



AGENDA
COMMITTEE OF THE WHOLE
MEETING OF THURSDAY, FEBRUARY 15, 2018, AT 9:00 A.M.
COUNCIL CHAMBERS
CITY HALL, 1 CENTENNIAL SQUARE
Located on the traditional territory of the Esquimalt and Songhees People

Page

APPROVAL OF AGENDA

CONSENT AGENDA

READING OF MINUTES

- | | | |
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| 1. | Minutes from the Meeting held February 1, 2018 | 9 - 20 |
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[2018_02_01_COTW_Minutes](#)

Presentation

- | | | |
|----|---|---------|
| 2. | 2018 Operational Plan
--Jocelyn Jenkyns, Acting City Manager | 21 - 35 |
|----|---|---------|

A report providing information and recommendations regarding the 2018 Operational Plan which will form the basis of the Quarterly Progress Reports.

Amended: Attachment A

Recommendation: That Council receive this report for information.

[1 Report 2018 Operational Plan Report](#)

[2 Amended Attachment A 2018 Operational Plan Key Initiatives and Major Capital Projects](#)

[3 Presentation 2018 Operational Plan](#)

[Addenda]

- | | | |
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| 3. | Fourth Quarter Operational Plan Progress Report
--J. Jenkyns, Acting City Manager | 37 - 120 |
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A report providing information and recommendations regarding the City of Victoria's activities and accomplishments on major projects, initiatives, and services contained in the 2015-2018 Strategic Plan and 2017 Financial Plan.

Recommendation: *That Council receive this report for information.*

- [1 Report Fourth Quarter Operational Plan Progress Report](#)
- [2 Attachment A Q4 Operational Plan Progress Report](#)
- [3 Attachment B Grant Program Update](#)
- [4 Attachment C Parks Regulation Bylaw Amendments](#)
- [5 Attachment D Animal Control Bylaw](#)
- [6 Attachment E Victoria Police Department Q4 Report](#)
- [7 Attachment F Victoria Police Department Q4 Presentation](#)
- [8 Attachment G Q4 Operational Progress Report Presentation](#)

UNFINISHED BUSINESS

LAND USE MATTERS

4. Temporary Use Permit Application No. 00010 for 1040 North Park Street (North Park) 121 - 168
--J. Tinney, Director of Sustainable Planning and Community Development

A report providing information and recommendations regarding a temporary use permit application to allow for the retail sale of cannabis.

Late Item: *Correspondence & Presentation*

Recommendation: *That Council decline Temporary Use Permit Application No. 00010 for the property located at 1040 North Park Street.*

- [1 Report TUP 1040 North Park Street](#)
- [2 Attachment A Subject Map](#)
- [3 Attachment B Aerial Map](#)
- [4 Attachment C Plans date stamped November 23, 2017](#)
- [5 Attachment D Ltr from applicant to Mayor and Council dated Sept 21, 2017](#)
- [6 Attachment E Ltr from NPNA Land Use Committee date Dec 10, 2017](#)
- [7 Late Correspondence](#)
- [8 Late Presentation 1040 North Park](#)

[Addenda]

5. Rezoning Application No. 00561 for 1725 Cook Street (Fernwood) 169 - 198
--J. Tinney, Director of Sustainable Planning and Community Development

A report providing information and recommendations regarding a Rezoning application to allow for the retail sale of cannabis.

Late item: Correspondence & Presentation

Recommendation: *That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00561 for 1725 Cook Street, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set.*

- [1 Report Rezoning 1725 Cook Street](#)
- [2 Attachment A Subject Map](#)
- [3 Attachment B Aerial Map](#)
- [4 Attachment C Plans dated stamped January 25, 2017](#)
- [5 Attachment D Letter from applicant to Mayor and Council recieved Nov 4, 2017](#)
- [6 Attachment E Ltr from property owner regarding SRW](#)
- [7 Attachment F Correspondence](#)
- [8 Late Correspondence](#)
- [9 Late Presentation 1725 Cook](#)

[Addenda]

6.

Deferred from the COTW February 1, 2018

199 - 264

Development Permit Application No. 000517 for 203, 211 & 335 Harbour Road (Vic West)

--J. Tinney, Director of Sustainable Planning and Community Development

A report providing information and recommendation regarding the proposal to construct a graving dock at the property located at 203, 211 & 335 Harbour Road.

Late item: Correspondence

Recommendation: *That Council authorize the issuance of Development Permit Application No. 000517 for 203, 211 and 335 Harbour Road, in accordance with: 1. Plans date stamped November 23, 2017. 2. Development meeting all Zoning Regulation Bylaw requirements. 3. The Development Permit lapsing two years from the date of this resolution.*

- [1 Report DP 203-335 Harbour Road](#)
- [2 Attachment A Subject map](#)
- [3 Attachment B Aerial map](#)
- [4 Attachment C Plans date stamped September 29, 2017](#)
- [5 Attachment D Ltr from applicant to mayor and council dated Sept 29, 2017](#)
- [6 Correspondence](#)
- [7 Open House Summary](#)
- [8 Point Hope Graving Dock Community Engagement Summary](#)
- [9 Late Correspondence](#)
- [10 Presentation 203 Harbour Road](#)

[Addenda]

7. Regional Growth Strategy Bylaw No. 4017 - Referral for Municipal Acceptance 265 - 353

--J. Tinney, Director of Sustainable Planning and Community Development

A report providing information and recommendations regarding the approval of the CRD Bylaw No. 4017: 2018 Capital Regional District - Regional Growth Strategy (RGS).

Late Item: Presentation

Recommendation: That Council advise the Capital Regional District (CRD) Board that the City of Victoria accepts CRD Bylaw No. 4017 to enact the 2018 Regional Growth Strategy for the Capital Region.

- [1 Report Regional Growth Strategy Bylaw](#)
- [2 Attachment A - Summary of RGS Mediation Outcomes](#)
- [3 Attachment B - RGS Referral Letter](#)
- [4 Attachment C - 2018 Regional Growth Strategy \(Revised\)](#)
- [5 Presentation Regional Growth Strategy Bylaw](#)

[Addenda]

STAFF REPORTS

8. Governance - Amendments to the Council Procedures Bylaw and Request to Address Council Policy 355 - 392

--C. Coates, City Clerk

A report providing information and recommendations regarding the implementation of changes to the Council Procedures Bylaw previously authorized Council and to provide additional recommended changes.

Recommendation: That Council direct staff to bring forward amendments to the Council Procedures Bylaw and Request to Address Council Policy to implement amendments approved in September 2016 and to include further Council Procedures Bylaw amendments to: 1. Increase electronic participation from the current maximum of two members to four members. 2. Provide further options for indicating voting preference during electronic participation. 3. Remove the 24 hour public posting requirement for new bylaws. 4. Change the Request to Address Council sections to reflect current practices of late registration and five minutes speaking time for all speakers. 5. Include consent agenda provisions for Committee of the Whole and Council Meetings. 6. Permit debate on motions to postpone to a certain time. 7. Enable combining multiple bylaw readings in one motion. 8. Clarify the Notice of Motion section of the agenda to reflect the practice that notice of motions at a Council meeting are given consideration by Council at the next Council meeting, and re-name the Notice of Motion section of the Committee of the Whole agenda to "Council Member Motions".

- [1 Report Governance](#)
- [2 Appendix A Council Procedures Bylaw](#)
- [3 Appendix B Request to Address Council Policy](#)
- [4 Appendix C speaking at hearing policy](#)

9. Proclamation "Victoria Co-op Day" 393 - 397
 --C. Coates, City Clerk

- [1 Report Proclamation Victoria Co-Op Day](#)
- [2 Appendix A Proclamation Victoria Co-Op Day](#)
- [3 Appendix B List of Previously Approved Proclamations](#)

10. Proclamation "Tibet Day" March 10, 2018 399 - 403
 --C. Coates, City Clerk

- [1 Report Tibet Day](#)
- [2 Proclamation Tibet Day](#)
- [3 Appendix B List of Previously Approved Proclamations](#)

NOTICE OF MOTIONS

NEW BUSINESS

11. Right of Way Improvements on Greenways 405
 --Councillors Isitt and Madoff

A Council Member motion regarding Right of Way improvements on Greenways.

Recommendation: *That Council refer the following resolution to staff to report back on the implications at the next Quarterly Update: That staff report to Council with the following information: 1. A list of city blocks and laneways that do not currently have curbs and gutters installed; 2. A proposed process moving forward for right-of-way improvements arising from land use and development applications on these city blocks and laneways.*

[Council Member Motion Right of Way Improvements on Greenways](#)

12. City Role in Childcare Solutions 407 - 412
 --Mayor Helps

A Council member motion regarding a City role in Childcare solutions.

Recommendations: *That Council: 1. Direct staff to consider Child care as a potential Community Amenity when reviewing the Community Amenity Policy and report back to Council. 2. Direct staff to report back at the next quarterly update on what work would be required to expedite the rezoning*

process for childcare spaces and/or to amend the Zoning Bylaw to include childcare for up to a certain number of spaces in all zones unless specifically noted otherwise. 3. Encourage the Director of Engineering and Public Works to work with the Sustainable Planning and Community Development department and to use his discretion under the Streets and Traffic Bylaw to be creative and flexible when it comes to allocating public rights of way to provide for temporary pick up and drop off zones adjacent to childcare facilities to avoid need for parking variances where practical.

[Council Member Motion Childcare Solutions](#)

13. **Late Item:** Making Victoria City Hall a 'Stigma Free Zone'
--Councillor Loveday and Mayor Helps

413

A Council Member Motion regarding the possibility of City Hall becoming a 'Stigma Free Zone'.

Recommendation: *That Council endorse the idea of City Hall becoming a 'Stigma Free Zone' by taking the necessary steps and participating in an evening mental health awareness event tentatively scheduled for March 20th, 2018. And That the City of Victoria include awareness of mental health and other perceived stigmas in support of a healthy workplace culture in the corporate learning needs assessment that the Human Resources Department is conducting in 2018 with guidance and contributions from the Stigma-Free Society.*

[Council Member Motion Stigma Free Zone](#)

[Addenda]

ADJOURNMENT OF COMMITTEE OF THE WHOLE

CONVENE COUNCIL MEETING

MOTION TO CLOSE THE FEBRUARY 15, 2018 COUNCIL MEETING TO THE PUBLIC

That Council convene a closed meeting that excludes the public under Section 90 of the Community Charter for the reason that the following agenda items deal with matters specified in Sections 90(1) and/or (2) of the Community Charter, namely:

- Section 90(1)(c) labour relations or other employee relations;
- Section 90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- Section 90(1)(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- Section 90(1)(g) litigation or potential litigation affecting the municipality;
- Section 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
- Section 90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in

the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; and

- *Section 90(1)(l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].*

APPROVAL OF CLOSED AGENDA

READING OF CLOSED MINUTES

UNFINISHED BUSINESS

CORRESPONDENCE

NEW BUSINESS

1. Law Enforcement
--C. Coates, City Clerk
2. Law Enforcement
--C. Coates, City Clerk
3. Land
--J. Tinney, Director of Sustainable Planning and Community Development
4. Proposed Municipal Service/Legal Advice
--T. Zworski, City Solicitor
5. Employee Relations
--J. Jenkyns, Acting City Manager
6. **Late Item** (Municipal Objectives)
--J. Jenkyns, Acting City Manager

[Addenda]

7. Employee Relations
--Mayor Helps

CONSIDERATION TO RISE & REPORT

ADJOURNMENT

**MINUTES OF THE
COMMITTEE OF THE WHOLE MEETING
HELD THURSDAY, FEBRUARY 1, 2018, 9:00 A.M.**

1. THE CHAIR CALLED THE MEETING TO ORDER AT 9:00 A.M.

Committee Members Present: Mayor Helps (Chair), Councillors Alto, Coleman, Lucas, Madoff, Thornton-Joe, and Young

Absent: Councillor Loveday

Absent for a portion of the meeting: Councillor Isitt

Staff Present: J. Jenkyns – Acting City Manager; C. Coates – City Clerk; C. Havelka – Deputy City Clerk; P. Bruce – Fire Chief; S. Thompson – Director of Finance; J. Tinney – Director of Sustainable Planning & Community Development; F. Work – Director of Engineering & Public Works; B. Eisenhauer – Head of Engagement; T. Zworski – City Solicitor; M. Angrove – Planner, Development Services; A. Hudson – Assistant Director, Development Services; R. Batallas – Senior Planner, Community Planning; C. Mycroft – Manager of Executive Operations; A. K. Ferguson – Recording Secretary

2. APPROVAL OF AGENDA

Motion: It was moved by Councillor Alto, seconded by Councillor Coleman, that the Agenda of the February 1, 2018, Committee of the Whole meeting be approved.

Councillor Isitt joined the meeting at 9:01 am

Amendment: It was moved by Councillor Alto, seconded by Councillor Thornton-Joe, that the Agenda of the February 1, 2018, Committee of the Whole meeting be amended as follows:

Consent Agenda:

Item No. 1 - Minutes from the Meeting held January 18, 2018

Item No. 4 - Development Variance Permit Application No. 00201 for 821-827 Broughton Street (Fairfield Gonzales)

Item No. 8 - Authorization for Application to the 2018/2019 Bike BC Program

Item No. 9 - Proclamation “Rare Disease Day” February 28, 2018

On the amendment:
CARRIED UNANIMOUSLY 18/COTW

Main motion as amended:

That the Agenda of the February 1, 2018 Committee of the Whole Meeting be approved with the following amendments:

Consent Agenda:

Item No. 1 - Minutes from the Meeting held January 18, 2018

Item No. 4 - Development Variance Permit Application No. 00201 for 821-827 Broughton Street (Fairfield Gonzales)

Item No. 8 - Authorization for Application to the 2018/2019 Bike BC Program

Item No. 9 - Proclamation "Rare Disease Day" February 28, 2018

On the main motion as amended:
CARRIED UNANIMOUSLY 18/COTW

3. CONSENT AGENDA

Motion: It was moved by Councillor Coleman, seconded by Councillor Thornton-Joe, that the following items be approved without further debate:

3.1 Minutes from the meeting held January 18, 2018

Motion: It was moved by Councillor Coleman, seconded by Councillor Thornton-Joe, that the Minutes of the meeting held January 18, 2018 be adopted.

CARRIED UNANIMOUSLY 18/COTW

3.2 Development Variance Permit Application No. 00201 for 821-827 Broughton Street (Fairfield Gonzales)

Committee received a report dated January 18, 2018, from the Director of Sustainable Planning and Community Development regarding recommendations for a proposed Development Variance Permit to allow for a reduction in parking stalls; from three to one.

Motion: It was moved by Councillor Coleman, seconded by Councillor Thornton-Joe, that Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, consider the following motion:
"That Council authorize the issuance of Development Variance Permit Application No. 00201 for 821-827 Broughton Street, in accordance with:
1. Plans date stamped December 20, 2017.
2. Development meeting all Zoning Regulation Bylaw requirements, except for the following variance:

- i. reduce the off-street parking requirement from an additional three stalls to nil for the change of use from general office to medical office.
3. The Development Permit lapsing two years from the date of this resolution."

CARRIED UNANIMOUSLY 18/COTW

3.3 Authorization for Application to the 2018/2019 Bike BC Program

Committee received a report dated January 22, 2018, from the Director of Engineering and Public Works regarding recommendations to authorize staff to prepare and submit a grant application to the Province of British Columbia under the Bike BC funding program.

- Motion:** It was moved by Councillor Coleman, seconded by Councillor Thornton-Joe, that Council authorize:
1. The Director of Engineering and Public Works to submit a grant application to the Province of British Columbia under the 2018/2019 Bike BC Program for the Wharf Street protected bike lane project.
 2. The Mayor and the City Clerk to execute a grant agreement under the Bike BC funding program, if successful.

