Advisory Planning Commission recommend to Council that the zoning amendment application from Carel Properties Ltd. on behalf of R.B. Palmer & Associates Ltd., Inc. No. 20318109 to rezone Lot 5, District Lot 14, Nanoose District, Plan 5797 (352 Hirst Avenue) from Single Family Residential, RS-1 to a High Density Residential, RS-3 Zone to permit a 3 storey, 12 unit apartment building development be approved, subject to a technical review by the Planning and Engineering and Operations Department. CARRIED

**CITY OF PARKSVILLE**  
**ADVISORY PLANNING COMMISSION**

**RECOMMENDATION**

**DATE:** October 18, 2007  
**TIME:** 8:00 a.m.  
**PLACE:** Parksville Civic and Technology Centre  
**ACTING CHAIRMAN:** C. O'Leary

**MEMBERS PRESENT:**

<u>X</u> _____	T. Knight	_____	D. Luke
<u>X</u> _____	C. A. O'Leary	<u>X</u> _____	J. Ormiston
<u>X</u> _____	L. Taylor	_____	R. Thompson
<u>X</u> _____	C. Waters		

Guests:

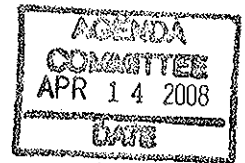
- M. Lefebvre, Council Representative
- G. A. Jackson, Director of Community Planning
- B. C. Russell, Manager of Current Planning
- S. Harbottle
- S. Chow, Chow Low Hammond Architects Inc.
- J. Gemella, Design Landscape Architect/Arborist
- J. McDaniel, Carel Properties Ltd.
- A. McKillop, member of the public

**SUBJECT:** Secondary Suites

**RECOMMENDATION:** Moved by C. Waters                      Seconded by T. Knight

That the Advisory Planning Commission recommend to Council that the current regulations regarding secondary suites remain as is and that these regulations be published in the local newspapers to make the community aware of these regulations. CARRIED

COMMITTEE OF THE WHOLE REPORT



March 6, 2008

REPORT TO: F. C. MANSON, C.G.A., CHIEF ADMINISTRATIVE OFFICER

FROM: G. A. JACKSON, DIRECTOR OF COMMUNITY PLANNING

SUBJECT: STATUS OF AFFORDABLE HOUSING POLICY STRATEGY INITIATIVES

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**Issue:**

Status of affordable housing policy strategy initiatives

**Executive Summary:**

Staff is bringing forward an update regarding the many housing initiatives which are in progress. Each of the initiatives is itemized in the report, along with information about its current status.

**References:**

Appendix A – Explanation of terminology  
Oceanside Development Construction Association correspondence dated February 28, 2008.

**Background:**

An omnibus report was presented to Council on November 14, 2007. Its purpose was to put forward a wide variety of policy initiatives for the promotion of affordable housing. Where required the initiatives were subject of a referral for comment.

This report is intended to provide an update and advance for decision some of the initiatives which required further work.

Due to the complexity of one of the topics it is subject of a separate report, also on this agenda. Also attached to this report (as Appendix A) is an explanation of the definition of affordable housing as it has been the subject of some discussion and debate.

Item	Action Taken	Follow Up Required
OCP Affordable Housing Policies (Section 4.7 and Future Land Use Map)	<ul style="list-style-type: none"><li>• Content up to date</li></ul>	
Density bonus in zone categories	<ul style="list-style-type: none"><li>• Zoning amendment to RS-3 to alter bonus formula in progress (has been to public hearing)</li></ul>	<ul style="list-style-type: none"><li>• Bylaw No. 2000.60 will appear on a future agenda for Council's deliberation.</li></ul>
Mandatory provision of Affordable Housing	<ul style="list-style-type: none"><li>• Referred to ODCA for comment</li></ul>	<ul style="list-style-type: none"><li>• February 28, 2008 ODCA letter – meeting request.</li></ul>

