DISTRICT OF OAK BAY

PREPARED FOR: Council
FROM: Andre Boel, Director of Community Building and Planning
MEETING DATE: December 14, 2023
SUBJECT: Provincial Housing Directives - Next Steps

RECOMMENDATION(S)

THAT the report titled "*Provincial Housing Directives - Next Steps*", authored by Andre Boel, Director of Community Building and Planning, dated December 14, 2023 be received;

AND THAT, in consideration of the full scope of work required to meet legislated deadlines, the projected timelines approximated and presented in Attachment 2 be approved to supersede the previously directed timeline of 10 months as adopted in Resolution 2023-600.

EXECUTIVE SUMMARY OF REPORT

This report follows up on recent discussions at the November 20 Committee of the Whole and the November 27 Council meetings regarding Provincial Housing Directives and how Council's Priority Project "Village Area Planning" relates to the work to be undertaken in response to that Provincial direction.

The report recaps the specific housing projects that will respond to the Provincial directives as well as the November 27 direction from Council which prioritized the following three projects:

a. a partial OCP review with a focus on multifamily zones, village area planning, potential new commercials sites, and adding the mandated provincial zoning regulations for current single-family zones;
b. creation of simple ACC and DCC policies, and
c. change zoning to allow infill housing in alignment with Provincial zoning change requirements.

This report provides a description of the project elements that would be pursued as part of the prioritization efforts, recognizing improvisation in light of limited available information. Attachments 1 and 2 show an overview of housing projects scope, their projected timing and key milestones. Of note, projects with legislated timelines are scheduled to complete within the legislated deadlines, other projects are scheduled within timeframes anticipated to be achievable considering the limited information available to date.

The 10 month time frame included in Council's direction from November 27 poses the following challenges:

- It introduces an additional deadline on top of Provincially mandated milestones;

- In relation to a new DCC program, completion would not be within the District's control given the required Provincial approval associated with a DCC Bylaw;
- For the other prioritized projects and topics it remains to be seen what level of detail can be achieved within the limited time available and within still unknown parameters the Province is expecting to set for these programs.

Given these challenges, staff recommend removing the 10-month timeframe reference from Council's prioritization direction and accepting the approximated timelines indicated in Attachment 2.

With regards to Village Areas Planning staff have noted that due to staff resources required to respond to the Provincial directives, detailed planning efforts for individual Village Areas need to wait until the Provincially required changes have been completed by the end of 2025.

That said, several housing project elements have significant relevance for detailed Village Areas Planning work as outlined in Attachment 3. The overall land use framework that will be revised for housing needs, will also include consideration of the future land uses and needs for Village Areas as well including opportunities for mixed-use development. The conclusions of this housing related work would inform the start of detailed area planning once the Village Areas Planning project can start, likely in 2026.

This results in two phases of Village Areas Planning:

1. the first one focused on land use (housing, commercial and mixed-use) as part of the Housing Action Program, and
2. the second one scheduled for 2026 - 2028 on detailed area plans for Oak Bay Village, Cadboro Bay Village and Estevan Village.

BACKGROUND/HISTORIC CONTEXT

The District is pivoting its planned efforts for housing initiatives in response to the Provincial Housing Target Order and the legislative changes being made under the Provincial Homes for People Plan.

On November 20, at the Committee of the Whole meeting, Council discussed a staff report that outlined a range of work required or triggered by the new Provincial requirements. At the subsequent November 27 Council meeting the following decisions were made regarding funding and prioritization of housing initiatives:

THAT $2,000,000 from previously unallocated Growing Community Fund be directed to completion of projects necessitated by new Provincially Directed/Triggered Housing Projects;

AND THAT $325,000 of Growing Community Fund previously allocated to the following Council Priority Projects:
- Initiating Response to Homes for People Plan/Legislative Changes,
- Streamlining/Optimization Study & Digitization, and be redirected to completion of projects necessitated by new Provincially Directed/Triggered Housing Projects

AND FURTHER THAT to direct Staff to prioritize three housing initiatives over the coming 10 months:

a) a partial OCP review with a focus on multifamily zones, village area planning, potential new commercials sites, and adding the mandated provincial zoning regulations for current single-family zones;
b) creation of simple ACC and DCC policies, and
c) change zoning to allow infill housing in alignment with Provincial zoning change requirements.
(2023-600)

In response to Council's direction, this report provides an update on timelines and further clarity on the works that will be undertaken as part of the District's Housing Action Program. It also confirms the elements of the Village Area Plan that are included in the Housing Action Program and those elements slated for the future Village Area Plan Project.