CARRIED UNANIMOUSLY 18/COTW

3.4 Proclamation "Rare Disease Day" February 28, 2018

Committee received a report dated January 19, 2018, from the City Clerk regarding recommendations for the Rare Disease Day Proclamation.

- Motion:** It was moved by Councillor Coleman, seconded by Councillor Thornton-Joe, that the Rare Disease Day Proclamation be forwarded to the February 8, 2018 Council meeting for Council's consideration.

CARRIED UNANIMOUSLY 18/COTW

4. LAND USE MATTERS

4.1 Rezoning Application No. 00557 for 2616-2626 Douglas Street (Burnside Gorge)

Committee received a report dated January 4, 2018, from the Director of Sustainable Planning and Community Development regarding recommendations for the proposal to rezone the property located at 2616-2626 Douglas Street from the current zone to a site specific zone in order to allow for the retail sale of cannabis.

- Motion:** It was moved by Councillor Lucas, seconded by Councillor Thornton-Joe, which Council decline Application No. 00557 for the property located at 2616-2626 Douglas Street.

Committee discussed:

- The applicant being considered under the policy that existed at the time of their application.

CARRIED 18/COTW

For: Mayor Helps, Councillors Lucas, Madoff, Thornton-Joe, and Young
Against: Councillors Alto, Coleman, and Isitt

4.2 Temporary Use Permit Application No. 00005 for 2610 Rock Bay Avenue (Burnside Gorge)

Committee received a report dated January 18, 2018, from the Director of Sustainable Planning and Community Development regarding recommendations for the application of a Temporary Use Permit with Variance the property located at 2610 Rock Bay Avenue from the current zone to a site specific zone in order to allow for the retail sale of cannabis for up to three years.

Motion: It was moved by Councillor Lucas, seconded by Councillor Young, that Council decline Temporary Use Permit with Variance Application No. 00005 for the property located at 2610 Rock Bay Avenue.

DEFEATED 18/COTW

For: Councillors Lucas, Thornton-Joe, and Young
Against: Mayor Helps, Councillors Alto, Coleman, Isitt, Madoff

Motion: It was moved by Mayor Helps, seconded by Councillor Madoff, that Council authorize the issuance of Temporary Use Permit with Variance Application No. 00005 for 2610 Rock Bay, in accordance with:

1. Plans date stamped September 22, 2017
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:
 - i. reduce the parking requirements for retail from 1 stall per 37.5m² to 1 stall per 76m².
3. The Development Permit lapsing three years from the date of this resolution."

Amendment: It was moved by Mayor Helps, seconded by Councillor Madoff, that the motion be amended as follows:
 that Council authorize the issuance of Temporary Use Permit with Variance Application No. 00005 for 2610 Rock Bay, in accordance with:

1. Plans date stamped September 22, 2017
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:
 - i. reduce the parking requirements for retail from 1 stall per 37.5m² to 1 stall per 76m².
3. The Development Permit lapsing ~~three~~ **two** years from the date of this resolution."

On the amendment:
 CARRIED 18/COTW

For: Mayor Helps, Councillors Alto, Coleman, Lucas, Madoff, Thornton-Joe, and Young
Against: Councillor Isitt

Amendment: It was moved by Mayor Helps, seconded by Councillor Madoff, that the motion be amended as follows:
that Council authorize the issuance of Temporary Use Permit with Variance Application No. 00005 for 2610 Rock Bay, in accordance with:

1. Plans date stamped September 22, 2017
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:
 - i. reduce the parking requirements for retail from 1 stall per 37.5m² to 1 stall per 76m².
3. The Development Permit lapsing two years from the date of this resolution."
4. **That the Temporary Use Permit be subject to the applicant agreeing to post publically that this is a Temporary Use Permit to lapse on a date to be determined at public hearing, to the satisfaction of Director of Planning.**

On the amendment:
CARRIED 18/COTW

For: Mayor Helps, Councillors Alto, Coleman, Madoff, and Thornton-Joe
Against: Councillors Lucas, Isitt and Young

Amendment: It was moved by Mayor Helps, seconded by Councillor Madoff, that the motion be amended as follows:
that Council authorize the issuance of Temporary Use Permit with Variance Application No. 00005 for 2610 Rock Bay, in accordance with:

1. Plans date stamped September 22, 2017
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:
 - i. reduce the parking requirements for retail from 1 stall per 37.5m² to 1 stall per 76m².
3. The Development Permit lapsing two years from the date of this resolution."
4. **That the Temporary Use Permit be subject to the applicant agreeing to post publically that this is a Temporary Use Permit to lapse **two years from the date of the** on a date to be determined at public hearing, to the satisfaction of Director of Planning.**

On the amendment:
CARRIED 18/COTW

For: Mayor Helps, Councillors Alto, Coleman, Madoff, and Thornton-Joe
Against: Councillors Lucas, Isitt and Young

On the main motion as amended:

That Council authorize the issuance of Temporary Use Permit with Variance Application No. 00005 for 2610 Rock Bay, in accordance with:

1. Plans date stamped September 22, 2017

2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:
 - i. reduce the parking requirements for retail from 1 stall per 37.5m² to 1 stall per 76m².
3. The Development Permit lapsing two years from the date of this resolution."
4. That the Temporary Use Permit be subject to the applicant agreeing to post publically that this is a Temporary Use Permit to lapse two years from the date of the public hearing, to the satisfaction of Director of Planning.

On the main motion as amended:

CARRIED 18/COTW

For: Mayor Helps, Councillors Alto, Coleman, Isitt, and Madoff
Against: Councillors Lucas, Thornton-Joe, and Young

4.3 Tax Incentive Permit Application No. 00028 for 727-729 Johnson Street (Downtown)

Committee received a report dated January 19, 2018, from the Director of Sustainable Planning and Community Development regarding recommendations for the application for a 10 year tax exemption under the City's Tax Incentive Program to assist with the rehabilitation of the heritage building located at 727-729 Johnson Street.

Motion: It was moved by Councillor Madoff, seconded by Councillor Alto, that Council instruct the City Solicitor to prepare a Tax Exemption Bylaw for 727-729 Johnson Street for 10 years, pursuant to Section 392 of the Local Government Act, subject to the building receiving Heritage Designation, with the following conditions:

1. That a covenant identifying the tax exemption be registered on the title to the property and any possible future strata titles.
2. That the final costs of seismic upgrading be verified by the Victoria Civic Heritage Trust.

Committee discussed:

- Ability to bring heritage value back into an altered property with proper improvements.

CARRIED UNANIMOUSLY 18/COTW

5. STAFF REPORTS

5.1 Revised Zoning Bylaw 2017

Committee received a report dated January 19, 2018, from the Director of Sustainable Planning and Community Development regarding recommendations for proposed amendments to Zoning Bylaw 2017 and that the Zoning Bylaw be reconsidered for second reading prior to public hearing.

Committee discussed:

- How minimum unit sizes factor into the Zoning Bylaw.

Motion: It was moved by Mayor Helps seconded by Councillor Lucas, that Council:

1. Rescind second reading of Zoning Bylaw 2017;
2. Direct staff to amend Zoning Bylaw 2017 as follows:
 - (a) In Section 1.1 of Part 1 (Administration), by:
 - (i) deleting subsection 17. in its entirety and replacing it with the following:

“17. The figure indicated in a column of section 3, Part 4 of this bylaw adjacent to the heading “**Height-Maximum**” is the maximum **Height** of any **Building** that may be constructed or erected in the relevant Height Area of the relevant zone shown on Schedule A to Part 6, for the Central Business District-2 Zone, or in the relevant zone, for all other zones.”,
 - (ii) deleting subsection 23. in its entirety and replacing it with the following:

“23. In this section,
“Permit” means a development permit, heritage alteration permit, development variance permit or temporary use permit

23.1 If a Permit has been issued for a development prior to the date of adoption of this bylaw and a subsequent complete application for a Permit is received for the same development, then provided that the subsequent application:

 - a. is for a Permit that has been delegated to the Director pursuant to the Land Use Procedures Bylaw, 2016,
 - b. is received within twenty-four (24) months of the date of adoption of this bylaw, and
 - c. is only for exterior changes or landscaping changes to the development,

the subsequent application shall be processed in accordance with the Zoning Regulation Bylaw No. 80-159.

23.2 If a Permit has been issued for a development prior to the date of adoption of this bylaw and a subsequent complete application for a building permit is received for the same development within twenty-four (24) months of the date of adoption of this bylaw, then if:

 - a. all alterations or differences in the development from the approved Permit were approved by subsequent Permit in accordance with section 23.1, or
 - b. there are no alterations or differences in the development from the approved Permit,

the building permit shall be processed in accordance with the Zoning Regulation Bylaw No. 80-159.

23.3 If a bylaw to amend the Zoning Regulation Bylaw No. 80-159 has been adopted for a property prior to the date of adoption of this bylaw, and a subsequent complete application for a building permit or business licence is received for the same property within twenty-four (24) months of the date of adoption of this bylaw, then the building permit or business licence shall be processed in accordance with the Zoning Regulation Bylaw No. 80-159.

- 23.4 If prior to the date of adoption of this bylaw, Council has moved a Permit application forward to a future Council meeting for an opportunity for public comment, then Council's motion is deemed to be amended to reflect the requirements of this bylaw and the Director is authorized to bring forward to Council at the opportunity for public comment a report accordingly, provided that:
- a. the opportunity for public comment takes place within twenty-four (24) months of the date of adoption of this bylaw,
 - b. there are no alterations or differences in the development from that considered at Council, with the exception of an increase in the number of vehicle or bicycle parking spaces being provided on the lot, and
 - c. the intent of the Council motion is unchanged.”;
- (b) In Section 1 of Part 2.1 (Administrative Definitions), by adding the following new definition after the definition for “Bicycle Parking, Short-Term”:
“Bonus Density of Development means the **Density of Development** that applies in accordance with section 482 of the Local Government Act if applicable conditions entitling an owner to a higher density are satisfied”;
- (c) In Section 1 of Part 2.2 (Use Definitions), by deleting the definition for **“Brew Pub, Distillery and Winery”** and replacing it with the following:
“Brew Pub (beer, spirits, wine) means facilities used for the consumption of beer, spirits, wine or other alcoholic beverages which are produced and manufactured on the premises, and which may be provided in combination with **Food and Beverage Service** or **Retail Trade**.”;
- (d) In Part 4.1 (Central Business District-1 Zone), Part 4.2 (Central Business District-2 Zone), and Part 4.4 (Old Town District-1 Zone) by:
- (i) deleting **“Brew Pub, Distillery and Winery”** as a permitted use in section 1.c and replacing it with **“Brew Pub (beer, spirits, wine)”**,
 - (ii) deleting subsection 1.1.c. and replacing it with the following:
 - c. i. The production and manufacturing area for a **Brew Pub (beer, spirits, wine)** must not be located above the **First Storey** and is not permitted within 6m of the wall of any **Building** that abuts a **Street** or pedestrian walkway, except where the **Brew Pub (beer, spirits, wine)** is provided in conjunction with **Retail Trade** or **Food and Beverage Service**.
 - ii. Not more than 35% of the **First Storey Floor Area** of a **Brew Pub (beer, spirits, wine)** may be used for the production and manufacturing of beer, spirits, wine or other alcoholic beverages.”;
- (e) In Part 4.1 (Central Business District-1 Zone) by:
- (i) deleting the row at subsection 3.a and replacing it with the following row:

a. Height – Maximum:	43.0m
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 - (ii) deleting the row at subsection 3.b,
 - (iii) renumbering the row at subsection 3.c as new subsection 3.b,
 - (iv) deleting subsection 4.b. ii. in its entirety and replacing it with the following:
 “ii. Exterior walls over 30.0m and up to 43.0m in **Height:** 6.0m”,
 - (v) deleting subsection 4.b. iii. in its entirety and renumbering the row at 4.b. iv. as new subsection 4.b. iii.”,
 - (vi) deleting the entire table in section 8. (Site Specific Regulations) and replacing it with the table contained in Attachment A of this report;

- (f) In Part 4.2 (Central Business District-2 Zone) by deleting the entire table in section 8. (Site Specific Regulations) and replacing it with the table contained in Attachment B of this report;
 - (g) In Part 4.3 (Mixed Use Residential District-1 Zone) by:
 - (i) inserting the following row as subsection 1.1.b. (Location and Siting of Uses):
 “b. A maximum 50% of the **Floor Area** may be used for non-**Residential** uses.”,
 - (ii) deleting subsection 2.b. in its entirety;
 - (h) In Part 4.4 (Old Town District-1 Zone) by deleting the entire table in subsection 8. (Site Specific Regulations) and replacing it with the table contained in Attachment C of this report; and
 - (i) In Part 6. (Schedules) by revising the title of Schedule A to read: “**Schedule A - CBD - 2 Zone Height Area Map**”.
3. Direct Staff to bring forward the revised Zoning Bylaw 2017 for Council's consideration of second reading prior to a public hearing.

Committee discussed:

- Concerns with the number of issues still contained within the document.
- The potential height limits of buildings within the Old town.
- Concerns with the allowance of exterior hallways.
- Examples of a 'destination zone'.

Motion to refer:

It was moved by Councillor Isitt, seconded by Councillor Thornton-Joe

1. That the matter be referred to staff, to consider and respond to issues raised in correspondence from the Downtown Residents Association, including possible amendments to the draft Zoning Bylaw, and report back to Council.
2. That particular consideration be given to maintaining opportunities for public input and public oversight of development and land use changes particularly in old town.
3. And that staff move forward with developing language for inclusion in the Zoning Bylaw to ensure that the 32 square-metre minimum unit size for residential property applies to all new residential units in the Downtown.

Amendment:

It was moved by Mayor Helps, seconded by Councillor Young, that the motion to refer be amended as follows:

1. That the matter be referred to staff, to consider and respond to the **parking requirements, the exterior egress issue, and the incompatible uses.** ~~issues raised in correspondence from the Downtown Residents Association, including possible amendments to the draft Zoning Bylaw, and report back to Council.~~
2. That particular consideration be given to maintaining opportunities for public input and public oversight of development and land use changes particularly in old town.
3. And that staff move forward with developing language for inclusion in the Zoning Bylaw to ensure that the 32 square-metre minimum unit size for residential property applies to all new residential units in the Downtown.

On the amendment:
DEFEATED 18/COTW

For Mayor Helps, Councillor Lucas, and Young
Against: Councillor Alto, Coleman, Isitt, Madoff, and Thornton-Joe

Amendment:

It was moved by Mayor Helps, seconded by Councillor Isitt, that the Motion to refer be amended as follows:

1. That the matter be referred to staff, to consider and respond to issues raised in correspondence from the Downtown Residents Association, including possible amendments to the draft Zoning Bylaw, and report back to Council.
2. ~~That particular consideration be given to maintaining opportunities for public input and public oversight of development and land use changes particularly in old town.~~ **that staff consider amending the Land Use Procedure Bylaw to add transparency by providing notice of a Development Permit application to adjoining property owners (and CALUCs) at the beginning of the process.**
3. And that staff move forward with developing language for inclusion in the Zoning Bylaw to ensure that the 32 square-metre minimum unit size for residential property applies to all new residential units in the Downtown.

On the amendment:
CARRIED UNANIMOUSLY 18/COTW

Amendment:

It was moved by Mayor Helps, seconded by Councillor Young, that the Motion to refer be amended as follows:

1. That the matter be referred to staff, to consider and respond to issues raised in correspondence from the Downtown Residents Association, including possible amendments to the draft Zoning Bylaw, and report back to Council.
2. That staff consider amending the Land Use Procedure Bylaw to add transparency by providing notice of a Development Permit application to adjoining property owners (and CALUCs) at the beginning of the process.
3. ~~And that staff move forward with developing language for inclusion in the Zoning Bylaw to ensure that the 32 square-metre minimum unit size for residential property applies to all new residential units in the Downtown.~~

Councillor Isitt requested that the third bullet remain with some additional language.

