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MEMORANDUM

TO: Paul Thompson
Manager of Long Range Planning

DATE: December 19, 2013

FROM: Greg Keller
Senior Planner

FILE: 6970 20 SESU

SUBJECT: Secondary Suites Community Engagement Summary and Program Proposal

PURPOSE

To present a summary of the secondary suites community engagement process, a proposed secondary suites Board policy, and Bylaw 500.389, 2014 and Bylaw 1285.19, 2014 for 1st and 2nd reading.

BACKGROUND

The Regional District of Nanaimo (RDN) Housing Action Plan identified secondary suites as an effective way to quickly add to the stock of affordable housing. Following the Plan’s adoption, staff prepared a Secondary Suite Background Study and Consultation Plan. These documents were presented to the Electoral Area Directors and subsequently the Board directed staff to initiate the process of considering secondary suites in Electoral Areas ‘A’, ‘C’, ‘E’, ‘F’, ‘G’, and ‘H’. At its May 28, 2013 Board Meeting, the Board passed the following resolution:

MOVED Director McPherson, SECONDED Director Fell, that staff be directed to proceed with the Secondary Suites Consultation Plan as outlined in Appendix ‘A’ of the staff report.

CARRIED

Currently, neither “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987” (Bylaw 500) or “Regional District of Nanaimo Zoning and Subdivision Bylaw No. 1285, 2002” (Bylaw 1285) include provisions which specifically allow secondary suites. Therefore, should the Board wish to allow secondary suites, amendments to these bylaws are required. Please refer to Appendix A for proposed Bylaw 500.389, 2014 and Appendix B for proposed Bylaw 1285.19, 2014.

There are a number of reasons why the RDN may wish to consider allowing secondary suites including benefits to homeowners, tenants, and the community at large. The benefits of secondary suites most often cited include:

- providing home buyers with ‘mortgage helper’ income that, otherwise, might preclude mortgage availability;

- improving housing options and choices for affordable housing;
- protecting long-term housing security;
- providing housing options that support residents at various life stages, circumstances, and economic means (e.g., students and young couples, seniors, and couples and families on low income);
- providing a means to bring unrecognized suites into compliance with minimum health and safety standards;
- providing a mechanism to resolve legitimate safety concerns or complaints, without the only option being to remove the suite.

Over the summer months staff implemented the Consultation Plan which focused on gauging community support for secondary suites. Region-wide community engagement has occurred through the use of an online questionnaire, staff attendance at various community events, use of social media and the email alert system, meetings with community groups and individuals, radio and television interviews, and a series of RDN hosted information sessions.

In response to positive community feedback and strong rationale that supports secondary suites, a program to allow secondary suites in Electoral Areas 'A', 'C', 'E', 'F', 'G', and 'H' is proposed. The proposed program is consistent with the Board's Strategic Goals and Actions for 2013-2015 and is intended to support the needs of Electoral Area residents and property owners. Included in the proposed secondary suite program are amendments to Bylaw 500 and Bylaw 1285 and a proposed Secondary Suite Board Policy.

While Bylaw amendment are required to allow secondary suites, there are a range of other issues that go beyond regulations which RDN staff must manage on a day to day basis. Having a Board policy that provides direction on these issues is intended to help make the process of allowing secondary suites more effective and efficient as well as ensuring that a consistent approach is taken. The proposed Board policy is attached as Appendix C.

ALTERNATIVES

1. To receive this report, endorse the secondary suite Board policy and give 1st and 2nd readings to proposed bylaws 500.389 and 1285.19.
2. To receive this report and provide staff with alternate direction.

PUBLIC CONSULTATION IMPLICATIONS

The proposed secondary suites program is based on community input received throughout the public engagement process. Refer to Appendix F for a report on the online questionnaire results and Appendix G for a summary of the community engagement process.

Based on the responses received during the process there appears to be broad community support for secondary suites. The vast majority of respondents to the online questionnaire and those in which staff spoke with at various community events support allowing secondary suites in the RDN Electoral Areas. It became apparent that secondary suites are already playing an important role in providing affordable housing in the region and that there was a desire to see more opportunities to provide affordable rental housing within secondary suites.

Although there was general support for secondary suites, there were a number of concerns raised by the community that should be addressed in the proposed secondary suite program. A brief description of these concerns is provided below.

Community Concerns

Off-Street Parking and Impact on Local Roads

Although not identified as a concern in the online questionnaire, many of the community members that staff spoke with at the community events were concerned about ensuring that adequate off-street parking is required. Many participants indicated that one additional off-street parking space is not adequate. The concerns over parking were primarily about avoiding and/or minimizing parking on the street. There were also concerns over access and on-street parking in areas with narrow roads.

Onsite Sewage Disposal and Groundwater Impacts

Concerns were raised over the potential impact of secondary suites on parcels with an onsite sewage disposal system. There was a desire to ensure that sewage disposal systems have adequate capacity to handle any additional volume introduced by a secondary suite. There was also concern over potential impacts on groundwater as a result of sewage disposal systems which are not being properly maintained and/or which are not operating correctly.

Onsite Water Availability and Impact

Some concerns were raised over the impact that secondary suites could have on groundwater resources particularly in unserviced areas. This appeared to be a greater concern in areas with water shortages where participants indicated that water supply was already a problem. A few participants suggested that they would only support secondary suites provided that applicants prove that there is an adequate water supply. Most respondents were of the opinion that secondary suites would not result in significant additional water usage. A number of participants suggested that more education and promotion of water conservation is needed to reduce water usage.

Existing Secondary Suites

Many participants appear to be in support of creating a mechanism for recognizing existing secondary suites. As anticipated, many respondents indicated that there are numerous existing secondary suites throughout the region and did not want this part of the housing supply to be lost. As such, there were concerns raised in regards to how existing suites are to be recognized.

LAND USE IMPLICATIONS

The proposed approach to allowing secondary suites responds to community needs and addresses a number of key policy questions and regulatory issues which affect a number of different RDN Departments. Included in the proposed secondary suite program are bylaw amendments, a secondary suites policy, and other considerations as summarized below.

Proposed Zoning Amendments

The following is a summary of the proposed zoning amendments. Please refer to Appendix D for more detailed information and rationale for the proposed zoning amendments.

In response to community input which suggested there was a general desire to permit secondary suites throughout each Electoral Area, the proposal is to permit secondary suites in a range of Residential and Rural zones. Secondary suites would be allowed throughout each Electoral Area on lands both inside and outside of the Growth Containment Boundaries including attached secondary suites on lands within the Agricultural Land Reserve. The proposed approach would allow one secondary suite per dwelling unit to a maximum of two per parcel provided only one is a detached secondary suite. The intent is to limit neighbourhood impacts and compromise between participants who indicated that only one secondary suite should be permitted per parcel and the ability to accommodate more than one secondary suite on larger rural properties.

With respect to secondary suite form, the proposal is to reflect the community's input by allowing both attached and detached secondary suites. While attached secondary suites would be permitted on any appropriately zoned property which has an approved means of onsite sewage disposal, minimum site area requirements are proposed for detached secondary suites. This is to ensure adequate land area is available to accommodate additional buildings, to protect neighborhood character, and to accommodate onsite services (if applicable).

One of the biggest community concerns was ensuring that adequate off-street parking is provided. Many residents staff spoke with suggested that one additional parking space is not enough. Therefore, the proposal is to require two additional off-street parking spaces. The proposed approach is intended to address the community's concerns in a way which is not likely to affect most homeowners ability to have a secondary suite.

Proposed Board Policy

As part of allowing secondary suites, a Board Policy is needed to provide direction on a number of issues that are not addressed through zoning. The following provides a summary of the proposed secondary suite policy. Please refer to Appendix C for the proposed secondary suites policy.

There appears to be strong support and a high level of interest in establishing a process to recognize existing secondary suites. This is essentially due to the large number of secondary suites that are believed to already exist and the important role they play in providing affordable housing. For administrative purposes, the proposal is to classify secondary suites into the three categories (Unrecognized, Recognized, and Secondary Suite) based on when and how they were constructed.

The process to recognize an unrecognized suite would require a visual inspection to determine if safety items pertaining to fire detection (smoke alarms), fire spread (drywall), and exits (a safe way out) have been addressed. The proposal is that these three items form the basis for the upgrades required to recognize an unrecognized secondary suite.

There may be situations, due to existing construction, dwelling unit design, or other unforeseen factors, where it becomes very difficult or cost prohibitive to reclassify an unrecognized secondary suite. In these cases, the applicant could withdraw their building permit application and staff would take no further action unless a serious health or safety concern exists.

Other Considerations

When contemplating a secondary suite program in the RDN there are a number of factors that go beyond a typical zoning bylaw amendment that need to be considered. These include considerations such as onsite servicing, user rates and fees, and Building Code Implications. A thorough review and analysis of these factors helps address some of the concerns raised by the community and helps prepare the RDN to implement the proposed secondary suite program. An overview of these considerations is provided in Appendix E.

Note that some of the considerations are provided for information only and no immediate action is required while others require future consideration or action.

Interdepartmental Implications

The proposed secondary suites program has implications for a number of RDN departments including Long Range and Current Planning, Building, Bylaw, and Emergency Planning Services, Finance, and Regional and Community Utilities. All affected departments have been involved in the project and have contributed to the proposed secondary suites program. Successful Implementation of the proposed secondary suites program requires a coordinated approach between affected departments who would work together to ensure that issues like water use, user rates, addressing, building inspection, and community sewer are addressed.

Community Engagement – Next Steps

Following positive community response, a draft secondary suites proposal was developed and made available on the project website for community review at the beginning of December 2013. This provided ample opportunity for community review and comment prior to the proposal being considered by the Board in January 2014. In addition, a press release was issued to raise public awareness of the draft proposal.

After receiving 1st and 2nd readings, the next step will be to formally engage the community to obtain feedback on the draft proposal. It is proposed that two public information sessions be hosted to present the draft secondary suite proposal and obtain community feedback. Following the proposed meetings, a public hearing would be scheduled for each amendment bylaw and the results of the public information meetings and public hearings would be presented to the Board prior to consideration of 3rd reading.

In addition, the website, email alert system, and other opportunities as they arise will also be used to distribute information and raise public awareness of the draft proposal.

STRATEGIC PLAN IMPLICATIONS

The proposed program is consistent with Goals 1 and 3 of the Board's Strategic Goals and Actions for 2013 - 2015 in relation to the provision of affordable housing in the region. Allowing secondary suites is well aligned with the Board Strategic Plan and is an effective way of implementing the Board's 2013 - 2015 vision.

SUMMARY/CONCLUSIONS

In response to broad community support for secondary suites, a proposal for allowing secondary suites in Electoral Areas 'A', 'C', 'E', 'F', 'G', and 'H' has been prepared for community review.

Allowing secondary suites for the first time requires thorough evaluation and careful thought on a number of different factors and issues. The proposed secondary suites program includes provisions that address a broad range of issues to help guide the construction of secondary suites.

The proposed secondary suites program is based on community input and includes a Board policy and amendments to both Bylaw 500 and Bylaw 1285. Proposed changes to Bylaw 500 and Bylaw 1285 include:

- secondary suites would be permitted in a range of Residential and Rural zones;
- two additional off-street parking spaces would be required;
- both attached and detached secondary suites would be permitted;
- one secondary suite per dwelling unit to a maximum of two per parcel; and,
- one detached secondary suite would be permitted per parcel provided minimum site area requirements are met.

The proposed Board policy includes:

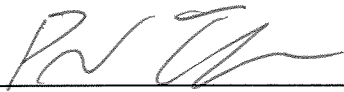
- a process to recognize existing suites; and,
- a complaint driven approach to Bylaw Enforcement that focus primarily on health and safety concerns.

The proposed secondary suites program satisfies the project objective which is to increase affordable housing options in the region. The proposal reflects community input and includes provisions for recognizing existing secondary suites. Therefore, staff recommends that the Board proceed with the proposed secondary suites program.

RECOMMENDATIONS

1. That the online questionnaire results attached as Appendix F and the public consultation summary attached as Appendix G be received.
2. That 1st and 2nd reading be given to "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.389, 2014".
3. That 1st and 2nd reading be given to "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.19, 2014".
4. That the proposed Secondary Suites Policy included as Appendix C be approved and that it be scheduled to come into effect following the adoption of proposed Bylaw amendments 500.389 and 1285.19.


5. That staff proceed with further community engagement as identified in the staff report.
6. That "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.389, 2014" proceed to Public Hearing.
7. That the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.389, 2014" be delegated to Director Stanhope or his alternate.
8. That "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.19, 2014" proceed to Public Hearing.
9. That the Public Hearing on "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.19, 2014" be delegated to Director Fell or his alternate.
10. That staff be directed to review the existing building permit, development cost charges, and utility fee structure and prepare a report on options for providing incentives for secondary suites.



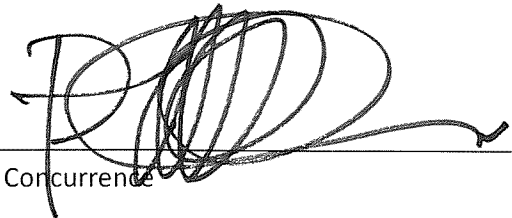
for Report Writer



General Manager Concurrence



Manager Concurrence



CAO Concurrence

Appendix A
Proposed Bylaw 500.389

REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 500.389

A Bylaw to Amend Regional District of Nanaimo
Land Use and Subdivision Bylaw No. 500, 1987

The Board of the Regional District of Nanaimo, in open meeting assembled, enacts as follows:

A. This Bylaw may be cited as “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.389, 2014”.

B. The “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, is hereby amended as follows:

1. In **Part 2 Interpretation Section 2.1 Definitions** by adding the following definition after ‘seafood processing’.

secondary suite means one or more habitable rooms and a cooking facility for residential accommodation, consisting of a self-contained unit with a separate entrance but which is clearly accessory to a principal dwelling unit located on the same parcel as the secondary suite and may not be subdivided under the *Strata Property Act*.

2. In **Part 3 – Land Use Regulations Section 3.3 General Regulation** is amended by adding the following after Section 3.3.12(h)(ii):

i. Home Based Business shall not be permitted within a secondary suite nor by the occupants of a secondary suite elsewhere on the subject property.

j. Bed and Breakfast shall not be permitted on a parcel that contains a suite.

k. Where a secondary suite is located on a parcel less than 8,000 m² in area, the Home Based Business must:

- a. be limited to professional practice or office;
- b. be limited to one (1) business; and,
- c. not include any non-resident home based business employees.

3. In **Part 3 – Land Use Regulations Section 3.3 General Regulation** is amended by adding the following after Section 3.3.15:

16) Secondary Suites

- 1. Secondary suites shall be permitted in the following zone classifications: RS1, RS1.1, RS2, and RU1 – RU10 (Inclusive).

2. A maximum of one (1) secondary suite is permitted per single dwelling unit to a maximum of two (2) per parcel of which only one (1) may be detached.
3. Notwithstanding Section 2.1, a secondary suite shall be permitted within an accessory building.
4. Secondary Suites shall be subject to the following requirements:
 - a. secondary suites within a principal dwelling unit must not exceed 40% of the habitable floor space of the building that it is located in nor 90 m² of total floor space, whichever is lesser;
 - b. must not be located within a duplex, manufactured home, or multiple dwelling unit development;
 - c. must provide at least two (2) additional designated off-street parking spaces (at least one (1) must have direct access to the street);
 - d. shall be maintained in the same real estate entity as the principal dwelling unit to which it is accessory;
 - e. must meet minimum setback requirements for a dwelling unit located in the applicable Zone Classification.
 - f. must be limited to a maximum of two bedrooms and one cooking facility;
 - g. must, on parcels without community sewer services, have the approval of the local Health Authority with respect to the provision of sewage disposal;
 - h. must have its own entrance separate from that of the principal dwelling unit; and,
 - i. must not be used for short term (less than one month) rentals.
5. A Secondary Suite may be located within an accessory building subject to the following:
 - a. The minimum site area requirement shall be 800 m² for parcels serviced with community water and community sewer or 8,000 m² in all other cases.
 - b. Notwithstanding any other provision in this Bylaw, the maximum height of a building containing a suite shall be 8.0 metres;
 - c. The maximum floor area of an accessory building containing a secondary suite shall not exceed 40% of the habitable floor space of the principal dwelling unit which it is associated with nor 90 m² of total floor space, whichever is lesser.

d. the secondary suite shall contain no interior access to any part of the accessory building and the means of access and egress must be external to the structure.

6. Home Based Business shall be in accordance with Section 3.3.12.

7. Despite any regulation in this Bylaw, land established as "Agricultural Land Reserve" pursuant to the ***Agricultural Land Reserve Act*** is subject to the ***Agricultural Land Reserve Act*** and ***Regulations***, and applicable orders of the *Land Reserve Commission*.

4. In **Part 3 – Land Use Regulations Section 3.4 Regulations for Each Zone** is amended by adding 'Secondary Suite' as a Permitted Use as follows:

- I. Section 3.4.61 – 3.4.61.1 Residential 1 and Residential 1.1 Zone after b) Residential Use.
- II. Section 3.4.62 0 – Residential 2 Zone after b) Residential Use- per dwelling unit.
- III. Section 3.4.81- Rural 1 Zone – after f) Silviculture.
- IV. Section 3.4.82 – Rural 2 Zone – after i) Silviculture.
- V. Section 3.4.83 – Rural 3 Zone – after g) Wood Processing.
- VI. Section 3.4.84 – 3.4.89 Rural 4 – Rural 9 Zones – after f) Silviculture.
- VII. Section 3.4.810 – Rural 10 Zone – after b) Home Based Business.

Introduced and read two times this ___ day of _____ 20XX.

Public Hearing held this ___ day of _____ 20XX.

Read a third time this ___ day of _____ 20XX.

Approved by the Minister of Transportation and Infrastructure pursuant to the *Transportation Act* this ___ day of _____ 20XX.

Adopted this ___ day of _____ 20XX.

Chairperson

Corporate Officer

**Appendix B
Proposed Bylaw 1285.19**

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1285.19**

**A Bylaw to Amend Regional District of Nanaimo
Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002**

The Board of the Regional District of Nanaimo, in open meeting assembled, enacts as follows:

- A. This Bylaw may be cited as "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.19, 2014".
- C. The "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002", is hereby amended as follows:
 5. By adding the following after Section 2 – General Regulations 2.15 Home Based Business – Regulations (5)(p):
 6. Home Based Business shall not be permitted within a secondary suite nor by the occupants of a secondary suite elsewhere on the subject property.
 7. Bed and Breakfast shall not be permitted on a lot that contains a suite.
 8. Where a secondary suite is located on a lot less than 8,000 m² in area, the Home Based Business must:
 - d. be limited to professional practice or office;
 - e. be limited to one (1) business; and,
 - f. not include any non-resident home based business employees.
 6. By adding the following after Section 2 – General Regulations 2.17 Parking:
 - 2.18 Secondary Suites
 8. Secondary suites shall be permitted as a Permitted Accessory Use in the following zones: A-1, R-1, R-2, R-3.
 9. A maximum of one (1) secondary suite is permitted per single dwelling unit to a maximum of two (2) per parcel of which only one (1) may be detached.
 10. Secondary Suites shall be subject to the following requirements:

- j. secondary suites within a principal dwelling unit must not exceed 40% of the habitable floor space of the building that it is located in nor 90 m² of total floor space, whichever is lesser;
 - k. must not be located within a duplex, manufactured home, or multiple dwelling unit development;
 - l. must provide at least two (2) additional designated off-street parking spaces (at least one (1) must have direct access to the street);
 - m. shall be maintained in the same real estate entity as the principal dwelling unit to which it is accessory;
 - n. must meet minimum setback requirements for a dwelling unit located in the applicable Zone Classification.
 - o. must be limited to a maximum of two bedrooms and one cooking facility;
 - p. must, on parcels without community sewer services, have the approval of the local Health Authority with respect to the provision of sewage disposal;
 - q. must have its own entrance separate from that of the principal dwelling unit; and,
 - r. must not be used for short term (less than one month) rentals.
11. A Secondary Suite may be located within an accessory building subject to the following:
- a. The minimum site area requirement shall be 800 m² for parcels serviced with community water and community sewer or 8,000 m² in all other cases.
 - b. The maximum floor area of an accessory building containing a secondary suite shall not exceed 40% of the habitable floor space of the principal dwelling unit which it is associated with nor 90 m² of total floor space, whichever is lesser.
 - c. the secondary suite shall contain no interior access to any part of the accessory building and the means of access and egress must be external to the structure.
12. Home Based Business shall be in accordance with Section 2.15.