ANALYSIS

Housing Projects - Scope Elements

Attachment 1 - Housing Projects Elements provides the key elements for each of the housing related initiatives which are required and triggered by the Provincial Housing Directives. Collectively, these initiatives will form what may be referred to as the District's "Housing Action Program".

These projects include:

72. Update Zoning Bylaw for Small Scale Multi-Unit Housing (SSMUH) -CPP#72

    The Province is requiring municipalities to update zoning bylaws to permit a minimum of three to six dwelling units in select areas zoned exclusively for single family dwelling units.

    A land capacity analysis will identify the probability of redevelopment for each parcel to inform the implementation of this new program.

73. Update the OCP for Small Scale Multi-Unit Housing Program (CPP#73)

    This project will, in addition to addressing SSMUH housing, also provide an opportunity to signal or identify areas for higher density multi-family, village areas and commercial either through policy and/or an mapping schedule.

    A commercial and retail analysis will identify opportunity and need for future commercial land uses in light of residential growth. This will also inform future planning for Village Areas.

74. Interim Housing Needs Report (CPP#74)

    The Province is requiring the District to complete an interim HNR by December 31, 2024. Proposed changes to the Housing Needs Report (HNR) including using a standard method, for a more consistent, robust understanding of both local housing needs currently and over the next 20 years.

75. Complete Mandated Five-Year Review of OCP (CPP#75)

    The Province is requiring the District to have an updated OCP by December 31, 2025. This will focus on land use and growth management framework, align with HNR, incorporate recent District work and monitoring and implementation.

A complete communities assessment will inform the overall land use framework and support future planning for Village Areas.

76. Complete Mandated Pre-Zoning to implement updated OCP (CPP#76)
In tandem with the updated OCP, the Province is also requiring that the District's Zoning Bylaw be updated to accommodate the planned 20 year housing supply, and these changes are required to be in place by December 31, 2025.

77. Prepare Tracking Program (CPP#77)
A requirement of the Housing Target Order that the District received from the Province in September 2023, is the preparation of progress reports that must be received by Council resolution within 45 days after the end of each reporting period and submitted to the Minister of Housing. The first report will need to be received by Council by May 16, 2024 and subsequently reports are required yearly with the last report anticipated for September 30, 2028.

As part of the on-going reporting, on-going communication efforts would inform the community about the reports and progress of the Housing Action Program.

78. Optimize Development Processes (CPP #78)
This project would review and provide recommendations for streamlining, enhancing, and modernizing development review processes and systems.

79. Responding to increased development interest (CPP#79)
Actioning the above-listed requirements within the set timelines triggers the need for the District to mobilize substantial resources for implementation and to respond to an already noticeable increase in development interest.

80. Prepare Amenity Cost Charge and Development Cost Charge Programs (CPP#80)
The Province has introduced legislation to update and streamline development finance tools to assist local governments to help continue to fund the costs of infrastructure and amenities to support increased housing supply and growth. The changes include creating a new Amenity Cost Charge (ACC) tool and updates to Development Cost Charges (DCCs).

81. Reserve for yet-to-come projects required (or triggered) by the Province (CPP#81)
It is anticipated that over time the Province might issue additional mandates related to housing or in response to the District's Housing Target Order progress reports submitted.

Housing Action Program - Timelines

Attachment 2 - Housing Action Program Timelines provides a visual representation of the timing of the housing initiatives in response to Council's prioritization. Key milestones from the Province and from Council are highlighted and the comments for each project provide further information, for example timing on when further Provincial direction is anticipated.

The 10 month time frame included in Council's direction from November 27 poses the following challenges:

- It introduces an additional deadline on top of Provincially mandated milestones;
- In relation to a new DCC program, completion would not be within the District's control given the required Provincial approval associated with a DCC Bylaw;
- For the other prioritized projects and topics it remains to be seen what level of detail can be achieved within the limited time available and within still unknown parameters the Province is expecting to set for these programs.