Amendment to the amendment:

It was moved by Councillor Isitt, that the Motion to refer be further amended as follows:

1. That the matter be referred to staff, to consider and respond to issues raised in correspondence from the Downtown Residents Association, including possible amendments to the draft Zoning Bylaw, and report back to Council.

2. That staff consider amending the Land Use Procedure Bylaw to add transparency by providing notice of a Development Permit application to adjoining property owners (and CALUCs) at the beginning of the process.
3. And that staff move forward with developing language for inclusion in the Zoning Bylaw to ensure that the 32 square-metre minimum unit size for residential property applies to all new residential units in the Downtown **to be incorporated in to the zoning bylaw as soon as possible.**

On the amendment to the amendment:

Failed due to no seconder 18/COTW

On the amendment:

CARRIED 18/COTW

For: Mayor Helps, Councillor Alto, Coleman, Lucas, Madoff, and Young
Against: Councillors Isitt and Thornton-Joe

Motion to refer:

1. That the matter be referred to staff, to consider and respond to issues raised in correspondence from the Downtown Residents Association, including possible amendments to the draft Zoning Bylaw, and report back to Council.
2. That staff consider amending the Land Use Procedure Bylaw to add transparency by providing notice of a Development Permit application to adjoining property owners (and CALUCs) at the beginning of the process.

On the amended motion to refer:

CARRIED 18/COTW

For: Mayor Helps, Councillors Alto, Coleman, Isitt, Madoff, and Thornton-Joe
Against: Councillors Lucas and Young

Councillor Thornton-Joe withdrew from the meeting at 10:59 am

6. NEW BUSINESS

6.1 Proposed Amendment to FCM Motion re: Encouraging the Residential Use of Housing

Committee received a Council member motion dated January 26, 2018, from Mayor Helps regarding recommendations for the amendment of the FCM motion brought forward to the September 2017 UBCM convention.

Committee discussed:

- How the request for the amendment was received.

Councillor Thornton-Joe returned to the meeting at 11:01 am

Motion: It was moved by Mayor Helps, seconded by Councillor Coleman, that Council endorse the motion as presented in Appendix A and forward it to FCM for consideration at their March board meeting.

CARRIED UNANIMOUSLY 18/COTW

An additional motion was put forward by Councillor Madoff with respect to the Revised Zoning Bylaw 2017.

Motion: It was moved by Councillor Madoff, seconded by Councillor Coleman, that Council request staff to examine and report back on notification opportunities for the public to address Council on applications such as Development Permits, Development Permits with Variances, and Development Variance Permits.

CARRIED UNANIMOUSLY 18/COTW

7. ADJOURNMENT

Motion: It was moved by Councillor Alto, seconded by Councillor Coleman, that the Committee of the Whole meeting of February 1, 2018, be adjourned at 11:08am.

CARRIED UNANIMOUSLY 18/COTW

CERTIFIED CORRECT:

CITY CLERK

MAYOR



Committee of the Whole Report

For the Meeting of February 15, 2018

To: Committee of the Whole
From: Jocelyn Jenkyns, A/City Manager
Subject: 2018 Operational Plan

Date: February 9, 2018

RECOMMENDATION

That Council receive this report for information.

EXECUTIVE SUMMARY

The purpose of this report is to provide the 2018 Operational Plan which will form the basis for Quarterly Progress Reports this year.

The Operational Plan contained in Attachment A is a compilation of all major projects and initiatives contained in the 2015-2018 Strategic Plan as approved in on January 25, 2018 and the approved 2018 Financial Plan as of January 11, 2018. These key initiatives reflect the project related work of departments across all areas of the organization, including transportation and neighbourhood planning, park and open space enhancements, economic development and policy. The Operational Plan also includes some projects that have carried forward from 2017.

Similar to 2017, the project listing also includes capital projects that are highly visible to the public, such as the Belleville Street improvements, Dallas Road Seawall rehabilitation, the Gate of Harmonious Interest Design and Funding Strategy, and the Wharf Street revitalization project. Large scale capital projects, such as the Johnston Street Bridge and Crystal Pool and Wellness Centre replacement project are also included in the operational plan and will continue to provide separate, more comprehensive updates to Council on a quarterly basis.

New in 2018, the application of the Project Management Framework is being expanded to include major capital programs, including:

- Sewer
- Waterworks
- Stormwater
- Local and Major Street Rehabilitation
- Pedestrian Master Plan
- Vehicle and Heavy Equipment Replacement

The inclusion of these programs to the operational workplan and resulting public quarterly reporting is intended to provide greater transparency and visibility on capital spending. The inclusion of these programs will capture approximately 70% of the capital budget (compared to approximately 10% in

2017) within the quarterly report dashboard. The quarterly budget update will also continue to be provided to capture 100% of the capital budget by department.

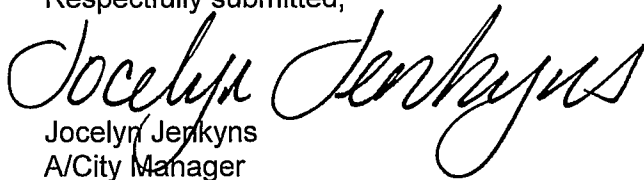
All new staff resources approved within the 2018 Financial Plan have been fully allocated and project management and program plans have been developed or are in development with completion by the end of Q1. Should new priorities or projects be added through the year, staff will identify options for Council consideration on which projects could be scaled down in scope or delayed to future years to accommodate new priorities.

In addition to the initiatives listed in Attachment A, a number of internal facing corporate initiatives are underway to improve operational effectiveness and efficiency, such as a corporate learning needs assessment, records management, and technology improvements. As these internal facing projects are completed, they will be included within the highlights and accomplishments section of the quarterly reports for Council information.

CONCLUSIONS

The City of Victoria continues to be committed to transparency and accountability in delivering program and services to residents, visitors and businesses. Staff continue to look at opportunities to find efficiencies in deliver programs and services more efficiently and effectively to ensure value for tax dollars.

Respectfully submitted,



Jocelyn Jenkyns
A/City Manager

List of Attachments

A. 2018 Operational Plan Key Initiatives and Major Capital Programs

Attachment A: 2018 Operational Plan Key Initiatives and Major Capital Programs

The following document provides a summary of the City of Victoria's key initiatives and major capital programs that will be included in the 2018 quarterly reports, in addition to major accomplishments and metrics. The key initiatives are the projects contained in the 2015-2018 Strategic Plan that are carrying forward from 2017 and/or will begin in 2018. Timelines for major milestones are delineated below.

Also included in the table below are major capital programs that will be included in the quarterly reports. Given the number of projects undertaken each quarter in these programs, milestones are not included in the table as they are listed in the approved 2018-2022 Financial Plan. The quarterly reports will provide highlights of the projects completed or experiencing challenges in each of the capital program areas listed below.

2018 Operational Plan Key Initiatives and Major Capital Programs					
Initiative	Description	Q1*	Q2*	Q3*	Q4*
1. Innovate and Lead					
Open Government Data Portal	Launch a tool to provide better access and usability to the City's open data information for all citizens.	Complete			
Bylaw and Licensing Service Review	A project to review the mandate, functions and operations of the Bylaw Division to identify improvements to service efficiency and effectiveness.	Scope	Develop detailed project plan		
Vehicle and Heavy Equipment Replacement	This capital program funds the on-going replacement of vehicle and heavy equipment.	C	C	C	C
2. Engage and Empower the Community					
Neighbourhoods Advisor Program	Introduce initiatives to further involve residents in community development.	Restructure neighbourhood webpages Facilitate neighbourhood ideas block party			

* The letter 'C' indicates this is a Capital Program and deliverables are described in the 2018-2022 Financial Plan.

Attachment A: 2018 Operational Plan Key Initiatives and Major Capital Programs

2018 Operational Plan Key Initiatives and Major Capital Programs					
Initiative	Description	Q1*	Q2*	Q3*	Q4*
Engagement Summit	The second annual Engagement Summit, themed 'One City, Many Voices' includes City staff, panelists and 60 participants to explore ways to engaging people from different experiences, backgrounds, neighbourhoods and age groups in decision-making.	Engagement Summit			
Participatory Budgeting	Complete and evaluate the 2017 Participatory Budgeting Initiative which provides community members with an opportunity to directly decide how to spend part of a public budget.		Report to Council on first participatory budgeting process, lessons learned, and options for Council's future consideration		
3. Strive for Excellence in Land Use Planning					
Local Area Planning	Project to prepare 10 Neighbourhood plans over an accelerated period. In 2018, new plans for Fairfield, Gonzales and Vic West neighbourhoods will be completed, and new neighbourhood plans will commence for North Park, Fernwood, Rockland and Jubilee.	Gonzales Plan approval. Begin project planning for next neighbourhood plans	Vic West and Fairfield Plan approvals		
Heritage Conservation Initiatives	Project to establish new approaches for adding properties to the Heritage Register and a process for citizen-initiated Heritage Conservation Areas.	Urban Designer – Heritage position recruitment		Approach to Council	
Downtown Core Area Plan – Five Year Review	Project to update the Downtown Core Area Plan as part of adaptive management focused on a review of commercial policies and design guidelines	Engagement	Updated Old Town design guidelines to Council	Report to Council	

* The letter 'C' indicates this is a Capital Program and deliverables are described in the 2018-2022 Financial Plan.

Attachment A: 2018 Operational Plan Key Initiatives and Major Capital Programs

2018 Operational Plan Key Initiatives and Major Capital Programs					
Initiative	Description	Q1*	Q2*	Q3*	Q4*
4. Build the Financial Capacity of the Organization					
Real Estate Strategic Plan	Develop a Strategic Real Estate land acquisition, management and disposal strategy linked to inform the City's long term capital planning process and to thereby ensure the City is positioned to leverage its real estate portfolio for broader civic purposes (e.g. triple bottom line) as well as positioned The City to achieve future goals efficiently and effectively.	RFP for Consulting Services, Project Plan and Goals Development	Stakeholder engagement, review of City departments' master plans to establish land requirements and gap analysis to existing inventory	Development of Strategic Framework guiding acquisition and sale priorities, reserve development and capital planning	Council workshop and consultation; Report to Council
5. Create Prosperity Through Economic Development					
Business Hub	This Program streamlines business and development processes, identify and advise on how to reduce red tape, provide connections to business resources and overall to make it easier for entrepreneurs, businesses, investors to do business in Victoria.	Small Business BC Awards	10 to Watch Business Awards, VIATEC Business Awards, Chamber Business Awards		EcoStar Business Awards, Black Press Women in Business Awards
City Studio	CityStudio Victoria is an innovation hub where City staff, post-secondary students and community members co-create, design and launch projects.	UVic-Urban Mobility, UDI-Master of Community Planning, Yates St. Community Garden, Cascadia Collaborative-		Develop a longer term business plan and funding model with post-secondary partners	

* The letter 'C' indicates this is a Capital Program and deliverables are described in the 2018-2022 Financial Plan.

Attachment A: 2018 Operational Plan Key Initiatives and Major Capital Programs

2018 Operational Plan Key Initiatives and Major Capital Programs					
Initiative	Description	Q1*	Q2*	Q3*	Q4*
		Emerging Green Builders			
Trade Missions	Plan and deliver trade missions based on economic indicators, strategic partnerships and alignment with our economic action plan that will garner the strongest return.	NACO Western Regional Angel Summit			
World Junior Hockey Championships	Co-host the 2019 World Junior Hockey Championship Tournament (December 26, 2018 – January 5, 2019).			Pre-event community activations	Co-host event
6. Make Victoria More Affordable					
Housing Strategy Implementation	The Victoria Housing Strategy contains 25 actions to increase housing supply, encourage diversity and build awareness for affordable housing, to be implemented from 2016 to 2019.	Draft Inclusionary Housing approach to Council	Market Rental Revitalization Study (MaRRS) strategies and incentives, including Standards of Maintenance Bylaw and Tenant Relocation Policy to Council		
7. Facilitate Social Inclusion and Community Wellness					
Inclusionary Policy	Development of a Trans, Non-binary and Two-Spirit inclusion policy to ensure City facilities and services are more inclusive.	Release RFP to hire a consultant to scope the work required			

* The letter 'C' indicates this is a Capital Program and deliverables are described in the 2018-2022 Financial Plan.

Attachment A: 2018 Operational Plan Key Initiatives and Major Capital Programs

2018 Operational Plan Key Initiatives and Major Capital Programs					
Initiative	Description	Q1*	Q2*	Q3*	Q4*
Social Procurement	Participate in a Social Procurement Hub pilot project coordinated by the AVICC, pending commitment from six other municipalities.	Develop draft project plan to scope future required City resources.			
Crystal Pool and Wellness Centre Replacement Project	Develop a plan for replacement of the Crystal Pool and Wellness Centre.	Quarterly Report to Council	Quarterly Report to Council	Quarterly Report to Council to provide update on funding strategy and potential referendum	Quarterly Report to Council
Youth Strategy	Implement the Youth Strategy that was approved in 2017.	Prioritize projects for 2018; plan pilot projects with SD61	Launch Pilot Projects with SD61; ongoing training for internal staff on youth engagement techniques	Complete youth space needs assessment on functional considerations	Annual evaluation and reporting
8. Enhance and Steward Public Spaces, Green Spaces and Food Systems					
Cecilia Park Improvement Plan	Design and construct park improvements on newly acquired lands at Cecelia Ravine Park.	Council Report on Recommended Plan		Start Construction	Complete Construction
Gate of Harmonious Interest	To plan and design a new, more resilient roof system (tile and wood substructure) that will look similar to the existing Gate roof. To be constructed in 2019.		Hire position to coordinate design and project plan		Complete Construction Scoping/ Planning

* The letter 'C' indicates this is a Capital Program and deliverables are described in the 2018-2022 Financial Plan.

Attachment A: 2018 Operational Plan Key Initiatives and Major Capital Programs

2018 Operational Plan Key Initiatives and Major Capital Programs					
Initiative	Description	Q1*	Q2*	Q3*	Q4*
Wharf Street Rehabilitation	Develop and implement a comprehensive streetscape for Wharf Street between Pandora Avenue and Government Street/Humboldt Street. The project includes enhanced pedestrian and cyclist amenities, and landscaping. The project is in Phase 1 of the Bike Network implementation plan.			Start Construction	
Parks Condition Assessment	Inspect and rate condition of park landscape and infrastructure assets to inform future work planning priorities.	Plan	Procure		Complete
Summit Park Playground	Design and construct playground upgrades at Summit Park.	Public Engagement	Start Construction	Complete Construction	
Topaz Park Improvement Plan	Development of an improvement plan for Topaz Park.	Public Engagement	Report to Council		
Waterfront Pathway and Public Realm	Provide a pedestrian connection underneath the new Johnson Street bridge, between the Janion Plaza and the Northern Junk Plaza. Implement the Council-approved concept designs for the public realm areas.	Future milestones being determined; to be added to Q1 Report			
Ship Point Master Plan	Prepare a master plan to guide redevelopment of Ship Point, including an implementation strategy and detailed design.	Pier assessment report to Council	Master Plan, including implementation strategy to Council		
Centennial Square Action Plan	Project to set priorities and timelines for short-term improvements to Centennial Square and provide a framework for long-term planning.		Stakeholder engagement		Draft actions and priorities to Council

* The letter 'C' indicates this is a Capital Program and deliverables are described in the 2018-2022 Financial Plan.