13. Despite any regulation in this Bylaw, land established as “Agricultural Land Reserve” pursuant to the ***Agricultural Land Reserve Act***” is subject to the ***Agricultural Land Reserve Act*** and ***Regulations***, and applicable orders of the Land Reserve Commission.

7. By adding ‘Secondary Suite’ as a Permitted Accessory Use as follows:

- a. Section 4.1 – Agriculture 1 Zone after c) Home Based Business
- b. Section 4.13 – 4.15 Rural 1 – Rural 3 zone after b) Home Based Business

8. By adding the following definition in Section 5 after the definition of School:

Secondary Suite means one or more habitable rooms and a cooking facility for residential accommodation, consisting of a self-contained unit with a separate entrance but which is clearly accessory to a principal dwelling unit located on the same lot as the secondary suite and may not be subdivided under the *Strata Property Act*.

Introduced and read two times this ___ day of _____ 20XX.

Public Hearing held this ___ day of _____ 20XX.

Read a third time this ___ day of _____ 20XX.

Approved by the Minister of Transportation and Infrastructure pursuant to the *Transportation Act* this ___ day of _____ 20XX.

Adopted this ___ day of _____ 20XX.

Chairperson

Corporate Officer

Appendix C
Proposed Secondary Suites Policy

DRAFT
REGIONAL DISTRICT OF NANAIMO
P O L I C Y

SUBJECT: <i>Secondary Suites</i>	POLICY NO:
	CROSS REF.:
EFFECTIVE DATE:	APPROVED BY: Board
REVISION DATE:	PAGE: 1 of 4

INTRODUCTION

Prior to *(insert date of bylaw adoption)*, secondary suites were only permitted on parcels which allowed at least two dwelling units per parcel. A secondary suite was considered one of the permitted dwelling units and no distinction was made between a secondary suite and a dwelling unit.

It is common knowledge that there are numerous secondary suites that existed prior to the adoption of zoning regulations that allowed for secondary suites. In addition, changing policies and regulations to allow secondary suites introduces a new set of challenges and issues for Regional District of Nanaimo (RDN) staff and the Board to consider that are not directly addressed by zoning or other bylaws.

PURPOSE

To provide direction on a number of topics related to secondary suites including construction of new suites, managing existing secondary suites, bylaw enforcement, user rates, and decommissioning a suite.

TERMINOLOGY

For the purpose of this Policy, secondary suite means a secondary suite as defined by “*Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987*” and “*Regional District of Nanaimo Zoning and Subdivision Bylaw No. 1285.2002*” as amended or replaced from time to time.

GENERAL

Secondary Suites shall be permitted in accordance with:

1. “*Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987*”, or

2. *In the case of a suite in Electoral Area 'F' - "Regional District of Nanaimo Zoning and Subdivision Bylaw No. 1285.2002"; and,*
3. *"Regional District of Nanaimo Building Regulations Bylaw No 1250, 2010".*

SECONDARY SUITE CLASSIFICATION

Secondary Suites in the RDN fall within one of the following categories:

1. *Unrecognized Secondary Suites*

A secondary suite which existed prior to (*insert date of bylaw adoption*) or that was constructed after (*insert date of bylaw adoption*) without a building permit or contrary to current zoning.

2. *Recognized Secondary Suites*

A secondary suite which fully complies with current zoning regulations, was previously built without a building permit, and has received an Occupancy Permit. Suites which were built either prior to (*insert date of bylaw adoption*) or without a building permit may be able to achieve authorized, but generally not legal status unless the existing suite is brought up to full compliance with current BC Building Code requirements.

3. *Secondary Suites*

A secondary suite which fully complies with RDN zoning and building regulations and the current edition of the British Columbia Building Code.

BUILDING PERMIT REQUIRED

Secondary Suites Located within A Dwelling Unit

The secondary suite regulations in Section 9.36 of the *BC Building Code* were enacted for the construction of safe, affordable accommodation *within a dwelling unit*. These standards are less stringent than required for the construction of a new dwelling unit (or detached secondary suite). Although this section is generally not applied retroactively to existing construction, it can be used as a standard for assessing an existing secondary suite within a dwelling unit.

- A Building Permit shall be required to construct a secondary recognize an unrecognized suite and to construct a secondary suite.
- All secondary suites constructed within a dwelling unit shall satisfy Section 9.36 of the BC Building Code.
- All detached secondary suites shall satisfy the current edition of the BC Building Code.
- The RDN may consider proposals for alternate solutions in accordance with Section 2.3 of the BC Building Code.

- Should an owner make a building permit application to “recognize” a “unrecognized secondary suite”, a building inspector will conduct a visual inspection to determine if safety items pertaining to fire detection (smoke alarms), fire spread (drywall), and exits (a safe way out) have been addressed. These three items shall form the basis for the minimum upgrades required to recognize a unrecognized secondary suite.
- As a condition of occupancy of the suite, a Notice under Section 57 of the Community Charter will be registered on the title as a means of disclosure to future land owners that the suite was constructed without a permit and there may be aspects of construction that do not comply with the Building Code.

Detached Secondary Suites

- A Building Permit shall be required to recognize a unrecognized suite and to construct a secondary suite.
- All detached secondary suites shall satisfy the current edition of the BC Building Code.
- The RDN may consider proposals for alternate solutions in accordance with Section 2.3 of the BC Building Code.
- Should an owner make a building permit application to “recognize” a “unrecognized secondary suite”, a building inspector will conduct a visual inspection to determine if safety items pertaining to fire detection (smoke alarms), fire spread (drywall), and exits (a safe way out) have been addressed. These three items shall form the basis for the upgrades required to recognize an unrecognized secondary suite.
- As a condition of occupancy of the suite, a Notice under Section 57 of the Community Charter will be registered on the title as a means of disclosure to future land owners that the suite was constructed without a permit.

SECONDARY SUITES CANNOT BE SUBDIVIDED

By definition, a secondary suite is accessory to a principal dwelling on the parcel on which it is located. To address concerns over potential subdivision of detached secondary suites under the *Strata Property Act*, a covenant prohibiting the subdivision of the detached suite from the principal dwelling unit shall be required as a condition of the issuance of a building permit.

BYLAW ENFORCEMENT

The RDN recognizes that secondary suites contribute significantly towards providing affordable housing in the region. In addition, the RDN believes that all residents have a right to housing that meets basic health and safety provisions. Apart from new secondary suites which must be fully-compliant with current Building Code and Zoning requirements, the RDN will not actively seek out and enforce its zoning and building bylaws as they pertain to unrecognized and recognized secondary suites. Instead the Board supports the following approach:

1. Investigations and enforcement relating to unrecognized and recognized secondary suites will be considered on a complaint driven basis only. Anonymous complaints or complaints from persons that do not reside within proximity to the subject property may not be investigated, nor enforcement activities commenced, unless there are extenuating circumstances such as possible health, safety or environmental concerns in accordance with RDN Bylaw Enforcement Procedures Policy B3-02.
2. Enforcement shall be focused on health, safety and zoning compliance where there may be significant impacts on adjacent properties.
3. Should it be determined that an investigation is warranted, property owners shall be encouraged to voluntarily comply with regulations, i.e., decommission suite if not permitted or “recognize” the suite through the building permit process.

Appendix D

Proposed Zoning Amendments Rationale

Amending a zoning bylaw to allow secondary suites requires that careful consideration be given to existing regulations to ensure that new regulations do not result in negative impacts on the community, conflict with other regulations, or result in unintended consequences. In addition, the proposed regulations and policies should also respond to community concerns. The following outlines the proposed zoning bylaw amendments.

General Approach

There are many different ways that a zoning bylaw could be amended to allow secondary suites. For example, each zone classification could be amended to provide regulations that pertain to suites in that zone, or regulations applicable to all zones where secondary suites would be permitted could be created. Each approach has implications on the length and complexity of the resulting zoning bylaw amendments.

Proposed Solution: Rather than introducing regulations applicable to each zone classification, the proposal is to introduce general secondary suite regulations. This reduces unnecessary duplication and simplifies the bylaw amendment and administration process.

Permitted Secondary Suite Types

Secondary suites can take on many forms including attached to or within a dwelling unit and detached as a carriage home, garden suite, or granny flat. There was broad community support for allowing both attached and detached secondary suites.

Proposed Solution: In response to strong community support, the proposal is to allow both attached and detached suites.

Zones Where Secondary Suites Would be Permitted

Consideration needs to be given to which zone classifications should allow secondary suites. Typically, secondary suites are allowed in zones which permit single unit Residential and are not allowed in Commercial, Industrial, or multiple unit Residential zones. This is primarily to protect these lands from uses that may reduce productivity and/or may have an impact on the availability of these lands for their intended use.

Unlike the standard zone classifications that apply to large areas of land, Comprehensive Development (CD) Zones are a special case where a developer was granted approval for a specific development on a specific property(s) which is reflected by the CD zone. Changing a CD zone to allow secondary suites changes the terms of the original approval as suites were not contemplated at the time of rezoning.

Proposed Solution: The proposal is to allow secondary suites in the following residential and rural zones:

- Bylaw 500: Residential 1 (RS1), Residential 1.1 (RS1.1), Residential 2 (RS2), and the Rural 1 through Rural 10 zones.
- Bylaw 1285: Agricultural 1 (A-1), Rural 1 (R-1), Rural Residential 2 (R-2), and Village Residential 3 (R-3).

Note: The above zones include lands both inside and outside of the Growth Containment Boundaries and lands located within the Agricultural Land Reserve.

Number of Suites Permitted

One important consideration is the number of suites that should be permitted on a parcel. Of those who responded to the online questionnaire regarding this topic, over half indicated that only one secondary suite should be permitted per parcel.

In suburban areas and rural village centres where parcels tend to be smaller than in surrounding rural areas, most properties are limited to one dwelling unit whether through zoning restrictions which limit density to one dwelling unit per parcel or by property size (minimum site area requirements). In these cases, it makes sense to limit secondary suites to one per dwelling unit which would result in one secondary suite per parcel. However, on rural lands many zones permit more than one dwelling unit on a property. In general, most properties larger than 2.0 ha are allowed to have two dwelling units. This raises the question of whether each permitted dwelling unit should be allowed to have a secondary suite associated with it and if so should there be a distinction made between attached and detached secondary suites.

In rare cases (mainly in Electoral Area 'F') some properties are zoned (usually on a site specific basis) to allow a number of dwelling units. If one suite were allowed per dwelling unit, it could result in significant neighbourhood impacts in terms of parking, aesthetics, privacy, traffic, noise, and water. This is of more concern with respect to detached suites which would likely take the appearance of a typical dwelling unit only smaller in size.

In addition to the above, most of the RDN Official Community Plans (OCP's) refer to a maximum number of dwelling units or residential buildings on a parcel, which is most commonly one dwelling unit per parcel to a maximum of two per parcel. Although secondary suites are not being considered dwelling units for the purpose of calculating density, the spirit and intent of the OCPs is to limit the intensity and number of residential buildings on rural parcels located outside of the Growth Containment Boundaries.

The provision for a second dwelling unit on a parcel was originally intended to provide rental income for the property owner and/or an opportunity for a caretaker or to provide a residence for a family member. Allowing two additional secondary suites whether attached or detached would provide rural property owners, where two dwelling units are currently permitted, an opportunity for three rental units assuming that the property owner occupies one of the dwelling units on the property. Not only could this increase the rental housing stock, but it could also provide significant opportunities for affordable rural property ownership.

Proposed Solution: As a compromise between community input, which suggested that there should be a limit of one secondary suite per parcel, and the ability to accommodate more than one suite on large rural parcels, the proposal is that one secondary suite per dwelling unit be allowed to a maximum of two secondary suites per parcel provided that only one is a detached secondary suite. This approach would provide property owners where two suites are permitted an option to have two attached suites or one attached and one detached suite.

Suites on Lands Located Within the Agricultural Land Reserve

For lands located within the Agricultural Land Reserve (ALR) the *Agricultural Land Reserve Use, Subdivision, and Procedure Regulation* applies. This regulation specifies farm uses (uses that may occur

on ALR land regardless of local government zoning) and permitted uses (uses may occur unless otherwise prohibited by local government bylaw). The Regulation allows one secondary suite within a single family dwelling for each parcel as a permitted use. Therefore, if the RDN were to allow secondary suites on ALR land; they would be limited to one attached secondary suite per parcel with no provision for a detached secondary suite.

There appears to be general support to allow secondary suites on ALR land based on the questionnaire results. Allowing one attached secondary suite is consistent with the Regulation and may assist farmers with on-farm labour or an additional income source to support farming operations.

Should a property owner wish to construct a detached secondary suite, approval from the Agricultural Land Commission (ALC) would be required for a non-farm use.

Based on the limitations established by the Regulation, it is unnecessary for the RDN to place further zoning restrictions on properties within the ALR. However, note that this approach places the onus on the ALC to determine if a detached secondary suite is appropriate on a case by case basis.

Proposed Solution: That a statement be included in the secondary suite regulations that indicates the land is subject to the ***Agricultural Land Reserve Act*** and ***Agricultural Land Reserve Use, Subdivision, and Procedure Regulation*** and not impose any additional limitations for secondary suites on ALR lands.

Minimum Site Area Requirements

In general, minimum site area requirements are established for each use to ensure there is adequate land area to accommodate buildings, off-street parking, on-site servicing (if applicable), and areas for rainwater management and other infrastructure. Minimum site area requirements also play an important role in protecting community identity and preserving rural character.

Attached secondary suites do not result in more residential buildings being constructed on a property and for the most part do not change the outside appearance of a dwelling unit. Detached secondary suites typically result in additional and/or larger more prominent accessory buildings on a property. In addition, in unserviced areas additional land areas may be required to support a well and sewage disposal system. Therefore, it is important to consider how large a property should be in order to have an attached or detached secondary suite.

Proposed Solution: No minimum site area requirements are proposed for attached secondary suites. The proposal is that an attached secondary suite would be allowed on every property where the use is permitted provided that there is an approved means of sewage disposal with adequate capacity. The building permit process would be used to confirm capacity.

With respect to detached secondary suites, the proposal is to have minimum site area requirements to ensure that adequate areas are available for parking, to construct a building, and to provide, in unserviced areas, adequate land area and separation distance for on-site water supply and sewage disposal.

The proposed minimum site area requirements for detached suites are as follows:

800 m² for parcels serviced with community water and community sewer

An 800 m² minimum site area requirement is consistent with that required by the City of Nanaimo without provisions for corner lots or lots with laneway access.

8,000 m² for all other parcels

An 8,000 m² minimum site area requirement is based on the smallest parcel that can be created without community water or sewer taking into account parcel averaging.

Minimum Parking Requirements

Parking was the biggest issue raised during the secondary suites community engagement process. Many participants wanted to ensure that adequate parking was provided to facilitate secondary suites. Participants who staff spoke with from other jurisdictions which currently allow secondary suites almost unanimously suggested that one additional parking space is not enough.

Many local governments require at least one additional off-street parking space to be provided for a secondary suite. On large rural properties, the provision of parking is not a concern and can easily be accommodated. However, on smaller suburban parcels, especially those with challenging topography or other features that limit the areas available for parking, accommodating onsite parking can be more of a challenge. In established neighbourhoods, it may be more difficult to provide the required off-street parking given established landscaping and limited driveway areas. In cases where a second additional parking space is not possible, applicants would have the option of applying for a Development Variance Permit or a Board of Variance Decision if they feel they have a hardship and the variance is considered minor.

It should be noted that the RDN cannot prohibit residents from parking on the street. The proposed approach is intended to ensure that parking is available to reduce the likelihood of residents parking on the street and impeding access.

Proposed Solution: That two parking spaces be required for each secondary suite.

Home-Based Businesses

Another consideration is whether home-based businesses should be allowed within a building or on a parcel that contains a secondary suite. The main rationale for contemplating additional restrictions for home-based businesses are neighbourhood impacts due to concerns over parking and increased noise and vehicle trips to and from the home-based business. On smaller suburban parcels it may be difficult to provide the additional parking spaces required for a home-based business in addition to the parking requirements of the dwelling unit and secondary suite. For example, in areas covered by Bylaw 500, a minimum of six off-street parking spaces would be required for a dwelling unit, a secondary suite, and a home-based business. This figure is reduced to five in Electoral Area 'F' as only one off-street parking space is required for a home-based business.

Many local governments include restrictions on the number, type, and use of home-based businesses in a dwelling unit containing a secondary suite. It is common to restrict Bed and Breakfast and uses which

typically generate traffic or are likely to have more potential for neighbourhood impacts. This may be of greater concern on suburban parcels where there is less separation distance between adjacent properties and less room to accommodate parking. On larger parcels it may be reasonable to allow a broader range of home-based business uses.

Proposed Solution: That home-based businesses be permitted on parcels that contain a secondary suite provided the home-based business is not a bed and breakfast and is not located within the secondary suite or is conducted by the residents of the suite elsewhere on the property. Secondly, that additional restrictions on home-based businesses be established for parcels less than 8,000 m² which limit the number of permitted home-based businesses per parcel to one (1), limit the use to professional practice or office, and prohibit non-resident employees.

Note: That the proposed home-based business restrictions would only apply if there is a secondary suite on the subject parcel.

Secondary Suite Definition

It is important to have a definition for secondary suite that reflects community input and ensures that the use is clearly defined. A definition of secondary suite should be broad enough to allow both attached and detached secondary suites to be considered. The definition should also make it clear that a secondary suite is accessory to a primary residential dwelling unit.

Proposed Solution: The proposal is to define secondary suite as follows: “secondary suite” means one or more habitable rooms and a cooking facility for residential accommodation, consisting of a self-contained unit with a separate entrance but which is clearly subordinate to a principal dwelling unit located on the same parcel as the secondary suite and may not be subdivided under the Strata Property Act.”

Location of Secondary Suites

When asked location-based questions about secondary suites, respondents who were home owners felt that it was less important to consider factors such as proximity to schools, transit, and shops than respondents who were renters. This may partially be because there was a high proportion of renters who did not own a car and relied upon other means of transportation to meet their daily needs. Secondary suites were generally considered appropriate forms of affordable housing on all lands both within the Rural Village Centres and Growth Containment Boundaries and on rural acreages.

Goal 6 of the Regional Growth Strategy supports the provision of appropriate, adequate, attainable, affordable, and adaptable housing. Secondary suites are well-positioned to address most aspects of this goal regardless of their location.

Notwithstanding the above, another important consideration that goes beyond the RDN’s sphere of influence is market conditions. It is likely that market conditions and personal needs will heavily influence where people choose to build suites and choose to live. For example, renters without the means or desire to own a vehicle or who have school-aged children will likely, out of necessity or convenience choose to live closer to the services that they require. Others who live further from available services may take advantage of secondary suites to house aging parents, caregivers, or young adults. Regardless of where the RDN allows secondary suites, the market for affordable rental housing will play a significant role in where suites are ultimately constructed.

Proposed Solution: That secondary suites be allowed in most residential and rural zones that allow single residential dwellings as outlined in proposed amendment Bylaw 500.389 and Bylaw 1285.19.

Appendix E Other Considerations

In considering secondary suites in the RDN, there are a number of other important considerations that go beyond zoning amendments that should be addressed. Some of these are provided for information only, while others require action at a later date. The following is a summary of these considerations.

Onsite Sewage Disposal

Many residents had concerns with the ability of onsite sewage disposal systems to handle any additional volume that a secondary suite may introduce to the system. Residents' concerns were primarily related to drinking water protection, especially on small parcels, in unserviced areas.

As part of the building permit process, the RDN requires proof that an approved means of sewage disposal with adequate capacity for the proposed use is provided. From that perspective, the RDN can ensure that the sewage disposal system satisfies provincial requirements at the time of construction. With the acceptance of new sewage treatment technologies by the Vancouver Island Health Authority, onsite sewage systems can be contained within a much smaller envelope than is possible through the use of a conventional sewage disposal system. It is therefore likely that other factors such as the cost of such systems, separation between wells and sewage disposal systems, local topography, and availability of water may become the primary factors in whether a secondary suite could be constructed on a parcel.