Given these challenges, staff recommend replacing the 10-month timeframe referenced in Council's prioritization direction with acceptance of the approximated timelines in Attachment A. This would allow staff to focus implementation efforts on the Provincial timelines and include what can be achieved in the short run in the initial bylaw changes with other matters left to be further detailed as part of the more fulsome 2025 OCP and Zoning Bylaw review for the 20 year housing needs.

Housing Projects - updates

The following updates represent staff observations and information that has become available or changed since the November reports.

For project #73 *Update the OCP for Small Scale Multi-Unit Housing Program* will include an opportunity to signal or identify areas for higher density multi-family, village areas and commercial either through policy and/or an mapping schedule. The land capacity analysis will be helpful in identifying these areas. The subsequent project #75 *Complete Mandated Five-Year Review of OCP* would provide further opportunity to review and develop detailed policies.

For project #74 *Complete Interim Housing Needs Report* staff notes that there will likely be an opportunity to collaborate through the Capital Regional District on a regional procurement of the required assessment.

With regards to project #80 *Prepare Amenity Cost Charge Approach and DCC Bylaw* and Council's expressed desire to prioritize "simple" versions, staff cannot confirm a program can be completed within 10 months at this point. The main reason is that a DCC program requires Provincial approval and the timelines for this are not within the District's control. Other challenges relate to creating a program based on the limited information currently available whereas a more fulsome overview of planned growth will potentially be available at the end of 2025 at the earliest.

Despite the timeline challenges, developing a DCC program as soon as possible is an important part of preparing for growth as it would allow the District to ensure new housing development will pay their share of infrastructure costs related to growth.

Assuming a program can be introduced in 2024, the program would not be a robust program and would need to be revised after completion of the 2025 OCP and Zoning Bylaw changes meant to accommodate the 20-year housing needs. Subsequently, updating ACC and DCC programs would take place again in the period 2026 - 2027.

With regards to the ACC program part of project #80, having such a program becomes relevant once new housing is accommodated as of right through the SSMU Zoning Bylaw amendment as the existing CAC Policy is only triggered at rezoning. Zoning changes will first apply to the SSMU program by July 2024 and for other housing needs

by the end of 2025. Therefore, an ACC program will be pursued parallel to the SSMU zoning changes. After 2025, once the Zoning Bylaw has been changed to pre-zone for the 20 year housing needs, the District's existing CAC Policy, which only applies to rezoning applications, would become obsolete.

Village Areas – housing related project elements

Detailed Village Areas Planning is not anticipated to start prior to the housing initiatives being completed. However, high level strategic land use planning for Village Areas will be included in the housing initiatives planned for 2024 and 2025. A number of foundational assessments will extend to outlining future needs and opportunities for housing and commercial land uses in the Villages.

Attachment 2 highlights three key assessments that are needed to inform the response to Provincial Directives and Council's prioritization:

- the Land Capacity Analysis (also referenced in project #72 *Update Zoning Bylaw to accommodate SSMU Zoning)* is referenced as a third assessment that would be used to inform high level identification of potential multi-family, commercial or mixed-use areas as part of this initial OCP amendment.
- the Commercial and Retail Analysis has been included to provide a needs assessment for commercial land use in the Village Areas in the future, ensuring the new housing program is coordinated with other land uses.
- the Infrastructure and Community Facilities Capacity Analysis has been included to inform updating the District's growth management strategy in the OCP. This analysis also supports prioritized project #80 *Prepare Amenity Cost Charge (ACC) Bylaw and Development Cost Charge (DCC) Bylaw*

Staff intend to use the results from these assessments to inform high level identification of future land use needs. This is anticipated to include:

- SSMU land use viability and estimated market response
- Multi-family and Commercial development viability and tentative identification of areas or anticipated amount of units / floor area
- Infrastructure and facilities gaps

The results would be used to inform the OCP amendment that would accompany the June 2024 Zoning Bylaw changes required for the Provincial housing program.

The high level land use and community needs identified by mid 2024 would be further reviewed starting mid 2024 through to end of 2025 through projects #75 and #76 the housing related OCP and Zoning Bylaw review projects. This would result in more details on:

- Complete Communities Assessment
- Locations or areas for multi-family residential development
- Areas (if applicable) for expanded Village Areas for Oak Bay, Cadboro Bay and Estevan Villages
- More detailed planning coordinating infrastructure and community facilities needs with anticipated housing growth throughout the District.

