



June 16, 2026

Reference: 192468

His Worship Peter Jones and Members of Council
District of North Saanich
1620 Mills Rd
North Saanich BC V8L 5S9
Email: pjones@northsaanich.ca

Dear Mayor Jones and Members of Council:

Thank you for working with the Advisor appointed to the District of North Saanich (District) on January 19, 2026. I appreciate your and your staff's cooperation to support the advisor's review.

I appointed an Advisor under the *Housing Supply Act* (Act) to assess the District's development approval processes, land use planning, and housing policies and practices. The advisor conducted a 10-week review which included interviews with yourselves and District staff, as well as a review of council decisions, bylaws, policies, and procedures.

The advisor submitted a final report with 19 recommendations, which has been carefully analyzed by Ministry staff and considered by me. The recommendations included policy and planning actions that can be taken by the District to create the conditions to increase housing supply in the community and help the District make progress toward meeting its housing targets.

A redacted copy of the District of North Saanich Advisor Report is attached for reference (see Appendix A). Portions of the report have been redacted to meet requirements under section 10 (3) of the Act and Division 2 of the Freedom of Information and Protection of Privacy Act (FOIPPA). Please note that the same version of this report will also be released publicly.

Based on my review of the advisor recommendations, I intend to issue four directives under the Act. I am also proposing additional reporting requirements related to several advisor recommendations. Please see Appendix B, attached, for the full text of the four proposed directives and five enhanced reporting requirements.

Page 1 of 2

The Housing Supply Regulation provides municipalities subject to proposed compliance 30-days to submit written comments for my consideration before making a final decision. I look forward to receiving your feedback regarding the proposed directives and enhanced reporting and continuing to work with the District on our shared interests to build much-needed housing in the months and years ahead. Please submit your feedback to the Housing Targets Branch at housing.targets@gov.bc.ca on or before July 17, 2026.

Sincerely,

A handwritten signature in black ink, appearing to read 'C Boyle', with a stylized flourish at the end.

Christine Boyle
Minister of Housing and Municipal Affairs

Attachments:

Appendix A: Redacted District of North Saanich Advisor Report

Appendix B: Proposed Directives and Enhanced Reporting for the District of North Saanich

cc: Teri Collins, Deputy Minister, Ministry of Housing and Municipal Affairs
Jessica Brooks, Acting Assistant Deputy Minister, Ministry of Housing and Municipal Affairs
Stephanie Munro, Chief Administrative Officer
Felice Mazzoni, Director of Planning and Community Services
Housing Targets Branch

Appendix B: Proposed Directives and Enhanced Reporting for the District of North Saanich

PROPOSED DIRECTIVES

Directive 1: Mandatory Delegation of Development Variance Permits

By July 31, 2027, the District of North Saanich must amend its Development Application Procedures Bylaw to:

- a) delegate minor development variance permits to municipal staff; and
- b) establish thresholds defining what constitutes a minor variance which are at least as permissive as the definition identified by the advisor in Section 2.9.6 of the Advisor Report.

Directive 2: Updated Parking Requirements

The District of North Saanich must include the following amendment in the updated Zoning Bylaw by March 31, 2027.

- a) Where the Zoning Bylaw currently requires a minimum number of off-street parking spaces greater than 1.2 parking spaces per dwelling unit, amend the Bylaw to require a minimum of 1.2 parking spaces per dwelling unit.

Directive 3: Modernization of Subdivision and Lot Standards

The District of North Saanich must include the following amendments in the updated Zoning Bylaw, Subdivision Bylaw, and Official Community Plan by March 31, 2027.

1. Zoning Bylaw:

a) Amend R-1 Zone as follows:

- i. Reduce the minimum lot size to 925m² and reduce the minimum lot width to 20 meters.
 - Existing R-2 zoned parcels with a lot size of 1,299m² or less and connected to a community sewer system must be rezoned to R-1.

b) Amend R-2 Zone as follows:

- i. Reduce the minimum lot size to 1,300m² and reduce the minimum lot width to 20 meters.

c) Amend Section 112 of the Bylaw [Subdivision – Lot Frontage and Shape] as follows:

- i. Permit panhandle lots to be created by subdivision where the access strip is 6.0m or greater and where no further subdivision of the lot is possible.

2. Subdivision Bylaw:

- a) Remove all outdated language and conditions that are in conflict with the amended Zoning Bylaw, or that duplicate information included in the amended Zoning Bylaw.

3. Official Community Plan:

- a) Amend the land use designation descriptions in Table A so that the amended minimum lot sizes and widths included in the Zoning Bylaw are not in conflict with the OCP.

Directive 4: Expansion of Accessory Development Potential

The District of North Saanich must include the following amendments in the updated Zoning Bylaw and Official Community Plan by March 31, 2027.

1. Official Community Plan:

- a) For land use designations where guest cottages are permitted on lots 0.7 acres or larger, amend the OCP to 0.5 acres or larger.
- b) For all residential designations where one accessory residential unit is allowed, amend the OCP to allow a secondary suite in addition to a guest cottage or carriage house on lots 1 acre or larger.
 - i. In addition to this amendment, for the General Residential land use designation, allow a duplex with a secondary suite, guest cottage or carriage house on lots 1 acre or larger.

