

**MINUTES OF THE  
SPECIAL GOVERNANCE & PRIORITIES COMMITTEE MEETING  
HELD FRIDAY, OCTOBER 23, 2015, 12:00 P.M.**

**1. THE CHAIR CALLED THE MEETING TO ORDER AT 12:03 P.M.**

**Committee Members Present:** Mayor Helps in the Chair; Councillors Alto, Coleman, Isitt, Loveday, Lucas, Madoff, Thornton-Joe and Young.

**Staff Present:** J. Johnson – City Manager; P. Bruce – Fire Chief; J. Jenkyns – Deputy City Manager; J. Schmidt – Manager of Legislative Services; T. Soulliere – Director of Parks & Recreation; J. Tinney – Director of Sustainable Planning & Community Development; F. Work – Director of Engineering & Public Works; K. Hamilton – Director of Citizen Engagement & Strategic Planning; B. Dellebuur – Acting Assistant Director of Transportation & Parking Services; J. MacDougall – Assistant Director of Parks; J. O’Connor – Manager of Financial Planning; C. Mycroft – Assistant to City Manager; C. Havelka – Recording Secretary.

**2. APPROVAL OF THE AGENDA**

**2.1 Approval of the Agenda**

**Action:** It was moved by Councillor Madoff, seconded by Councillor Loveday, that the Agenda of the October 23, 2015, Special Governance & Priorities Committee meeting be approved.

CARRIED UNANIMOUSLY 15/GPC798

**3. Workshop – Analysis of Housing Affordability Task Force**

Staff provided Committee with a report dated September 25<sup>th</sup>, 2015, that offered an analysis of the Mayor’s Housing Affordability Task Force Recommendations and a PowerPoint Presentation on staff recommendations.

Committee discussed refining the CALUC process by shifting the timing of the “pre-application” CALUC meetings as follows:

- The potential effects of fast tracking applications.
- The qualifying criteria for fast tracking private sector affordable housing developments.

**Action:** It was moved by Councillor Isitt, seconded by Councillor Coleman, that Committee recommends that Council direct staff to report back on a fast

track approval for private sector projects that have a significant affordable housing component.

Committee discussed:

- Ensuring adequate staff support for the fast tracking initiative.
- Identifying clear metrics to define a significant affordable housing component.

**Amendment:** It was moved by Mayor Helps, seconded by Councillor Isitt, that the motion be amended as follows:

That Council direct staff to report back on a fast track approval for private sector projects that have a significant affordable housing component **for rental buildings of 30 units or more, to house people earning between \$18,000 and \$57,000.**

Committee discussed:

- Aiming to assist families in the second income quartile.

**Amendment to the amendment:**

It was moved by Councillor Isitt, seconded by Mayor Helps, that the amended motion be amended as follows:

That Council direct staff to report back on a fast track process for private sector projects that have a significant affordable housing component for rental buildings of 30 units or more, to house people ~~earning between \$18,000 and \$57,000~~ **within the second income quartile of \$18,100 to \$35,600.**

Committee discussed:

- Making space in supportive housing by moving those who are ready into affordable units.

On the amendment to the amendment:  
CARRIED UNANIMOUSLY 15/GPC799

On the amendment:  
CARRIED UNANIMOUSLY 15/GPC800

On the main motion as amended:  
CARRIED UNANIMOUSLY 15/GPC801

Committee discussed updating the *Zoning Regulation Bylaw* to facilitate additional housing capacity.

**Action:** It was moved by Councillor Madoff, seconded by Councillor Isitt, that Committee recommends that Council direct staff to confirm appropriate densities and update the *Zoning Regulation Bylaw* as part of local area planning.

Committee discussed:

- Inclusionary zoning discussions.
- Accelerating local area planning.

CARRIED UNANIMOUSLY 15/GPC802

Committee discussed reconsidering policies, guidelines, regulations and procedures for motel properties in the T-1 Zone, Limited Transient Accommodation as follows:

- A more diverse approach to affordable housing.
- Looking into the Housing Trust Fund to build more family units in the Burnside Gorge neighbourhood.

**Action:** It was moved by Councillor Thornton-Joe, seconded by Councillor Alto, that Committee recommends that Council direct staff to consider options for motel and hotel property conversions for affordable housing in all parts of the City.

Committee discussed:

- Concerns that Burnside Gorge is currently working on a local area plan.

**Amendment:** It was moved by Councillor Young, seconded by Councillor Loveday, the motion be amended as follows:

That Council direct staff to consider options for motel and hotel property conversions to affordable housing in ~~all parts of the City~~ **areas other than those being currently planned in Burnside Gorge.**

Committee discussed:

- A need for a City wide initiative.