Attachment A: 2018 Operational Plan Key Initiatives and Major Capital Programs

2018 Operational Plan Key Initiatives and Major Capital Programs					
Initiative	Description	Q1*	Q2*	Q3*	Q4*
Visual Victoria	Project to implement the Council-approved Wayfinding Strategy through fabrication and installation of signs in key areas (phase I).	Installation of blade signs along Harbour Pathway (Steam Ship Terminal to Johnson Street Bridge)	Installation of pylon and blade signs Downtown		
9. Complete a Multi-Modal and Active Transportation Network					
Dallas Road Seawall	Continue repairs on the existing seawall, to provide a sound structure that protects the existing road, sidewalk and underground utilities on Dallas Road between Dock Street and Lewis Street.				Complete
Belleville Street Improvements	"Complete Street" improvements to Belleville Street between Oswego Street and Menzies Street, an important gateway to the City and a key section of the City's Harbour Pathway.		Complete		
Sustainable Mobility Strategy	A transportation strategy that will establish sustainable transportation standards, management frameworks, priority action plans, and meaningful performance targets, and will be supported by a series of information and tools.		Complete		
Johnson Street Bridge Replacement	Replacement of the Johnson Street Bridge.		Complete		
Point Ellice Bridge Rehabilitation	Complete 2017 design work, start repairs/rehabilitation of existing structure, including road resurfacing and repainting the steel structure. Project completion in Q1 2019.		Complete Design	Start Repairs/Rehabilitation	

* The letter 'C' indicates this is a Capital Program and deliverables are described in the 2018-2022 Financial Plan.

Attachment A: 2018 Operational Plan Key Initiatives and Major Capital Programs

2018 Operational Plan Key Initiatives and Major Capital Programs					
Initiative	Description	Q1*	Q2*	Q3*	Q4*
Pedestrian Master Plan	Install new or upgrade approximately 500 metres of sidewalk and pedestrian amenities annually.	C	C	C	C
Bike Master Plan	The first phase of cycling network implementation includes 5.4 km of All Ages and Abilities routes in the downtown core by the end of 2018.	C	C	C	C
Major Street Rehabilitation	Rehabilitate or resurface annually approximately 0.5km of the approximately 100 km of existing arterial, collector and downtown roadways.	C	C	C	C
Minor Street Rehabilitation	Rehabilitate or resurface annually approximately 1 km of 160 km of existing local roadways.	C	C	C	C
Accessibility Framework	Develop an Accessibly Framework to guide improvements to facilities and public spaces.	Issue RFP			Complete
David Foster Harbour Pathway	Establish new connections and enhance or upgrade existing segments of the David Foster Harbour Pathway. Renew the 2008 Harbour Pathway Plan and develop an associated Five Year Capital Priority Strategy to support pathway completion.	Complete underpass design. Scope for Harbour Pathway Plan update and proposed 2018 User Enhancements to Council	Complete underpass construction; Draft Pathways Inspections & Maintenance Policy to Council; Engage on draft Harbour Pathway Plan	Updated Pathway Plan to Council; Complete Mermaid Wharf upgrades and 2018 User Enhancements; Complete design for upgrades at F1/F2/F3 lands	

* The letter 'C' indicates this is a Capital Program and deliverables are described in the 2018-2022 Financial Plan.

Attachment A: 2018 Operational Plan Key Initiatives and Major Capital Programs

2018 Operational Plan Key Initiatives and Major Capital Programs					
Initiative	Description	Q1*	Q2*	Q3*	Q4*
10. Nurture Our Arts, Culture and Learning Capital					
Create Victoria Master Plan Implementation	Create Victoria Arts and Culture Master Plan aligns ideas, people, and resources around a shared vision and a set of goals, strategies and actions to realize Victoria's creative potential and guide investment over the next five years.	Revised Public Art Policy Adopted	Info Session: Special Event City Services	Mural Toolkit Complete	Vacant Storefront Project Launch Continue to explore Creative Hub at 28 Bastion Square
11. Steward Water Systems and Waste Streams Responsibly					
Waste Reduction Strategy	An in-depth study of available options and strategies for reduction of corporate, municipal and regional solid waste.	Engage and Educate	Engage and Educate	Plastic Bag Bylaw Implementation	
Sewer System Upgrades	Major upgrades to the sewer system to add capacity and optimize the system.	C	C	C	C
Sewer Main Replacement	Replacement or rehabilitation of sanitary sewer mains having system deficiencies or end of service life.	C	C	C	C
Waterworks Main Replacement	Replacement or rehabilitation of water mains having system deficiencies or end of service life.	C	C	C	C
Stormwater Main Replacement	Replacement or rehabilitation of stormwater mains having system deficiencies or end of service life.	C	C	C	C
Stormwater Brick Main Replacement	Rehabilitation of brick stormwater mains having system deficiencies or end of service life.	C	C	C	C

* The letter 'C' indicates this is a Capital Program and deliverables are described in the 2018-2022 Financial Plan.

Attachment A: 2018 Operational Plan Key Initiatives and Major Capital Programs

2018 Operational Plan Key Initiatives and Major Capital Programs					
Initiative	Description	Q1*	Q2*	Q3*	Q4*
12. Take Climate Action and Plan for Emergencies					
Climate Leadership Plan	Public engagement on draft Climate Leadership Plan (CLP). Continue climate action modelling and economic assessment and develop final plan. Implement 2018 action items.	CLP engagement commences	Final CLP to Council Step code implementation		
Fire Hall #1 Replacement	Replace Fire Hall #1.	Finalize approach and provide public report on next steps (March 2018)			
Emergency Management Program Renewal	Update the Emergency Plan and staff training and exercise program. Enhanced public education and empowering citizens to building community resilience. Volunteer recruitment and training. Continued development of Regional partnerships and initiatives.	Present updated Emergency Plan to Council			

* The letter 'C' indicates this is a Capital Program and deliverables are described in the 2018-2022 Financial Plan.

2018 Operational Plan

Presentation to the Committee of the Whole

February 15, 2018



2018 Operational Plan

Major projects and initiatives that
will form the basis for quarterly
reporting contained in:

- 2015-2018 Strategic Plan
(amended January 25)
- 2018-2022 Financial Plan
(approved January 11)



2018 Operational Plan

Work Plan Scope

Key Initiatives

- Neighbourhood Planning
- Park and Open Space enhancements
- Economic Development
- Policy Development
- Transportation
- Capital Projects

Major Capital Programs

- Sewer
- Waterworks
- Stormwater
- Local and Major Street Rehab
- Pedestrian Master Plan
- Bicycle Master Plan
- Vehicle and Heavy Equipment Replacement

The Project Management Framework has been applied to define the scope of projects/programs through the development of plans; completion of all plans by end of Q1 2018.



2018 Operational Plan

Quarterly Reporting – Key Initiatives

- Similar dashboard approach as 2017 key initiatives
- Milestones declared quarterly rather than monthly
- Narratives on challenges continue to be provided



Initiative	Description	Q1*	Q2*	Q3*	Q4*	Status
1. Innovate and Lead						
Open Government Data Portal	Launch a tool to provide better access and usability to the City's open data information for all citizens.	Complete				●
Bylaw and Licensing Service Review	A project to review the mandate, functions and operations to of the Bylaw Division to identify improvements to service efficiency and effectiveness.	Scope	Develop detailed project plan			●
Vehicle and Heavy Equipment Replacement	This capital program funds the on-going replacement of vehicle and heavy equipment.	C	C	C	C	●

2017 Key Initiative	Challenge Details	Additional Mitigation Strategies or Comments
Sustainable Transportation Strategy	Project delayed due to staffing changes.	
Social Procurement	Final report delayed to 2018.	New project plan for 2018 under development.



2018 Operational Plan

Quarterly Reporting – Capital

- Narratives on progress toward achieving deliverables noted in the financial plan to be provided.
- Continued separate and more comprehensive quarterly reports for major capital projects:
 - Johnson Street Bridge
 - Crystal Pool and Wellness Centre
 - Fire Hall #1

Expansion of performance metrics to continue through 2018

[illegible]

Recommendation

That Council receive this report for information.



Committee of the Whole Report For the Meeting of February 15, 2018

To: Committee of the Whole **Date:** February 4, 2018
From: Jocelyn Jenkyns, A/City Manager
Subject: Fourth Quarter Operational Plan Progress Report

RECOMMENDATION

That Council receive this report for information.

EXECUTIVE SUMMARY

The following report and attachments detail the City of Victoria's activities and accomplishments on major projects, initiatives, and services contained in the 2015-2018 Strategic Plan and the 2017 Financial Plan during the period of October 1 to December 31, 2017.

Highlights

Major accomplishments to deliver on the 2015-2018 Strategic Plan are contained in Attachment A (Q3 Operational Plan Progress Report). Highlights include:

- The City and the International Brotherhood of Electrical Workers Local 230 successfully negotiated a renewal of their collective agreement for a four-year term for the period January 1, 2017 to December 31, 2020.
- The Downtown Public Realm Plan was adopted by Council; the plan establishes a renewed vision, design framework and set of principles, strategies and standards for ensuring a unique, walkable, high-quality environment for public space and streetscape improvements.
- A new Development Summit Action Plan was approved based on the 4th annual development summit held in July 2017 in the form of a workshop. The plan includes focused actions to improve processes related to building, electrical and plumbing permits, the engineering plan review stage and the building construction and completion process.
- Public realm waterfront concept designs and a funding strategy were approved for public areas surrounding the new Johnson Street Bridge on both the west and east sides, and a setting for a public art installation is currently in progress by the City's Artist and Indigenous Artist in Residence.
- Consultation on the 2018 Draft Financial Plan included an online survey and an interactive Town Hall. Online information materials were designed to make the budget easy to understand and access.

- The City of Victoria received the Distinguished Budget Presentation Award from the Government Financial Officers Association (GFOA) for the 2017-2021 Financial Plan.
- The Business Hub hosted the *Small Business Information Session* with over 100 attendees.
- Home Occupation Bylaw changes to increase home based business licences from one to three were approved to support economic development.
- A Victoria Housing Reserve Fund grant was approved for Pacifica Housing in the amount of \$500,000 to assist in the retention of 62 units of no/low income housing at the Fairfield Hotel at 1601-1609 Douglas Street.
- Progress on the Market Rental Revitalization Study project was presented to Council in November and included recommendations to proceed with preparing a new Standards of Maintenance Bylaw and Tenant Relocation Policy to support rental tenant stability within the City's authority.
- Close to 1000 stakeholders provided feedback over a four-week period on emerging concepts developed for the Cook, Wharf and Humboldt Street bike lanes. Engagement opportunities included on-street pop-up events, door-to-door meetings, walking tours, public open houses, an online survey, and one-on-one meetings and group presentations.
- Work on the City's second protected bike lane project began on Fort Street, between Wharf Street and Cook Street. Work over the three months focussed on improvements between Blanshard Street and Cook Street.
- Construction of "Complete Street" improvements on Belleville Street between Oswego Street and Menzies Street started in October. City crews constructed new curb, gutter and sidewalks on the block, and started work on the planned Inner Harbour plaza improvements (near the Belleville/Menzies intersection).
- Council participated in a Create Victoria Arts and Culture Plan Workshop, including an economic impact assessment of the arts and culture sector. The Master Plan was adopted by City Council in December.
- Artist in Residence Luke Ramsey coordinated the painting of a large community mural with the following artists and partners: James Kirkpatrick, Tyler Keeton Robbins, Charlie Walker, Kristofer Ray, Ian George, Kay Gallivan, Jesse Campbell, Ali Khan, Sarah Jim, the North Park Community Association, and the owners of WIN, Squash Club and Logan's.
- Indigenous Artist in Residence, Lindsay Delaronde lead three, 3-hour workshops with Members of Council and City Leadership. "Walking in empathy" was a moccasin workshop that brings meaning of story, empathy and creativity together.
- Council passed the proposed Checkout Bag Regulation Bylaw and will consider it for adoption at the January 11, 2018, Council meeting. Informed by input from local businesses, the new bylaw will take effect July 1, 2018.
- 2017 Fire Prevention Week's theme was "Every Second Counts, Plan Two Ways Out", which emphasized the importance of having a home fire escape plan, ensuring you have

two ways out and that you practise your plan regularly. The week included the opening ceremony at City hall followed by fire drills and fire safety messaging to 15 schools and approximately 4000 students and teachers.

- The draft Climate Leadership Plan was presented to Council for approval as a draft for public comment. The Climate Leadership Plan is the City's action plan to reduce greenhouse gases by 80% before 2050, and transition to a future powered by renewable fuels.

Trends and Performance Metrics

The last quarter of 2017 continued to see an increase in activity throughout the region, which in turn has had an impact on select areas of City operations. These impacts included, but not limited to:

- The total volume of applications received through Development Services was 12% higher than 2016.
- Construction Permit Values (residential, commercial, industrial and government) continued an upward trend and by November of 2017, had surpassed 2016 values by 20%.
- The number of engagement activities in 2017 (179) was almost double the number of activities in 2016 and 2015 (82 and 83 respectively).
- At the end 2017, the number of parkade transactions and ParkVictoria transactions increased from 2016 by 7% and 45% respectively. On-Street parking transactions experienced a slight decline of 3.5% year over year.
- Inquires at the Business Hub increased by approximately 20% over 2016.
- The Victoria Conference Centre saw a slight increase of 2000 delegate days in over the previous year.
- The Fire Department has experienced a growth in requests for emergency response for service in 2017, with 8,064 incidents in comparison to 7,602 incidents in 2016.
- Vic-Alert, the City of Victoria's Emergency Notification System, has continued to experience great success since its introduction in Q2 2017. At the end of Q4, Vic-Alert had over 6,604 subscribers; an increase of over 1,300 subscriber since Q3.

Project Tracking

At the end of 2017, the status of the 92 major projects included in the 2017 Operational Plan were:

- 38 complete
- 27 on track
- 24 projects experiencing challenges
- 3 cancelled/inactive

A few projects that were underway in 2017 are carrying forward to early 2018 for completion, including, but not limited to: engagement roadmap, Belleville Street Improvements, and the Open Government Data Portal. These projects are included in the 2018 Operational Plan. For those projects that are experiencing challenges, project plans are under review to assess potential shifts

in schedules and declaration of major milestones in future years. An explanation of the challenges for individual initiatives and projects is contained in Attachment A.

Grant Program Update

The Grant Summary contained in Attachment B provides an overview of grant application activity across City departments. At the end of Q4, eight grant applications were pending award decision and applications for seven grants programs were under development, which could provide additional financial support in the areas of new cycling infrastructure, replacement of the Crystal Pool and emergency operations. Other areas that were under assessment for newly announced opportunities in the areas of emergency preparedness, asset management, community health and electric vehicle infrastructure was also underway.

Council Motions Forwarded to this Quarterly Report

Attached to this report, in response to Council motions, are the Parks Regulation Bylaw and Animal Responsibility Bylaw reports in Attachments C and D respectively for Council consideration. The VicPD Q4 Report and presentation are contained in Attachments E and F for information.

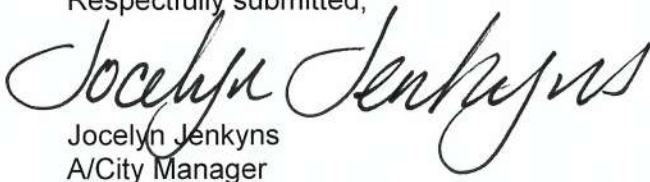
CONCLUSIONS

Similar to previous years, a Budget Update is not included in the Fourth Quarter Report. Instead, this information will be provided through the Year End Audited Financial Statements that will be provided to Council in April 2018.

Looking toward 2018, the inclusion of quarterly reporting of deliverables for major capital programs will be included in the 2018 Operational Plan and future quarterly reports to provide more transparency of the activities of City operations for Council and citizens. Work on inclusion of additional performance metrics in operational areas for reporting to demonstrate changing service demands across City departments is on-going.

The City of Victoria remains committed to transparency and accountability through the provision of quarterly reports to ensure that citizens receive value for tax dollars.