Item	Action Taken	Follow Up Required
Zoning Bylaw	<ul style="list-style-type: none"> <li>• One change to definition</li> </ul>	<ul style="list-style-type: none"> <li>• Bylaw to amend definition will be on next Council agenda</li> </ul>
Consideration of amending Secondary Suite regulations (Resolution #07-209)	<ul style="list-style-type: none"> <li>• Referred to the APC and the Citizen's Advisory Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Subject of separate report on this agenda</li> </ul>
Strata Conversion Policy	<ul style="list-style-type: none"> <li>• Content up to date – no change required</li> </ul>	-
Mobile and Manufactured Home Park Conversion and redevelopment Policy	<ul style="list-style-type: none"> <li>• Adopted by Council on November 19, 2007 – Policy 4-28 now in place</li> </ul>	-
Expediting applications by removing development permit process	<ul style="list-style-type: none"> <li>• Committee did not support advancement</li> </ul>	-
OCP amendment to add workforce housing policy	<ul style="list-style-type: none"> <li>• Bylaw to effect this has been drafted</li> </ul>	<ul style="list-style-type: none"> <li>• OCP amendment Bylaw appears on next Council agenda.</li> </ul>
Pamphlet	<ul style="list-style-type: none"> <li>• In draft form</li> </ul>	<ul style="list-style-type: none"> <li>• Draft will be finalized when outcome of all policy initiatives is known.</li> </ul>
Web site	<ul style="list-style-type: none"> <li>• Awaiting outcome of policy initiatives</li> </ul>	<ul style="list-style-type: none"> <li>• Web site material to be advanced at appropriate time.</li> </ul>
Development applications with Affordable Housing	<ul style="list-style-type: none"> <li>• One such private sector application in progress</li> </ul>	<ul style="list-style-type: none"> <li>• Bylaw No. 2000.61 will appear on a future agenda for Council's deliberation</li> </ul>
DCC exemption for non-profit rental housing	<ul style="list-style-type: none"> <li>• Report prepared</li> </ul>	<ul style="list-style-type: none"> <li>• Will appear as a separate agenda item</li> </ul>
DCC Update	<ul style="list-style-type: none"> <li>• Method of calculating multifamily DCC's is being changed from a "per unit" charge to an area based charge</li> </ul>	-

**Options:**

Council may:

1. Receive this report for information.

**Analysis:**

The initiatives listed on this report represent virtually all of the "policy" type initiatives currently available to local government. Without direct financial participation or subsidization, these are the primary tools available.

**Financial Implications:**

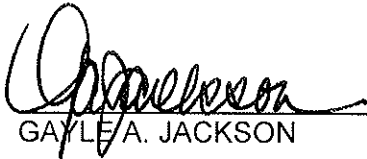
Staff resources have been used to research and prepare all material.

**Sustainability Implications:**

The provision of suitable housing within a community is consistent with the social objectives of sustainability.

**Recommendation:**


That the report from the Director of Community Planning dated March 6, 2008 regarding the status of affordable housing policy strategy initiatives be received for information.

  
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GAYLE A. JACKSON

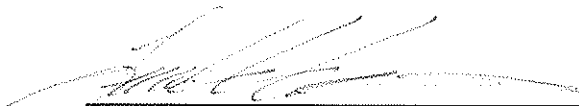
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**CORPORATE ADMINISTRATOR'S COMMENTS:**

  
\_\_\_\_\_  
L. TAYLOR

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**

  
\_\_\_\_\_  
F. MANSON, C.G.A.

**APPENDIX A**  
**AFFORDABLE HOUSING – EXPLANATION OF TERMINOLOGY**

The following information is provided to clarify terminology. There is often confusion surrounding the meaning of "affordable housing". This is in part due the broad nature of the term which can encompass many different types of housing arrangements, such as:

- Entry-level home ownership
- Regulated Rent housing
- Rental Assistance
- Subsidized housing
- Non-Profit housing
- Public housing
- Seniors / supportive housing

This confusion further gives rise to questions on how rental rates or purchase prices are derived and whether the rates constitute something that is truly affordable. Parksville's approach both historically and at the present are oriented towards both entry-level home ownership and regulated rental methods. Both these methods rely on the voluntary contribution of developers which is a significant distinction between this type of affordable housing and subsidized housing or public housing where government funding is required.