The RDN offers a Septic Smart program which provides information to property owners on how to maintain their existing septic systems. Over time this may help alleviate some of the concerns related to operation and maintenance of onsite sewage disposal systems.

Proposed Solution: As part of the building permit process, continue to require proof that an approved means of wastewater disposal with adequate capacity for the proposed use is provided.

BC Building Code Implications

It is important to make a distinction between a building permit application for a secondary suite that has not yet been constructed and a building permit application for an existing secondary suite that was constructed without a building permit¹. In addition, it is also important to make a distinction between suites located within a dwelling unit and detached secondary suites.

All new secondary suites within a dwelling unit must satisfy Section 9.36 of the BC Building Code which provides a less stringent standard than required for the construction of a new dwelling unit. All new detached secondary suites must satisfy the current edition of the BC Building Code, which is the same section of the code used to construct a dwelling unit.

Unlike new construction, where all aspects of the suite are visible and can be inspected, it is impractical and costly to require an owner of an existing suite to expose the required structural and building system components for inspection.

¹ Constructed without a permit may mean either a suite constructed where a building permit was required but not obtained for or where a building permit was not required at the time the suite was constructed.

In addition, in most cases the suite would have been constructed under an earlier edition of the code whereby the existing construction may no longer meet current code requirements. For example, the building may not meet minimum insulation requirements. Therefore, a reasonable approach is needed which recognizes that a different less-onerous procedure is needed when dealing with unrecognized secondary suites.

To address this concern and ensure that secondary suites meet basic health and safety requirements, an approach could be taken that involves a visual inspection of the secondary suite to determine if safety items pertaining to fire protection (smoke alarms), fire spread (drywall), and exits (a safe way out) have been addressed.

Proposed Solution: A process be established to deal with unrecognized secondary suites through a building permit process which focuses on ensuring that minimum health and safety standards are met.

Owner-Occupied Secondary Suites

Secondary suites often raise concerns about poor property maintenance or perceived behavior of renters attributed to 'absent landlords'. To address this concern, many local governments include requirements for homes with secondary suites to be "owner-occupied" (Town of Qualicum Beach, City of Parksville). The City of Nanaimo does not require either a suite or principal dwelling to be owner occupied. This decision resulted from legal advice indicating that while local governments have the authority to adopt bylaws that regulate land use, it is not clear that they have the authority to regulate who uses land. The Province of BC's Housing Policy Branch supports this perspective indicating that the owner occupancy requirement is "legally challengeable" and also difficult to enforce.

Although there was some desire expressed to require owner-occupancy, the issue was not a big enough concern to justify the challenges associated with enforcement and the potential legal liability which would be associated with requiring owner-occupancy.

Proposed Solution: That there be no requirements for owner-occupancy.

Bylaw Enforcement Implications

It is important to develop some guidance with respect to how the RDN handles complaints about secondary suites to ensure a fair and consistent approach is taken. The RDN recognizes that secondary suites contribute significantly towards providing affordable housing in the region. Therefore, an approach to bylaw enforcement that balances the desire for affordable housing with the interests of the community is needed.

Proposed Solution: That the RDN not actively seek out and enforce its zoning and building bylaws as they pertain to unrecognized and recognized secondary suites and that the RDN adopt a complaint driven approach which focuses on health and safety provisions and voluntary compliance as outlined in the attached proposed secondary suites Board Policy.

Servicing Implications

On-site Potable Water Supply

Many residents staff spoke with who live in unserviced areas were concerned about protecting their drinking water supply and ensuring that secondary suites would not result in negative impacts on existing groundwater quantity or quality.

The current approach to proving water presents a challenge for the RDN as water supply is generally proven at the time of subdivision (although this is not always the case). There are numerous vacant parcels in the RDN; some of these parcels have existed for decades and include many very small parcels generally not large enough to support a septic field and a well. When an applicant applies for a building permit to build a house, the RDN does not require the builder to confirm the capacity of the well. This makes it difficult for the RDN to justify asking the builder of a secondary suite, which uses less water than a typical dwelling unit, to require confirmation of the capacity of the well.

Typically a secondary suite uses less water than a single dwelling unit. A Canada Mortgage and Housing Corporation funded study completed in 1999 by the Tenant Resource and Advisory Centre suggests that homes with secondary suites use about 35% – 63% more water than homes without secondary suites. The study also suggested that variables such as community demographics, average household size, and community type (suburban, rural, urban core) are factors in determining water use and the impact of secondary suites on water-related infrastructure.

Proposed Solution: The Board may wish to consider changing the current practice of not requiring a builder to prove well capacity. This is something that could be considered in more detail at a later date as it goes beyond the scope of the secondary suites project and there are costs and implications of changing the current practice.

Community Water

Although land use within the participating Electoral Areas is under RDN jurisdiction, community water is provided by a number of different service providers. These include Improvement Districts, the RDN, as well as private service providers who are all responsible for ensuring that customers are supplied with an adequate and sustainable supply of potable water. Concerns were raised over the provision of community water and ensuring that water service providers have enough capacity to service any additional demand that results from secondary suites.

It is unknown how many secondary suites exist which are serviced by a community water system and how many new secondary suites would be constructed as a result of allowing secondary suites in the RDN. Therefore, the impact that secondary suites are currently having or could have in the future is relatively unknown within the context of the RDN.

Referrals have been sent to the Improvement Districts to advise them of the secondary suites proposal so they can consider the potential impacts on their systems. Based on available research and the experience of other Local Governments that allow secondary suites, it is not anticipated that secondary suites in areas served by community water would have a noticeable impact on RDN community water services. This is due to relatively low average household size within the Electoral Areas and number of occupants likely to reside in each secondary suite.

Since secondary suites have never formally been allowed in the RDN, infrastructure planning did not factor in the specific impacts of secondary suites on RDN community water systems. Therefore, it is important to monitor the potential impacts by collecting data on the number of secondary suites being constructed and the associated water use. This data could be used at a later date to inform future infrastructure planning projects, DCC rates, and user fees.

Proposed Solution: That the RDN collaborate with other community water service providers to gather local water use data for secondary suites and consider secondary suites in future community water supply planning.

Community Sewer Services

It is important to consider the potential impacts of secondary suites on community sewer infrastructure to ensure that there is adequate capacity in the systems to accommodate any additional flows generated by secondary suites.

Based on the anticipated additional water usage and number of occupants likely to reside within a secondary suite, staff is of the opinion that secondary suites will not have a significant impact on existing community sewer infrastructure. However, until such time as the RDN gains more experience in managing secondary suites and a better understanding of how many secondary suites are being built, it is impossible to provide a definitive answer with respect to the impact of secondary suites on sewer infrastructure.

Proposed Solution: With respect to community water and community sewer, the proposal is to track the number of secondary suites being constructed within areas serviced with RDN community water and sewer and monitor the impacts on existing infrastructure capacity. In addition, it is proposed that future infrastructure planning take secondary suites into consideration in response to local data which will be collected over time.

User Rates, Development Costs, and Encouraging Secondary Suites

The way in which the RDN addresses utility fees, development cost charges (DDCs), and building permit fees can have an impact on housing affordability as these costs typically get passed on to owners and tenants. Simply adopting policies and bylaws that allow secondary suites does not guarantee that secondary suites will be built.

Experience from other Local Governments suggests that uptake on the program can vary widely and is dependent on a number of factors including some that are outside of the RDN's control such as market conditions and others that the RDN has a direct influence on including user rates and development fees. Consideration should be given to factors that affect an owner's decision on whether or not to build a secondary suite.

In recognition that secondary suites typically consume less services than a traditional dwelling unit and provide a needed form of affordable housing, many Local Governments waive or reduce service fees and charges. Should the RDN wish to consider a similar approach, it is important to have a good understanding of the RDN's current practices and the potential implications of waiving or reducing fees and charges. This requires a thorough review and analysis that could be presented to the Board at a later date.

The following provides a brief overview of the RDN current practices with respect to building permit fees and development cost charges as well as fees and charges for services such as building permits and community water and sewer. This section also provides some options for the RDN to consider that may help encourage the construction of secondary suites.

Building Permit Fees

Fees for building permits are established in accordance with RDN "*Building Regulations Fees and Charges Bylaw No. 1595, 2010*". In general, fees are based on the value of construction and the number

and type of inspections required. It is estimated that for a secondary suite with a construction value of less than or equal to \$20,000 the building permit fees would be approximately \$200.

Some local governments support housing affordability and encourage non-compliant secondary suite owners to have their suites recognized through the building permit process by either waiving building permit fees for a set period of time, considering a reduced fee that applies specifically to secondary suites, or offering front of the line service.

Development Cost Charges

Local Government may, in accordance with Section 933 of the *Local Government Act*, impose Development Cost Charges (DCCs) on every person who obtains approval of a subdivision or a building permit. The purpose of DCCs is to assist Local Government with paying for the impact that new development places on infrastructure (water, sewer, drainage, roads, etc.).

The Regional District of Nanaimo currently has a number of DCC bylaws applicable to community sewer. The "*Northern Community Sewer Service Area Development Cost Charges Bylaw 1442, 2005*" is the only RDN DCC bylaw that makes specific exemptions for the construction of a secondary suite. In addition, this exemption is only applicable to secondary suites located within a dwelling unit and does not include detached secondary suites.

As mentioned above, secondary suites typically consume less services than a traditional dwelling unit. Therefore, an argument can be made that secondary suites also have less impact on infrastructure and result in less need for expanded services and as a result should either be exempt from DCCs or be eligible for reduced DCCs. Although secondary suites have less impact than a traditional dwelling unit, the overall impact needs to be assessed to ensure adequate cost recovery.

Local Governments may by bylaw waive or reduce DCCs for eligible development which includes not-for-profit rental housing, for-profit affordable rental housing, small parcel residential subdivision, and development that is designed to result in a low environmental impact. In addition, a DCC is generally not payable if the development does not impose new capital cost burdens on the RDN or if construction value does not exceed \$50,000.

It is likely that most attached secondary suites would be exempt from DCCs simply based on having a construction value less than \$50,000. However, detached secondary suites are more likely to exceed this value and are not specifically exempt.

Proposed Solution: Staff to prepare a report at a later date that identifies and evaluates options for DCCs for both attached and detached secondary suites.

Utility Rates

Utility rates also have an impact on housing affordability as these costs are absorbed by the homeowner or passed on to the tenant of a secondary suite. Unreasonable utility rates may also discourage non-compliant secondary suite owners from recognizing their suite in fear of having to pay additional utility fees.

In general, where possible it is good practice to charge for services based on consumption and actual services consumed rather than a flat fee that does not factor in consumption. Given that secondary suites typically consume less services than a traditional dwelling unit, they could be charged for actual services consumed.

Notwithstanding the above, different approaches have been used by Local Governments that allow secondary suites. Some charge a secondary suite the same amount as a traditional dwelling unit, while others will either waive or reduce servicing fees. Factors such as impacts on existing infrastructure and operating costs should be considered in developing an approach.

Currently, the RDN charges user rates for community water and sewer as well as curbside garbage, recycling and food waste collection services. The following provides a summary of the RDN's current practice.

In most cases properties are serviced by a single water meter. In cases where there is more than one unit connected to a single water meter, the total water consumption is divided by the number of units for an average water use per unit (this typically results in a lower water rate bracket), the user rate per unit is calculated and then multiplied back by the number of units for an overall total. The current system results in a reduced rate-per-unit rate and is based on consumption.

Unlike RDN community water systems which are metered, community sewer systems are not. Therefore, it becomes more difficult to charge for services based purely on consumption. In addition, there is a direct correlation between water use and the amount of wastewater generated by a dwelling unit.

The RDN currently charges fees for community sewer services based on a flat annual fee that applies to each residential unit. Properties with extra units (including a secondary suite) are billed a fee for each residential unit. As a result, secondary suites are charged the same amount as a traditional dwelling unit. The RDN could consider other options for community sewer rates such as basing the fees on a portion of metered water usage.

Currently garbage, food waste and recycling charges are a flat annual fee. Properties with extra units (including a secondary suite) are billed a fee for each residential unit which allows each unit to place one garbage can (which meets applicable weight and volume requirements) and one green bin at the curbside as well as have access to the curbside recycling program .

Secondary suite occupants produce garbage, food waste and recycling for curbside collection. With both homeowners and tenants, individual behaviours and the choices residents make affect the volume of materials put out at the curb. This generally means that having more occupants in a dwelling unit results in higher volumes of materials being placed at curbside.

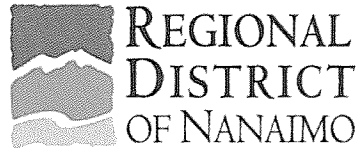
In some areas of the RDN, community water is provided by an Improvement District or a Private Water Utility. In these cases, the RDN does not control the amount charged to provide the service to a secondary suite. This could create inconsistencies in the way in which secondary suites pay for services if different approaches are adopted.

Improvement Districts and Private Water Utilities will be sent a referral advising them of the proposed Secondary Suite Program. The RDN may wish to collaborate with these service providers to develop a consistent approach across the region.

The above does not represent a comprehensive list of all potential options and is not intended to be a recommended strategy for encouraging secondary suites. Further thought and analysis is required to develop a comprehensive strategy for encouraging the construction of secondary suites in the RDN.

Proposed Solution: The proposal is to maintain the status quo with respect to servicing fees and charges until such time as a more thorough review is completed and a report on potential options for encouraging secondary suites is presented to the Board for consideration.

Appendix F
Online Questionnaire Results



Secondary Suites Project Questionnaire Results

During the summer and fall of 2013 the Regional District of Nanaimo (RDN) initiated a public engagement process to gauge the level of community support for secondary suites within the RDN's Electoral Areas 'A', 'C', 'E', 'F', 'G', and 'H'. This was done by attending community events, meeting with community groups and individuals, hosting information sessions, and an online questionnaire. The purpose of the questionnaire was to ask residents their level of support for secondary suites as a form of affordable housing within the community and identify what form of secondary suites may be appropriate. The questionnaire also focused on identifying issues and opportunities related to secondary suites. A total of 209 responses to the online questionnaire were received. The purpose of this document is to present the questionnaire results in a reader friendly format. Many of the questions provided an opportunity to provide written comments. All written comments have been provided following the last question.

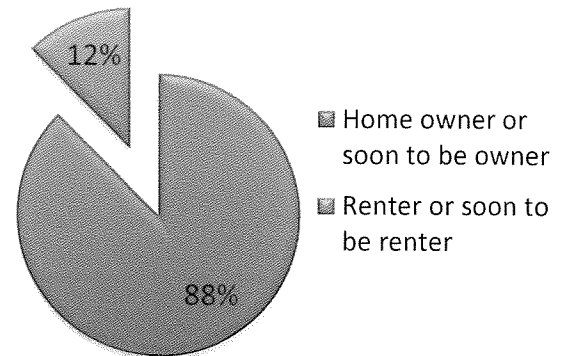
Only 26 (12.4%) of 209 respondents were renters or soon to be renters. So the results of the renters section of the questionnaire may not be representative of renters' views across the region.

Secondary Suites Project – Home Owner and Renter Question 1

Please select the survey option which best meets your current situation.

Responses	Response Percent	Response Count
Home Owner or soon to be owner	87.6	183
Renter or soon to be renter	12.4	26
Total	100.0	209

Please select the survey option which best meets your current situation.



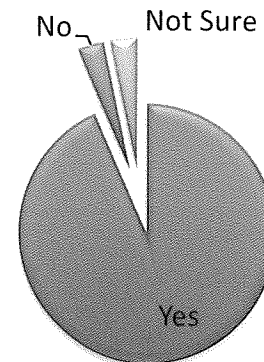
Home Owners Survey

Secondary Suites Project – Home Owner Question 2

Do you think secondary suites will provide needed affordable housing in the RDN's Electoral Areas?

Home Owner Response	Response Percent	Response Count
Yes	93.4	142
No	3.3	5
Not Sure	3.3	5
Total	100	152
51 Comments		

Do you think secondary suites will provide needed affordable housing in the RDN's Electoral Areas?

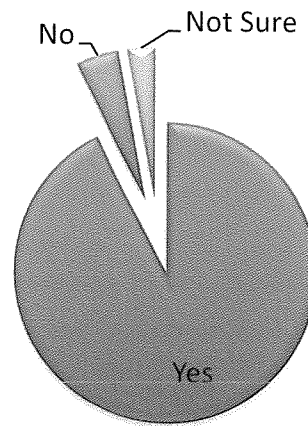


Secondary Suites Project – Home Owner Question 3

Do you think the RDN's Electoral Areas would benefit from secondary suites?

Home Owner Response	Response Percent	Response Count
Yes	92.7	140
No	4.6	7
Not Sure	2.7	4
Total	100	151
47 Comments		

Do you think the RDN's Electoral Areas would benefit from secondary suites?

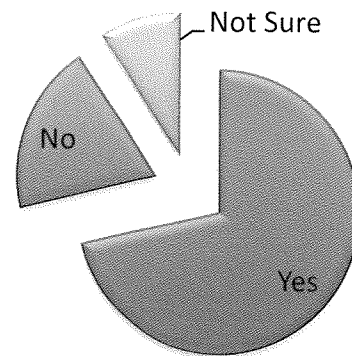


Secondary Suites Project – Home Owner Question 4

Would you like to have a secondary suite in your home?

Home Owner Response	Response Percent	Response Count
Yes	71.3	107
No	19.3	29
Not Sure	9.3	14
Total	100	150
42 Comments		

Would you like to have a secondary suite in your home?

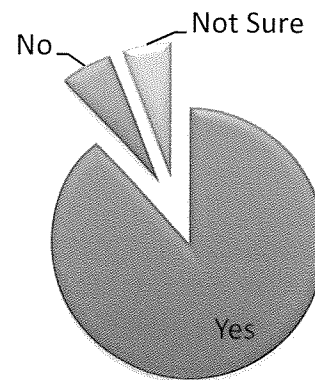


Secondary Suites Project – Home Owner Question 5

Would you like to have a secondary suite in your neighbourhood?

Home Owner Response	Response Percent	Response Count
Yes	88.2	134
No	5.9	9
Not Sure	5.9	9
Total	100	152
48 Comments		

Would you like to have a secondary suite in your neighbourhood?

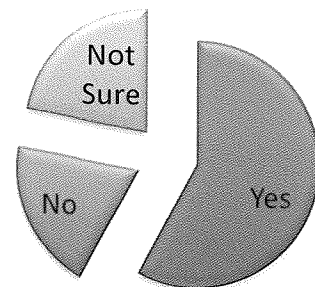


Secondary Suites Project – Home Owner Question 6

If you don't have a suite in your home, would you build one if suites are allowed?

Home Owner Response	Response Percent	Response Count
Yes	57.9	84
No	20	29
Not Sure	22	32
Total	100	145
37 Comments		

If you don't have a suite in your home, would you build one if suites are allowed?

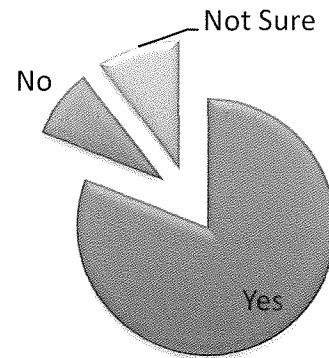


Secondary Suites Project – Home Owner Question 7

If you had a suite in your home, would you make it available as a long-term rental unit for someone to live in?

Home Owner Response	Response Percent	Response Count
Yes	81	119
No	8.8	13
Not Sure	10.2	15
Total	100	147
25 Comments		

If you had a suite in your home, would you make it available as a long-term rental unit for someone to live in?

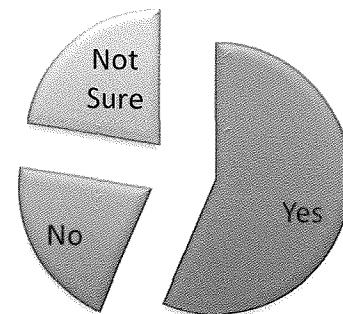


Secondary Suites Project – Home Owner Question 8

If you already have a suite in your home, would you go through the process to get a building permit to make it an authorized suite if it were possible?