The results of these two iterations of analysis for an updated land use framework would set the stage for detailed area planning for the three Villages through a subsequent separate Village Areas Planning Project (see next section).

Village Areas Planning - Project Elements

The results from the housing initiatives and the memo (dated November 27, 2023) will inform the future scoping and start of a fulsome Village Areas Planning project tentatively planned for 2026, 2027, 2028 following the mandatory OCP and Zoning Bylaw updates that must be completed by December 31, 2025.

The feedback gathered from individual members of Council presented in the memo indicated a collective interest to focus on the Oak Bay Village, Estevan Village and Cadboro Bay Village areas for this project. It also indicated the desire for detailed standalone village area planning processes with community engagement to build meaningful long term plans for these village areas.

This section provides an overview of project elements currently identified as elements relevant for Village Areas Planning.

Village Area Geographies
Detailed village plans for Oak Bay Village and secondary villages (Estevan, Cadboro Bay).
Consider the future land use (designation) boundaries of the village areas and transitional areas surrounding them.
Consideration of areas/sites that could potentially support new villages/or corner commercial to enhance the sustainable land use pattern and walkability to access to shops, services, and amenities.

Village Area Design
Plan for urban design elements and open space requirements and long-term concepts for these villages through detailed planning processes and detailed design. This could include sidewalk, signage, parking, plantings, lighting, other amenities and colour schemes.

Transportation and Mobility
Analyze and consider traffic flow, parking, and active transportation at present and in the future. Determine sustainable transportation oriented design for road and public space allocations inform where reconfigurations can take place to narrow, widen and or reconfigure intersections.
Infrastructure
A baseline understanding of existing infrastructure and detailed infrastructure works and amenities for the long-range plan improvements.

Engagement
Each village should have a standalone public engagement process with a visioning process to determine the long-term concept.

OPTIONS

1. THAT Council receive the report for information and approve the timelines outlined in Attachment 2. **(Staff Recommended).**

2. THAT Council provide alternate direction to staff.

COUNCIL PRIORITY SUPPORTED
Housing

FINANCIAL IMPACT
Growing Communities Funding has been allocated to the housing initiatives listed in Attachment 1. The Village Areas Planning project has a total of $300K allocated, $150K of which is from Growing Communities Funding.

Staff will monitor grant programs and pursue opportunities where aligned with the scope of the initiatives.

As time progresses and more details become available, progress reports including financial updates will be provided to report on actual usage of the funding and to consider any changes in response to new provincial or Council direction, actual cost and / or grant opportunities.

IAP2 FRAMEWORK ENGAGEMENT
☒ INFORM ☐ CONSULT ☐ INVOLVE ☐ COLLABORATE

Staff intends to develop an overarching communications strategy for all planned housing initiatives for the period 2024 and 2025 to keep the community regularly informed. The name *Housing Action Program* or a similar name would be used to provide a framework to report and communicate on all housing related initiatives in a coordinated way.

Staff note that there will be only limited opportunities for consultation in the first 7 - 10 months given the constraints of provincially mandated deadlines.

During the subsequent OCP and Zoning Bylaw review initiatives there would be more extensive public input opportunities (including advisory body input), although this is anticipated to be much more limited compared to a traditional municipally driven OCP and Zoning Bylaw review process.

TIMELINE/PROCESS/NEXT STEPS
Based on the direction provided on November 27, staff is in the process of mobilizing additional resources and further scoping of housing initiatives to determine how the requested prioritization will be implemented.

Subsequently, staff will make preparations for the remainder of the housing initiatives to be actioned during the second half of 2024 and throughout 2025.

Respectfully submitted,

Andre Boel, Director of Community Building and Planning

With respect to the Financial Impact described in this report, I concur with the staff recommendation.

Christopher Paine

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Christopher Paine, Director of Financial Services

Reviewed and approved by the Director of Corporate Services.

Chris Coates

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Chris Coates, Director of Corporate Services

I have read and consider staff's recommendation to be supportable for Council's consideration.

