



# *Central Saanich Community Association*

**Keeping Central Saanich an outstanding place to live, work and play**

20 January, 2023

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

Dear Mayor Windsor and Council:

**Subject: Secondary Suite Task Force Recommendations**

On January 11, 2023, the Central Saanich Community Association's Secondary Suite Task Force provided their final report back to the membership. The Task Force's objective was to identify ways to address barriers and suggest incentives to facilitate an increase in legal, properly inspected secondary suites within Central Saanich.

The association continues to hear comments about the challenges homeowners face trying to meet the high cost of construction and obtaining building permits for secondary suites while at the same time the community has identified a critical need for affordable rental housing.

The task force conducted research including reviewing policies and programs from other organizations, municipalities, and the apparent direction of provincial legislation. All levels of government acknowledge a housing shortage and that the status quo has not facilitated or encouraged the construction of legal, properly inspected, secondary suites.

As detailed in the proposal letter to the CSCA, the task force outlined a Problem Statement, Proposed Solution, Benefits, Implementation Plan and includes their Research Data samples. The proposal closed with 3 separate motions aimed at supporting the District of Central Saanich to increase safe, legal secondary suite housing stock and aid in addressing the housing shortage.

The motions were reviewed, discussed, and approved by CSCA membership at the January meeting and a copy of the motions is attached to this letter. We ask that council receive and act on the following requests:

1. That Council direct staff to review updates to the BC Building Code as they pertain to secondary suites and work to align these changes with the Central Saanich Land Use and other bylaws. Further, that staff regularly review building code updates and report back to Council on any bylaw amendments that may be required to maintain alignment;
2. That Council direct staff to review bylaw enforcement and inspection policies to provide a more accommodating approach with intention of supporting the development of more legal, inspected secondary suites in Central Saanich.

3. That Council direct staff to review opportunities to provide a financial and compliance incentive by reducing or eliminating the permit fees associated with updating or creating a secondary suite.

Details of the Proposal can be found on the CSCA website:

<http://cscommunityassociation.ca/secondary-suites-task-force/>

<http://cscommunityassociation.ca/wp-content/uploads/2023/01/Proposal-and-or-Recommendations-for-CS-Council.pdf>

The Community association would be happy to provide more information to the District, including presenting as a delegation at Council.

We look forward to this initiative moving forward and stand ready to assist however we can.

Sincerely,



David Willows  
President  
Central Saanich Community Association

Attachment: January 2023 SSTF Motions

**Central Saanich Community Association**  
**Secondary Suite Bylaw Task Force – Proposal**

**F. Conclusion:** (Summarize the main points of the proposal and restate the benefits of the solution. End with a call to action, encouraging the council to adopt the proposal.)

All levels of government, including provincial, CRD, Chamber of Commerce and municipalities recognize a housing shortage and that the status quo has not facilitated or encouraged the construction of secondary suites. Updating and aligning the CS municipal bylaws, policies and procedures, adopting a permissive inspection approach and waiving or reducing secondary suite permit fees will greatly assist with creating more of the affordable housing acutely needed in the municipality. Close with a motion that we present and forward this recommendation to council and request they approve and adopt the 3 tiered recommendation.

1. **WHEREAS** there is a shortage of rental housing in the province of B.C., and specifically in the Central Saanich municipality; **AND WHEREAS** the Central Saanich bylaws regarding building codes for secondary suites are not in alignment with the current provincial building code: **THEREFORE BE IT RESOLVED** that the Central Saanich Community Association will request, in writing and as a delegation to council, that the District of Central Saanich council to update their bylaws to be in alignment with current British Columbia Building Code legislation (2019), **AND BE IT FURTHER RESOLVED** that in the future, the District of Central Saanich will remain in alignment with provincial building code regulations.

**M/S/C Unanimous**

2. **WHEREAS** there is a shortage of rental housing in the province of B.C., and specifically in the Central Saanich municipality; **AND WHEREAS** the Central Saanich has low participation in permit applications due to overly strict enforcement of outdated bylaws/policies: **THEREFORE BE IT RESOLVED** that the Central Saanich Community Association will request, in writing and as a delegation to council, that the District of Central Saanich council adopt an accommodating approach to Bylaw enforcement and building inspections that result in an overall increase in secondary suite applications submitted and permits approved.

**M/S/C 1 Opposed**

3. **WHEREAS** there is a shortage of rental housing in the province of B.C., and specifically in the Central Saanich municipality: **THEREFORE BE IT RESOLVED** that the Central Saanich Community Association will request, in writing and as a delegation to council, that the District of Central Saanich council reduce the permit fees associated with renovation for the purpose of updating or creating new secondary suites within the Central Saanich District.

**M/S/C Unanimous**