Where a property is already appropriately zoned the only way to compel a developer to provide affordable housing units is by enticing them through incentives. In this regard the City's ability to entice is limited to offering a density bonus to developers. No development to date has utilized the bonus density provisions that are offered in the Zoning Bylaw.

How is affordable housing defined?

Canada Mortgage Housing Corporation (CMHC), Canada's national housing agency, provides a general definition of affordable housing and core housing need on their frequently asked questions web page.

Affordable Housing:

"The cost of adequate shelter should not exceed 30% of household income. Housing which costs less than this is considered affordable. However, consumers, housing providers and advocacy organizations tend to use a broader definition of affordability."

Parkville's Zoning Bylaw provides a definition of affordable which is also based on CMHC's 30% principle.

"affordable means annual housing costs (rent or mortgage and taxes) which do not exceed 30% of a household's gross annual income (assuming home ownership costs include a down payment of 10%, mortgage principal and interest amortized over 25 years and taxes);"

Parksville's Zoning Bylaw then goes one step further to define affordable housing as follows:

"affordable housing means housing which, under the terms of a Housing Agreement with the City, would have a market price that would be affordable to households of low and moderate incomes. Households of low and moderate income are those who have incomes which are 80% or less than the average\* household income in the City of Parksville as reported by Statistics Canada;"

\* *There is a process under way to change from 'average' to 'median' household income in order to better reflect typical income levels by avoiding skewing caused by high income anomalies.*

The following example illustrates how the monthly rental rate or mortgage payment is determined:

The Statistics Canada census for the year 2000 indicated that the median household income of all households in Parksville was \$34,793.00 annually. Therefore a household of modest means, defined as earning 80% of median household income, would in the year 2000, have had a gross income of \$27,834.40. To be affordable the cost of housing (either rent or mortgage) can not exceed 30% of a household's gross annual income. In the year 2000 the maximum monthly rent for a moderate income household would have been \$695.86.

With Statistics Canada only conducting the census every five years a mechanism is required between census periods to estimate current household income levels.

The mechanism used for estimating is the annual Consumer Price Index (CPI) as recorded for the month of January.

**Monthly Rent or Mortgage Payment Calculations**

	CPI	Gross Income	Annual Core Housing	Monthly Payment
<b>Median Household Income</b>		<b>\$34,793.00</b>	<b>\$10,437.90</b>	<b>\$869.83</b>
<b>80% of Median Household Income 2000</b>		<b>\$27,834.40</b>	<b>\$8,350.32</b>	<b>\$695.86</b>
2001	3.0%	\$28,669.43	\$8,600.83	\$716.74
2002	1.3%	\$29,042.13	\$8,712.64	\$726.05

2003	4.5%	\$30,349.03	\$9,104.71	\$758.73
2004	1.3%	\$30,743.57	\$9,223.07	\$768.59
2005	1.9%	\$31,327.70	\$9,398.31	\$783.19
2006	2.8%	\$32,204.87	\$9,661.46	\$805.12
2007	1.1%	\$32,559.12	\$9,767.74	\$813.98
2008	-	\$32,800.00	\$9,840.00	\$820.00

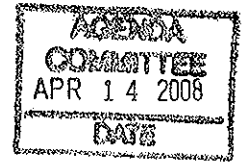
[Income data from the 2006 census will not be released by Statistics Canada until May 1, 2008.]

A rent or mortgage payment of \$820 a month would be considered affordable for a household with a gross annual income of \$32,800.00. This rate would be considered affordable for a two person household where each person earns \$7.88 per hour or where a single person earns \$15.77 per hour. This is assuming a 52 week year comprised of a 40 hour work week per person.

When it comes to the configuration of the affordable housing units the Zoning Bylaw is silent. BC housing guidelines consider a one bedroom apartment the minimum type of accommodation that is appropriate for a single person or couple without children. 74.5% of Parksville households are either couples without children or single persons. Where it is desirable to target a more specific type of household new policies and bylaws will need to be developed.