Home Owner Response	Response Percent	Response Count
Yes	56.4	75
No	21	28
Not Sure	22.6	30
Total	100	133
47 Comments		

If you already have a suite in your home, would you go through the process to get a building permit to make it an authorized suite if it were possible?

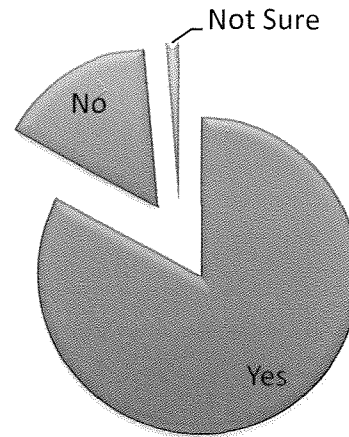


Secondary Suites Project – Home Owner Question 9

Do you have on-site sewage disposal (i.e. septic field)?

Home Owner Response	Response Percent	Response Count
Yes	83	122
No	15.7	23
Not Sure	1.4	2
Total	100	147
6 Comments		

Do you have on-site sewage disposal (i.e. septic field)?

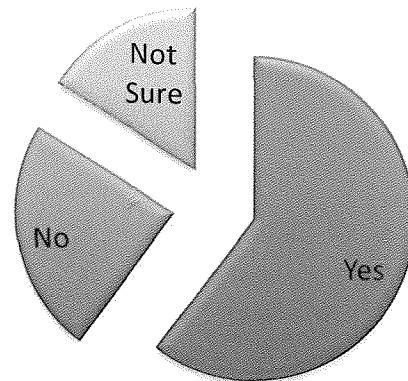


Secondary Suites Project – Home Owner Question 10

Would you upgrade your on-site sewage disposal system, if needed, in order to have a secondary suite?

Home Owner Response	Response Percent	Response Count
Yes	60.3	82
No	23.5	32
Not Sure	16.2	22
Total	100	136
29 Comments		

Would you upgrade your in-site sewage disposal system, if needed, in order to have a secondary suite?

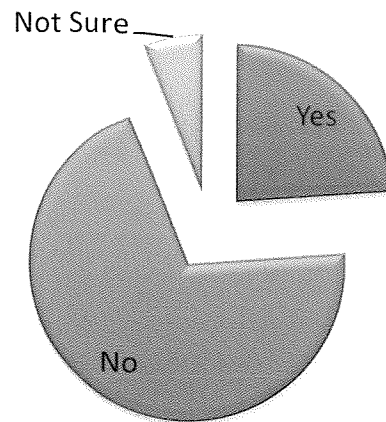


Secondary Suites Project – Home Owner Question 11

Are you concerned about the impact of secondary suites on your community's water supply?

Home Owner Response	Response Percent	Response Count
Yes	23.8	35
No	70	103
Not Sure	6.1	9
Total	100	147
32 Comments		

Are you concerned about the impact of secondary suites on your community's water supply?

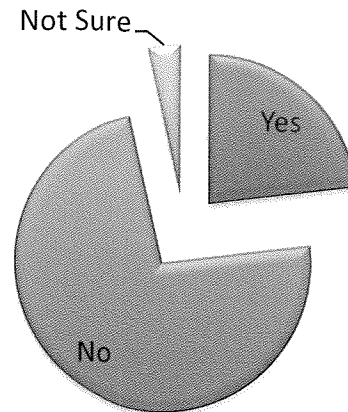


Secondary Suites Project – Home Owner Question 12

Are you concerned about potential parking and traffic issues related to secondary suites?

Home Owner Response	Response Percent	Response Count
Yes	23.1	33
No	73.4	105
Not Sure	3.5	5
Total	100	143
25 Comments		

Are you concerned about potential parking and traffic issues related to secondary suites?

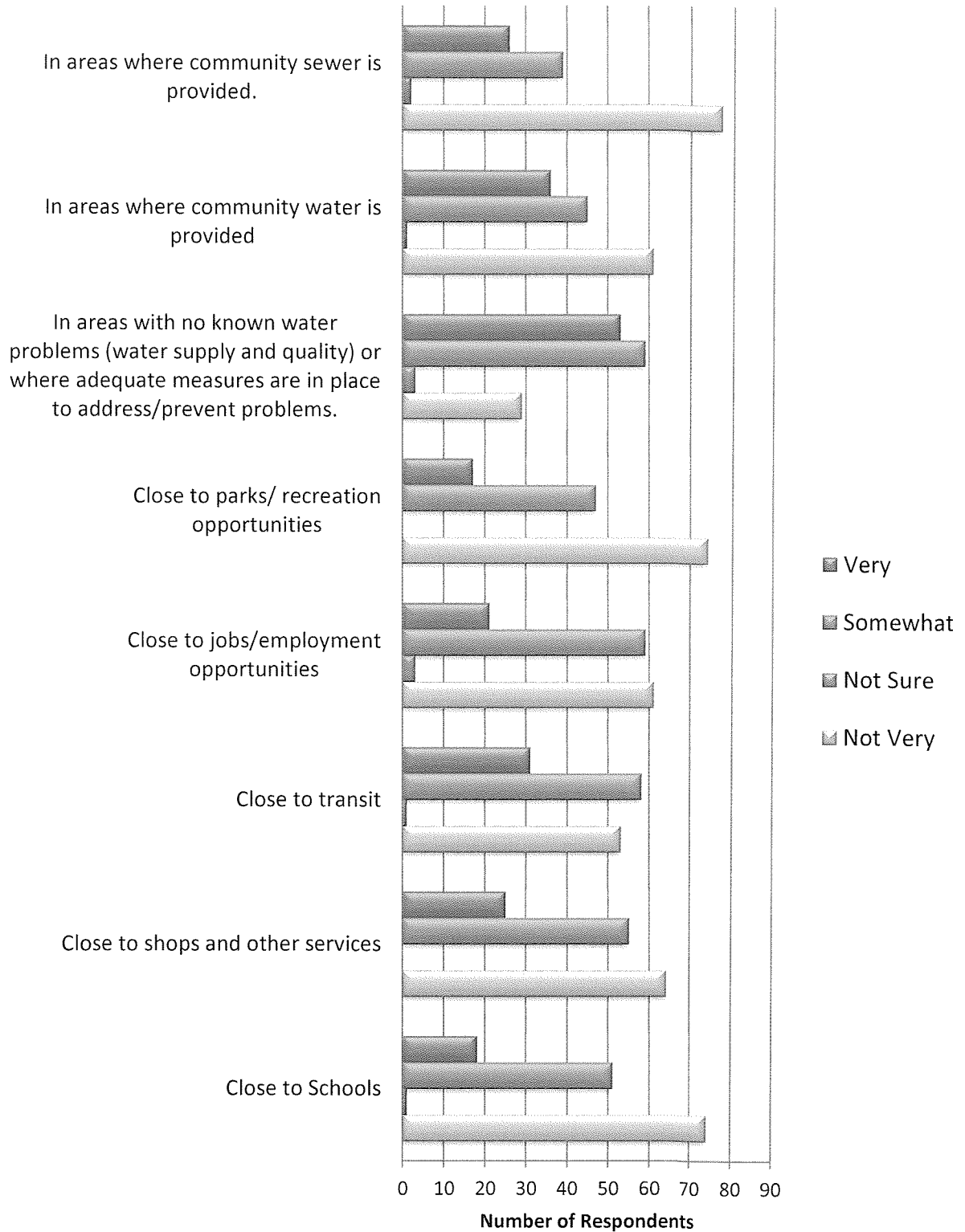


Secondary Suites Project – Home Owner Question 13

How important do you think the following considerations are in deciding where secondary suites should be allowed?

Home Owner Response	Very Important	Somewhat Important	Not Very Important	Not Sure	Total
Close to schools	18	51	74	1	144
Close to shops and other services	25	55	64	0	144
Close to transit	31	58	53	1	143
Close to jobs/employment opportunities	21	59	61	3	144
Close to parks/recreation opportunities	17	47	74	0	138
In areas with no known water problems (water supply and quantity) or where adequate measures are in place to address /prevent problems	53	59	29	3	144
In areas where community water is provided	36	45	61	1	143
In areas where community sewer is provided	26	39	77	2	144

How important do you think the following considerations are in deciding where secondary suites should be allowed?

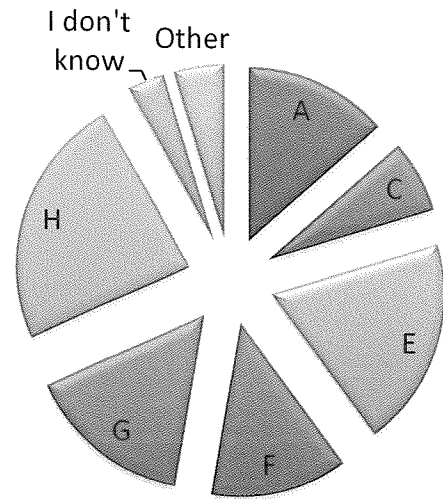


Secondary Suites Project – Home Owner Question 14

Which Electoral Area do you live in?

Answer Options	Response Percent	Response Count
Electoral Area 'A' (Cassidy, Cedar, Yellow Point, South Wellington)	14.2	20
Electoral Area 'C' (Extension, Nanaimo Lakes, East Wellington/Pleasant Valley)	7.1	10
Electoral Area 'E' (Nanoose Bay, Fairwinds, Red Gap)	20.6	29
Electoral Area 'F' (Coombs, Hilliers, Errington)	13.5	19
Electoral Area 'G' (San Pareil, French Creek, Dashwood, Englishman River)	16.3	23
Electoral Area 'H' (Qualicum Bay, Deep Bay, Bowser, Horne Lake, Spider Lake)	24.8	35
I don't know	3.5	5
Other		7
answered question		141
skipped question		68
7 Comments		

Which Electoral Area do you live in?

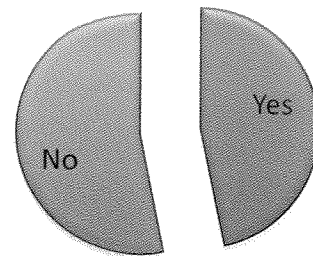


Secondary Suites Project – Home Owner Question 15

Do you have additional questions?

Home Owner Response	Response Percent	Response Count
Yes	46.7	70
No	53.3	80
Total	100	150
71 Comments		

Do you have additional questions?



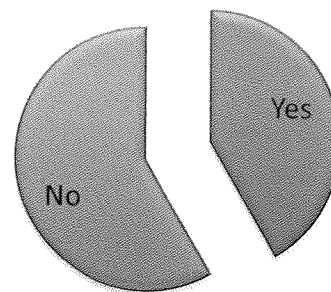
Renters Survey

Secondary Suites Project – Renters Section Question 16

Do you currently live in a secondary suite?

Renter Response	Response Percent	Response Count
Yes	41.7	5
No	58.3	7
Total	100	12

Do you currently live in a secondary suite?

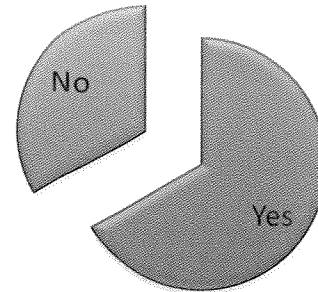


Secondary Suites Project – Renters Section Question 17

If No, would you consider living in a secondary suite?

Renter Response	Response Percent	Response Count
Yes	66.7	6
No	33.3	3
Maybe	0	0
Total	100	9

If No, would you consider living in a secondary suite?

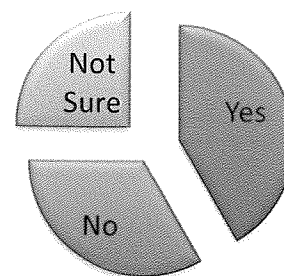


Secondary Suites Project – Renters Section Question 18

Do you feel you have the security of a long-term rental situation in your current home?

Renter Response	Response Percent	Response Count
Yes	41.7	5
No	33.3	4
Not sure	25	3
Total	100	12

Do you feel you have the security of a long-term rental situation in your current home?

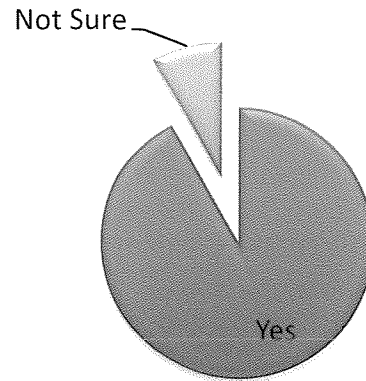


Secondary Suites Project – Renters Section Question 19

Is long term rental security important to you?

Renter Response	Response Percent	Response Count
Yes	91.7	11
No	0	0
Not sure	8.3	1
Total	100	12

Is long term rental security important to you?

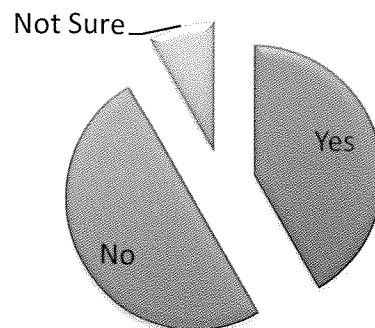


Secondary Suites Project – Renters Section Question 20

Does your rent cost you more than 30% of your income?

Renter Response	Response Percent	Response Count
Yes	41.7	5
No	50	6
Not sure	8.3	1
Total	100	12

Does your rent cost more than 30% of you income?

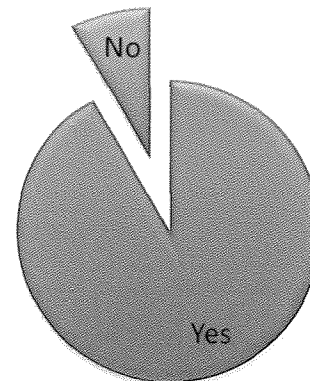


Secondary Suites Project – Renters Section Question 21

Is your home adequately serviced with a kitchen, bathroom, and direct access to the outdoors?

Is your home adequately serviced with a kitchen, bathroom, and direct access to the outdoors?

Renter Response	Response Percent	Response Count
Yes	91.7	11
No	8.3	1
Total	100	12

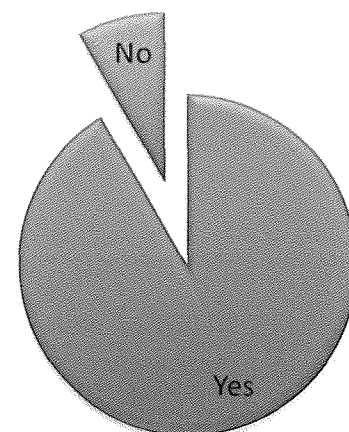


Secondary Suites Project – Renters Section Question 22

Does your home feel healthy and safe?

Does your home feel healthy and safe?

Renter Response	Response Percent	Response Count
Yes	91.7	11
No	8.3	1
Total	100	12
2 Comments		

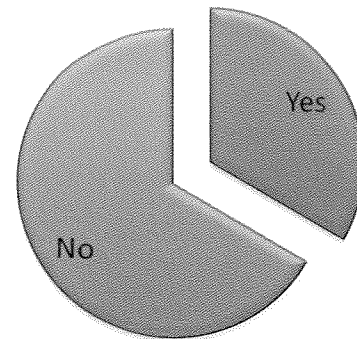


Secondary Suites Project – Renters Section Question 23

Are you aware of water shortages or water quality issues where you live?

Renter Response	Response Percent	Response Count
Yes	33.3	4
No	66.7	8
Not sure	0	0
Total	100	12
2 Comments		

Are you aware of water shortages or water quality issues where you live?

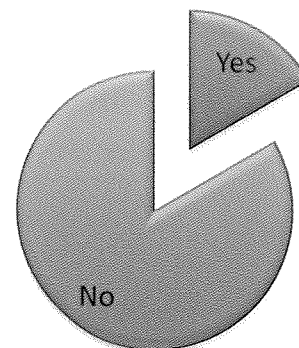


Secondary Suites Project – Renters Section Question 24

Are you aware of any problems with the sewage disposal system where you live?

Renter Response	Response Percent	Response Count
Yes	16.7	2
No	83.3	10
Total	100	12

Are you aware of any problems with the sewage disposal system where you live?

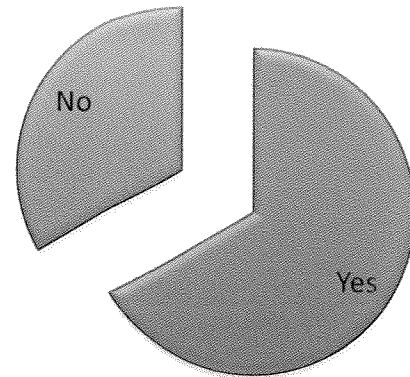


Secondary Suites Project – Renters Question 25

Do you own a car?

Renter Response	Response Percent	Response Count
Yes	66.7	8
No	33.3	4
Total	100	12

Do you own a car?

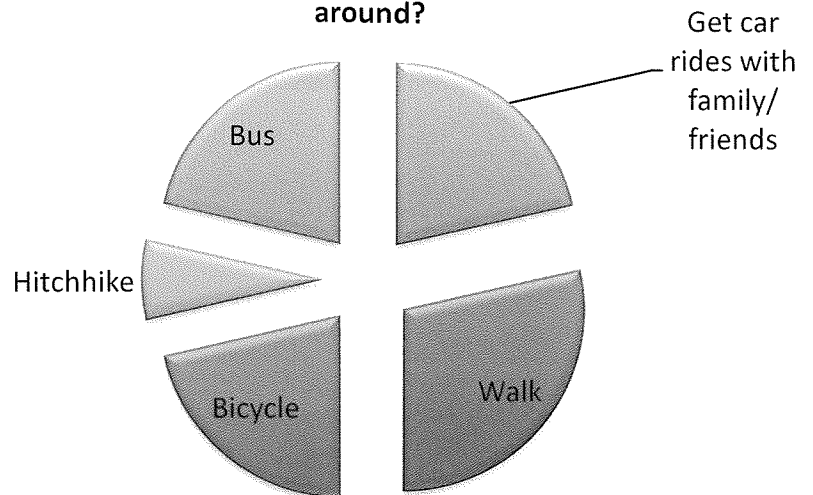


Secondary Suites Project – Renters Question 26

If you answered 'No' to the above, how do you get around?

Renter Response	Response Count
Motorbike	0
Electric Scooter	0
Get rides with Friends/Family	3
Walk	4
Bicycle	3
Hitchhike	1
Bus	3
Total Respondents (Responses)	5 (14)*

If you answered 'No' to the above, how do you get around?



*Note, for 26 above, respondents provided more than one answer to this question. For example respondents could walk and bicycle.

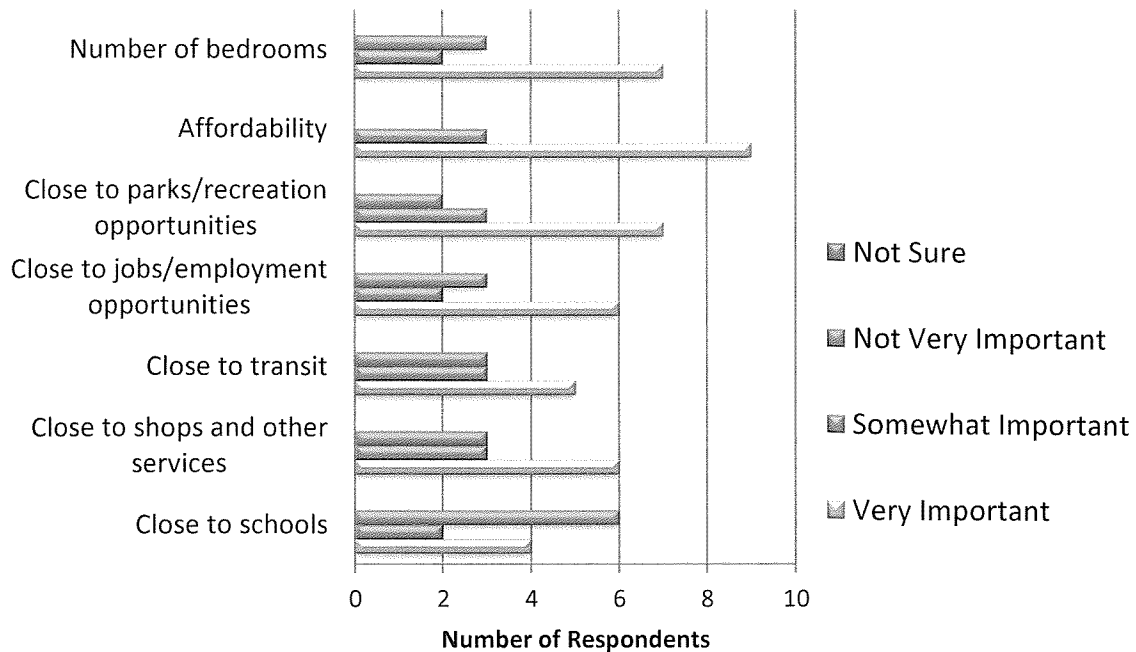
Secondary Suites Project – Renters Section Question 27

How important do you think the following considerations are in deciding where secondary suites should be allowed?