Selina Williams

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Selina Williams, Chief Administrative Officer

ATTACHMENTS(S):

Attachment 1 - Housing Projects - Scope Elements

Attachment 2 - Housing Projects - Prioritized Timelines

Attachment 3 - Village Area Planning - housing related project elements

Attachment #1 Housing Projects - Scope Elements

The projects with purple headings indicate the three priority initiatives for 2024 (Quarter 1- 3) in response to Council's motion (2023-600).

#72 (Prioritized)	**Update Zoning Bylaw to accommodate SSMU Zoning (Provincially Required)**
Project Timeline	2024 (must be completed by June 30, 2024)
Project Elements	The scope of the Small-Scale Multi-Unit (SSMU) Program includes the following key elements: 1. Revise the zoning bylaw to permit a minimum of three to four dwelling units (depending on lot size) in select areas zoned exclusively for single-family residential or duplex residential, in selected areas, with exceptions (Required). 2. Revise the zoning bylaw to permit a minimum of six dwelling units in select areas zoned for larger single-family residential lots or duplex residential lots within a prescribed distance to transit stops with frequent service, in select areas. (Required) 3. Revise relevant sections of the zoning bylaw zones as needed to align with and respond to the requirements as described in the Provincial SSMU Program (Required) 4. Undertake a land capacity analysis to understand the following: • determine which parcels in Oak Bay will be impacted by the SSMUH legislation (Required) • determine the probability of re-development for each parcel which may intensify (Triggered) • determine the realistic increase in units and population in the community based on the new legislated densities through buildout modeling (Triggered) • This work would also be a key baseline document for the OCP review and Housing Needs Report requirements (Triggered) Additional elements may be required once staff have reviewed the regulation and supporting policy manual that are expected shortly from the Province

#73 (Prioritized)	**Update OCP to accommodate SSMU Zoning (Provincially Triggered)**
Project Timeline	2024 (completed by June 30, 2024)
Project Elements	The scope of the OCP update to accommodate SMMU Zoning includes the following key elements: 1. Update DPA guidelines and design guidelines in the OCP Infill Residential Development Permit Area (Triggered) 2. Undertake any OCP amendments and other bylaws if required. (Triggered) 3. Undertake a Commercial and Retail Analysis (Triggered)

	• Understand existing and future needs of retail and associated service commercial in Oak Bay's main and secondary village areas. 4. Identify potential areas for higher density multi-unit residential, village areas and commercial areas that were identified through the land capacity analysis (CPP# 72) either through high level policy and/or mapping schedule (Triggered) • A more in-depth review and policy development for these areas will be undertaken as part of the comprehensive OCP update (CPP #75)

#74	**Complete Interim Housing Needs Report (Provincially Required)**
Project Timeline	2024 (must be completed by December 31, 2024)
Project Elements	The scope of the Housing Needs Report update is anticipated to include the following key elements: 1. Reflect the total number of housing units calculated in accordance with an applicable method set out in the regulations, required to meet the anticipated housing needs of the local government for the next 5 years and for the next 20 years. (Required) 2. Include a description of the actions taken by the local government, since receiving the most recent housing needs report, to reduce housing needs in the applicable area of the local government. (Required) 3. Include a statement about the need for housing in close proximity to transportation infrastructure that supports walking, bicycling, public transit or other alternatives forms of transportation. (Required) 4. Ongoing monitoring. (Required) Potential opportunity to collaborate with the Capital Regional District as part of a regional procurement of HNRs for all 13 municipalities

#75	**Complete Mandated Five-Year Review of OCP (Provincially Required)**
Project Timeline	2024 -2025 (must be completed by December 31, 2025)
Project Elements	The scope of the Official Community Plan Review is anticipated to include the following key elements: 1. Gap analysis and baseline report (Triggered) 2. Land Use and Growth Management Framework (Required) • Update the land use framework and Regional Context Statement in response to policy changes • Undertake a Complete Community Assessment 3. Use the interim HNR to inform amendments to the OCP to accommodate at least the 20 year total number of housing units required to meet the anticipated housing needs (Required)