Respectfully submitted,



Jocelyn Jenkyns
A/City Manager

List of Attachments

- A. Q4 Operational Plan Progress Report
- B. Grant Program Update
- C. Parks Regulation Bylaw
- D. Animal Responsibility Bylaws
- E. Victoria Police Department Q4 Report
- F. Victoria Police Department Q4 Presentation
- G. Q4 Operational Progress Report Presentation

Attachment A: Q4 Operational Plan Progress Report

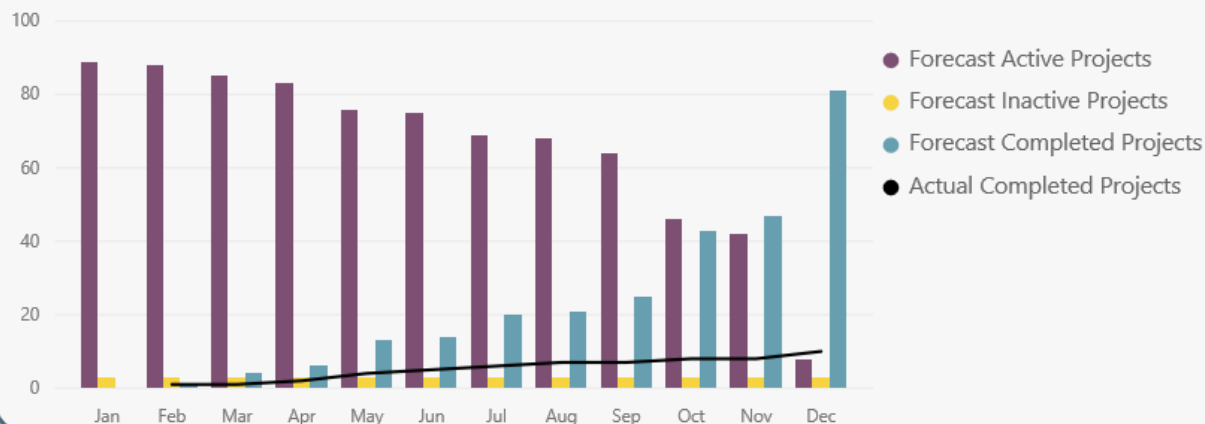
Legend: ● On Track ● Some Challenges ● Major Challenges ● Complete ● Inactive



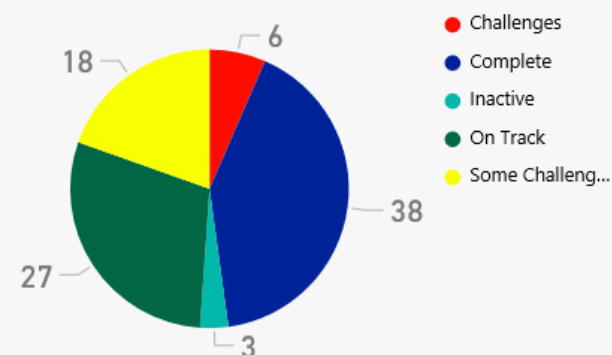
Operational Plan - Key Initiatives

As of Dec 2017

Project Completion



Projects by Status



City Projects

92

Active Projects

51

Completed Projects

38

- ☐ Build the Financial Capacity of the Organization
- ☐ Complete a Multi-Modal and Active Transportation Net...
- ☐ Create Prosperity through Economic Development
- ☐ Demonstrate Regional Leadership
- ☐ Engage and Empower the Community
- ☐ Enhance and Steward Public Spaces, Green Spaces and...
- ☐ Facilitate Social Inclusion and Community Wellness
- ☐ Innovate and Lead
- ☐ Make Victoria More Affordable

Attachment A: Q4 Operational Plan Progress Report

Legend:

On Track

Some Challenges

Major Challenges

Complete

Inactive

STRATEGIC OBJECTIVE #1: INNOVATE AND LEAD

- The City and the International Brotherhood of Electrical Workers Local 230 successfully negotiated a renewal of their collective agreement for a four-year term for the period January 1, 2017 to December 31, 2020. Terms of the agreement include wage increases of 2% on January 1, 2018, 2% on January 1, 2019 and 2% on January 1, 2020. The agreement represents the first independently negotiated collective agreement between the parties in more than 40 years.
- In celebration of the 50th anniversary of the City’s Archives, a historical display was installed in City Hall.
- Through the implementation of new software, the fire fighter recruitment process experienced increased efficiencies related to candidate selection and notification.
- To end one of the busiest years ever, Council reviewed a record 2778 page long agenda at the December 14 Committee of the Whole meeting.








Work Days Lost due to Injury




Year	Work Day Lost (Year of Injury)	Work Day Lost (Injury Incurred in Prior Year)	Time Loss Claims
2012	1936	667	~80
2013	1730	450	~70
2014	1115	489	~50
2015	1011	96	~52
2016	687	205	~48
2017	802	232	~45

Work hours lost due to injury is higher in 2017 due to an increase in the WorkSafeBC claim durations although the number of time loss claims decreased from 2016. (Source: WorkSafeBC)

Attachment A: Q4 Operational Plan Progress Report

Legend:  On Track  Some Challenges  Major Challenges  Complete  Inactive

Objective #1: Innovate and Lead													
Initiative	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Status
Vision and Values									Report to Council	On-going support			
Lessons Learned Policy			Report to Council										
Songhees and Esquimalt Nation Meetings										Meeting			
Technology Improvements			Improved Fee Slip Report	Electrical Permits in Development	Digital Markup Live			Online Electrical Permit	Plumbing Permit in Dev Tracker			Online Plumbing Permit	
Bylaw and Licensing Service Review												Report to Council	
Archived Material Digitization							Phase One Live on Website						
Records Management System						Hire Records Management Coordinator							

Key Initiative		Challenge Details	Additional Mitigation Strategies or Comments
1. Records Management System		Internal review of record management function, job posting to be re-posted.	Longer term project plan in development to seek external expertise in addition to retaining one staff resource.
2. Archived Material Digitization		Resolving issues with the classification of data taking more time than anticipated.	To be launched in February 2018.
3. Technology Improvements		Increased time required for vendor to make changes requested by the City.	

Legend:

On Track

Some Challenges

Major Challenges

Complete

Inactive

STRATEGIC OBJECTIVE #2: ENGAGE AND EMPOWER THE COMMUNITY

- Consultation on the 2018 Draft Financial Plan included an online survey and an interactive Town Hall. Online information materials were designed to make the budget easy to understand and access.
- Close to 1,000 stakeholders provided feedback over a four-week period on emerging concepts developed for the Cook, Wharf and Humboldt Street bike lanes. Engagement opportunities included on-street pop-up events, door-to-door meetings, walking tours, public open houses, an online survey, and one-on-one meetings and group presentations.
- The community was invited to participate in the *Name That Library* campaign to help name the new library that is set to open in the James Bay neighbourhood in early spring. Name submissions were provided to City Council for consideration.
- Public and business feedback on the City’s draft Checkout Bag Regulation Bylaw informed the final terms of the bylaw, the implementation plan and the education campaign presented to Council for consideration.

CITY OF VICTORIA

2018 Draft Budget Summary

strategic plan

budget

input from the public


directions for your City

Number of Engagement Activities

2014	2015	2016	2017
25	82	83	179

Year

Since 2014, the number of engagement activities has significantly increased to ensure local interests inform government decision making. (Source: City of Victoria)



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Committee of the Whole - 15 Feb 2018

Attachment A: Q4 Operational Plan Progress Report

Legend: ● On Track ● Some Challenges ● Major Challenges ● Complete ● Inactive

Objective #2: Engage and Empower the Community													
Initiative	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Web and Mobile Applications			Begin work on new functionality for Connect Victoria app	Connect Victoria Enhancement Made	Promote City apps (ongoing)								●
Neighbourhood Grants		Review 2016 process and consultations	Prep materials for promotion	Proposed adjustments Report Council/Call for Submissions	Grant intake period	Application review	Report to Council	Release first intake funds; second intake; prep promotional materials	Call for submissions	Second intake	Application review	Report to Council	●
Website Re-Development			Review needs with internal group					Requirements gathering with IT	External focus groups			Draft RFP	●
Public Engagement Road Map	Prep	Host community session	Report feedback findings back to participants / Write Road Map	Report to Council	Implement May - Dec								●
Neighbourhood Ambassador Program		Determine new job descriptions and refine program charter	Communicate purpose/role internally and to neighborhood associations	Deliver City Hall 101 Workshop to a neighborhood assoc.	Deliver Find it/ Fix it / Walk (Hillside Quadra)	Develop draft Terms of Reference for neighborhood Associations	Develop draft Terms of Reference for Interdepartmental Team			Introduce tool kits and workshops for building neighborhood capacity	Develop Neighbourhood Action Strategy draft template	Website re-design of neighborhood pages	●
Participatory Budgeting	First Public Session Jan 12	Best practice research	Draft Application Guidelines and TOR COTW/Call for Steering Committee	Establish Steering Committee and commence meetings			Proposal and Outreach	Rulebook and Guide Development				Community Voting	●
Youth Strategy		Present Youth Strategy to COTW	Implement 3-Year Plan										●
Open Government			Review requirements for Open Data Platform				Select Open Data Platform vendor /Create staff education and training			Roll out staff training		Launch Platform	●

Attachment A: Q4 Operational Plan Progress Report

Legend: ● On Track ● Some Challenges ● Major Challenges ● Complete ● Inactive

Key Initiative		Challenge Details	Additional Mitigation Strategies or Comments
Open Government (Data Portal)	●	Work is well underway but taking longer than originally anticipated.	Anticipated to launch Q1 2018.
Website Redevelopment	●	Scope of work to be undertaken requires refinement. RFP not issued in 2017.	New preliminary milestones to be included in 2018 Operational Plan.

Attachment A: Q4 Operational Plan Progress Report

Legend:

On Track

Some Challenges

Major Challenges

Complete

Inactive

STRATEGIC OBJECTIVE #3: STRIVE FOR EXCELLENCE IN PLANNING AND LAND USE

- The Downtown Public Realm Plan was adopted by Council. The plan establishes a renewed vision, design framework and set of principles, strategies and standards for ensuring a unique, walkable, high-quality environment for public space and streetscape improvements.
- A Council workshop on the draft Victoria West Neighbourhood Plan was held in October. Council directed staff to prepare a final neighbourhood plan based on feedback from Council and the community. In December, Council also directed staff to consult on proposed amendments to the Official Community Plan needed to align both plans.
- A new Development Summit Action Plan was approved based on the 4th annual development summit held in July 2017 in the form of a workshop. The plan includes focused actions to improve processes related to building, electrical and plumbing permits, the engineering plan review stage and the building construction and completion process.
- Public realm waterfront concept designs and a funding strategy were approved for public areas surrounding the new Johnson Street Bridge on both the west and east sides, and a setting for a public art installation is currently in progress by the City's Artist and Indigenous Artist in Residence.

Application Volume (2015-2017)

Year	Q1	Q2	Q3	Q4	Total
2015	81	61	62	76	280
2016	85	90	62	113	350
2017	87	122	100	88	397

At the end of 2017 the total volume of applications received was 12% higher than 2016. (Source: City of Victoria)

Total Construction Permit Value (\$000)

Year	Value (\$000)
2014	\$125,250
2015	\$196,267
2016	\$245,991
2017	\$307,718

Construction Permit Values (Residential, Commercial, Industrial and Government) continues an upward trend and by **November** of 2017, had surpassed 2016 Values (Source: BC Stats)

Attachment A: Q4 Operational Plan Progress Report

Legend: ● On Track ● Some Challenges ● Major Challenges ● Complete ● Inactive

Objective #3: Strive for Excellence in Planning and Land Use													
Initiative	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Accelerated Neighbourhood Planning			Draft Burnside Plan and OCP Amendments to Council	Draft Gonzales Plan	Final Burnside Plan to Council	Final Gonzales Plan to Council; Public Engagement for Fairfield and Vic West		Final Victoria West and Fairfield Plans to Council	Launch Fernwood, North Park, Rockland and Jubilee Neighbourhood Plan Processes				●
Downtown Core Area Plan 5-Year Review								Commence RFP Process for Commercial Study					●
Zoning Bylaw Update		Draft Zoning Bylaw to Council (CBD and Old Town)	Zoning Engagement		Public Hearing	Commence Zoning Update for Burnside and Rock Bay				Draft Burnside and Rock Bay Zoning to Council	Zoning Engagement		●
Development Summit Action Plan					Progress Report and Proposal for next Summit to Council		Development Summit			Development Summit Action Plan			●
Review and Update Property Maintenance Bylaw						Issue RFP							●
Douglas/Blanshard Corridor Master Plan					Final Burnside Plan to Council								●
Community Association Land Use Committee Process Implementation and Monitoring			CALUC Training Complete										●

Attachment A: Q4 Operational Plan Progress Report

Legend:

On Track

Some Challenges

Major Challenges

Complete

Inactive

Key Initiative		Challenge Details	Additional Mitigation Strategies or Comments
Accelerated Local Area Planning	<div></div>	Additional time required for Fairfield Neighbourhood Planning process.	The OCP amendments were originally anticipated to be implemented following the completion of each neighbourhood plan, however, to ensure alignment among the various plans, additional time was added to the end of each process for OCP bylaw amendment preparation and required public consultation. The extra time added to these initiatives now saves time later at future implementation phases and provides clarity for the public and staff when referring to policy documents.
Downtown Core Areas Plan Review	<div></div>	Project start deferred to 2018.	
Zoning Bylaw	<div></div>	Project delayed due to additional work required on Short Term Rentals.	

Legend:

On Track

Some Challenges

Major Challenges

Complete

Inactive

STRATEGIC OBJECTIVE #4: BUILD FINANCIAL CAPACITY OF THE ORGANIZATION

- The City of Victoria received the Distinguished Budget Presentation Award from the *Government Financial Officers Association (GFOA)* for the 2017-2021 Financial Plan for the third consecutive year.
- Introduced the 2018-2022 draft Financial Plan to Council and engaged in public consultation including the Budget E-Town Hall meeting.

Number of Parking Transactions

Category	2016	2017
Parkade	1,434,342	1,531,533
Parking on Street	2,764,525	2,663,621
ParkVictoria	418,204	605,789

At the end 2017, the number of parkade transactions and ParkVictoria increased from 2016 by 7% and 45% respectively. On-Street parking transactions experienced a slight decline of 3.5% year over year. (Source: City of Victoria)

Attachment A: Q4 Operational Plan Progress Report

Legend: ● On Track ● Some Challenges ● Major Challenges ● Complete ● Inactive

Objective #4: Build the Financial Capacity of the Organization

Initiative	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
VicPD Agreement Review						First Meeting with Esquimalt Staff							●
Financial Plan Improvement						Deadline for 2018 Department Submissions				Present the Draft 2018-2022 Financial Plan to Council	First Reading of Financial Plan Bylaw and Budget Public Consultation		●
Development Cost Charge Review		Report and Bylaw to Council and Bylaw sent to Ministry for approval		Tentative Ministry Approval	Bylaw Adoption								●
Parking Customer Service Improvement			Procurement										●
Victoria Fire Underwriter's Survey (2011) Update									Submit updated info to Fire Underwriters Survey to increase rating to Public Fire Classification System Rating	Work with FUS to ensure accuracy of data, increase ratings, impact on commercial insurance premiums within COV	Finalize updated FUS and report to COTW		●
Recreation Registration System Replacement												Launch new system	●
Real Estate Portfolio Development	Joint facilities, finance & real estate and property management contractor meeting		Completion of hiring new resource			Completion of land contracts consolidation / tracking and revenue forecasting tools					Complete new budgeting and financial transaction processes; confirm roles, responsibilities		●

Attachment A: Q4 Operational Plan Progress Report

Legend: ● On Track ● Some Challenges ● Major Challenges ● Complete ● Inactive

Objective #4: Build the Financial Capacity of the Organization

Initiative	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
											ities, and controls		
Land Inventory		Consultation with Parks, Planning & SD 61	Consultation with stakeholder business areas regarding inventory needs and information sources			Completion of land inventory work plan and confirmation of inventory data capture form & substance			Inventory Capture Stop			Draft Inventory Report	●
Real Estate Opportunities Assessment			Value for Money RFP Completion on FH 1				Provide high level DFPW 2018 land acquisition forecast			Complete TOR for Joint Facilities, Real Estate & Finance Capital Review Working Group			●
Property Acquisitions, Disposal, Lease Agreements and Tenure		SD 61, DFPW, FH1 replacement, JSB lands	SD 61, DFPW, FH1 replacement, JSB lands	SD 61, DFPW, FH1 replacement, JSB lands	SD 61, DFPW, FH1 replacement, JSB lands	SD 61, DFPW, FH1 replacement, JSB lands	SD 61, DFPW, FH1 replacement, JSB lands	SD 61, DFPW, FH1 replacement, JSB lands	SD 61, DFPW, FH1 replacement, JSB lands	SD 61, DFPW, FH1 replacement, JSB lands	SD 61, DFPW, FH1 replacement, JSB lands	SD 61, DFPW, FH1 replacement, JSB lands	●
Real Estate Tools and Resources				Identification of stakeholder requirement, development of work plan and framework of strategic plan components					Define requirements for framework components, identify known City land acquisition priorities		Identification of additional high level revenue opportunities streams for lands to be held in inventory; to be further developed in 2018	Draft Gen 1 Strategic Plan Completion	●
View Street Parkade Upgrades		Tender Project				Phase 1 begins			Phase 2 begins		Complete Construction		●

Attachment A: Q4 Operational Plan Progress Report

Legend: ● On Track ● Some Challenges ● Major Challenges ● Complete ● Inactive

Key Initiative		Challenge Details	Additional Mitigation Strategies or Comments
Real Estate Tools and Resources	●	Lack of Resources (staff hiring) and change of scope.	Reprioritization with additional high profile projects taken on (e.g. Apex and Fire Hall #1).

