

**MINUTES OF THE  
HOUSING AFFORDABILITY TASK FORCE MEETING  
HELD TUESDAY, MAY 19, 2015, 3:30 P.M.**

**1. THE CHAIR CALLED THE MEETING TO ORDER AT 3:30 P.M.**

**Task Force Members Present:** Brenda McBain in the Chair; Councillor Ben Isitt, Councillor Jeremy Loveday, Leonard Cole, Don Elliott, David Hutniak, Marika Albert, Dylan Sherlock, Gene Miller, Todd Litman, Peter de Hoog, Bernice Kamano, Yuka Kurokawa, Kathy Hogan, and Kaye Melliship.

**Staff Support:** Henry Kamphof, Housing Secretariat, CRD; Andrea Hudson – Acting Director of Sustainable Planning & Community Development; John Reilly – Senior Planner, Social Issues; C. Havelka – Administrative Support.

**Absent:** Mayor Helps, Rob Bernhardt and Franc D’Ambrosio.

**2. ADOPTION OF THE AGENDA**

**Action:** It was moved by G. Miller, seconded by Councillor Loveday, that the agenda be adopted.

CARRIED UNANIMOUSLY

**3. ADOPTION OF MINUTES**

**Action:** It was moved by Councillor Loveday, seconded by D. Sherlock, that the minutes from the May 12, 2015 meeting be adopted.

CARRIED UNANIMOUSLY

**4. PRESENTATION**

**4.1 Motel Conversions**

H. Kamphof provided the Housing Affordability Task Force (HATF) with a presentation that listed motels in the region that are potential sources of affordable housing as well as information on motels that have successfully converted to residential.

HATF members discussed:

- Next steps are to add the new motels identified by H. Kamphof to the current

list and formulate a recommendation; H. Kamphof will lead the recommendations.

- How can the City provide incentives for privately-owned motels to be repurposed for affordable housing?
- Policies the City can develop to allow for the quick conversion of motels to residential use; the challenges of the City's role.
- Noting that the City is developing a real estate function which could support motel conversions.
- The pros and cons of motel conversions for family housing.
- The value of securing land for these projects and the City providing leadership in this area.
- The City's existing conversion guidelines; how moving from transient to residential is currently envisioned; staff need to explore the implications of the proposed changes.
- Addressing the definition of 'apartment unit' in the zoning bylaw which will help convert many different type of commercial properties.
- Expediting the administrative process for conversion projects.
- The necessity of social amenities in motel conversion neighbourhoods to create community.

The HATF agreed to the following recommendation, based on the information J. Reilly and H. Kamphof provided:

**To request that staff examine opportunities for the conversion of parcels of land identified as transient to residential.**

It was suggested that the language be refined: Expedite the conversion and densification of underutilized lands currently zoned for transient accommodation.

Staff advised that the original recommendation would allow staff to return to Council with a high level report on this topic.

HATF discussed the recommendation:

- This is a 'short-term win' to identify motels that could be quickly converted while adding quality to the community.
- Clarifying the goal of the HATF which is to provide housing units; the future analysis required to evaluate if this is the right direction and responding to that analysis.
- Staff reviewing the hotel sites identified by H. Kamphof and overlaying those sites with the Official Community Plan (OCP); bringing that information back to the HATF next week.

## **5. WORKING DOCUMENT / 'DEEP DIVE' TOPICS TO WORKING GROUPS**

### **5.1 Working Document – Recommendations to Council**

The Chair noted the proposed changes to the Working Document for the HATF to review.

HATF members discussed the recommendations for [Affordable Rental Housing](#)

### Targets:

- The issue of conflicting views in terms of the source of the data provided by staff and how it is interpreted.
- The association between market rental and affordable housing in terms of how market housing will become affordable in ten or twenty years.
- Focusing on the acute housing need right now and proposing to Council how to fill that gap.
- Setting targets but using adaptive management to respond as goals are measured.
- Targeting low-end market rental will require incentives for the private sector and non-profit agencies.

Staff provided HATF members with information regarding proposed recommendations for Expediting Development Approval and Permitting which was generally supported.

Staff provided HATF members with a presentation on Inclusionary Zoning and discussed the following recommendation:

**That City staff be directed to explore implications of using Inclusionary Zoning as a way of promoting the development of affordable housing in Victoria.**

- Discussing with developers possible implications in terms of developers' pro forma with respect to supplying non-market units.
- Staff advised that public consultation and analysis will be required on this matter due to impacts this may have on development.
- Noting that other jurisdictions use partnerships to increase options for development.
- Noting that mid-priced units should not be excluded.
- The suggestion the recommendation be amended:  
Direct staff to report on options for implementation of inclusionary zoning.

**The Chair requested that staff work on strengthening this recommendation.**

HATF members discussed the proposed recommendations for Maintaining Existing Rental Housing Stock:

- Some issues such as pests and mold may be under the jurisdiction of the province; noting that Saanich does address these issues in their bylaw.
- The proposal for a City Housing Officer and how to address the many issues that arise regarding property maintenance.
- Controlling the rate that rental units can be converted to strata.

The Chair noted some concerns with the recommendations and asked that J. Reilly and D. Sherlock work to refine the recommendations.

HATF members discussed the proposed recommendations for Increasing Affordable Homeownership and asked that J. Reilly and Dylan work with other groups to refine the recommendations.

## **5.2 Schedule C Amendments – Proposal 1 and 2**

The Chair advised that two proposals have been put forward to address issues identified in Schedule C in the zoning bylaw regarding parking.

L. Cole provided the rationale for bringing about immediate changes to Schedule C by reducing parking requirements in housing developments. The recommendations proposed by T. Litman would be appropriate for a longer-term review.

HATF members discussed the following:

- Noting that staff will be hiring a consultant to review Schedule C this year.
- Including in that review T. Litman's adjustment factors for parking to help provide lower cost housing.

The Chair suggested both proposals could be implemented:

**That basic reductions could be made in parking requirements in Schedule C and that parking requirements be further reduced implementing the Parking Requirement Adjustment Factors as outlined in the Table provided by T. Litman.**

This could be simplified as follows: The City look at significantly reducing its parking standards.

- Could this be built into the zoning or become a policy to support a variance application?; noting projects where the City did eliminate parking requirements (Harris Green).
- Having a public engagement process to help inform this proposal which could happen with the Schedule C work staff is proposing; the requirement of a public hearing for a change to the zoning bylaw.

The Chair suggested the proposed recommendation be refined by staff and that they report back next week.

## **6. JUNE 1, 2015 TOWN HALL MEETING**

Councillor Isitt advised that the time of the Town Hall meeting should be moved to 5:00 p.m. to allow people to attend after work. He also advised that the Mayor proposed a sub-committee to deal with the logistics of the event and preparation of materials. K. Hogan from UDI and B. McBain from TAPS are available to work on the preparation of this event.

**7. CORRESPONDENCE**

The Chair requested that the correspondence from the City of Burnaby be postponed to the May 26, 2015 meeting.

**8. ADJOURNMENT**

**Action:** It was moved by G. Miller, seconded by K. Hogan, that the May 19, 2015 Housing Affordability Task Force meeting be adjourned at 5:29 p.m.

CARRIED UNANIMOUSLY