	• Focus on additional areas to be designated for multi-unit housing sites which may include areas along corridors, adjacent to village areas (Required) • Review of policies for Cedar Hill Corner site in response to previous Council direction • Review of District owned sites including the Monterey property (Triggered) • Focus on specified housing policies including Short Term Vacation Rentals (Required) 4. Transportation and Mobility • Update policy and applicable mapping schedules to incorporate the Active Transportation Strategy to reinforce development patterns for complete communities based around walkable neighbourhoods supported by transit and other forms of active transportation (Triggered) • Ensure alignment with the transit-oriented development (TOD) areas (Required, if applicable) 5. Retail and Commerce • A comprehensive review of the OCP will also allow an opportunity to review and consider policy actions regarding village centres and to look at future needs and requirements informed by a retail and commercial analysis (deliverable from CPP# 73) as well as consideration of urban design policies for these areas. (Triggered) 6. Incorporate Recent District Work • Include the Parks Master plan, Climate Action Plan, Regional Growth Strategy and associated population, employment and dwelling unit projections in the broader directions of the OCP (Triggered) 7. Integrate updated demographic data and statistics informed by the land capacity analysis (Triggered) 8. Assessing and updating Infrastructure and Servicing needs to support future growth and inform the required DCC/ACC Bylaw project revisions (Required) 9. Strengthening the Monitoring and Implementation Framework • Review and update section 6.1 (Implementing Actions) to identify completed actions and identify new implementation actions. (Triggered • Review and update Section 6.2 (OCP Monitoring and Review) to provide a stronger monitoring and evaluation framework (Triggered)

#76	**Complete Mandated Pre-Zoning to Implement Updates OCP (Provincially Required)**
Project Timeline	2025 (must be completed by December 31, 2025)

Project Elements	The scope of the Zoning Bylaw Review is anticipated to include the following key elements: 1. Review the zoning bylaw and create a report that includes high level recommendations and identifies key issues gaps, redundancies, challenges and options (Triggered) 2. Use the interim HNR to inform amendments to the Zoning Bylaw to accommodate at least the 20 year total number of housing units required to meet the anticipated housing needs (Required) 3. Review and update Short Term Vacation Rentals regulations with the aim of increasing housing options (Required) 4. Identify the high level recommendations to create a new zoning bylaw to achieve easier interpretation and application of the bylaw by the public, applicants and staff (Triggered) 5. Create a modernized draft zoning bylaw with graphics (Triggered)

#77	**Prepare Tracking Program (Provincially Required)**
Project Timeline	2024 - 2028
Project Elements	The scope of the tracking program is anticipated to include the following key elements: 1. Set up tracking, monitoring and reporting of newly created housing potential, in-stream/approved development applications, and issued building and occupancy permits as required. (Required) 2. Establish quarterly or bi-annual monitoring to Council, the community and interested other parties about the District's progress on housing targets. (Triggered)

#78	**Optimize Development Processes (Provincially Triggered)**
Project Timeline	2024 – 2028
Project Elements	The scope of optimizing development processes is anticipated to include the following key elements: 1. Initial process improvements through e-Apply (in stream) and process changes (delegation of approval, exemptions) for streamlining, enhancing, and modernizing department processes and systems. (Triggered) 2. Submitting grant applications that may be forthcoming from the Province to explore new systems to improve processing times of development applications 3. Implement recommendations, best practices and Information technology and innovative approaches to improve development approval processes. (Triggered)

#79	**Responding to increased development interest (Provincially Triggered)**
Project Timeline	2024 – 2028

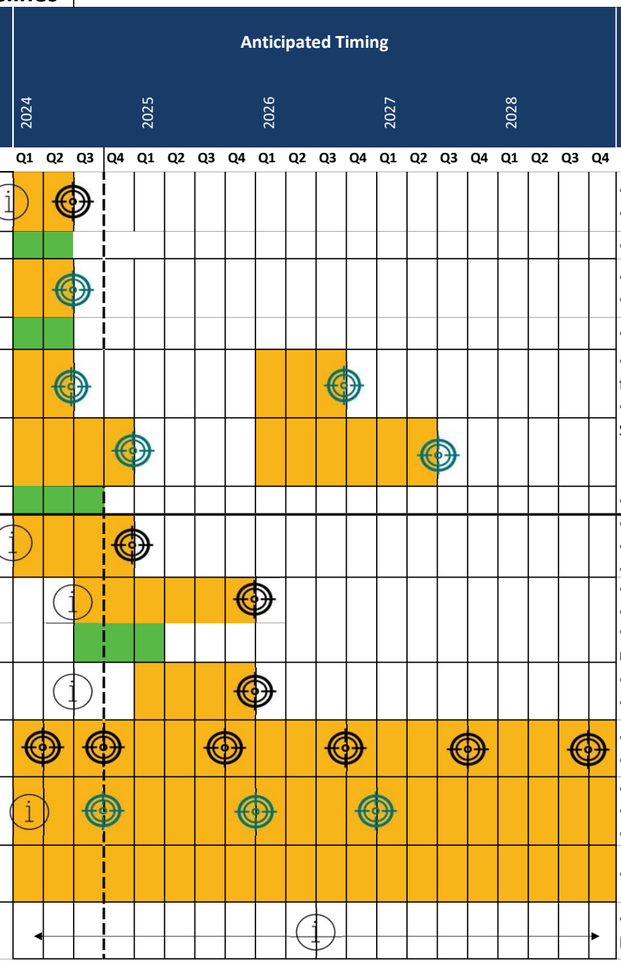
Project Elements	The scope of responding to increase development interest is anticipated to include the following key elements: 1. Resources for change management to ensure the effective implemention of changes to processes, systems and resources that support the housing development process. (Triggered) 2. Additional Development Planning staff resources to facilitate responding to increased development enquiries and pre-applications. (Triggered)