Renters Response	Very Important	Somewhat Important	Not Very Important	Not Sure
Close to schools	4	2	6	0
Close to shops and other services	6	3	3	0
Close to transit	5	3	3	0
Close to jobs/employment opportunities	6	2	3	0
Close to parks/recreation opportunities	7	3	2	0
Affordability	9	3	0	0
Number of bedrooms	7	2	3	0

3 Comments

How important do you think the following considerations are in deciding where secondary suites should be allowed?

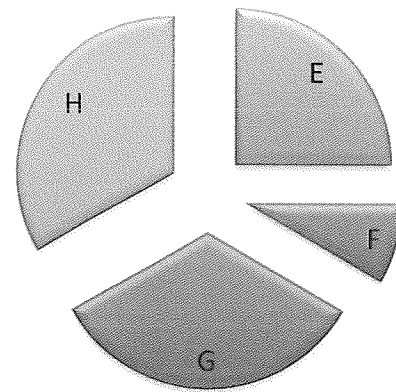


Secondary Suites Project – Renter Section Question 28

Which Electoral Area do you live in?

Answer Options	Response Percent	Response Count
Electoral Area 'A' (Cassidy, Cedar, Yellow Point, South Wellington)	0	0
Electoral Area 'C' (Extension, Nanaimo Lakes, East Wellington/Pleasant Valley)	0	0
Electoral Area 'E' (Nanoose Bay, Fairwinds, Red Gap)	25	3
Electoral Area 'F' (Coombs, Hilliers, Errington)	8.3	1
Electoral Area 'G' (San Pareil, French Creek, Dashwood, Englishman River)	33.3	4
Electoral Area 'H' (Qualicum Bay, Deep Bay, Bowser, Horne Lake, Spider Lake)	33.3	4
I don't know	0	0
Other	0	0
Total	100	12

Which Electoral Area do you live in?

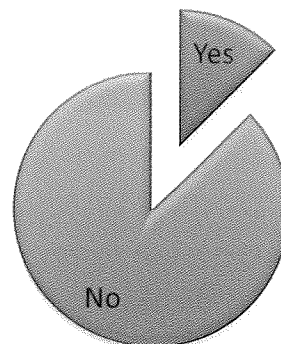


Secondary Suites Project – Renter Section Question 29

Do you have additional comments or suggestions?

Renter Response	Response Percent	Response Count
Yes	12.5	1
No	87.5	7
Total	100	8
3 Comments		

Do you have additional comments or suggestions?



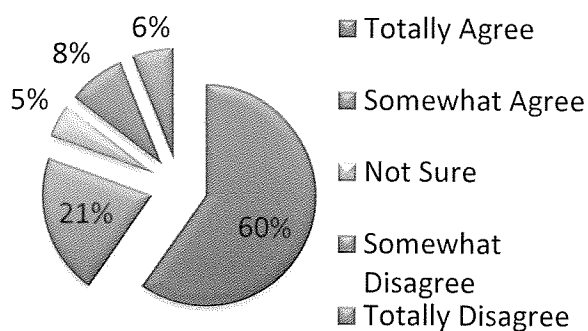
Optional Detailed Question – Home Owners or Renters

Please indicate your level of agreement with the following statements.

33 Comments were received related to this question

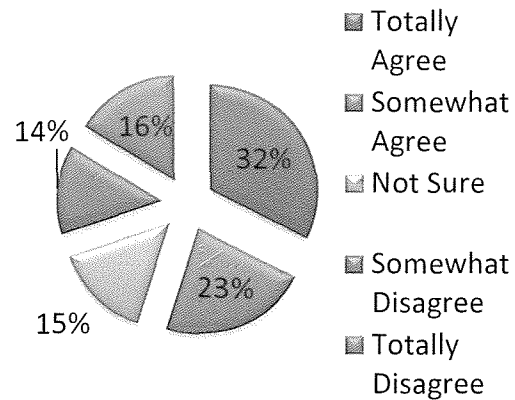
At least one additional off-street parking space should be required.

Renter Responses	Response Percent	Response Count
Totally Agree	59.8	49
Somewhat Agree	20.7	17
Not Sure	4.9	4
Somewhat Disagree	8.5	7
Totally Disagree	6.1	5
Total	100	82



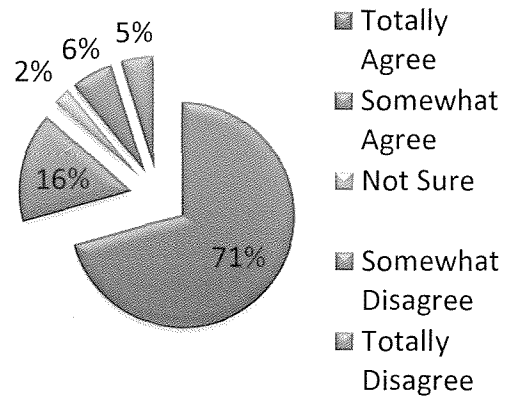
There should be a limit on the floor area of secondary suites (For example, not greater than 40% of the floor area of the principle dwelling unit).

Renter Responses	Response Percent	Response Count
Totally Agree	34.1	28
Somewhat Agree	22	18
Not Sure	14.6	12
Somewhat Disagree	13.4	11
Totally Disagree	15.9	13
Total	100	82



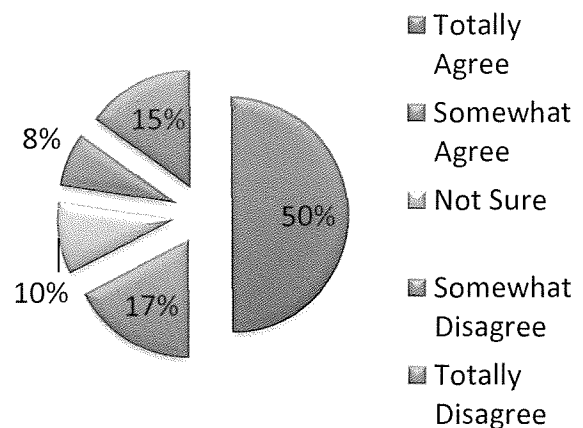
Secondary suites which are detached from the primary residence should be supported.

Renter Responses	Response Percent	Response Count
Totally Agree	70.8	58
Somewhat Agree	15.9	13
Not Sure	2.4	2
Somewhat Disagree	6.1	5
Totally Disagree	4.9	4
Total	100	82



Only one suite per lot should be supported.

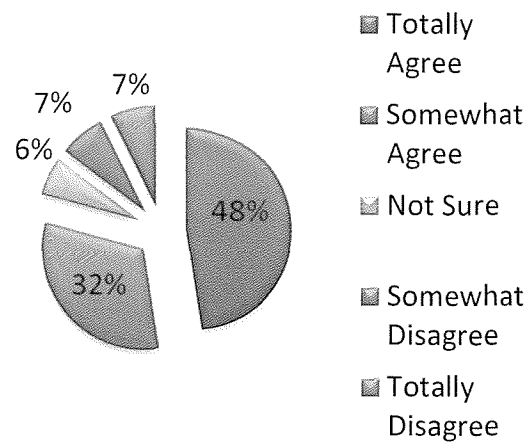
Renter Responses	Response Percent	Response Count
Totally Agree	50	40
Somewhat Agree	17.5	14
Not Sure	10	8
Somewhat Disagree	7.5	6
Totally Disagree	15	12
Total	100	80



Secondary suite owners should pay for any additional services which the occupants consume such as water, gas, and electricity.

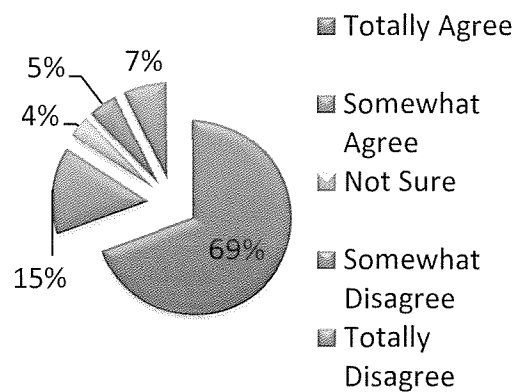
as water, sewer, garbage, recycling, and organics collection.

Renter Responses	Response Percent	Response Count
Totally Agree	47.6	39
Somewhat Agree	31.7	26
Not Sure	6.1	5
Somewhat Disagree	7.3	6
Totally Disagree	7.3	6
Total	100	82



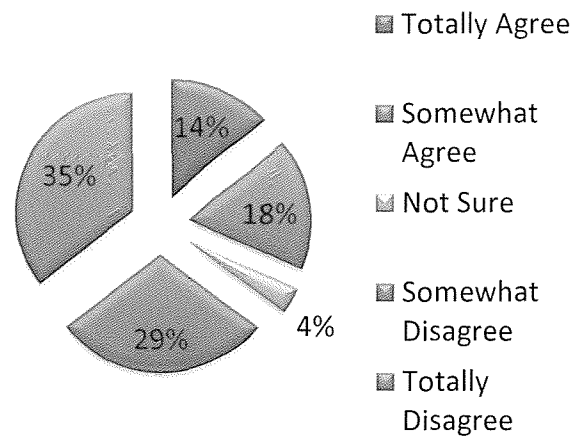
On parcels with onsite servicing (well and septic disposal systems) measures should be taken to ensure that the existing facilities have the capacity and are capable of supporting a secondary suite.

Renter Responses	Response Percent	Response Count
Totally Agree	69.5	57
Somewhat Agree	14.6	12
Not Sure	3.7	3
Somewhat Disagree	4.9	4
Totally Disagree	7.3	6
Total	100	82



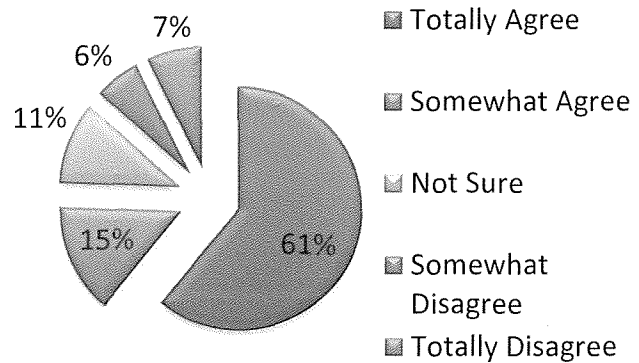
I am concerned with potential environmental impacts of secondary suites (groundwater impacts, creation of impervious surfaces, habitat loss, etc.).

Renter Responses	Response Percent	Response Count
Totally Agree	13.4	11
Somewhat Agree	18.3	15
Not Sure	3.7	3
Somewhat Disagree	29.3	24
Totally Disagree	35.4	29
Total	100	82



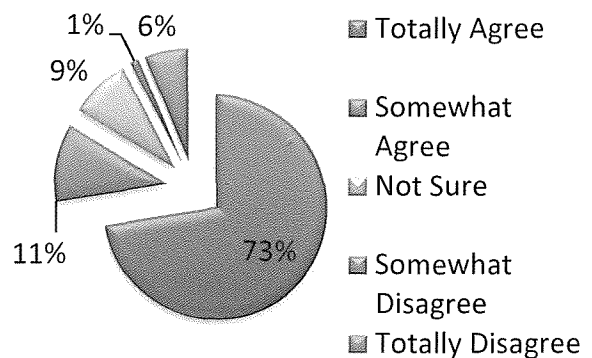
Secondary suites should be permitted in all zones where single family residences are permitted.

Renter Responses	Response Percent	Response Count
Totally Agree	61	50
Somewhat Agree	14.6	12
Not Sure	11	9
Somewhat Disagree	6.1	5
Totally Disagree	7.3	6
Total	100	82



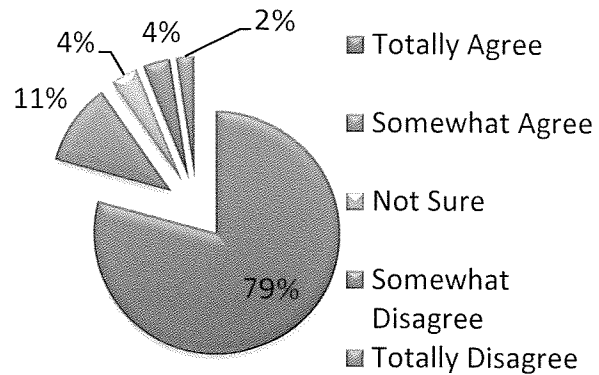
Secondary suites should be permitted throughout each Electoral Area.

Renter Responses	Response Percent	Response Count
Totally Agree	72.5	58
Somewhat Agree	11.3	9
Not Sure	8.8	7
Somewhat Disagree	1.3	1
Totally Disagree	6.3	5
Total	100	80



Secondary suites should be permitted on rural parcels including lands located within the Agricultural Land Reserve.

Renter Responses	Response Percent	Response Count
Totally Agree	79.3	65
Somewhat Agree	11	9
Not Sure	3.7	3
Somewhat Disagree	3.7	3
Totally Disagree	2.4	2
Total	100	82



Comments Received

Comments Received on Question 2:	Do you think secondary suites will provide needed affordable housing in the RDN's Electoral Areas?
1	Very much needed.
2	Most will be smaller than a regular home so rent should be less, giving people the opportunity to find more reasonable housing.
3	I am concerned of the parking and recreational vehicles that may become an eye sore, over-crowded that starts to look junky and devalues property of neighbours.
4	In these economic times, secondary suites provide a much needed, cheaper option, in most cases, than renting an apartment or full house.
5	Absolutely, this is needed.
6	Suites are already providing affordable housing illegally.
7	So long as the home owner lives on the property.
8	It is also a very successful option for aging parents. Which in our case is the main reason to add a suite.
9	I used to rent and it was very difficult to rent anything other than a small noisy apartment.
10	Not only will it provide affordable housing for the people renting, it enables the homeowner to generate income and help with mortgage and maintenance expenses.
11	I am interested in providing housing for aging parent.

Comments Received on Question 2:	Do you think secondary suites will provide needed affordable housing in the RDN's Electoral Areas?
12	<p>I raised my daughter as a single parent and living in an area that allowed suites made it possible for me to be able to live in a good residential area, where we felt safe, and part of a middle class neighbourhood. Without the suites we would have had to look at low income housing in a more challenging area. I will always be grateful for that choice, my daughter had a great place to make friends, play outside, and go to school.</p> <p>As things have changed over the years, now it is my elderly mother who I would like to have live with me. She is not so elderly that she cannot be independent, but she will need someone to help out very soon. This would allow us to keep her in her own home much longer than if she lived in her own house.</p>
13	We would like to have a secondary suite to help our parent's have affordable living, while allowing us to help them as they continue to age and need assistance.
14	A lot of people are struggling to meet expenses. My concern is that the RDN looks at this as another taxation opportunity. Time will tell. I think if the RDN permits family members to live in a secondary suites, a non-profit scenario should be looked upon in a different light than a non-family member.
15	It is much cheaper to add a suite to already existing residents than build a new building to accommodate suites.
16	Would bring affordable housing to the RDN.
17	There is very little affordable housing in the RDN or in the towns of Qualicum Beach or Parksville.
18	Offers 1st time buyers and financially stressed home owners a revenue stream to help meet their ever increasing costs to own.
19	There is a need for low rentals in this area.
20	There are several single people with limited income and these suites allow them to live on their own, which they would not be able to do otherwise. Also, seniors have limited income and this allows children to build suites in their homes for their parents to continue to have independence.
21	Prices go up but pays remain the same or go down. We all need help to live.
22	They provide more affordable housing for young people starting out either as tenants or new home owners in need of mortgage helpers; they also provide housing for the elderly on low fixed incomes. Communities require a good range of age, this is not the case in area H There is a need to bring families, young people and children into our over-aged communities. Without diversity of age, communities cannot survive. The over aged population needs caretakers, to ensure they can live a good quality of life in their own homes, rather than being forced into in-care facilities.

Comments Received on Question 2:	Do you think secondary suites will provide needed affordable housing in the RDN's Electoral Areas?
23	<p>They could provide affordable living for people who cannot afford a home but are saving for down payment.</p> <p>As mortgage helpers they make owning a home more of a possibility.</p> <p>They can help develop community. People living on the same property are more likely to cooperate, share both materially and socially. having people cooperate and share.</p>
24	Yes due to the continuing low rental vacancy numbers.
25	They create another option that can benefit both owners and renters. This can make home retention affordable and can create affordable rental options. Great for seniors who want to stay in their home.
26	I think secondary suites are an important part of the housing mix already and the fact that they are done illegally concerns me.....I would like to know that fire safety and health concerns are met.
27	I have been amazed at the number of families who are financially insecure in Area E. While suites would mostly be for single people, their availability would free up any smaller houses for families.
28	There are currently a large number illegal rental units that do not have the facilities required. I think this really pertains to sewage disposal which in turn has a damaging effect on the ground water.
29	I think you need to differentiate between - housing & accommodation. Housing being for families & accommodation for singles, more likely to be youths.
30	I am a senior hoping to live in an independent suite in a property or on the same acreage as our daughter and son-in-law. A suite would be an ideal way to house two groups of the same family.
31	Enable families to provide home senior care and also extended family (children) space.
32	In my experience secondary suites rent for less money than comparable space in apartments or multifamily dwellings. I have used secondary suites for many years after university and two of my children live in secondary units today. Typically, these suites have a comprehensive price that includes electricity, heat, cable TV and internet. This is another attraction for those seeking affordability.
33	More housing available means more affordability.
34	Legal suites increase tax revenue
35	Absolutely, due to the nature of secondary suites it makes for more affordable living.
36	Rent is less expensive than owning.

Comments Received on Question 2:	Do you think secondary suites will provide needed affordable housing in the RDN's Electoral Areas?
37	Ironically, many electoral areas are becoming overpriced due to strict limitations on growth. The root cause is the RDN's own policies and perceptions about what level of development is "sustainable". In-fill of existing lots with carriage homes or secondary suites will help increase the supply of available housing, albeit only marginally, as suites will most likely be created during the course of new construction.
38	There are many people in the area that cannot afford or do not want to live in apartment buildings. Secondary suites, if done properly, allow these people to live in a comfortable home environment, usually at a lower cost of rent per month. Also, there are very few apartments available to rent anyway.
39	Although there are still a fair number of seasonably available private residences that rent out while their owners winter somewhere warmer, they are usually not in the price range of tourist industry workers or shellfish industry workers. I am sure they will provide at least some lower priced housing for lower income residents.
40	Will this allow us to install 220 power so that the unit can have a washer/dryer, full size stove - Then yes.
41	The rental situation in any area at present is very low. Hard to find and not really affordable for those that need it.
42	Many who have low paying jobs need affordable, safe places to live.
43	With the new Deep Bay Research Station, secondary suite's will help part time/full time students and professors. It will also help others who need affordable rentals.
44	Would allow family members to obtain affordable housing and companionship closer
45	It would allow people to live in the community in which they work or go to school at a lesser rate than having to purchase or rent longer -term
46	Certainly what we have seen in Qualicum Beach, some of the secondary housing accommodation in the downtown core, where they want it, is cheaper but not necessarily "affordable". But sq. ft. to sq. ft. it is probably still as expensive as renting a conventional house or standard apartment.
47	This may assist with the affordable housing challenge but will not likely solve it.
48	I believe that it gives homeowners flexibility with their property. Being regulated, it allows for a safe, consistent approach to the dwellings/suites and discourages people from creating/building unsafe places for people to live in.