Legend:

On Track


Some Challenges

Major Challenges

Complete

Inactive

STRATEGIC OBJECTIVE #5: CREATE PROSPERITY THROUGH ECONOMIC DEVELOPMENT

<div><ul style="list-style-type: none">China/Japan (Morioka) Trade Mission took place in partnership with BC Trade & Investment, South Island Prosperity Project, Canadian Consulate, Tourism Victoria, and the City of Morioka. Highlights included:<ul style="list-style-type: none">Destination Canada Showcase Asia tradeshow in Beijing and participation in a Victoria focused media eventDinner event arranged by the Shenzhen Foundation for International Exchange & CooperationSite visits and Business to Business meetings (B2B)Visit to our sister city, Morioka, Japan to meet with universities that have student exchanges as well as business presentations at the Iwate University ‘Incubator Lab’.The Business Hub received 120 inquiries in Q4, with 81 inquiries relating to starting a new business and home-based business inquiries were the most common at thirty-two percent (32%),The Business Hub hosted the <i>Small Business Information Session</i>’ with over 100 attendees.Home Occupation Bylaw changes to increase home based business licences from one to three was approved.Staff attended the EcoStar Awards and the City was a presenter for 2 categories that recognizes outstanding environmental achievements and leadership by businessesThe City partnered with the federal Office of Small & Medium Enterprises to host an Innovation Forum.</div>	<div><p>Destination Canada Showcase Asia - Beijing</p></div> <div><div><div>Number of Business Hub Inquires</div><table><thead><tr><th>Year</th><th>Inquires</th></tr></thead><tbody><tr><td>2016</td><td>344</td></tr><tr><td>2017</td><td>433</td></tr></tbody></table></div><p>Inquires at the Business Hub increased by approximately 20% over 2016. (Source: City of Victoria)</p></div>	Year	Inquires	2016	344	2017	433
Year	Inquires						
2016	344						
2017	433						

Attachment A: Q4 Operational Plan Progress Report

Legend:

On Track

Some Challenges

Major Challenges

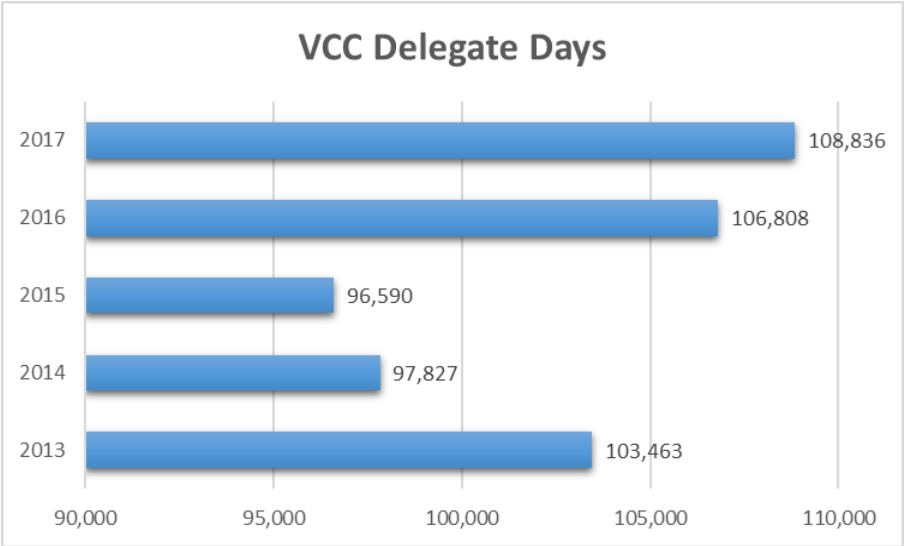
Complete

Inactive

- CityStudio oversaw the operation with courses from UVic, Camsoun as well as a presentation to Council by the students from the Royal Roads.
- Sixty-one events were held at the Victoria Conference Centre including ten citywide conferences.
- Ten contracts for conferences were executed, including seven city-wide conferences:
 - Reboot Communications 19th Annual Privacy & Security Conference
 - Freshwater Fisheries Society of BC 69th Annual Northwest Fish Culture Conference
 - The Canada's West Marketplace Trade Show
 - Canadian Association of Optometrists
 - Capital City Comic Con 2018
 - Marketing Research & Intelligence Association
 - Husky Energy Retail & Business Conference
- Business Events Victoria hosted a successful client event (InnovEAT) in Vancouver, showcasing Victoria's culinary scene, which was attended by over 50 meeting planners.
- Key tradeshow we attended with our hotel partners were IMEX and CSAE.



Business Hub visits the BladeRunners Program



Delegate days at the Victoria Conference Centre at end of 2017 increased over 2016. (Source: Victoria Conference Centre)

Attachment A: Q4 Operational Plan Progress Report

Legend: ● On Track ● Some Challenges ● Major Challenges ● Complete ● Inactive

Objective #5: Create Prosperity through Economic Development													
Initiative	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Mayor's Task Force on Social Enterprise and Social Procurement		Public feedback received by Feb 17	Action plan presented to Council & passed							Celebrate & Promote Social Enterprise, Educate City staff & business sector, Educate new social entrepreneurs	Investigate a City-led social enterprise co-working and incubation space	Help social enterprises find space to lease	●
City Studio	UVic #biketoria course: Jan to AprUVic Working in the Community course: Jan to Mar	UVic #biketoria course: Jan to AprUVic Working in the Community course: Jan to Mar	UVic #biketoria course: Jan to AprUVic Working in the Community course: Jan to Mar	UVic #biketoria course: Jan to Apr		RRU Graduate Certificate in Sustainable Community Development Jun 10-17			Camosun: Mark 365 Consumer Behaviour Camosun: Soc 162 - Social Problems	Camosun: Mark 365 Consumer Behaviour Camosun: Soc 162 - Social Problems	Camosun: Mark 365 Consumer Behaviour Camosun: Soc 162 - Social Problems	Camosun: Mark 365 Consumer Behaviour Camosun: Soc 162 - Social Problems	●
Business Hub & Promotion				Douglas 10 to Watch	Chamber Business Awards	VIATEC Awards					EcoStar Awards		●
Trade Missions		Capital Mission II							Trade Mission	China Trade Mission			●
Sustainable Transportation Strategy		Develop Scope of Work	Retain Consultant					First Report to Council					●
Street Vending					Report to Council								●

Key Initiative		Challenge Details	Additional Mitigation Strategies or Comments
Sustainable Transportation Strategy	●	Project delayed due to staffing changes.	
Social Procurement	●	Final report delayed to 2018.	New project plan for 2018 under development.

Legend:

On Track

Some Challenges

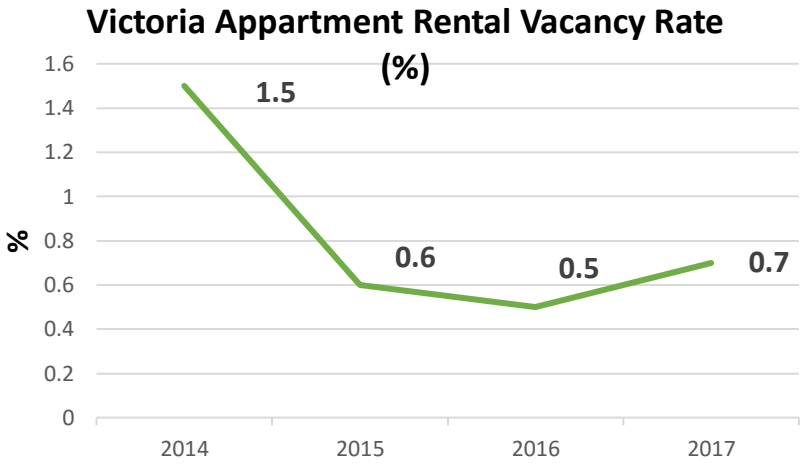
Major Challenges

Complete

Inactive

STRATEGIC OBJECTIVE #6: MAKE VICTORIA MORE AFFORDABLE

- A Victoria Housing Reserve Fund grant was approved for Pacifica Housing in the amount of \$500,000 to assist in the retention of 62 units of no/low income housing at the Fairfield Hotel at 1601-1609 Douglas Street.
- In October, staff engaged residents on the proposed short term rental regulations including through fact sheets, an open house and email submissions. Based on this feedback, staff are further analyzing the business licence fees and will report back to Council in Quarter 1 of 2018.
- Progress on the Market Rental Revitalization Study project was presented to Council in November and included recommendations to proceed with preparing a new Standards of Maintenance Bylaw and Tenant Relocation Policy to support rental tenant stability within the City's authority.
- The first annual review of the Victoria Housing Strategy 2016-2025 was presented to Council to summarize progress made on various completed action items. This report also included resource considerations to undertake additional housing work including initiating replacement of the City's density bonus policy with an inclusionary housing policy.



The vacancy rate in the Victoria rental market continued to remain tight in 2017. (Source: Canadian Housing and Mortgage Corporation)

Attachment A: Q4 Operational Plan Progress Report

Legend: ● On Track ● Some Challenges ● Major Challenges ● Complete ● Inactive

Objective #6: Make Victoria More Affordable													
Initiative	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Municipal Housing Strategy Zoning Initiatives	Minimum Unit Size Public Hearing				Secondary Suites Public Hearing								●
Housing Reserve Fund Guidelines Review			Stakeholder engagement		Final Guidelines to Council for Approval								●
Rental Retention and Revitalization Strategy					Commence RFP Process for Consultant Selection								●
Short Term Vacation Rentals	Council Workshop				Policy Approach and Enforcement Plan to Council								●

Key Initiative		Challenge Details	Additional Mitigation Strategies or Comments
Short Term Vacation Rentals	●	Based on feedback received through fall community engagement, staff are finalizing proposed business licence fees for Council's consideration in Quarter 1 of 2018.	

Attachment A: Q4 Operational Plan Progress Report

Legend:

On Track

Some Challenges

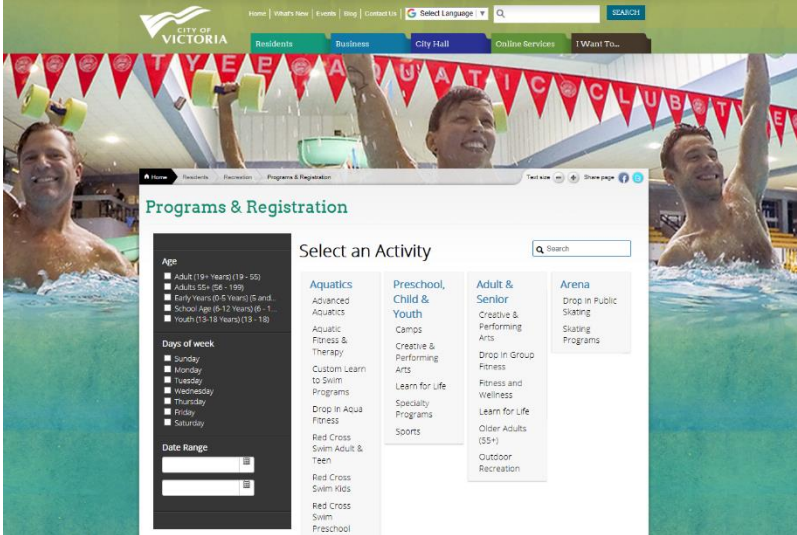
Major Challenges

Complete


Inactive

STRATEGIC OBJECTIVE #7: FACILITATE SOCIAL INCLUSION AND COMMUNITY WELLNESS

- In December staff launched the Perfect Mind recreation registration and reservation software. The new online registration system facilitates easier access to a variety of recreation and community wellness related programs and activities.
- Construction of the new James Bay Library was completed in December. The Greater Victoria Public Library is currently commissioning the space and installing the furniture and equipment. The library is expected to open to the public in March of 2018.
- In Q4, the design contract for the Crystal Pool and Wellness Centre replacement project was awarded to HCMA Architecture. HCMA has proven experience designing buildings that accommodate the widest cross section of the community.
- Staff finalized plans and awarded the construction contract for the sport court resurfacing of several tennis courts and a basketball court in neighborhoods throughout the city. The work is scheduled to begin in the spring of 2018.



Staff launched the new Prefect Mind online registration and reservation software.



The design contract for the Crystal Pool and Wellness Centre Renewal Plan was awarded to HCMA.

Committee of the Whole - 15 Feb 2018

19

Attachment A: Q4 Operational Plan Progress Report

Legend:

On Track

Some Challenges

Major Challenges

Complete

Inactive

Objective #7: Facilitate Social Inclusion and Community Wellness													
Initiative	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Canada's 150th Celebrations	Project Launch					Canada Celebrate period begins	Canada Celebrate Period ends						<div></div>
Cannabis Regulations			Compliance Update Report to Council										<div></div>
Crystal Pool and Wellness Centre Renewal Plan		Council Report				Council Project Update				Project Manager Hired	Design Consultant Hired	Council Project Update	<div></div>
City Hall Accessibility Upgrade					Install Hearing Loop								<div></div>
Victoria High School Sport Facility													<div></div>
Update Community Centre Agreements				Council Workshop		Community engagement							<div></div>
Liquor Policy Review					Policy Report to Council				Final Policy to Council for Adoption				<div></div>

Key Initiative		Challenge Details	Additional Mitigation Strategies or Comments
Update Community Centre Agreements	<div></div>	Discussions with operators is on-going.	