#80 (Prioritized)	**Prepare Amenity Cost Charge (ACC) Bylaw and Development Cost Charge (DCC) Bylaw (Provincially Triggered)**
Project Timeline	2024 – 2027
Project Elements	The scope of the development of the ACC Bylaw and DCC Bylaw for community facilities is anticipated to include the following key elements: 1. Undertake an Infrastructure and Community Facilities Capacity Analysis. Understand the existing capacity and associated service levels needed for future growth to form a baseline for OCP changes (Triggered) 2. Identify the additional impacts of new growth where more housing supply is planned (based on OCPs and other planning documents) and what additional community facilities or upgrades are needed to support that supply and increase in population (Triggered) 3. Explore feasibility (timing and details) of interim ACC and DCC programs once further information becomes available and prepare bylaws and policies for implementation, if possible by September 30, 2024 4. Following Official Community Plan and Zoning Bylaw changes by the end of 2025, review and revisit any established interim ACC and DCC programs and align with the confirmed details of the 2025 OCP.

#81	**Reserve for any yet-to-come projects required (or triggered) by the Province**
Project Timeline	2024 – 2027
Project Elements	This is a placeholder project for work that might be identified by the Province or the District through the upcoming efforts to implement the new Provincial Housing Directives.

Attachment 2 - Housing Projects - Prioritized Timelines

Project #	Project Name	Anticipated Timing	Project Comments
72 prioritized	Update Zoning Bylaw to accommodate SSMU Zoning (Provincially Required)		◦December 2023: SSMUH policy manual and site standards provided to local governments ◦June 30, 2024: Local governments must have updated bylaw to accommodate SSMUH
	Land Capacity Analysis		◦Land capacity analysis in response to potential capacity increases resulting from Bill 44, namely SSMUH
73 prioritized	Update OCP to accommodate SSMU Zoning (Provincially Triggered)		◦June 30, 2024: Local governments must have updated bylaws to accommodate SSMUH. ◦Adjusted scope and advanced analysis work to signal and identify areas for higher density multi-family, village areas, and commercial areas
	Commercial and Retail Analysis		◦To understand the feasibility and need of expanding retail and associated service commercial in Oak Bay Village and secondary village areas
80 prioritized	Prepare Amenity Cost Charge Approach (ACC) (Provincially Triggered)		◦Explore feasibility (timing and details) of interim ACC and DCC programs once further information becomes available and prepare bylaws and policies for implementation if possible by September 30, 2024 ◦Following OCP and Zoning Bylaw changes by the end of 2025, review and revisit any established interim ACC and DCC programs
	Prepare Development Cost Charge Bylaw (DCC) (Provincially Triggered)		See above
	Infrastructure and Community Facilities Capacity		◦To support future growth and DCC/ACC projects
74	Complete Interim Housing Needs Report (Provincially Required)		◦January 2024: Instructions provided to local governments on HNR ◦January 1, 2025 municipalities must have completed their interim HNR ◦Potential opportunity to collaborate through Capital Regional District
75	Complete Mandated Five-Year Review of OCP (Provincially Required)		◦June/July 2024: OCP update instructions provided to Municipalities ◦December 31, 2025 municipalities must have completed their first review and update of their OCP
	Complete Communities Assessment		◦To assess elements such as diversity of housing, accomodating people at all life stages, providing employment, amenities and services within a 15 minute walk (Potential grant opportunity)
76	Complete Mandated Pre-Zoning to Implement Updated OCP (Provincially Required)		◦June/July 2024 Zoning update instructions provided to Municipalities ◦December 31, 2025 municipalities must have completed their first review and update of their OCP
77	Prepare Tracking Program (Provincially Required)		◦Required Housing Target Order tracking and reporting ◦March 31, 2024 deadline for initial reporting period and then September 30 of each year after from 2024 to 2028
78	Optimize Development Processes (Provincially Triggered)		◦Initial process improvements through e-apply (instream) and process changes (delegation of approval, exemptions) ◦January /February 2024: Details announced for $51 million funding allocation ◦Submitting grant applications may be forthcoming from the Province to explore new systems
79	Responding to increased development interest (Provincially Triggered)		◦Resources for change management to ensure the effective implementation of changes to processes, systems and resources
81	Reserve for any yet-to-come projects required (or triggered) by the Province		◦Placeholder project for work that might be identified by the Province or the District through the upcoming efforts to implement the new Provincial Housing Directives.