Comments Received on Question 2:	Do you think secondary suites will provide needed affordable housing in the RDN's Electoral Areas?
49	I think this is an acceptable option, provided it is restricted to properties where the owners are in continuous occupancy. In other words, I think problems could develop if it is allowed in situations where the owner is not resident - as for example in a second or vacation home, where the owner is residing elsewhere for part of the year. I believe a resident owner provides both ready access to the tenant to meet their needs, but also a ready way for the neighbourhood to deal with tenants who become a nuisance. I think there is a much higher likelihood of tenants becoming problems to the surrounding community if there is an absentee landlord.
50	There are a number of people in this area that cannot afford to purchase a home. Having an opportunity to rent a suite from a homeowner would provide someone with a feeling of worth, i.e. having a roof over their head, pride of having a place where they could have their own space.
51	There are many secondary suites already providing affordable housing. Whether sanctioned or not, they exist.

Comments Received on Question 3:	Do you think the RDN's Electoral Areas would benefit from secondary suites?
1	Extra buildings and or developed suite(s) on lots would increase property tax base.
2	We are already having a water issue.
3	As long as they are properly regulated and safe dwellings.
4	People who follow laws will benefit from this change.
5	Tax dollars
6	I think that allowing secondary suites will allow for correct building code requirements. I also think a fee should be paid to build a secondary suite. There are far too many improperly built suites.
7	Reduce the need to expand infrastructure - i.e.; more roads, sewer, water, etc.
8	Healthy diversity
9	<p>Absolutely. Suites allow families to stay together, putting less strain on the health care system. Parents helping younger members, then they help parents. In many cases illness requires family move in to help, in my personal experience a friend with MS needed her parents to help with her young children, but they could not legally put a carriage house in so they had to move out of the district.</p> <p>Suites allow for more density, without a major impact on the appearance of a neighbourhood. More density has a positive effect on all local business. It</p>

Comments Received on Question 3:	Do you think the RDN's Electoral Areas would benefit from secondary suites?
	allows diversification. Also allowing first time home buyers a way to enter the housing market.
10	Seniors need affordable choices like suites.
11	Higher density prevents urban sprawl.
12	The electoral areas have many underutilized 1/2 acre lots and secondary suites and carriage houses would create a much more sustainable community.
13	It would save on housing and development costs, benefit homeowners by providing extra income to allow folks to keep their homes. The downside of suburban sprawl could be reversed. Coach houses could be added to existing lots.
14	More affordable housing, family members could live on the same property.
15	Yes, as people age they could stay in their homes and have caretakers live in, that would take the burden off health care. Family members could take care of ageing parents or parents could help their children or grandchildren.
16	Any increase in population density will benefit the general community
17	They would bring more people spending money,
18	Yes, you would know where they were.
19	Low cost housing brings with it many problems. There are no jobs in rural areas compared to municipalities. There are no social support organizations necessary. No medical services that may be necessary. There is no public transit services to support the needy. How can you possibly justify this in a rural area? It would be far more appropriate in a municipality. Did I mention the lack of police services?
20	Especially on the forced acreages we have to keep this helps with taxes and mortgages.
21	We were in our late 50s when we moved to Area H and our real estate agents jokingly told us we were bringing down the average age. In our small single family neighbourhood of 18 houses all of which cost in the \$400,000+ range we have: - 2 dwellings inhabited by older couples and adult children, - 2 dwellings inhabited by single adults, - 14 dwellings inhabited by retired or older couples. There is something very wrong with these statistics. If we are to build sustainable healthy communities we need young people, children and families. Secondary suites are a step in the right direction.
22	They would provide mortgage help. Added income they could provide would mean home owner would not need a 2nd job. The job would then be available for young people moving in to the

Comments Received on Question 3:	Do you think the RDN's Electoral Areas would benefit from secondary suites?
	area. Young people are the future...they must be given incentives to live here.
23	Greater mix in the community.
24	They are already here, so perhaps this would help with fire safety and health (i.e. septic) concerns
25	It is a way to encourage densification without increased building. It may also encourage someone to buy a larger house provided they can have a mortgage helper. It may also allow a single pensioner to remain in their home for longer.
26	Yes. I live on almost 4 acres by myself. It seems crazy that I would not to be able to have a secondary suite for someone else to enjoy.
27	As above, sanitary sewage and ground water protection.
28	Most people, many Seniors, want their Privacy and Security.
29	It would help to keep families together under one roof.
30	Lots are large and single residency space not compromised. My lot is over .35 of acre more than double what is required by home.
31	More affordable housing options and better utilization of existing structures are good practices. I see no down side to secondary suites.
32	More rental suites available lowers cost. Tax suites increases tax base. Good for everyone.
33	Legal suites increase tax revenue.
34	Provide option for homeowner to generate funds to pay the yearly increases in land taxes. Also provide options for elderly parents to live in secondary suite under surveillance of their children but also have their independence.
35	It would entice growth by allowing more people to live on an existing property.
36	Provides for a better housing mix and range of affordability levels.
37	They already exist. Recognize them, and set some BASIC standards.
38	Because we are on ALR land a secondary suite would help with the mortgage.
39	This creates a stable environment because employers would have would have workers who are settled. Homeowners might feel safer and also benefit in paying mortgages.
40	Yes. As noted in #2.
41	The economic benefits outweigh any concerns - potential new construction (renovations) will employ local trades, purchases from local suppliers, provides in fill on lots without extending services
42	Runs counter to efforts to reduce sprawl into rural areas. Efforts to reduce sprawl have to do with discouraging the move of people into rural settings, not just the building of dwellings. Secondary suites are a characteristic of

Comments Received on Question 3:	Do you think the RDN's Electoral Areas would benefit from secondary suites?
	highly urbanized communities with excellent transportation options including walking, cycling, transit and last of all autos.
43	Many of the homes built have so much unused space. Affordable housing for singles, couples and small families is lacking in our area. Many homes have illegal suites - best to legalize them.
44	Not all secondary suites are about additional income for the home owner. Sometimes, like in our own case, we anticipate elderly family who will need a safe, yet independent place to live. It is all about quality of life.
45	It is a good solution to low income housing giving a mixed demographic and making better use of land space
46	Less homeless, but more importantly, a feeling of community that cares.
47	1) Housing is too expensive for many people to purchase. People wishing to live here would have affordable options. 2) A sanctioned secondary suite would increase property values, increasing taxation revenue to the RDN. 3) With investment returns so poor these days and in the foreseeable future, financial strain can be mitigated on homeowners by having rental income. This allows those people to remain in place.

Comments Received on Question 4:	Would you like to have a secondary suite in your home?
1	Too small to make it feasible
2	Not at this time. Not sure of the future.
3	My need might differ from others where there is an expectation of income. My need is quite specific to family elder care.
4	I live in a rural subdivision with a registered covenant that runs with the land restricting use to SFD.
5	Our home is suitable for a secondary suite and when we retire this may be a means of being able to stay where we are and reduce costs.
6	To be able to have my elderly mother live closer to me.
7	Kids keep coming home so not sure if a secondary suite would work in the home.
8	My kids could lower their costs.
9	I am living in a large family home on my own. I don't want to move, but it would be much more sustainable to add another residence to my home.
10	Don't need one at this time.
11	If it was needed the option would be nice.
12	If not in my residence on my land.

Comments Received on Question 4:	Would you like to have a secondary suite in your home?
13	We have a suite, was here when we bought.
14	I am on property so would prefer a secondary home separate from our home.
15	It could function as a mortgage helper given the high cost of housing in area H.
16	We have the facilities, the space and the desire.
17	I don't want one currently but if it would help with aging in place either for home help or secondary income I would like to have the option to have one.
18	Will depend whether I can afford to remain in my home once I am alone.
19	I have secondary building that is very suitable for that purpose. I am of a retirement age with no pension other than Gov. This would make ends meet for me.
20	Privacy and Security. Most seniors want their space, spend more time at home, not working, have means to maintain a single family home.
21	Need one so all the family can be together.
22	Our children have left and we have ample space. It would be advantageous to have someone living at our home as we are away often. It will also help pay some of the expenses.
23	I could go either way. My house would take a lot of renovations to make it work.
24	We are on fixed incomes, any additional income is good for us.
25	Source of funds if required
26	Not at this time but would like the option
27	Currently I have a secondary suite.
28	Provided however, the regulations do not make having a legal suite self-defeating. I.e. Over-regulated and/or taxed.
29	If I needed/wanted the extra income. Simply as a separate space for visitors. To have a parent/ relative live in a 'watched-over', independent situation. To help a child start off on their own. To let us remain in our home longer by having someone help around the house when I/we get older in exchange for lower rent or no rent.
30	Again help with the mortgage and it could also help with the maintenance of our land.
31	Already do, but would like it to be legal
32	The house is too small.
33	I have an addition that includes a full bathroom and kitchenette. It is used for my family when they visit. When they are retired and can stay longer, they can help me when I am older.
34	If I was younger and needed a secondary income - maybe but not right now.
35	House would have to be demolished and start over again.
36	I would like to have a carriage house on our lot.

Comments Received on Question 4:	Would you like to have a secondary suite in your home?
37	Security when away as we travel to warmer climates in winter. The added income to allow us to age in place in our home community
38	We have a suite that was built for family member. Now that it is vacant our suite would be considered "illegal" and non-rentable so sits empty.
39	Specifically, we would like to have zoning that allows for a carriage house on our property.
40	I am a single person living on 1 acre. a secondary suite would provide both additional income and a low cost housing option for tenants,
41	Secondary suites would provide a way of helping to pay mortgages and provide security of knowing someone else is around, especially for people who are alone.
42	Existing.

Comments Received on Question 5:	Would you like to have secondary suites in your neighbourhood?
1	I like the variety.
2	Allows people on lower incomes to remain in the community as they age and their income decreases.
3	Already do, but it would be nice if they could be recognized. (mine is one).
4	They are already here.
5	If the sewer systems and water systems are adequate to handle them.
6	Hard to answer this question as there are already a lot of illegal suites in our area. Most houses when or sale will advertise these suites. I am more concerned with the way they were built, having seen them as a possible solution to our need. Lack of building code and emergency preparedness in many.
7	As above. I specifically built here because of the restrictive covenant which only allows single family dwellings.
8	There have been secondary suites in our neighbourhood before and for the most part they have been positive experiences bringing in younger people to the neighbourhood.
9	Only if there is sufficient off-road parking, and the new residents don't create a lot of noise.
10	I think there would need to be minimum property sizes... there are areas of RDN Area A that are very developed, and being on septic systems and wells would not be able to sustain extra people.
11	Yes but should be tastefully done - not a bunch of mobile homes.
12	I have no issue with suites. I have lived in multiple places with legal suites and it has been a positive experience.

Comments Received on Question 5:	Would you like to have secondary suites in your neighbourhood?
13	We already have many illegal suites.
14	Already have them in some rental homes in my neighbourhood and the traffic on our dead end street has become quite busy.
15	As long as the owner also occupied the residence.
16	I have illegal secondary suites in my neighbourhood and they provide cheap housing for young couples and allow more than one family from an extended family to live on the same land.
17	We all live on acreage so it would not bother me.
18	We could use more people around.
19	Only on 5 + acres that is allowable in this area.
20	<p>Besides providing affordable housing for some and mortgage helpers for others, secondary suites create jobs. We live in a tourist area, secondary suites can provide affordable holiday destinations for families. Currently by-laws only allow for B&Bs in the main house.</p> <p>There are numerous secondary suites in buildings disconnected from the main home that can be used for vacation rentals. Vacation rentals on the same property as the owner discourage the creation of "party houses" which are not always welcome in family neighbourhoods.</p>
21	CURRENTLY have and no problems.
22	We already have them just not legally and I would like that the fire department would know about them and that the septic's be monitored more regularly as a requirement for a suite.
23	See above
24	I barely see my neighbours as it is, I see no problem with having some secondary suites on acreages like in my neighborhood.
25	Legal yes The units currently rented do not provide safe and sanitary conditions.
26	Changes neighbourhood., traffic congestion , more likely break-ins.
27	Yes if they are done properly.
28	Will help bring families together.
29	We live in a rural area on five acres. We have few neighbors and we would appreciate a little greater people density.
30	If I can then my neighbours should also be able.
31	Within a limit.
32	I live in a large lot rural area. Lots 1 hectare and over should be initially targeted for suites, as they have the size to accommodate the sewerage and extra parking requirements. Rolling a secondary suite policy out over all zones would be foolish in my view. Start slow and see how it goes.

Comments Received on Question 5:	Would you like to have secondary suites in your neighbourhood?
33	Suites already exist in all neighbourhoods. They should be legalized subject to sufficient parking, only one suite per unit and issues such as sewer (or septic), water, garbage etc. (i.e. utilities) have been appropriately addressed so that users pay and the suites are built to code.
34	Water is already a problem.
35	I wouldn't say I would 'like to', I would say that I would have no problem with having secondary suites in the neighbourhood.
36	If parking was sufficient and would like secondary suites allowed only if owner lives there as well.
37	We are forced to have big parcels so secondary suites would not be an issue.
38	People should have choices as to how they want to use their homes.
39	"Like" is the wrong word. I would support secondary suites in my neighbourhood.
40	Parking of extra vehicles could be a problem
41	As long as parking issues are addressed and zoning is followed I have no issue at all - it should be encouraged
42	Some benefits in the form of young persons and younger families. Draw backs, community already has poor amenities - poor transit service, no nearby stores, poor parks, limited nearby job/career opportunities
43	As long as they are well regulated.
44	Provided the restriction to owner occupied dwellings is enforced, this would be acceptable to me.
45	There is very little in the way of low cost housing in our area.
46	Having lived in bigger centres most of my life, I feel that having a suite in your home does not mean you become an absentee landlord. Certain rules would need to be in place to ensure that people did not just buy properties to rent the whole house or houses out to people without a certain amount of supervision of the property
47	Provided there is suitable parking and area.
48	Existing.

Comments Received on Question 6:	If you don't have a suite in your home, would you build one if suites are allowed?
1	Initial costs would be too high for me to afford with my income.
2	Not at this residence, not suitable.
3	Yes. I think secondary suites help the character of the neighbourhood in making neighbourhoods more diverse. It would also provide needed affordable housing in the region.
4	Small house
5	I have 5 acres so I would want detached.
6	Depends on how many hoops have to be jumped through.
7	Our house is not big enough (rancher) but if it was we would.
8	As above
9	Quite happy at the moment without extra rental income and additional people living here.
10	Depends on need
11	Think it would take way too long to see return on that big of an investment
12	A legal suite may put added strain on septic system.
13	See #4
14	if needed
15	No interest and no room
16	If we saw a need for it.
17	Privacy is a primary part of why not but also concerns about septic capacity. But if financially it was a way to stay in my own home longer I would definitely consider it.
18	We have a large guest suite now.
19	I would certainly consider building one.
20	Retirement subsidy
21	Above reasons. If I wanted to live communal I would move to an apartment.
22	My house would take a lot of renovations to make it work.
23	At some point. Just not now
24	See #4 above.
25	Not interested in being a Landlord.
26	I would consider it if there was a reason to do so.
27	I have one.
28	Cost would be a large determining factor, water would be another.
29	We have a suite
30	I do not have a desire to have one
31	I am too old.
32	See #4.
33	Cannot afford to add extension to house

Comments Received on Question 6:	If you don't have a suite in your home, would you build one if suites are allowed?
34	For my situation just not interested in spending the money for renovations, and going through the process
35	See 4.
36	We would build a carriage house, not a suite in our primary dwelling.
37	Not at this time, but may consider it.
Comments Received on Question 7:	If you had a suite in your home, would you make it available as a long-term rental unit for someone to live in?
1	Not rental in our case but I am sure others do and would.
2	It would have to be right fit.
3	Someone being my mother. However, I would consider an unrelated renter if she were not using the suite.
4	Family
5	Someone I know friend or relative
6	We would consider hosting WOOFERs - bringing young people to the community who would potentially return to live on a more permanent basis. We are developing as much of our property as possible to grow food. As I have addressed in the precious questions we need some youth and vitality to help with the labour required for communities, this clearly includes the work to produce our own food. We would also consider a vacation rental to help with our mortgage and increase tourism in the area. There is not a wealth of work available in the area, vacation rentals would create a number of jobs in the marketing and housekeeping fields.
7	Probably, but perhaps I would use it as shorter term accommodation so as to not impact my privacy as often....I think it would depend on my needs and the needs of potential renters.
8	Only if I need to have help financially.
9	Consistent revenue with a lot less hassle than seasonal or short term
10	Not unless they were family.
11	For family. Have a daughter on disability who cannot afford commercial rent also one senior who will soon need assisted living.
12	For family to live in.
13	Elderly parents- relieve the financial burden of having parents in old age home and provide option for surveillance by children
14	Of course. As any landlord knows, if you can lock in a good tenant long term,

Comments Received on Question 6:	If you don't have a suite in your home, would you build one if suites are allowed?
	you both benefit.
15	Of course, a hideaway for myself and my hobbies would be another great reason to have a separate suite if the income was not needed.
16	Possibly in the future
17	It would depend on my overall situation. I may just use it for guest accommodation. If I was traveling, It is good to have the built in security of a tenant
18	It is for family. I may consider it for a part-time rental.
19	family member
20	Irrelevant question as I do not have a secondary suite nor a desire to have one but the benefits to the community far outweigh any downside.
21	If I became a widow/widower I might give serious thought for the purposes of company, security or maybe help with yard maintenance.
22	Yes, but in a carriage house.
23	If it was a "legal" suite.
24	We would also use it for family visiting and in the case of a carriage house, additional living space (with utilities) for ourselves.
25	NA

Comments Received on Question 8:	If you already have a suite in your home, would you go through the process to get a building permit to make it an authorized suite if it were possible?
1	Depends on the costs involved.
2	Guidelines must be in place so that everyone would have to follow to ensure safety for the renters.
3	Don't have a suite
4	Why if it works now don't fix it.
5	Current RDN staff abuse their power by bullying homeowners and grossly misrepresenting facts to justify their existence. Horrible, horrible past experiences.
6	If I had one....don't at this time.
7	I don't currently have one but yes I would absolutely have it inspected.
8	I don't have a suite.
9	May be too onerous to get a building permit and make it an authorized suite.
10	N/A
11	n/a

Comments Received on Question 8:	If you already have a suite in your home, would you go through the process to get a building permit to make it an authorized suite if it were possible?
12	However, the system needs to be designed to be user friendly, giving long time home owners some degree of control over the process. The RDN needs to take into account that many people living rurally have been on these properties for generations... obviously suites need to meet code for the safety of tenants, but I would not like to see the RDN be heavy handed in this. Perhaps each case would need to be looked at separately. Also, there should be very little or no cost to the process of getting already existing suites legalized. There may have been zoning in place since the 70's, but the RDN has certainly turned a blind eye to building etc. in the area for many years, and many people have lived here for longer than certain rules have been in effect.
13	To be sure it's legal and for insurance legalities.
14	Do not have a suite in my home therefore not an issue.
15	Yes, I have a personal preference for doing things to code. A bit of a fear if electric and plumbing were not done correctly. The cost to myself as a homeowner could be substantial if something went wrong. I prefer the idea of suites having to follow the same regulations as a single family home regarding inspections.
16	N/A
17	NA
18	My neighbours who have illegal suites would love to make them legal.
19	Cost
20	Don't have one
21	Don't have a suite, NA
22	Our home was new when purchased
23	Building permits are just a money grab and do not make anything safe!!
24	Everything we do on our property is to code. We don't believe building permits ensure quality buildings. Responsible, educated and environmentally aware people build quality dwellings.
25	Depends on the hoops you need to jump through and the costs.
26	I do not have a suite now but if I did I would have concerns as to how the regulation would work and how bureaucratic the process would become.
27	Do not know what is required.
28	This isn't applicable to my situation, I have no suite in my home.
29	Depends on how complicated & expensive it would be
30	I don't have a suite in my home, but I would like to build a carriage house with

Comments Received on Question 8:	If you already have a suite in your home, would you go through the process to get a building permit to make it an authorized suite if it were possible?
	all the correct permits
31	see 3 above
32	This would depend on the process. Typically, government processes are far too lengthy and complex to make this attractive.
33	See #4 above.
34	It is already authorized.
35	I am in the process of doing that right now.
36	If I had a suite in my home already, I would first have to find out what the associated costs and other hassles were going to be. I suspect that our water board would insist on a second hook-up and second billing. Then I would have to find out what the RDN was going to charge me and updates I would have to pay to have done. If one had a suite to help out with mortgage costs, such possible expenses could negate the benefit for a number of years, or simply be impossible to meet on an already tight budget.
37	I still wish we were a non-permit area though...
38	That is just another money grab for the RDN watch the news. building permits really mean NOTHING.
39	If that is what is required.
40	It all depends on the rules.
41	Probably not. Depends on how close to code it might be. Otherwise just run it as per usual until caught. Then close if down if too expensive to renovate.
42	Because regulations would ensure that it is safe and would allow us to insure it legally.
43	N/A
44	Healthy distrust of red tape
45	It is important that the suites are safe for all concerned, if that means "reasonable" permitting, then I believe it would be good. Do not "over permit" for funding sake!
46	NA
47	I believe all reasonable building standards have been met, including metal fire doors etc. BUT..... when the RDN demands control over things like the building of garden sheds on rural properties, homeowners get nervous of what rules may be arbitrarily applied. IE if you were to say any suite over 800 sq. ft. must be 2 bedrooms, our suite would be offside as it is 100 sq. ft. and 1 bedroom.