# COMMITTEE OF THE WHOLE REPORT



April 3, 2008

**REPORT TO:** F. C. MANSON, C.G.A., CHIEF ADMINISTRATIVE OFFICER  
**FROM:** B. C. RUSSELL, MANAGER OF CURRENT PLANNING  
**SUBJECT:** IMPLEMENTATION OF WATERCOURSE PROTECTION  
DEVELOPMENT PERMIT AREAS CONSISTENT WITH THE RIPARIAN  
AREAS REGULATION

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## Issue:

The implementation of a new watercourse protection development permit area that is in keeping with the requirements of the provincial *Riparian Areas Regulation*.

## Executive Summary:

The *Riparian Areas Regulation* (RAR) requires the City to put in place regulations that establish protection of fish and fish habitat. This report details the implementation of these regulations.

## References:

Schedule 'A' – Draft Watercourse Protection DPA

## Background:

The RAR directs the City to ensure that its regulations provide a level of protection for fish and fish habitat that is comparable to or exceed those of the RAR where new or expanded development associated with residential, commercial and industrial uses is to occur.

While this protection can be achieved using any authority granted to the City under Part 26 of the *Local Government Act* (LGA) it is typically implemented through the designation of a Development Permit Area (DPA) under Section 919.1 (a) of Part 26. This section allows for the designation of a DPA for the protection of the natural environment, its ecosystems and biological diversity. The resulting DPA establishes a Riparian Assessment Area consistent with the RAR.

Generally speaking the Riparian Assessment Area forms a 30 metre wide strip of land on both sides of a fish bearing watercourse with additional provisions for ravines as shown in the following diagram:

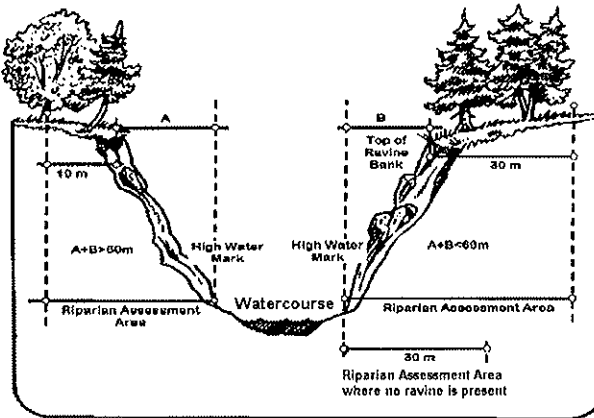


Diagram 1 Riparian assessment area: a strip 30 m wide on both sides of a stream is measured from the high water mark, or, for a ravine that is less than 60 m wide, from the top of the ravine to a spot 30 m beyond the top of the ravine, or for a ravine that is more than 60 m wide, a strip that is 10 m wide from the top of the ravine.

In order to regulate development consistent with the RAR a watercourse protection development permit area is being proposed that will establish the required riparian assessment area. Within the proposed DPA, prior to the City's approval of any new or expanded residential, commercial or industrial development within the riparian assessment, the City must receive notification from the Ministry of Environment (MOE) that Fisheries and Oceans Canada (DFO) and the MOE have been:

- (i) notified of the development proposal, and
- (ii) provided with a copy of an assessment report prepared by a qualified environmental professional (at the expense of the property owner) that:
  - a. certifies that he or she is qualified to carry out the assessment,
  - b. certifies that the assessment methods have been followed, and
  - c. provides their professional opinion that:
    - i. if the development proposal is implemented as proposed there will be no harmful alteration, disruption or destruction of natural features, functions and conditions that support fish life processes in the riparian area, or
    - ii. if the streamside protection and enhancement areas identified in the report are protected from the development and the measures identified in the report as necessary to protect the integrity of those areas from the effects of the development are implemented by the developer, there will be no harmful alteration, disruption or destruction of natural features, functions and conditions that support fish life processes in the riparian area.

Where there is no other alternate to avoid harmful alteration, disruption or destruction (HADD) of fish habitat the City may consider allowing a development to proceed if the property owner obtains authorization from DFO and the City is in agreement that the work is absolutely necessary.

In order to conform to the provincial directive to implement the RAR, watercourse protection Development Permit Areas are being proposed for Council consideration for incorporation into the Official Community Plan (OCP).

