

## **Aging-in-Place Laneway House Pilot Project: Implementation steps and timeline**

### **A collaborative process**

The University of Calgary (U of C) research team and Administration are working collaboratively to achieve implementation of the pilot study for the aging-in-place laneway house. A team of City staff and the University's researchers meet regularly to report on progress, identify issues and develop solutions. As this is a novel type of development and a pilot study, the project continues to evolve and decisions are being made on an ongoing basis. The collaborative process will ensure that any issues are quickly identified and resolved.

### **Land use and development approvals**

Once the study participants and sites are selected by the U of C research team, the planning approvals necessary will be identified. The U of C will assist the landowner in the application process for the development permits, and a land use bylaw amendment application if necessary. Administration will provide advice and support in carrying out engagement with neighbours and the community.

It is anticipated that the first test site will be located on a parcel where a backyard suite is allowed. In this case a development permit (DP) will be required followed by building and trade permits. Obtaining a development permit typically takes about three months, to account for circulation and review of plans, notice posting, rendering a decision and advertising. Building and trade permits can typically be processed within a few weeks.

If the second test site is also located in a district where backyard suites are allowed, the process would be the same as that for the first test site. However if the selected parcel does not allow backyard suites, an amendment to the land use bylaw (LUB) to redesignate the parcel would be required. The LUB amendment process typically takes four to six months to accommodate preparation and submission of the application, notice posting, circulation and review of the application, any public consultation the applicant chooses to undertake, advertising, and reports to Calgary Planning Commission and Council. Council makes the final decision on land use applications. Administration will provide support to the U of C research team to ensure any application is complete when submitted, and will give priority for timely reviews and processing.

### **Permits and inspections**

The aging-in-place laneway housing prototype unit will be prefabricated at a location on the University of Calgary grounds. When completed it will be moved to the two pilot test sites, in succession. Permits will be required to ensure compliance with safety codes. The City has established a process for permitting this type of off-site construction, as follows:

- A building permit and the necessary trade permits (plumbing & gas, electrical, mechanical) will be required before work in each of the disciplines can begin at the fabrication site
- The inspections for these permits will be carried out at the site of construction
- When the unit is moved to each test location, a building permit and trade permits will be required at the new location, where inspections will be carried out.

## Connecting to services

At the time of writing, the designs for service connections for the pilot unit have not been finalized. The U of C research team has indicated that water, sewage, gas, electricity and telecom can be provided through a combination of on-board storage tanks and above grade connections to the primary house. Administration is collaborating with the U of C research team to ensure the servicing design works. When the design is complete, the necessary trade permit applications will be submitted to The City for review and approval. An address for the unit will be created so that other services (e.g. waste and recycling, emergency services) can be provided.

## Responsibilities and timeline

The project has a number of phases which will overlap to some degree. The following table shows an outline of the key tasks, parties responsible and proposed timeline.

Task	Parties Responsible	Timeline Q3 16	Q4 16	Q1 17	Q2 17	Q3 17	Q4 17
<b>Unit design and candidate/ community selection</b>							
Complete unit design	U of C						
Manufacture unit on U of C grounds	U of C						
Apply for University Ethics Board approval	U of C						
Receive ethics approval	U of C						
Select candidate and location, test case #1	U of C						
Select candidate and location, test case #2	U of C						
<b>Planning approvals</b>							
Prepare and submit development permit application for test case #1	U of C/ landowner						
DP approval, test case #1	City of Calgary (CoC)						
Prepare and submit land use bylaw (LUB) amendment application, if necessary, for test case #2	U of C/assisted by CoC						
Review LUB application, prepare report to CPC, advertising, Council meeting	CoC						
Prepare and submit development permit application for test case #2	U of C						

Task	Parties Responsible	Timeline	Q3 16	Q4 16	Q1 17	Q2 17	Q3 17	Q4 17
DP approval, test case #2 (if no LUB amendment required)	CoC							
DP approval, test case #2 (LUB amendment is required)	CoC							
<b>Building approvals</b>								
Submit applications for building permit and trade permits, for manufacturing process	U of C							
Building and trade permit inspections at U of C location	CoC							
<b>Community engagement and research</b>								
Consult with neighbours and community association for site #1	CoC, U of C, landowner							
Consult with neighbours and community association for site #2	CoC, U of C, landowner							
<b>Implementation</b>								
Install unit on test site #1	U of C							
Building and trade permit inspections at site #1; occupancy granted	CoC							
Candidate takes occupancy, site #1	U of C, participant							
Remove unit from site #1	U of C							
Install unit, site #2	U of C							
Building and trade permit inspections at site #2	CoC							
Candidate takes occupancy, site #2	U of C, participant							
Remove unit from site #2	U of C							
Ongoing communication with key stakeholders	U of C, CoC							
Update Council in alignment with Seniors' Age Friendly Strategy reporting	CoC							
Summarize findings of pilot	U of C, CoC							⇒ 2018