Comments Received on Question 9:	Do you have on-site sewage disposal (i.e. septic field)?
1	city sewer
2	rdn sewer
3	sewer slated for spring 2014
4	awaiting sewer installation on Hawthorne Rise as soon as directors confirm
5	on the city sewer.
6	On Community Sewer

Comments Received on Question 10:	Would you upgrade your on-site sewage disposal system, if needed, in order to have a secondary suite?
1	Again ... monetary considerations
2	Cost is a factor, must be worth the expense.
3	It would not need to be
4	city sewer in place
5	Would consider whether this was necessary before building suite.
6	N/a
7	n/a
8	Expensive to do that.
9	Don't have on site
10	Don't need to as suite was considered during initial construction
11	I would prefer separate or regional district septic
12	It would depend on cost, but most likely
13	Upgrading is not the issue. Our population needs to reduce our waste production. Educated, informed, environmentally conscious people use septic systems responsibly.
14	Ours is adequate. We would and do keep our septic (and all our) waste to a minimum
15	Already have a package treatment plant that covers the bedroom
16	maybe it would depend on costs?? rather have ongoing monitoring and upgrade as needed
17	I did just upgrade so it would not be needed.
18	If we added a suite we would only want a single occupant. Our current septic system is designed for a family and we are only two. Our system was designed for more volume than we needed.
19	It should be a mandatory requirement to have a septic system inspected by a qualified individual to ensure that it is adequate to handle the additional sewage flow from a suite based on the number of bathrooms and bedrooms in the unit.
20	Don't need to do that, i.e. on sewer
21	Again this becomes a question of cost and payback time with a low cost

Comments Received on Question 10:	Would you upgrade your on-site sewage disposal system, if needed, in order to have a secondary suite?
	rental. But, if the existing septic system couldn't handle the addition of one or two people (knowing it is just my husband and I in the house now), I would be concerned about the system just for my own use. To use some pretend figures: if it was to cost \$8,000 to upgrade the septic, I really have to question the logic of why one was putting in a suite. Considering the other ongoing monthly costs and the cost of the renovation, the time period to pay off the expense would be very long and hardly worth it if the goal was for an extra income. If it was to house a relative, the situation is different. And also one has to consider the improvement to the value of the house.
22	If that is what is required.
23	If you required annual inspections etc. there would be no additional impact
24	not applicable
25	Not necessary. Our septic system is gigantic and was required to be so by RDN when building.
26	Would love to see community sewer in area h
27	N/A
28	Already have a bigger than normal septic system installed
29	NA

Comments Received on Question 11:	Are you concerned about the impact of secondary suites on your community's water supply?
1	More concerned about the possibility of 292 RV sites and what that will do for our water supply in the Deep Bay/Bowser Areas.
2	The area I am in has had suites for many years albeit not officially, water meets needs.
3	We are on wells, and if putting a suite in should make sure there it enough water.
4	You could have 10 people in one home, or a home with 2 residents that have a suite with one tenant....
5	We have lots of water and aquifer not under any pressure (Deep Bay Improvement District).
6	I think number of occupants needs to be limited.
7	These are secondary suites; they would probably only be one or two bedrooms, the applicant would have to prove they had enough water.
8	One extra family on our property is not going to deplete the water that much. This is a big area of unusable land.
9	I am far more concerned about water wasted to grow green lawns then drinking and bathing water for families. Secondary suites don't consume

Comments Received on Question 11:	Are you concerned about the impact of secondary suites on your community's water supply?
	water... people wastefully consume water.... more houses with giant lawns consume water.
10	People should be made aware of the need to conserve and reduce water consumption, and then act accordingly. Simply because we can afford the usage monetarily, does not mean we take it for granted as we have done. Availability is not the problem, The problem is the usage in keeping green lawns and shiny vehicles and taps running.
11	Some people excessively water their lawn and use more water. The official percentage increase in population might be what 5 to 10% over several years? The real increase likely less than half as it is already happening. Now you can plan for it in a more robust way.
12	I think they are already here and are already impacting the water supply so why not make the process more transparent and easier to monitor. perhaps with an opt in opt out program??
13	That is a consideration but can be met.
14	the addition of a suite for in-law use is unlikely to impact on the water supply
15	Our water is well and not great!!!!!!already
16	We are served by our own well and we are always concerned about water. We use water thoughtfully, encourage our family and friends to do the same when they visit. We would make certain any other occupant would follow conservation practices. We harvest rain water for gardening to mitigate our well's capacity.
17	There are already numerous secondary suite in electoral area E, so I don't think it will change the community water supply much.
18	Water is a gift from God and no man can claim more rights to this present. High density areas consume exponentially more water
19	These fears are overblown.
20	People need to live somewhere. There is a large parcel of vacant, treed land, approx. 26 acres, behind and beside my home. Every summer and into the fall people squat on the land. One summer, when I was away, they took it upon themselves to use one of my outdoor taps for their water supply. Couldn't figure out why my water bill was so high! A neighbor informed me that these people that were camping beside and behind my property had been taking water from me!
21	We have an abundance of good water in area H. Plus water is only used for personal use of one or more people. The water needed for yard work would not change. On questions like this, I always have to think of the fact that every residence could house mom and dad and five kids (or more), and the average people in a home in our area is a much lower figure - probably not even as high as three.

Comments Received on Question 11:	Are you concerned about the impact of secondary suites on your community's water supply?
22	In most cases the suite would have 1-2 tenants. The home itself the owner (2), making it a household of 4.
23	it would depend on how many each parcel of land would house secondary suites. One or two on a 5 acres parcel would not be that great but having over 10 on a parcel would make a lot of difference.
24	The area I am in already has secondary suites, although they aren't legal.
25	I am only concerned when New large developments are approved.
26	If you allow secondary suites you lessen the impact on new developments and therefore land prices will be stabilized and housing becomes more affordable.
27	Absolutely. Our stream and aquifers are already highly stressed and the stream is already over allocated. Our community has unacceptable water with iron and manganese. This problem should not be inflicted on additional people.
28	but only because I feel too many residents are watering their grass to keep it green. If we can get that under control then suites should not be a concern if limited to one or two tenants.
29	I think since our area has septic fields rather than sewers, it would be necessary to enforce upgrading septic fields before allowing authorized secondary suites. Otherwise groundwater pollution might result from increased numbers of residents overloading the septic field capacity.
30	Have a well system, but more importantly education of proper water use would need to be employed
31	Have no idea what the water supply (Quantity available and current usage) is in my area...does anyone???
32	I live in Area 'H' and water is abundant in our area. Many properties have streams and ponds.

Comments Received on Question 12:	Are you concerned about potential parking and traffic issues related to secondary suites?
1	It could.
2	Roads in our neighborhood are not very wide.
3	Some roads like Gomerich are almost impossible to drive down as it is with residents parking on the road
4	We have lots of room, unlike the city.
5	Ample parking must be supplied and should be addressed prior to having the suite
6	Parking would be a necessary bylaw for this to work.

Comments Received on Question 12:	Are you concerned about potential parking and traffic issues related to secondary suites?
7	Most people in our area have acreage.
8	Rural homes usually have lots of parking
9	Cooperation, communication a level of tolerance, empathy and understanding are required. We don't all need big vehicles. Many people cannot afford a vehicle..period. Public transit is an option.
10	Can control with permits if necessary. Minimal issue.
11	There is so much space in my area, parking would not be an issue. I never see a car unless there is a snowstorm and people need to park on the road.
12	We have ample off street parking available.
13	What problems? dumb question
14	Not really a problem where I live.
15	I don't want parking on the road; for safety reasons.
16	Make condition of no on street parking
17	Suites should only be allowed where sufficient off street parking is available
18	I would prefer to live next to an owner occupied house with a suite than a home with parents and three teenagers (of driving age).
19	This should be considered and build in with the suite design
20	Surely there would be regulations that ensure that the homeowner has on extra onsite parking. site park
21	This should be addressed in the bylaws; i.e., total # of vehicles allowed per property and total # of secondary suites in a specified area.
22	somewhat - it needs to be addressed but it is manageable with the proper bylaws etc.
23	Already have a number of cars parked on street because "too many" adults in household.
24	On acreage there is no concern. Most have excess parking.
25	Most people that are renting do not own vehicles, but if they do, most homes have access to more than one parking stall

Comments Received on Question 14:	Which Electoral Area do you Live in?
1	Nanaimo
2	Lantzville
3	Nanaimo
4	north Nanaimo
5	Nanaimo
6	Parksville
7	Thought I was in F but may be in H - live in Little Qualicum River Estates

Comments Received on Question 15:	Do you have any additional comments?
1	Never going to take off if municipalities keep charging left, right and center for permits, inspections (which are a farce) etc. and create so many red tapes to get something completed, jumping through hoops to please council (etc. Qualicum Beach past history)
2	I don't think there will be a flood of secondary suites, but they should be an option for those who may need one for family, caregivers or extra income, provided they meet standards.
3	Secondary suites are an excellent resource for providing housing, but only if it is done properly.
4	Secondary suites are necessary for affordability. My major concern is that the growth management plan was implemented to control growth and focus within the urban containment boundaries, but based upon the census, the per capita growth percentage for the RDN outside the urban areas is higher than the % growth rate in the urban area. So it doesn't appear to be controlling growth.
5	Poor attendance Oct 1 meeting. Maybe no one cares. Build them, tax them.
6	Must make your staff remember that are public employees, not the RCMP and work to help the homeowner, not sneak around with their own agendas
7	People should be allowed to rent out suites, period...
8	I am not opposed to secondary suites in designated areas, but not on land that has a registered covenant which only allows single family residence.
9	Need to ensure that additional residents pay appropriately for services that they use - e.g. garbage collection, water, and that property taxes take the secondary suites into account somehow.
10	Many properties in our area have the space for a secondary suite if water, septic and fire protection needs were carefully considered. It would help homeowners, renters and families with elderly parents if secondary suites

Comments Received on Question 15:	Do you have any additional comments?
	were permitted.
11	we have a unoccupied suite that needs a few upgrades such as sound and fire barriers but a huge 3000 sq. ft. older house the 1st floor sits empty
12	I think that this is a very viable way to provide people--- especially older people with a way to stay in a house type environment for later into their lives
13	The rules need to be aligned with the realities in our communities
14	What provisions are going to be made for existing secondary suites. There are many in Area H that have existed for years and provide valuable affordable housing of housing for Seniors? The response to this question will be the defining issue in the bringing Secondary Suites into the Electoral Areas.
15	I am a partial empty-nester and have plenty of room for an additional cottage-style home for aging parent. It would be nice to have pre-made cottages/plans available for simplicity and keep character of community.
16	I think it would be very wise to legalize suites. Since many people build them anyway, the rest of us are paying for their extra services. This way we have a more level playing field. It will also allow more controls on what is being built. I've seen some unsafe suites while house shopping.
17	Secondary suites are the answer to affordable housing problems in all areas!
18	I truly believe that secondary suites have a purpose. One is to allow people to look after aging parent's, especially with the shortage of available nursing homes and their expense. Alternately, secondary suites may allow some young families to afford to purchase a home because of the extra income. I also feel strongly that the owner of the property must also occupy the residence. This would deter any problems with noise or any other undesirably behaviours as well as assuring that the property is well maintained.
19	Because Lantzville lots are typically big, a small additional dwelling or suite would not be outrageous
20	If we want people to have the opportunity to have affordable housing we have to make low cost housing available.by way of secondary suites.
21	I want the opportunity to have my parents move onto our property so that we might provide for their needs and not have them move out of the area.
22	Young people have nowhere to live as rental accommodations are in short supply. Secondary suites offer a flexible means of filling the gap when markets are slow in responding to the need for housing. This has been working for years and in every other jurisdiction, we do not need endless years of study or bureaucracy, let the marketplace work! Thank you
23	I feel that secondary suites would help to keep people in their homes longer, they could get rent of have someone that could help them as they age, maybe driving them to shopping of appointments

Comments Received on Question 15:	Do you have any additional comments?
24	I feel that in areas where most people live on acreage there would be very little impact in having secondary suites. A lot of people are getting older and would like to stay on their property and may be able to do so if they have a suite to house caregivers. This would help with the costs of health care. Also often family members may need a place to live until they get on their feet and this is always better to be with family or friends.
25	In this area we are chiefly large properties I notice your questionnaire is more or less town based.- water systems, sewers, parking concerns and access to transit. Why would the concern about water be brought up. We are grown people you think we need someone to help us with these concerns. Do you think after getting by with out your over sights for as long as we have we really require your oversight now.
26	If a suite already exists I think it should be allowed, and if someone has the room for one it should be allowed, a lot of people depend on the rent as additional income
27	Suites are a necessity in all communities and are best to be controlled for safety.
28	I do not believe that is the RDN's business what or who rents on my property. The RDN doesn't support the residents in this area so I feel there is not need to support the RDN
29	GO AWAY , WE DON'T NEED MORE REGULATIONS We are Just Fine As Is ... Thanks
30	<p>Secondary Suites have always existed throughout area H". Yet a single complaint ensures the current by-law, which states they are illegal, is enforced.</p> <p>This current practice of not enforcing the by-law unless a complaint is issued ensures the law is neither fair nor equal for all residents. It pits neighbour against neighbour. The by-laws should be enforced equally for all. If a bylaw does not meet the needs of its residents it should be revised and updated to meet the needs of the community.</p>
31	Carriage houses are abundant in our electoral area. They are used as 2ndary suites and vacation rentals. They need to fall under the 2ndary suite umbrella.
32	Most people have transportation for work and get to places that they need to seek out for recreational purposes. Basic needs of shelter for those that can't afford to be a home owner yet should be the biggest consideration. That said you make the cost or process of becoming a secondary suite prohibitive and the rental vacancy rate will be driven even lower. This needs to be a win-win situation so think it through carefully.
33	I support secondary suites.
34	Common sense is needed in approaching this issue. We already have many

Comments Received on Question 15:	Do you have any additional comments?
	secondary illegal suites so how are they going to be dealt with?
35	I really think secondary dwellings should be allowed on acreages such as mine. I could possibly supply some farm related work to someone who could live on my property as a part time caretaker, but I don't want a room-mate. I think I should have the option of a secondary dwelling. It seems crazy that with so much space that I am currently unable to host another dwelling for someone else to enjoy. If I had a big family, of say ten people, there would be more issues around parking, noise, water, sewage etc. But there is no consideration that I am the only resident on my property and therefore one or two more people would still be a less than average number of people for a property of this size.
36	Bylaw enforcement. We need the rental unit for the low cost of decent accommodations.
37	Usually suites can be rented for a little less money. Additional money coming into a home allows a parent to stay home to look after their children, thus freeing up a job for someone else in the community Additional money may allow a senior citizen to stay in their home or with extra people on site gives greater security.
38	Many Seniors in this Area like their quietness and space , Secondary suites will change that, unfavourably.
39	I think that 2.5 acres is to large of a lot for one dwelling it should be increased to 2 houses.
40	Just get ur done!!!!
41	Very few people want secondary suites so a realistic calculation is needed..
42	I should be allowed to have a family member move into a private suite of my home - no questions asked!
43	Suites are need to provide to provide affordable housing for both the home owner and the tenant. Laws are already in place to protect the tenants. We want more people to live in Nanaimo, but it is too expensive to buy for most people Rent is their only option.
44	To allow secondary suites on acreages in the RDN where there is adequate water, and proper sewage seems like something that is necessary as many people have suites on their properties, by making them legal these landowners could bring them up to code and also the RDN could benefit from the increased tax revenues which they don't get from all the illegal suites. I know of uncountable amounts of suites in all areas of RDN .
45	Secondary Suites are now allowed in a lot of jurisdictions I think it is time for the regional district now as well

Comments Received on Question 15:	Do you have any additional comments?
46	Just hope it will be soon for secondary suites/carriage homes to be approved
47	I think that secondary suites should be up to code so that people living in them can expect a safe place to live. I think the homeowner should pay the taxes and utilities accordingly and that will bring in tax base income to the RDN to help monitor codes and permits and to provide needed services. The suites often exist now, but are not safe and the strain on the services, including medical and schools is not addressed as the RDN is not collecting the relevant taxes and utilities for suites that are not legal or known. I think it would give the tenants a better place to live, with more rights, and it would give the RDN the right to collect taxes to help put services in. Also families who needed mortgage helper income could state it to the mortgage company that they had rental income, and pensioners could have a bit more income from a suite on their property to help them in their old age.
48	With the plethora of secondary suites already in place, I think those should be grandfathered in, as well as new suites allowed.
49	Suites should have to go through an application process to ensure they are built to certain safety standards and have sufficient parking, sewage capacity in septic systems and adequate water either from a domestic well or a community water system,
50	<p>I have a pet peeve regarding realtors that advertise property for sale mentioning the huge income potential of properties that have one or more suites in them. What isn't mentioned is that if someone decided to complain about the suite or suites due to noise, excess vehicles, etc., that the person that had this wonderful income could be shut down in a heartbeat and have 0 income from the property.</p> <p>It's happened in the area I live in. Actually have questioned a couple of realtors has to why they are not being totally above board on this issue - one of the answers was that in all his time as a realtor he had never seen a suite shut down!</p>
51	I think that secondary suites are very much needed on a number of fronts..
52	Although I gather this is difficult to enforce, I do believe that the residence must be owner occupied, whether in the main residence or in the suite. It sounds like the RDN is looking favourably at secondary suites, but I fear that they may come down with too many rules and regulations and cause people to not proceed with installing a new suite, or keeping quiet about an existing suite. I am always frustrated when I read that the item in question is already excepted in the RDN's municipalities and major cities, but not allowed in the rural areas of the RDN - a place where I believe that rules should more flexible as lot size and distance from neighbors is often greater than those in towns

Comments Received on Question 15:	Do you have any additional comments?
	and cities.
53	Secondary suites exist in my neighbourhood and many are used for short term vacation rentals...the income allows seniors to stay in their own homes longer. So, I think that long term tenants and short term tenants are both ok.
54	I am very comfortable with the potential of having a rental suite, however I do believe there is a lack of protection for the homeowner. I.e. tenant not paying rent, messy, pets. You have to be able to protect your investment
55	In favour as long as water, sewer and parking non-problematic. Have some concern about increased noise to neighbours if "party types" rent secondary suites and are careless about parking, trash-handling, etc.
56	Having a secondary suite does not necessarily mean more residents in the house. The septic fields have been built to accommodate the size of the house. I really don't think that a home owner would rent his basement to a family of 4 or 6. Usually, you have a couple upstairs and a couple downstairs, so I don't think you should limit secondary suites based on water and sewer services provided.
57	Secondary suites are preferable in Rural Areas to rezoning rural areas for high density housing.
58	my neighbour has an illegal suite in his basement which he resides in, tenants live upstairs. this suite could be a potential fire hazard with not having building inspections, etc.
59	Get on with it - Should have been implemented some time ago. It is already in place in Nanaimo & to a lesser extent Parksville it works there adapt it to the more rural areas as well.
60	Lots of jurisdictions have secondary suites policies and zoning regulations in place - some for decades. Why not just learn from them? Why reinvent the wheel? We need to ensure our policies will be compatible with Parksville and Qualicum Beach. Do they already have policies? Why not just copy them? We will be part of one or the other of those municipalities someday.
61	Please expand your focus to included carriage houses.
62	Great idea we would much prefer to be able to legally provide much needed housing possibly for ourselves in a smaller in a smaller unit on our own property and be able to rent our larger home to assist with expenses as we age.
63	It's about time the RDN looked at this issue. Way behind the times.
64	As a potential home owner close to retirement I fell secondary housing offers offset rental income and security features on properties. It also serves to provide better utilization of existing lands without loss of park, green spaces, farmlands and the creation of new subdivisions. It is my understanding that serves to mix higher and lower incomes without forcing the concentration of

Comments Received on Question 15:	Do you have any additional comments?
	lower income tenants into commercial zoning areas. I'm in favor of it with appropriate building and services conditions. As a home owner I would support reasonable costs to connect to city services as required. Thanks...
65	Giving homeowners regulated flexibility to have a second dwelling/secondary suite on their property is being positively progressive towards building healthy communities that can continue to evolve.
66	I believe that secondary suites and/or second residences on private property should be permitted as they allow home owners a way to reduce mortgage costs, making home ownership viable for more people. We have been told that the property we are considering buying in Cassidy is too 'small' for a second residence and find this absurd given how closely situated homes in subdivisions in Nanaimo are to each other. The property we are looking at is a 1/2 acre and has plenty of room for a 2nd residence. This should be permitted.
67	I think with housing cost, the availability of affordable small rental spaces this is a great option.
68	I think this should only be done if it really has the support of the community. There should be adequate opportunity for community input, and some sort of vote or referendum to make sure people have a say in this. I don't think this should just be implemented by the RDN board voting on it without some mechanism for direct community decision making.
69	I've lived in area H for 10 years and watched the low cost housing options diminish. Young families a few and far between. Our demographics are skewed.
70	Area H provides a midway point between Nanaimo and Courtenay, and provides housing for people travelling to both those areas for employment. There are examples where one person goes north, and the other goes south.
71	Personally I think this is a waste of taxpayer money to do a study on. This should be up to those that own the property, there are too many regulations that are put on property owners. We chose to live rurally to get away from this.