LEGEND

- Three priority housing intiiatives as determined by Council
- Remaining seven housing initiatives required and triggered
- Technical Assessments
- Council Priority Project timelines
- Required deadlines mandated by the Province
- Council and Staff initiated deadlines
- Information released by the Province
- 10 month timeline Council Motion (2023-600)
- Demonstrates a time line range

Attachment 3 - Village Area Planning - housing related project elements

Project #	Council Priority Projects revised in response to Provincial Directives	Anticipated Timing 2024	2025	2026	2027	2028	Village Areas Planning related project elements
72 prioritized	Update Zoning Bylaw to accommodate SSMU Zoning (Provincially Required) (by June 2024)						This will include a **land capacity analysis** that will identify the probability of redevelopment for each parcel. Parcels within the Village Areas will be among those assessed.
73 prioritized	Update OCP to accommodate SSMU Zoning (Provincially Triggered) (by June 2024)						This project will, in addition to addressing SSMU housing, also provide an opportunity to signal or **identify areas for higher density multi-family** either through policy and/or an mapping schedule. Will assess future retail needs (informed by **retail capacity assessment**).
80 prioritized	Prepare Amenity Cost Charge Approach and DCC Bylaw (Provincially Triggered)						This will **identify infrastructure and community facilities needs** that will be required to provide for new growth. Some of amenities will likely be in the Village Area. Growth in the Village Area will help provide financial resources for new amenities.
74	Complete Interim Housing Needs Report (Provincially Required) (by end of 2024)						This work will identify the need for **housing in close proximity to services and amenities** and infrastructure that supports walking, bicycling, and public transit, in Village Areas.
75	Complete Mandated Five-Year Review of OCP (Provincially Required) (end of 2025)						This will focus on additional areas to be designated for multi-unit housing sites which may include Village areas. Will include a **review of District-owned sites**, including the **Monterey property**. Will update policy and maps related to Active Transportation to reinforce complete communities. Will review and consider **village centre policies and land uses**. Will consider **urban design policies** including Development Permit Area Guidelines for village areas to guide longterm redevelopment. Will **undertake a complete community assesment.** Will address Cedar Hill Corner land uses and other opportunities on institutional lands**.**
76	Complete Mandated Pre-Zoning to Implement Updated OCP (Provincially Required) (second half of 2025)						This will **prezone properties** to provide for 20 year housing needs. Some of prezoning will be within and adjacent to Village Areas.
9/16	Prepare Village Area Plan(s) for the Oak Bay Village/Cadboro Bay Road corridor and for the Secondary Village areas. Prepare an Urban Design Plan for Oak Bay Village. Develop tools needed to regulate/permit sidewalk patios and prepare associated design guidelines.						Based on the results of assessments and land use framework changes from the Housing Action Program, the Village Areas Planning project will result in the creation of area plans for Oak Bay Village, Cadboro Bay Village and Estevan Village. The scope of the project would include **urban design, review of transportation and mobility, infrastructure improvements, area based public engagement**.