Legend:

On Track

Some Challenges

Major Challenges

Complete













Inactive

STRATEGIC OBJECTIVE #8: ENHANCE AND STEWARD PUBLIC SPACES, GREEN SPACES AND FOOD SYSTEMS

<div><ul style="list-style-type: none">• In November the community celebrated the opening of a new playground at Raynor Park. Residents were also invited to join the City in planting 25 trees near the park for Tree Appreciation Day.<ul style="list-style-type: none">- The new playground includes a natural play area with sand and log features, along with play structures and a disc swing. The improvements also include a new pathway, picnic area, benches and lighting.- Tree Appreciation Day is an annual event that recognizes the importance of trees in the urban environment. The City's Urban Forest Master Plan encourages opportunities for community members to participate in tree plantings. Since 2006, this annual event has brought the community together to plant more than 420 trees and shrubs in City Parks.• Public engagement on the Cecelia Ravine Park Improvement Plan was completed in Q4. The public provided valuable input into the amenities and features the community values most in these parks.<ul style="list-style-type: none">- The draft plan for Cecelia Ravine Park includes improving pathway accessibility, offering new outdoor fitness equipment, and replacing the playground. The new park will also feature a community green and picnic area, a welcome rest stop for travelers on the Galloping Goose Regional Trail.</div>	<div><p>The Vic West Community came out to celebrate Tree Appreciation Day and the opening of the new Raynor Park Playground on November 5th.</p></div>
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Attachment A: Q4 Operational Plan Progress Report

Legend:  On Track  Some Challenges  Major Challenges  Complete  Inactive





Objective #8: Enhance and Steward Public Spaces, Green Spaces and Food Systems													
Initiative	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Gorge Waterway						Seek Injunction							
Deer Management						Report to Council							
Parks and Open Spaces Master Plan				Council Report, Implementation Plan									
Topaz Park Improvement Plan					Public engagement							Public engagement	
Hollywood Park - Asset Renewal			Complete Construction	Little league season begins			Tournament Begins						
Raynor Park Playground Renewal			Public engagement			Start Construction				Complete Construction	Park Re-Opening Event		
Vic West Skateboard Park Improvement			Complete Construction										
Cecelia Ravine Park Improvement Plan						Public engagement				Public engagement			
Centennial Square Public Washroom Renewal			Council Report		Start Construction		Construction Complete						
Centennial Square Table Tennis, Chess Table													
Centennial Square Pop-Up Design Competition	Launch Competition						Installation						
Visual Victoria			Stakeholder and Public engagement		Final Plan to Council								

Attachment A: Q4 Operational Plan Progress Report

Legend:  On Track  Some Challenges  Major Challenges  Complete  Inactive

Objective #8: Enhance and Steward Public Spaces, Green Spaces and Food Systems

Initiative	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Centennial Square Master Plan					Draft Master Plan to Council		Final Master Plan to Council for Approval						
Ship Point		Project Launch						Draft Master Plan to Council	Final Master Plan to Council for Approval				
View Street Parkade Upgrades		Tender Project				Phase 1 Begins			Phase 2 Begins		Complete Construction		

Key Initiative		Challenge Details	Additional Mitigation Strategies or Comments
Centennial Square Table Tennis, Chess Table		Currently pursuing additional funding for the project.	Funding sources continue to be explored.
Centennial Square Master Plan		Project scoping commenced in Q4 and will start in 2018.	
Topaz Park Improvement		Development of concepts based on internal review of results from first round of public engagement and operational needs.	Council update on project including conceptual designs in Q1 2018.
Ship Point		Schematic design delayed due to findings of pier condition assessment.	Project schedule has been updated to reflect this delay.

Attachment A: Q4 Operational Plan Progress Report

Legend:

On Track



Some Challenges

Major Challenges

Complete

Inactive

STRATEGIC OBJECTIVE #9: COMPLETE A MULTI-MODAL AND ACTIVE TRANSPORTATION NETWORK

<div><ul style="list-style-type: none">At the end of September, work on the City's second protected bike lane project began on Fort Street, between Wharf Street and Cook Street. Brunnell Construction, the Vancouver Island-based company that built the Pandora Avenue protected bike lanes, is constructing the project. Work over the last three months has focussed on improvements between Blanshard Street and Cook Street.<p>Work in 2018 will take place between Blanshard Street and Wharf Street. Completion of the project is scheduled for May 2018.</p><ul style="list-style-type: none">Construction of "Complete Street" improvements on Belleville Street between Oswego Street and Menzies Street started in October. This project, approved by Council in April 2017, will complement sidewalk work west of Oswego Street, as well as recent improvements to the Belleville marine terminal works.<p>City crews constructed new curb, gutter and sidewalks on the block, and started work on the planned Inner Harbour plaza improvements (near the Belleville/Menzies intersection). Work will continue through the first four months of 2018, with paving scheduled for April 2018.</p></div>	<div></div>
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Attachment A: Q4 Operational Plan Progress Report


Legend:  On Track  Some Challenges  Major Challenges  Complete  Inactive

Objective #9: Complete a Multi-Modal and Active Transportation Network

Initiative	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Johnston Street Bridge Replacement			JSB Quarterly Report			JSB Quarterly Report			JSB Quarterly Report			JSB Quarterly Report	
LED Street Light Replacement			Phase 1 - City metal poles completed	Phase 2 Design Complete – Implementation Planning				Phase 2 - City lights on BCHydro poles start				Installation of Phase 2 complete.	
Crosswalks						Start Construction						Complete Construction	
Pandora Avenue Bike Lane				Complete Construction	Educate Public								
Fort Street Bike Lane (including crosswalks at 800, 900 and 1000 blocks)					Report to Council	Issue Tender			Start Construction				
Cook Street Bike Lane				Public Engagement		Start Detailed Design			Report to Council	Issue Tender			
Wharf Street Bike Lane						Start Functional Design			Consult Public		Start Detailed Design		
Humboldt/Pakington Bike Lane						Start Functional Design			Consult Public		Start Detailed Design		
Pathway Pedestrian Bridges		Issue Tender			Start Construction				Complete Construction				
Belleville Street Improvements			Report to Council			Issue Tender			Start Construction				
Douglas Street Bus Lanes (Tolmie to Hillside)		Execute Agreement, Issue Tender		Start Construction				Complete Construction					
Road Width Policy												Report to Council	







Attachment A: Q4 Operational Plan Progress Report

Legend:  On Track  Some Challenges  Major Challenges  Complete  Inactive

Objective #9: Complete a Multi-Modal and Active Transportation Network													
Initiative	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Capital City Station Pilot		Report to Council									Report to Council		

Attachment A: Q4 Operational Plan Progress Report

Legend:  On Track  Some Challenges  Major Challenges  Complete  Inactive

Key Initiative		Challenge Details	Additional Mitigation Strategies or Comments
Belleville Street Improvements		City crews currently carrying out construction (sidewalk, Belleville/Menzies plaza) - work started October 23. Project completion scheduled for April 2018.	Wall construction tender cancelled due to high bid.
Road Width Policy		Report to COTW planned in March 2018.	
Crosswalks		Construction underway at the final two intersections.	
Cook Street Bike Lane		Background information provided to residents and businesses in April, with an initial public engagement phase in November/December.	Construction currently scheduled after Wharf/Humboldt corridors. In-house functional design work, detailed design assessment, and traffic modeling underway.
Wharf Street Bike Lane		Background information provided to key stakeholders along the corridor in July with an initial public engagement phase in November/December.	In-house functional design work, detailed design assessment and traffic modeling underway. Plan to retain a consultant to support detailed design for the project. Construction currently scheduled for September/October 2018, following summer tourist season.
Humboldt/Pakington Bike Lane		Background information provided to key stakeholders along the corridor in July with an initial public engagement phase in November/December.	In-house functional design work, detailed design assessment and traffic modeling underway. Plan to retain a consultant to support detailed design for all or some of the project. Scheduling analysis underway – potential to split scope of improvements with construction activities scheduled for September/October 2018, following summer tourist season.

Attachment A: Q4 Operational Plan Progress Report

Legend:

On Track

Some Challenges

Major Challenges

Complete

Inactive

STRATEGIC OBJECTIVE #10: NURTURE OUR ARTS, CULTURAL AND LEARNING CAPITAL

- Council participated in a Create Victoria Arts and Culture Plan Workshop, including an economic impact assessment of the arts and culture sector, in November. The Master Plan was adopted by City Council in December.
- The 6th annual Call for Youth Poet Laureates was launched and six eligible nominations received.
- Two Victoria authors were recognized for their literary talent at the 2017 Victoria Book Prize Society Awards Gala. Yasuko Thanh was named the winner of the 14th annual City of Victoria Butler Prize for The Mysterious Fragrance of the Yellow Mountains. Margriet Ruurs was named the winner of the 10th annual Bolen Books Children’s Book Prize for Stepping Stones: A Refugee Family’s Journey.
- Artist in Residence Luke Ramsey coordinated the painting of a large community mural with the following artists and partners: James Kirkpatrick, Tyler Keeton Robbins, Charlie Walker, Kristofer Ray, Ian George, Kay Gallivan, Jesse Campbell, Ali Khan, Sarah Jim, the North Park Community Association, and the owners of WIN, Squash Club and Logan’s.
- Indigenous Artist in Residence, Lindsay Delaronde lead three, 3-hour workshops with Members of Council and City Leadership. “Walking in empathy” was a moccasin workshop that brings meaning of story, empathy and creativity together.
- Indigenous Artist in Residence presented “Performance as Medicine” which was hosted by the Royal BC Museum. Lindsay developed a theme and unique structure to reflect Indigenous methodologies. The Symposium featured four

FILM AND EVENTS IN VICTORIA

■ Events ■ Film

Year	Events	Film
2015	213	98
2016	200	89
2017	211	78

The number of film permits and events in Victoria has remained relatively constant over the past three years.

Attachment A: Q4 Operational Plan Progress Report

Legend:

On Track

Some Challenges

Major Challenges

Complete

Inactive

<p>interactive workshops, which explored Indigenous philosophies and contemporary expressive art forms based on each facilitator’s creative practice.</p> <ul style="list-style-type: none">Local subject matter expert, Rosemarie Spahan was hired to coordinate a permanent exhibition featuring original art works that acknowledge and celebrate the traditional territory and cultural values of the land on which we live, work and play. The aim of this project is to see the addition of traditional and/or contemporary indigenous art within Victoria’s City Hall.	
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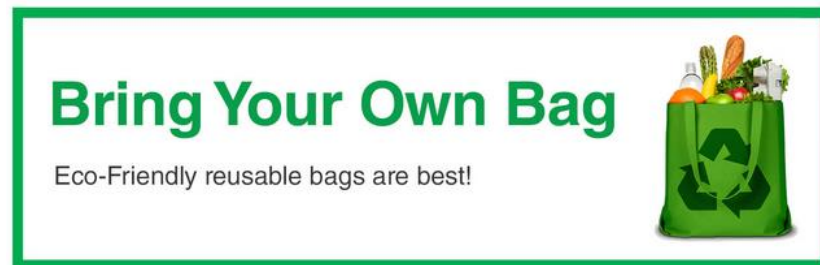
Objective #10: Nurture our Arts, Culture and Learning Capital													
Initiative	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Arts, Culture and Events Master Plan			Stakeholder and Public Engagement						Public Engagement Ends	Workshop with COTW and Council Report		Staff Report to Council	<div></div>
Symbol of the Lekwungen People - Reconciliation Public Art Project													<div></div>
James Bay Library	Project Design Phase			Tender RFP				Start Construction				Complete Construction	<div></div>

Attachment A: Q4 Operational Plan Progress Report

Legend: ● On Track ● Some Challenges ● Major Challenges ● Complete ● Inactive

STRATEGIC OBJECTIVE #11: STEWARD WATER SYSTEMS AND WASTE STREAMS

- Council passed first, second and third reading of the proposed Checkout Bag Regulation Bylaw and will consider it for adoption at the January 11, 2018, Council meeting. Informed by input from local businesses, the new bylaw will take effect July 1, 2018.



Objective #11: Steward Water Systems and Waste Stream Responsibly

Initiative	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Waste Reduction Strategy			Plastic Bag Ban Report										●
Clover Point Rezoning		Public Hearing											●

Attachment A: Q4 Operational Plan Progress Report

Legend:

On Track

Some Challenges

Major Challenges

Complete

Inactive

STRATEGIC OBJECTIVE #12: TAKE CLIMATE ACTION AND PREPARE FOR EMERGENCIES

- Draft Climate Leadership Plan presented to Council for approval as a draft for public comment. The Climate Leadership Plan is the City’s action plan to reduce greenhouse gases by 80% before 2050, and transition to a future powered by renewable fuels.
- The Fire Department has experienced growth in requests for emergency response for service in 2017, with 8,064 incidents in comparison to 7,602 incidents in 2016.
- Completed the updated Victoria Fire Department 2018 – 2020 Strategic Plan.
- The Business Impact Analysis, departmental Continuity Plans and Hazards Risk Vulnerability Assessment have been completed and informed the updates to Emergency Plan.
- The new Emergency Program Bylaw was adopted by Council on December 14, 2017.
- The Fire Underwriters Survey review has been completed. Changes implemented to address training, scheduling and operational objectives, has increased The City of Victoria’s grading rom 64.98 points to 74.65 points, which improves our Public Fire Protection Classification to 3. This improvement should provide additional savings to commercial and public through fire insurance savings. The City of Victoria Dwelling Protection Grade (DPG) is 1, the highest level possible.
- The Master Mechanic provided specialized training to all apparatus operators on the advances in technology and specialized characteristics of the new engines which are now prepared for operational service at Headquarters and Station #3 on Bay Street.



Attachment A: Q4 Operational Plan Progress Report

Legend:

On Track

Some Challenges

Major Challenges

Complete

Inactive

- 2017 Fire Prevention Week’s theme was “Every Second Counts, Plan Two Ways Out”, which emphasized the importance of having a home fire escape plan, ensuring you have two ways out and that you practice your plan regularly. The week included the opening ceremony at City hall followed by fire drills and fire safety messaging to 15 schools and approximately 4000 students and teachers.
- In November, in collaboration with a Talent Specialist from Human Resources and Engagement, the 2017/2018 Fire Fighter Recruitment was opened for applications. This recruitment is to select highly skilled candidates for future fire fighter vacancies.
- Partnered with City Studio and Resilient Streets to launch a “Connect and Prepare” pilot project to increase community connectedness and emergency preparedness.
- Community Fire education programming was delivered to over 7,052 attendees in Q4. Education sessions included Fire Prevention Week, Fire Safety Talks, Emergency Program Workshops, Shake Out, fire drills, and in-school education programs.
- Vic-Alert, the City of Victoria’s Emergency Notification System, has continued to experience great success since its introduction in May 2017. At the end of Q4, Vic-Alert had over 6,604 subscribers; an increase of over 1,300 subscriber since Q3.



Victoria Fire Department
Strategic Plan

2018 – 2020

Attachment A: Q4 Operational Plan Progress Report

Legend: ● On Track ● Some Challenges ● Major Challenges ● Complete ● Inactive

Objective #12. Take Climate Action and Prepare for Emergencies													
Initiative	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Climate Leadership Strategy			Update of energy and emissions inventory			Draft Climate Leadership Strategy to Council			Energy & Emissions Plan for municipal operations			BC Step Code strategy and Heating Oil Tank phase out plan	●
Fire Hall #1						Report to Council (Closed Session)			Report to Council (Closed Session)				●
Emergency Management Renewal	Consultants work with Directors and key Stakeholders to determine factors for analysis			Development of departmental Business continuity plans and coordination of interdepartmental issues (excluding Vic PD)		Staff Report to COTW		Analysis of departmental business continuity planning.		Staff Report to COTW			●
Review and Amend Emergency Plan					Information from BIA and HRVA to amend Emergency Plan and ensure compliance with legislative framework.	Work with Legal and key stakeholders to review Emergency Program Bylaw			Staff Report to Council on proposed bylaw amendments				●
Apparatus Replacement								Receive both Engines					●
Energy Efficiency for Building Owners and Managers Association										Leverage surplus			●

Attachment A: Q4 Operational Plan Progress Report

Legend: ● On Track ● Some Challenges ● Major Challenges ● Complete ● Inactive

STRATEGIC OBJECTIVE #13: DEMONSTRATE REGIONAL LEADERSHIP

- Council adopted a resolution to request the Government of British Columbia and BC Transit work with the Capital Regional District to introduce an effective Regional Transportation Authority.
- The first event in a two-part Smart South Island Symposium series to debate the opportunities and challenges sustainable development was held by the South Island Prosperity Project in Victoria.