Comments Received on Question 22:	Does your home feel healthy and safe?
1	Well maintained
2	I have the fortune of accessing the rain forest a very special place. The acreage my current dwelling is on has plenty of space for all those who reside on it. I am currently living with my family and as a result both my health and quality of life has gone up and so has my parents.

Comments Received on Question 23:	Are you aware of water shortages or water quality issues where you live?
1	I am aware of the idea to conserve water.
2	I am sick of people pointing the finger at water for drinking and bathing being the culprit for water issues. We openly encourage lawns. In the U.S. its estimated that 30% of water usage goes to lawns. Most people are unaware where this flora comes from. The lawns we spend so much water, fuel and time caring for originate form the British isles. It is a value system that colonialism dragged with it. Lawns were prevalent in the UK and the wealthy were able to use the labor of others to manage them. This status symbol managed to cross the ocean and has now become a staple in every community. People often are scoffed at when they choose to allow local flora to grow, I am very aware of the water issues. Please help others be aware as well. An educated population with environmental concern will have much less issues with water shortages

Comments Received on Question 27:	How important are the following considerations for you when choosing a place to rent:
1	I have a degree in Sociology and am reasonably comfortable with creating surveys, in my experience you should have 5 possible responses in terms of the above layout. The middle one is neutral then you have two possible responses for varying degrees of positive or negative. This layout, especially for the aging population demographic may be confusing. I hope this survey construction wasn't too costly. I am concerned that if your organization is challenged by survey design, that I do not feel you should be given the power to tell me where I am legally allowed to live, very concerning indeed.
2	5 bedrooms
3	I'm an artist and I have people come to work with me for long periods of time. They need places to live while they are here so we need secondary suites.

Comments Received on Question 29:	Do you have any additional comments or suggestions?
1	<p>You organization is well aware that secondary suites readily exist. The policy in place that enforces the "no secondary suites" is from the 80's. I am happy you are investigating the matter, but this is an incredibly slow process, one I am all too familiar with when bureaucracy is involved. The population is already utilizing secondary suites, and your policy is 40 years old. Ask yourself why this takes so long? and why aren't we meeting the needs of our population quicker? I do not like that fact that I am helping my family enjoy the 'twilight' years of their life but still cannot truly relax and help because my dwelling is technically illegal under your aged policy.</p>
2	<p>A long-time home owner, I've recently sold my home and will soon be renting in the Nanoose Bay area. The fact that decent single family rental homes (full homes - not an upper suite or basement suite) are almost impossible to find in Nanaimo has led to my decision to relocate to the Nanoose area. As a fairly new entrant to the rental market, I've been shocked at the degradation of neighbourhoods in the City of Nanaimo, due to the City's lack of enforcement of policies regarding secondary suites. Multiple suites in a home's basement and suites that aren't authorized nor legal. I've seen entire neighbourhoods that feel like a college frat party i.e. no street parking due to congestion created by 3-4 cars at each residence, blaring music, large crowds at each residence, etc. While I understand the need for affordable housing, I'm really sick of seeing entire neighbourhoods degraded by the practice of mortgage helper's in every home's basement.</p>
3	<p>Affordable rental housing enables people to live in the area even if they don't have full time work. This makes for a large readily available labour pool.</p>

Comments Received on Question 32:	Please indicate your level of agreement with the following statements.
1	<p>Suites existing for more than 10 years need to be allowed to be made legal or grandfathered.</p>
2	<p>Keep in mind though that it is not legal to have a detached suite in the ALR.</p>
3	<p>The homeowner should be most responsible for most of the issues mentioned above. Also instead of limiting floor space of the rental unit, maybe a fee for applying to add additional space, or on allowing submissions for permits on a maximum two bedroom unit. This might limit the amount of potential renters. If there are fees involved with the whole application process and maybe an additional fee for final inspections maybe</p>

Comments Received on Question 32:	Please indicate your level of agreement with the following statements.
	that might weed out the less serious or misuse applicants. In my area particular I am not too concerned of services or impact as let's face it people will have to live somewhere and it will affect us all as a whole.
4	Just that secondary suites already in place be supported in the process to become legal if the RDN goes forward with legalizing suites. If there has been no complaints against these suites and they meet health and safety requirements then there should be no problem with them. They should just be required to have an inspection the same as a house inspection would be required during the sale of a home.
5	My only concern is septic, I want to have a requirement that septic's be inspected yearly to prove they are working properly for the capacity they are being used for
6	Although I do agree with parking concerns-- there are a lot of elderly people that do not have a car so not a prime concern for me especially in Parksville area
7	If there are additional services being used and charged for, then the expectation should also be that a very large family in a single family home shall also pay extra. Many multi suite homes house less people than many single family homes.
8	I strongly believe that the owner must also occupy the property. This should not be for investors looking to get richer. If the owner occupies the property it would alleviate undesirable behaviour, noise levels or the property not being well maintained while also helping to meet the needs of aging parents or lower wage earning families trying to qualify for lending.
9	Most of the new housing supply is dedicated to the senior retirement crowd and is leaving out opportunities for young people and singles who cannot afford to purchase. We will end up with areas like Qualicum which has become a seniors ghetto.
10	Should "trailer parks" be considered, it should be mandatory that each "individual lot" be bigger than what is presently seen on the island.
11	Having a problem here, you keep throwing service question in the mix. I am looking at this questionnaire from a rural land large parcel owner's perspective and am answering questions about small lot subdivision which is not a good or accurate mix.
12	There are so few services available in rural areas. This looks like municipalities are dumping their responsibilities on rural areas. Provide rural areas with subsidized water, police, medical services, social services, etc. After all, we in rural areas have been subsidizing municipal big box recreational toys for years!

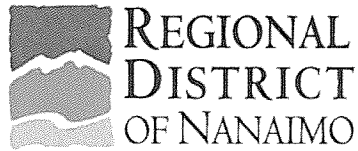
Comments Received on Question 32:	Please indicate your level of agreement with the following statements.
13	<p>I have previously stated this but our water concerns should be more aimed at lawn usage in my opinion. There is a large movement for growing food not lawns. Educate the population on water issues and it should not be a problem with the potential expansion of secondary suites. Also on that note, it has been my experience that in the area, at least 25% of the population has secondary suites. If this research concludes that secondary suites will not be tolerated what are you going to do, evict hundreds of people and destroy that infrastructure?</p> <p>This whole process, in my opinion, is inefficient and a waste of resources. I dare not think how much money it has cost, for an inquiry into an issue that seems so fixable. The area needs families and youth to come in. It already has secondary suites that are tolerated, why not just legalize them? Which in turn would help bring in that vitally needed youth.</p> <p>I live in a secondary suite on my parent's property and it has been very important to all of us. I currently live under constant scrutiny, because if a random individual complains then all of a sudden my home is in jeopardy. My parents could not deal with their everyday issues without my help, and I in turn would not get to enjoy the friendship, few people are able to build with their parents.</p> <p>This is no way to live, how would you feel if you had done nothing wrong but constantly feel you could be harassed or at worse evicted.</p> <p>I am curious as to how this will all turn out, I truly hope bureaucracy will pull through, but I have little faith. Only time and the R.D.N. will decide.</p>
14	<p>Inspection permit for life safety should be required -exits, fire codes, fire extinguishers etc. I'm less concerned about charging extra for garbage and recycling unless you are going to charge multiple rates for all based upon family size. Why should two singles pay more because they share a primary and secondary suite when other larger families classed single occupancy pay less but use more services? If we go user pay it needs to be truly volume based using property head count.</p>
15	<p>Fire safety</p> <p>Common sense in the RDN approach to this issue...not a bureaucratic nightmare for the RDN or the public.</p>
16	<p>"Secondary suites which are detached from the primary residence should be supported." - Supported by the Regional District? Is that what this means? I am completely in support of detached secondary suites. But I'm</p>

Comments Received on Question 32:	Please indicate your level of agreement with the following statements.
	<p>not sure of this statement's meaning.</p> <p>Number of suites I think should not just be determined per lot but by lot size. There should be no problem in a place like mine, just under 4 acres, to have a suite in the house as well as a detached dwelling if the septic system and water system can support that. I am one person living on almost 4 acres currently. Downtown this would be about the size of a city block with 10 or more houses.</p> <p>"Secondary suite owners should pay for any additional services which the occupants consume such as water, sewer, garbage, recycling, and organics collection." - How can it be determined that secondary suites will consume additional services more than an average family? As one resident living on my property, I don't even use all the weekly garbage and recycling services, so having say two extra people living here would still be a less than average use of these services.</p> <p>"I am concerned with potential environmental impacts of secondary suites (groundwater impacts, creation of impervious surfaces, habitat loss, etc.)." - In my opinion, it is more wasteful when the land is used by only one person. If I had a secondary suite I would have the potential to bring in someone else who could use the land for organic farming and/or permaculture. I see this as a potential benefit to the environment to keep the land usable and useful.</p>
17	I think larger parcels should allowed secondary homes.
18	<p>If occupancy is one or two persons I do not believe utility rates should be increased. Adding costs to the homeowner decreases affordability to the renter. If the current limits for twice monthly garbage pick up is inadequate the \$2 a bag tag would take care of this. Also, at present there is no limit on recycled material so adding an extra fee would be punitive.</p> <p>The greatest concerns are safety. Hard wired smoke alarms, proper plumbing, gas and electrical service is essential.</p>
19	Very complex questions.... farms need accommodation for staff, but we should be encouraging additional density where we can knowingly support it. i.e. water service. There should be size limits but not necessarily as a % of the existing floor area and maybe different limits for different types of secondary suite; i.e. carriage house, garden suite, etc. That said if we do not permit secondary suites they happen anyway so let's allow them and ensure that they are done properly...safely.

Comments Received on Question 32:	Please indicate your level of agreement with the following statements.
20	I am in favour of allowing secondary suites. We live in a rural area with space that would allow a secondary suite. We need more deregulation of this zoning by-law.
21	RDN should allow secondary suites on acreages that have adequate septic and water to support suites. Especially where family is involved . Many families would welcome the opportunity to bring their parents or elder family members on their land where they can support them rather than see them move to care facilities.
22	Suites should have standards the same as principle residences.
23	I don't want to see slum landlords making a house into a rooming house or sleeping/studio apt. type. There has to be some guidelines set to determine the size and space and number of suites per property; size of property, adequate services (water and septic and parking) are a good place to start.
24	I don't think that secondary suites should be necessarily allowed in all zones. I think that this should be determined through consultation with the residents and input from RDN staff
25	I believe that anyone that has a secondary suite should ensure that it is up to code, especially with respect to fire. Apparently there are many suites that are not safe.
26	Size of secondary suite: yes I can understand setting a maximum size, but not necessarily based on the size of the principal residence. The 'main' house could be very small and to restrict the building on or separate construction of a suite to 40% of the principal residence could be too restrictive. As far as on-site septic and water being capacities being regulated and measured by the RDN, I wonder if again this is an area that is the business of the home owner - if something goes wrong, that is their expense to fix and very much in their best interest to take care of what they have.
27	Wishes of local neighbourhoods should be taken into account. There could be areas where secondary suites would not be advised; e.g. tiny lots, small homes, and some large estates could see a reduction in property values.
28	Suites that have been in existence for 10 plus years should be given the opportunity to be legalized regardless of zoning. I bought my house with suite and have the right to maintain it.
29	Your last question about the ALR while I support it is contrary to the ALR policies and regulations. However, the ALR should be disbanded and eliminated as it is totally dysfunctional and does more to negate agricultural development that support or enhance it.

Comments Received on Question 32:	Please indicate your level of agreement with the following statements.
30	<p>3 rd question seems to be very poorly worded.</p> <p>5th question, secondary suite should pay full DCC's for all services, or at least a very high percentage.</p>
31	<p>Secondary suites need to be considered as an alternative to continued expansion of single family or multiple unit properties not just on the services required to support them.</p> <p>While it is true there would be a measurable increase in existing services, these suites allow for better utilization of the existing properties. Secondary suites open up options and consideration cost effective or evolving social economic and family perspectives for elder care and non-institutional based services (i.e. live in nanny or health care providers)</p>
32	<p>Secondary suites enable people to purchase a piece of property they might not be able to afford without the additional rental income.</p>
33	<p>I would like to see the classification of suites have an element to include the number of residents. Whereas one home may house 5 adults, their neighbour's home with a suite may house only 2 adults. The provisos for parking, sewer, etc. should be based on usage, not the number of self-contained living quarters.</p>

Appendix G
Consultation Summary



Secondary Suites Project

Secondary Suites Public Consultation Summary

During the summer and fall of 2013 the Regional District of Nanaimo (RDN) initiated a public engagement process to gauge the level of community support for secondary suites within the RDN's Electoral Areas A, C, E, F G, and H. This was done by attending community events, meeting with community groups and individuals, hosting information sessions, and an online questionnaire. Staff's attendance at community events, meetings, and information sessions was intended to raise public awareness of the project, direct Electoral Area residents to the online questionnaire, and respond to comments, questions, concerns, and ideas.

This document provides a summary of the public consultation which has been completed to date.

Oceanside Development and Construction Association Presentation – June 19, 2013

RDN staff attended the Oceanside Development and Construction Association to present the project and answer questions on secondary suites. The members questioned the reasoning for undertaking the project in the electoral areas. Some participants suggested that permitting suites in the rural areas conflicts with Regional Growth Strategy policy to direct growth into Growth Containment Boundaries and competes with suites within municipalities. The members had also suggested problems with suite regulations within municipalities such as owner occupancy requirements and maximum size requirements.

Teddy Bear Picnic (Nanoose) – July 6, 2013

RDN staff attended the 2013 Teddy Bear Picnic in Nanoose to raise public awareness of the project. In general, most people staff spoke with were in favour of supporting secondary suites. Parking was one of the major concerns that attendants had.

Cedar Farmer's Market – July 21, 2013

RDN staff attended the Cedar Farmer's Market with an information display to discuss the project with patrons and vendors. Every person staff talked to was in favour of secondary suites in the RDN electoral areas. General consensus among those in attendance at the RDN booth was that secondary suites are an important source of affordable housing for renters and

homeowners. Several residents from the City of Nanaimo in attendance suggested that on-street parking from suites is a problem in the city. Some additional comments from electoral area residents included support for suites on large properties.

Errington Farmers Market – July 27, 2013

RDN staff attended the Errington Farmers Market with an information display to discuss the project with patrons and vendors. Most of the people staff talked to were in favour of permitting secondary suites in the RDN electoral areas. Support was expressed for both attached and detached secondary suites. Some additional general comments from electoral area residents include concern with the enforcement of RDN regulations on suites that do not comply and the affect new development may have on groundwater resources.

Lighthouse Fall Fair (Qualicum Bay) – August 31, 2013

RDN staff attended the Lighthouse Fall Fair in Qualicum Bay with an information display to discuss the project with residents in attendance. Every person staff talked to was in favour of secondary suites in the RDN electoral areas. Support was expressed for a range of secondary suite forms such as carriage homes and basement suites. General consensus among electoral area residents was that secondary suites are an important source of affordable housing for renters and homeowners. Additional general comments from electoral area residents include protection of groundwater, suites in strata developments, and suites which are close to services.

South Wellington and Area Community Association – September 17, 2013

Staff attended the South Wellington and Area Community Association meeting on September 17th, 2013. Staff provided an overview of the project and responded to questions from participants. In general most participants thought that secondary suites may be supported within the community. However there were concerns raised over septic disposal, groundwater protection, neighbourhood impacts associated with suites located on properties with not enough property and/or narrow roads, and in general the introduction of more regulation into a rural area.

Secondary Suite Project Public Information Session (Parksville Community and Conference Centre) – September 30, 2013

The RDN organized a series of public information sessions to raise awareness about the secondary suite project and to engage electoral area residents. There were approximately 9 people in attendance at the Parksville meeting. All participants spoke in favor of secondary suites in the electoral areas. Several themes from the meetings include concern about parking along roadways; user fees; and the cost of renovating and operating a suite.

Secondary Suite Project Public Information Session (Cranberry Community Hall – October 1st, 2013)

There were approximately 9 people in attendance at the meeting. Participants organized themselves into a group for discussion. In general, participants indicated support for secondary suites provided issues like parking, water, and wastewater are addressed. One participant wanted to require secondary suites to be owner-occupied.

There were approximately 11 people in attendance at the Qualicum Beach meeting. Participants organized themselves into a group for discussion. The discussion included general support for secondary suites as a form of affordable housing. Participants also discussed some issues in more detail including: off-street parking requirements; bringing existing suites into voluntary compliance; enforcement for health and safety; size limits on the suites; and limits on forms of home based business when there is a suite on a property.

Loaves and Fishes Cedar Food Depot Location (St. Philip's Anglican Church) – October 16, 2013

RDN staff attended the food depot location for Loaves and Fishes community food bank at St. Philip's Anglican Church in Cedar. Both patrons and volunteers of the food bank had the opportunity to discuss the project with staff and complete the survey. While in attendance staff discussed the project with both renters and homeowners. Those that staff spoke with indicated that they were in support of secondary suites as they were seen as a needed form of affordable housing.

Secondary Suite Project Public Information Session (Mountain View Elementary School) – October 23, 2013

The RDN held a combined open house in Electoral Area 'C' for the Benson Creek Falls Regional Park Management Plan and the secondary suites project. All the people RDN staff spoke to were in favour of secondary suites though some had concerns. Some of these concerns with secondary suites include: the additional density created in the rural areas; more parking potentially on rural roads; impacts on groundwater in vulnerable areas; adequate septic field capacity; proper addressing for fire protection; and user fees for garbage pickup.