On the amendment:  
DEFEATED 15/GPC803

For: Councillor Young  
Against: Mayor Helps, Councillors Alto, Isitt, Loveday, Lucas, Madoff and Thornton-Joe

**Amendment:** It was moved by Mayor Helps, seconded by Councillor Isitt, that the motion be amended as follows:

That Council direct staff to consider options for motel and hotel property conversions to affordable housing in all parts of the City, **respecting the local area planning process currently underway in the Burnside Gorge neighbourhood.**

On the amendment:  
CARRIED 15/GPC804

For: Mayor Helps, Councillors Alto, Isitt, Loveday, Lucas, Madoff and Thornton-Joe  
Against: Councillor Young

**Amendment to the amendment:**

It was moved by Councillor Alto, seconded Councillor Thornton-Joe, that the amended motion be amended as follows:

That Council direct staff to consider options for motel and hotel property conversions to affordable housing in all parts of the City, **respecting all the local area planning processes**. ~~currently underway in the Burnside Gorge neighbourhood.~~

Committee discussed:

- Supporting all local area planning.
- Concerns about creating expectations that affordable housing developments will be placed before other applications.
- Ensuring there are still affordable motels with this initiatives as various users rely on these accommodations.

On the amendment to the amendment:

CARRIED 15/GPC805

For: Mayor Helps, Councillors Alto, Isitt, Loveday, Lucas, Madoff and Thornton-Joe

Against: Councillor Young

On the main motion as amended:

CARRIED 15/GPC806

For: Mayor Helps, Councillors Alto, Isitt, Loveday, Lucas, Madoff and Thornton-Joe

Against: Councillor Young

Committee discussed developing policies and procedures for establishing affordable housing agreements as follows:

- Looking broadly at the potential implications.
- The work that is currently in progress that will be coming back for consideration.

Committee discussed changes to the parking requirements within Schedule C – Off-Street Parking of the *Zoning Regulation Bylaw* as follows:

- Hiring the right consultants that are aware of City priorities and experienced with parking affects on housing affordability.
- Concerns of parking complaints.
- Desire for a detailed staff report.
- Concerns of unused parking spaces in condominiums.
- Exploring car share options.
- Difficulty in renting or selling properties that are lacking street parking.

*Committee recessed at 1:25 p.m. and reconvened at 1:33 p.m.*

Committee discussed removing the minimum unit size requirements for multiunit residential zones within the *Zoning Regulation Bylaw* and within the *Conversion Guidelines – Transient to Residential Accommodation* as follows:

- Concerns of creating units that don't meet the basic needs of residents.
- Looking at other jurisdictions to identify potential implications.
- Having staff develop a bylaw for review.

**Action:** It was moved by Councillor Loveday, seconded by Mayor Helps, that Committee recommends that Council direct staff to remove the minimum unit size requirement for multi-unit residential zones within the *Zoning Regulation Bylaw* and within the *Conversion Guidelines – Transient to Residential Accommodation*, to coincide with the Schedule “C” parking regulations update.

Committee discussed:

- The liveability of smaller units.
- Having more detailed discussions once the draft bylaw comes back.
- Shared amenities and potential to mandate self-contained units in the bylaw.

CARRIED 15/GPC807

**For:** Mayor Helps, Councillors Alto, Coleman, Isitt, Loveday, Lucas and Thornton-Joe

**Against:** Councillors Madoff and Young

**Action:** It was moved by Councillor Isitt, seconded by Councillor Alto, that Committee recommends that Council direct staff to include consideration of requiring self-contained units in the review of the Downtown *Zoning Regulation Bylaw*.

Committee discussed:

- Existing residential buildings with shared bathrooms.
- Mandating privacy and dignity for residents in new developments.

CARRIED UNANIMOUSLY 15/GPC808

Committee discussed amending Schedule G – *House Conversion Regulations* of the *Zoning Regulation Bylaw* to better facilitate conversion of single-detached housing units to multi-unit residential buildings as follows:

- The requirements for conversion.
- Desire for a diverse housing stock.
- Concerns that more cars will be parking on the streets with the allowance of conversions.

**Action:** It was moved by Mayor Helps, seconded by Councillor Loveday, that Committee recommends that Council direct staff to review Schedule G to determine amendments that would best accommodate additional conversion opportunities consistent with the Official Community Plan.

Committee discussed:

- Signing rental covenants for eligibility of conversions.
- Setting clear metrics for conversions.

CARRIED UNANIMOUSLY 15/GPC809

Committee discussed reviewing the *Zoning Regulation Bylaw* to ensure it accommodates a variety of housing types that can be used to achieve greater owner affordability in the housing market as follows:

- Concerns of changing setback requirements.