2. Zoning Bylaw:

- a) Add carriage houses as a secondary permitted use in all single-family residential zones where guest cottages are permitted.
- b) Permit duplexes as an allowable use in R-1 and R-2 zones.
- c) Amend Section 204 of the Bylaw [Guest Cottage] as follows:
 - i. Increase the allowable floor area for guest cottages to 110m². Any zone-specific limits should not further reduce the allowable floor area.
 - ii. Permit guest cottages on lots 0.5 acres or larger.
 - iii. Allow guest cottages when a secondary suite or duplex is present for lots 1 acre and larger.
- d) Amend Section 206 of the Bylaw [Secondary Suite] as follows:
 - i. Allow secondary suites when another accessory residential unit or duplex is present for lots 1 acre and larger.
 - ii. Increase the allowable gross floor area for secondary suites to 110m² and remove any secondary suite floor area limits based on a percentage of the principal dwelling's habitable or gross floor area.

- e) Amend Section 208 of the Bylaw [Carriage House] as follows:
 - i. Permit carriage houses on lots 0.5 acres or larger.
 - ii. Allow carriage houses when a secondary suite or duplex is present for lots 1 acre and larger.

ENHANCED REPORTING

The District must provide detailed information regarding its progress on the following matters in all forthcoming annual housing targets progress reports and bi-annual interim reports. Interim reports are to be submitted within 45 days of the end of each of the following reporting periods:

Year 3 Interim Reporting Period: August 1, 2026 – January 31, 2027

Year 4 Interim Reporting Period: August 1, 2027 – January 31, 2028

Year 5 Interim Reporting Period: August 1, 2028 – January 31, 2029

1. Urban Containment Boundary and Strategic Development Areas

The District of North Saanich should apply to the Capital Regional District for a minor amendment to the Regional Growth Strategy to modestly extend the Urban Containment Boundary to include three key future development nodes as identified in the advisor report:

- 1) the McTavish Interchange ("Area 1");
- 2) Tsehum Harbour ("Area 2"); and
- 3) the Southeast Quadrant, which includes the former Allegro School Site ("Area 3").

It is further recommended that the District amend the OCP and Zoning Bylaw to pre-zone these nodes to permit six-storey residential development with a Floor Area Ratio between 2.5 and 3.0.

2. Adoption of Fixed-Rate Development Finance Tools

The District of North Saanich should explore the feasibility of a Development Cost Charge (DCC) bylaw and an Amenity Cost Charge (ACC) bylaw to support a predictable approach to funding infrastructure and services. The ACC policy should consider a fixed unit price metric.

Reporting is required until fixed-rate development finance tools have been implemented.

3. Procedural Streamlining

The District is to review the role of its Community Planning Advisory Committee (CPAC) and report to the Ministry on the work of this committee. All forthcoming housing targets progress reports and bi-annual interim reports must include a summary of CPAC reviews of multi-family and mixed-use development applications, including proposed number of units, application type, length of review, and recommendations provided to Council with respect to the application, including policy cited to recommend refusal.

4. 10612/10622 McDonald Park Road and other Priority Projects

The advisor found that several development applications encountered sustained procedural delays that prevented advancement to Council approval. I understand from the advisor report that a proposed six-storey, 92-unit project at 10612/10622 McDonald Park Road represents the single most significant near-term housing supply opportunity for the District. This project is within the strategic development areas identified by the advisor as logical nodes for expansion of the Urban Containment Boundary. Where servicing permits, I expect that the District will consider and approve multi-unit projects of this nature.

The District shall report progress toward approving this project in all forthcoming annual and interim housing targets progress reports, or until the OCP and zoning amendments are approved.

Additionally, the District shall report on all of the projects listed in s. 2.6 of the advisor report:

- McTavish Master Plan
- Proposed Seniors Housing Development (15 acres)
- 9299 Canora Road
- 8650 Aldous Terrace
- 10612 / 10622 McDonald Park Road
- 8511 Bexley Terrace

5. Redesignation of Federal Airport Lands

I understand from the advisor's report that, in the updated 2025 OCP, the District designated federal lands under the jurisdiction of the Victoria Airport Authority (VAA) for residential development. As you may be aware, the VAA Land Use Plan does not permit residential uses and, under federal paramountcy, local government bylaws cannot regulate the use of federal lands. I am concerned that providing planned capacity in an area that cannot accommodate residential development will undermine the District's ability to meet its housing targets and realistically satisfy provincial proactive planning requirements.

The District shall provide confirmation in its Year 2 progress report that it has removed the residential designation from the VAA lands and that there is sufficient planned capacity to meet its housing targets and satisfy provincial proactive planning requirements without the VAA Lands. This information must be calculated using the methodology provided in the province's Proactive Planning Guidance (https://www2.gov.bc.ca/assets/gov/housing-and-tenancy/tools-for-government/local-governments-and-housing/proactive_planning_guidance.pdf).