**Options:**

Council may:

1. Commence the statutory process to advance this amendment.
2. Deny this amendment.

**Analysis:**

While the City has some development permit areas that address aspects of environmental protection none provide detailed guidelines that specifically address the protection of fish habitat in accordance with the RAR. The City must implement regulations that offers a level of protection for fish and fish habitat that meets or exceed the directives of the RAR.

1. In order for the City's regulation to comply with the RAR, Staff is proposing that the OCP be amended in order to implement a new development permit area, for the purpose of riparian area protection. The proposed Development Permit Area is defined based on a map of known watercourses as well as map that encompass the entire City to cover-off any watercourses that are unknown. For details on the proposed watercourse protection development permit areas please refer to the prepared drafts that form Schedule 'A' of this report.

Staff believe that the proposed Development Permit Area meets and exceeds the requirements of the RAR and therefore should be considered for adoption.

2. Denial would be inconsistent with the directives of the RAR that require the City to implement equivalent fish and fish habitat protection measures. However, denial would be appropriate if Council believes that the proposed development permit areas do not meet or exceed the requirements of the riparian areas regulation to their satisfaction. In case of denial, it would be appropriate for Council to provide general direction to Staff on what changes are needed to achieve satisfaction.

**Sustainability:**

Improving the protection of fish and fish habitat works towards ensuring that development in the City is in better harmony with the natural environment.

**Financial Implications:**

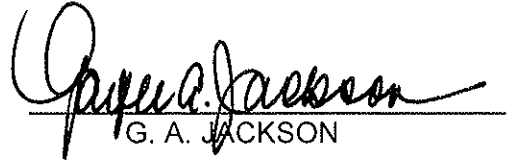
There are no financial implications to the City associated with the proposed OCP amendment other than Staff time and cost of notice required by the statutory process.

**Recommendation:**

That Council direct Staff to commence the statutory process to amend the Official Community Plan for the inclusion of a watercourse protection development permit area consistent with the provincial Riparian Areas Regulation.



B. C. RUSSELL



G. A. JACKSON

BR/sh  
Attachment(s)

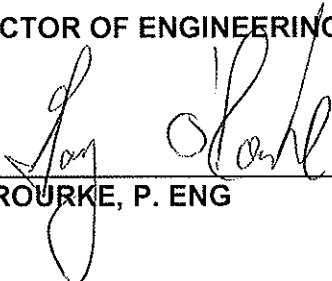
Planning/6480-01/2008/Agenda/Report-2.

**DIRECTOR OF ADMINISTRATIVE SERVICES COMMENTS:**



L. TAYLOR

**DIRECTOR OF ENGINEERING COMMENTS:**



G.O'ROURKE, P. ENG

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**



F. MANSON, C.G.A.

## Schedule "A"

All of the exemptions provided under the Section 5.1.1 of the OCP are required to be amended to exclude the proposed Watercourse Protection DPA.

### Proposed Development Permit Area:

#### **5.2.26. Development Permit Area No. 26 – Watercourse Protection**

(a) Category: Protection of the Natural Environment

(b) Justification:

Watercourses and riparian areas provide essential habitat for fish, aquatic organism, birds and other wildlife species. These areas also provide essential wildlife migration routes and contribute to the overall maintenance of surface water quality. The retention of these areas in their natural state is essential in order to maintain viable habitat for fish and other riparian wildlife species.

This Development Permit Area is defined as the **riparian assessment area** of the watercourses identified as "Watercourse" on the map forming Schedule "F" of the Official Community Plan (OCP) and **riparian assessment area** of those watercourses present within the area shown on Schedule "F" as "Development Permit Area No. 26 - Watercourse Protection".

(c) Guidelines:

Prior to undertaking any development within the riparian assessment area the owner of property shall apply to the City for a development permit in compliance with the following guidelines:

Adjacent watercourse where fish are present or fish habitat is provided:

- I. A qualified environmental professional (QEP) shall be retained at the expense of the applicant for the purpose of preparing an assessment report in accordance with the *RAR Assessment Methodology* guidebook and pursuant to *Riparian Areas Regulation* (RAR);
- II. The assessment report must be submitted to the Ministry of Environment, Fisheries and Oceans Canada and the City;