**Action:** It was moved by Councillor Isitt, seconded by Councillor Coleman, that Committee recommends that Council direct staff to update the *Zoning Regulation Bylaw* to facilitate additional housing types following local area planning within each neighbourhood.

Committee discussed:

- Challenges involved with regulating row housing.
- Transitioning neighbourhoods to multi-unit buildings.
- The desire for future affordable homeownership.

CARRIED UNANIMOUSLY 15/GPC810

Committee discussed reviewing the *Property Maintenance Bylaw* and resources to administer the bylaw in order to better protect quality of life and promote safe housing conditions for all residents of Victoria as follows:

- Implementing a bylaw for homeowners to be responsible for dealing with bed bug issues.

**Action:** It was moved by Councillor Loveday, seconded by Councillor Isitt, that Committee recommends that Council direct staff to update the *Property Maintenance Bylaw* to improve tenant housing quality.

Committee discussed:

- Receiving advice from poverty agencies.
- Encouraging residents to make complaints to the provincial government for enforcement of quality of life issues.

CARRIED UNANIMOUSLY 15/GPC811

Committee discussed investigating opportunities for the City to support the development of affordable ownership programs by hosting a workshop for City staff, housing providers, developers and builders.

**Action:** It was moved by Councillor Alto, seconded by Councillor Loveday, that Committee recommends that Council direct staff to undertake related research and organize a workshop to explore findings to investigate opportunities for the City to support the development of affordable ownerships programs.

Committee discussed:

- Supporting the non-profit organizations to help create more opportunities for affordable units.
- Having diversity at the workshop to consider a variety of possibilities.
- The interest expressed from the faith communities in supporting the refugee component.
- Organizing a workshop for the faith communities to educate them on developing their land for affordable housing projects.

CARRIED UNANIMOUSLY 15/GPC812

**Action:** It was moved by Mayor Helps, seconded by Councillor Isitt, that Committee recommends that Council direct staff to organize a workshop for interested faith communities that have land, to understand how to develop affordable rental housing projects.

CARRIED UNANIMOUSLY 15/GPC813

Committee discussed designating a City Housing Officer as a lead City liaison for landlords and tenants on housing issues that are within the City's jurisdiction as follows:

- Housing advocacy for tenants.
- The spirit of the recommendation.
- The work that could be done with the position that differentiates from the Residential Tenancy Branch.

**Action:** It was moved by Councillor Loveday, seconded by Councillor Alto, that Committee recommends that Council direct staff to examine if a Housing Officer function can be absorbed within existing staff resources and departmental functions, or if an additional dedicated staff resource (FTE) is needed.

Committee discussed:

- Concerns that the City's Social Planner already has the ability to carry out the proposed duties of a Housing Officer.
- Desire to explore the potential responsibilities of the position.

**Amendment:** It was moved by Councillor Alto, seconded by Councillor Loveday, that the motion be amended as follows:  
That Committee recommends that Council direct staff to **consider the utility of** ~~examine if a Housing Officer function can be~~ **being** absorbed

within existing staff resources and departmental functions, or if an additional dedicated staff resource (FTE) is needed.

On the amendment:  
DEFEATED UNANIMOUSLY 15/GPC814

On the main motion:  
DEFEATED UNANIMOUSLY 15/GPC815

**Action:** It was moved by Councillor Loveday, seconded by Councillor Isitt, that Committee recommends that Council direct staff to examine if a housing officer function can help fill the service gaps within City's jurisdiction that the Residency Tenancy Branch is currently not filling and report back on the need for this role and staffing implications.

Committee discussed:

- Dealing with multi-unit housing crisis situations.

**Amendment:** It was moved by Councillor Isitt, seconded by Councillor Loveday, that the motion be amended as follows:

That Council direct staff to examine if a housing officer function can help fill the service gaps within City's jurisdiction ~~that the Residency Tenancy Branch is currently not filling~~ and report back on the need for this role and staffing implications.

Committee discussed:

- The staff's interpretation of the motion.
- Concerns of boarded up buildings while there are people in need of housing.

On the amendment:  
CARRIED UNANIMOUSLY 15/GPC816

**Amendment to the amendment:**

It was moved by Councillor Isitt, seconded by Councillor Thornton-Joe, that the amended motion be amended as follows:

That Council direct staff to examine if a housing officer function can help fill the service gaps within City's jurisdiction, **including housing needs arising in emergency situations and the utilization of unutilized or under-utilized buildings**, ~~that the Residency Tenancy Branch is currently not filling~~ and report back on the need for this role and staffing implications.

On the amendment to the amendment:  
CARRIED 15/GPC817

For: Councillors Alto, Coleman, Isitt, Loveday and Thornton-Joe  
Against: Mayor Helps, Councillors Lucas, Madoff and Young



Committee discussed:

- Desire for a one city approach.
- Addressing the service gaps through existing staff.

On the main motion as amended:  
DEFEATED 15/GPC818

For: Councillors Alto, Isitt and Loveday  
Against: Mayor Helps, Councillors Coleman, Lucas, Madoff, Thornton-Joe and Young

Committee discussed creating a real estate function within the City's administration that can purchase and sell or lease property for the purpose of creating affordable housing.

**Action:** It was moved by Councillor Isitt, seconded by Councillor Loveday, that Committee recommends that Council direct staff to establish the strategic real estate function in a way that supports that supports municipal objectives relating to affordable housing, alongside supporting other municipal objectives.

Committee discussed:

- Desire for the primary purpose of the real estate function to be supporting the municipal objective of affordable housing.

*Councillor Alto suggested an amendment to the motion regarding broadening the scope of the real estate function, which was not supported by Committee.*

**Amendment:** It was moved by Mayor Helps, seconded by Councillor Alto, that the motion be amended as follows:

**Ensure that** ~~That Council direct staff to establish~~ the strategic real estate function in a way that supports that supports municipal objectives relating to affordable housing. ~~alongside supporting other municipal objectives.~~

Committee discussed:

- The main function of the real estate arm.

On the amendment:  
CARRIED UNANIMOUSLY 15/GPC819

On the main motion as amended:  
CARRIED UNANIMOUSLY 15/GPC820

*Committee recessed at 3:00 p.m. and reconvened at 3:09 p.m.*

Committee discussed creating an inventory of publicly and privately-held lots suitable for affordable infill.

**Action:** It was moved by Councillor Madoff, seconded by Councillor Coleman, that Committee recommends that Council direct staff to work with staff in the Strategic Real Estate function (for publically-owned lots) to determine if it can support municipal objectives related to affordable housing.

CARRIED UNANIMOUSLY 15/GPC821

Committee discussed reviewing the Victoria Housing Reserve to determine:

- a. Whether there is a need to increase the \$10,000 per unit amount limit allocated to affordable housing developments;
- b. Consider the option of introducing a per-bedroom allocation to encourage the development of larger units;
- c. Investigate options to expand the capacity of the fund through alternative financing mechanisms; as follows:
  - Promoting the development of more family housing.
  - Having partnerships between nonprofits and private owners.
  - Affordable housing outside the City.

**Action:** It was moved by Councillor Thornton-Joe, seconded by Councillor Alto, that Committee recommends that Council direct staff to review the Victoria Housing Fund Reserve guidelines to encourage further development of family-oriented units.

CARRIED UNANIMOUSLY 15/GPC822

**Action:** It was moved by Councillor Thornton-Joe, seconded by Councillor Alto, that Committee recommends that Council direct staff to examine per unit amount limits considering project feasibility as well as changes to other fee-related action items.

Committee discussed:

- Concerns about the affordability of the program.

CARRIED UNANIMOUSLY 15/GPC823

**Action:** It was moved by Councillor Coleman, seconded by Councillor Alto, that Committee recommends that Council direct staff to examine opportunities to use the Housing Reserve in support of garden suites and secondary suites.

Committee discussed:

- Various details and issues involved with securing a rental covenant.
- How to dispense the Housing Reserve fund.
- The various issues that need to be sorted out before consideration.
- Examining opportunities for affordable housing.

**Postpone:** It was moved by Councillor Alto, seconded by Mayor Helps, that the following motion be postponed:  
That Council direct staff to examine opportunities to use the Housing Reserve in support of garden suites and secondary suites.

CARRIED UNANIMOUSLY 15/GPC824

**Action:** It was moved by Councillor Thornton-Joe, seconded by Mayor Helps, that Committee recommends that Council direct staff to evaluate the use of the Housing Reserve Fund in support of affordable housing outside of Victoria and if there are lessons learned, amendments, or additions, needed.

Committee discussed:

- Using lessons learned when considering future affordable housing projects outside of Victoria.

CARRIED 15/GPC825

**For:** Mayor Helps, Councillors Alto, Coleman, Isitt, Loveday, Lucas, Madoff, and Thornton-Joe  
**Against:** Councillor Young

*Mayor Helps asked the Committee to consider the rest of the recommendations over the weekend and to come prepared to continue the workshop on Monday October 26, 2015.*

#### 4. ADJOURNMENT

**Action:** It was moved by Councillor Loveday, seconded by Councillor Isitt, that the Special Governance & Priorities Committee meeting of October 23, 2015, be adjourned at 3:36 p.m.

CARRIED UNANIMOUSLY 15/GPC826

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Mayor Helps, Chair