Objective #13: Demonstrate Regional Leadership

Initiative	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Provincial Legislation Change - Fire Services Act to Fire Safety Act				Proposed Provincial Legislative changes to be review and any impacts identified.				Potential impacts from Legislative changes to Provincial Code information report to COTW if required.					●
Regional Dispatch and Fire Communications Integration				Regional dispatch issues and efficiency in operations information review	Establish working committee to review operational / governance framework. Review of budgetary and efficiency issues.		Staff report to COTW		Report to Council (Closed Session)				●



Attachment B: Grant Summary

Grant Summary







As of January 24, 2018

Status	? Awaiting intake announcement	 Application review and/or writing	 Award decision pending	 Awarded	 Not awarded	 Underway	 Complete
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The following is a listing of the status of grant applications that have been applied for, the amount requested and the amount, if any awarded.

Current Grant Application Status							
	Grant Program	Project	Description	Completion Date	Status	Amount Requested	Amount Awarded
1.	UBCM Community Emergency Preparedness Fund- <i>Emergency Social Services</i>	Training and exercises for staff and volunteers in emergency social services	Creation of online ESS training modules for recreation facilities staff and volunteers, “just-in-time” training for convergent volunteers and design and delivery of a culmination exercise	February 2019		\$25,000	N/A
2.	Trans Canada Trail Foundation	Wharf Street AAA Bicycle Path & Complete Street project	To contribute to capital construction costs of the Wharf Street AAA project – this is the designated cycling route of the Great Trail (DFHP is designated pedestrian route)	December 2018		\$475,000	N/A


Attachment B: Grant Summary

Current Grant Application Status							
	Grant Program	Project	Description	Completion Date	Status	Amount Requested	Amount Awarded
3.	FCM Municipalities for Climate Innovation – <i>Plans and Studies</i>	Net Zero City Hall Energy Assessment and Road Map	A study to conduct an energy audit of City Hall and develop a road map to achieve zero emissions in all operations	February 2021		45,000	N/A
4.	FCM Municipalities for Climate Innovation – <i>Capital Projects: Transportation Mitigation</i>	AAA Bicycle Network Implementation Project	To support completion of AAA bicycle network on Fort, Wharf, Cook & Harbour streets	December 2019		\$1 million	N/A
5.	UBCM Gas Tax Strategic Priorities Fund – <i>Capital</i>	Crystal Pool and Wellness Centre Replacement Project	Funding to replace the Crystal Pool	2024		\$6 million	N/A
6.	UBCM Gas Tax Strategic Priorities Fund – <i>Capital</i>	AAA Cycling Network Implementation	Funding to support cycling network implementation	2024		\$6 million	N/A
7.	UBCM Gas Tax Strategic Priorities Fund – <i>Capacity</i>	Asset Management Practices, Procedures and Training Plan	Funding to develop a quality systems toolkit, including training and data management	2024		\$150,000	N/A
8.	Canadian Heritage -	Victoria Celebrates Canada Day	Federal funding for July 1 st Celebrations	July 1, 2018		\$50,000	N/A






Attachment B: Grant Summary

Current Grant Application Status							
	Grant Program	Project	Description	Completion Date	Status	Amount Requested	Amount Awarded
	Celebrate Canada Grant						
9.	BCRPA Before-After School Program	Expand Nature's Way Program	To fund one day of after school Nature's Way Program – a nature based therapy program. The program is run through Crystal Pool but based at Government House.	July 2018		\$3,000	\$4,500
10.	New Building Canada Fund Small Communities Fund	Point Ellice Bridge Upgrades	Resurfacing of the bridge deck and repair to the existing steel structure.	March 31, 2019		\$3,622,000	\$2,414,666
11.	BC Hydro Sustainable Communities Funding	Towards a Multi-Unit Rental Building Retrofit Strategy	Explore incentives, programs and policy levers to improve the energy performance in existing rental buildings	June 1, 2018		\$60,000	\$60,000
12.	Canada Summer Jobs Program	City of Victoria Summer Camps	Provides funding for the City of Victoria to hire students for summer camp programs	November, 2017	✓	\$35,620	\$5,864
13.	Infrastructure Planning Grant	Bowker Creek Daylighting Feasibility Study	Develop a tool to facilitate the	March 31, 2019		\$10,000	\$10,000

Attachment B: Grant Summary

Current Grant Application Status							
	Grant Program	Project	Description	Completion Date	Status	Amount Requested	Amount Awarded
			establishment of a daylighting corridor for Bowker Creek, in collaboration with the CRD, Saanich and Oak Bay				
14.	Island Health - <i>Community Wellness</i>	Get Moving Victoria	Health promotion event at Royal Athletic Park including dozens of exhibitors	June, 2018		\$12,000	\$12,000
15.	British Columbia Canada 150: Celebrating B.C. Communities and their Contributions to Canada	Artifact Display Table for the Archives Reference Room	Develop a display table in the archives reference room with continually rotating displays	March 31, 2018	✓	\$8,580	\$8,580
16.	CN EcoConnexions From the Ground Up	Tree Planting	Planting of approximately 200 trees	November 30, 2017	✓	\$90,000	\$25,000
17.	BC Hydro Community Regreening Grant	Boulevard Replacement Tree Planting	Plant 75 trees in parks and boulevards in the City	March 31, 2018	✓	\$9,750	\$9,750
18.	Trans Canada Trail Foundation	David Foster Harbour Pathway	Wayfinding Project	September 30, 2017	✓	\$25,000	\$25,000

Attachment B: Grant Summary

Current Grant Application Status							
	Grant Program	Project	Description	Completion Date	Status	Amount Requested	Amount Awarded
19.	Trans Canada Trail Foundation	David Foster Harbour Pathway	Reeson Park Pathway Project	September 30, 2017	✓	\$100,000	\$100,000
20.	Trans Canada Trail Foundation	David Foster Harbour Pathway	JSB Underpass Project	March 30, 2018		\$100,000	\$100,000
21.	VanCity	David Foster Harbour Pathway	Funding was originally intended for Heron Cove special place on Harbour Pathway; new partnership opportunities to be discussed in Q1 2018; Funding remains	No deadline		N/A	\$100,000
22.	David Foster Foundation	David Foster Harbour Pathway	To support the development of the Harbour Pathway. Not allocated to specific projects	No deadline		N/A	\$50,000
23.	Building Canada Fund	Johnson Street Bridge	Replace the existing JSB with a new bascule bridge	September 30, 2019		\$21,000,000	\$21,000,000
24.	UBCM General Strategic Priorities Fund	Johnson Street Bridge	Replace the existing JSB with a new bascule bridge	March 31, 2018		\$16,500,000	\$16,500,000
25.	Canadian Heritage's Canada 150 Fund	Spirit of 150 Victoria – Celebrate Period	Host official Canada 150 events on Saturday, July 1	March 31, 2018	✓	\$400,000	\$400,000

Attachment B: Grant Summary

Current Grant Application Status							
	Grant Program	Project	Description	Completion Date	Status	Amount Requested	Amount Awarded
26.	Canadian Tire Jumpstart	Activity Equipment	Provides equipment to children's programs	November 15, 2017	✓	Kit Donation	Kit Donation (Volleyball Net and Badminton Supplies)
27.	Canadian Tire Jumpstart	Outdoor Education Program	Provides skill building outdoor program to low-income students	April 30, 2018	✓	\$1,600	\$1,472
28.	KidSport Board of Directors	Rogers Elementary School Adapted Aquatics Swim Lessons	Provides adaptive aquatics lesson to three children with disabilities at Crystal Pool	June 22, 2017	✓	\$760	\$760
29.	Canadian Tire Jumpstart	George Jay Elementary School Swim Lessons	Provides subsidized swim lessons for 75 low-income students at Crystal Pool	March 16, 2017	✓	\$1,853	\$1,853
30.	Canadian Tire Jumpstart	Tyee Schools Program	Provides subsidized swim lessons for up to 25 low-income students at Crystal Pool	June 23, 2017	✓	\$960	\$960
31.	Bike BC	Pandora Bike Lane	Construct a two-way protected bicycle facility on Pandora	July 20, 2017	✓	\$890,492	\$890,492
32.	Habitat Stewardship Program for Species at Risk	Beacon Hill Park Species at Risk Habitat Improvement Project	Funding to enable the City to address current threats to	March 31, 2017	✓	\$10,000	\$10,000

Attachment B: Grant Summary




Current Grant Application Status							
	Grant Program	Project	Description	Completion Date	Status	Amount Requested	Amount Awarded
			five plant species at risk				
33.	BC Recreation and Parks Association Move for Health Day	Be Victoria Fitness – Move for Health Day	Funding for a free, youth based event 'Water Wipe-out' at Crystal Pool	May 31, 2017	✓	\$300	\$300
34.	Canadian Heritage's Canada 150 Fund	Spirit of 150 Victoria – First Night	To host an official event on January 1, 2017	March 31, 2017	✓	\$224,000	\$224,000
35.	BC Healthy Communities – Social Connectedness Grant	Cultivating Social Connections in the City of Gardens	To fund the planning and design of up to 4 additional community gardens in the City as well as convene a workshop.	N/A	✗	\$15,000	\$0
36.	Rick Hansen Foundation Barrier Buster Grant	Pandora/Fernwood Intersection Improvements	Audable pedestrian signals	N/A	✗	\$20,000	\$0
37.	Rick Hansen Foundation Barrier Buster Grant	Hearing Loop installation at City Hall	Funding to install a hearing loop - a special type of sound system for those with hearing aids at City Hall	N/A	✗	\$9,465	\$0
38.	Rick Hansen Foundation	Awareness Event	Event at City Hall to showcase	N/A	✗	\$10,000	\$0

Attachment B: Grant Summary





Current Grant Application Status							
	Grant Program	Project	Description	Completion Date	Status	Amount Requested	Amount Awarded
	Barrier Buster Grant		accessibility enhancements and features				
39.	Aviva Community Fund	Cecelia Ravine Park – Playground Improvement	To contribute to capital construction of an updated playground in 2019, pending Council approval of the improvement plan in December 2018	N/A	X	\$92,000	\$0
40.	BC Healthy Communities	Active Communities	PLAY Group Victoria (Physical Literacy and You)	N/A	X	\$30,000	\$0

Attachment B: Grant Summary

The following is a list of programs that staff are currently assessing as potential funding opportunities to support projects that are or will be underway. Staff will continue to bring forward reports for those applications that require a Council resolution.

	Future Grant Applications							
	Grant Program	Proposed Project	Description	Matching Fund Required	Status	Funding Max	Application Deadline	Council Resolution Required
1.	Jumpstart Accessibility Grants- <i>Inclusive Design Innovation Grants</i>	Crystal Pool and Wellness Centre Replacement Project	Provides funding to enhance existing building plans for sport and recreation spaces with uniquely innovative solutions for inclusion & accessibility for children of different abilities.	No		\$1,000,000	March 16, 2018	No
2.	Canada Summer Jobs Program	Crystal Pool Summer Camps Employment	Provides funding for the City of Victoria to hire students for summer camp programs	No		\$40,000	Feb 2, 2018	No
3.	Ministry of Transportation and Infrastructure- <i>BikeBC Program</i>	Wharf Street AAA Bicycle Route & Complete Street Project	Capital funds available towards new cycling infrastructure - designed to support commuter, recreational and tourism-based populations	Yes		\$1,000,000	February 9, 2018	No

Attachment B: Grant Summary

4.	UBCM Community Emergency Preparedness Fund – <i>Emergency Operations Centres and Training</i>	Emergency Operations Centre equipment, supplies, and training	Purchase of equipment and supplies required to support Emergency Operations Centre (EOC) operations and to enhance EOC capacity through training and exercises	No		\$25,000	February 2, 2018	Yes
5.	BC Habitat Conservation Trust	Deer Management	Undertake public education, a community survey and a population count and inventory of impacts in conjunction with UWSS	No		\$10,000	May 16, 2018	No
6.	FCM-Municipal Asset Management Program	Asset Management Policy and Strategy	Develop an AM policy that outlines corporate goals and objectives as well as an AM strategy that ties together policy with individual asset plans	Yes		\$50,000	June 2020	Yes
7.	Infrastructure Canada- <i>Smart Cities Challenge (through South Island Prosperity Project)</i>	Innovative Transportation	Under development	No		Initial application \$250,000	April 24, 2018	No

Attachment B: Grant Summary

The following is a list of some upcoming or existing grant opportunities that may be aligned with City of Victoria projects that are currently or will be undertaken in future years. Staff will monitor these programs and assess eligibility and continue to request approval to apply from Council for those programs that require a resolution.

New Grant Opportunities			
	Grant Program	Project Description	Program Intake and/or Application Deadline
1.	UBCM Community Emergency Preparedness Fund – <i>Flood Risk Assessment, Flood Mapping and Flood Mitigation Planning</i>	To support eligible applicants to ensure they have accurate knowledge of the flood hazards they face and to develop effective strategies to mitigate and prepare for those risks.	Second Round 2018 TBD
2.	UBCM Community Emergency Preparedness Fund – <i>Structural Flood Mitigation</i>	To support eligible applicants to prevent, eliminate or reduce the impacts of hazards through construction of structural flood mitigation projects.	April 13, 2018
3.	UBCM Community Emergency Preparedness Fund – <i>Evacuation Route Planning</i>	As of January 2018, this funding stream remains under development.	TBD
4.	UBCM Asset Management Program	To support activities that advance a local government's asset management planning or practices, and that facilitate better integration of asset management planning with long term financial planning.	March 31, 2018
5.	Real Estate Foundation of BC	This program funds research and knowledge mobilization, public and professional education, initiatives that support law and policy analysis/reform, and other land use and real estate related projects that benefit BC communities.	February 28, 2018
6.	FCM - <i>Municipalities for Climate Innovation - Staff Support Grants</i>	Grant funding to supplement salaries for existing municipal staff to implement climate change programs and projects. Awaiting further program details.	2018
7.	FCM- <i>Municipalities for Climate Innovation -Transition 2050</i>	A combination of training and grant funding for a collaborative network of municipalities committed to reducing GHG emissions by 80 per cent by 2050. Awaiting further program details.	2018

Attachment B: Grant Summary

8.	Rick Hansen Foundation – <i>BC Accessibility Grant Program</i>	Organizations rated through the <i>Rick Hansen Foundation Accessibility Certification program</i> can apply for funding to complete an accessibility improvement project.	Multiple; February 1, 2018; July 1, 2018; December 1, 2018
9.	Abandoned Boats Program	The <i>Abandoned Boats Program</i> provides grant and contribution funding to assist in the removal of abandoned and/or wrecked small boats posing a hazard in Canadian waters.	March 15, 2018
10.	Island Health - <i>Community Wellness Granting Program</i>	Funding for projects that include healthy aging, positive mental health, social and family connectedness, healthy eating and physical activity.	February 7, 2018
11.	Natural Resources Canada – <i>Electric Vehicle Infrastructure Demonstrations</i>	Funding to support demonstrations of next generation and innovative electric vehicle charging infrastructure projects.	February 8, 2018
12.	Natural Resources Canada – <i>Electric Vehicle and Infrastructure Deployment Initiative</i>	Funding to support the construction of an electric vehicle fast charging network. The funding also supports natural gas infrastructure along key freight corridors and hydrogen infrastructure in metropolitan centres.	March 22, 2018
13.	Ministry of Health/Sport for Life – <i>Physical Literacy for Communities Initiative</i>	The purpose of the initiative is to improve the development of physical literacy, which leads to increased physical activity.	January 31, 2018
14.	Ministry of Energy and Mine – <i>Specialty Use Vehicle Incentive Program</i>	Funding to support fleets by incentivizing the adoption of electric vehicles in a variety of vehicle types including motorcycles, low-speed vehicles and unique service vehicles.	March 31, 2018
15.	BC Hydro – <i>Community ReGreening Program</i>	Provides annual grants to local governments to assist with planting trees in the community.	January 31, 2018
16.	BC Hydro - <i>Sustainable Communities Project Implementation Offer</i>	Funding to support community energy management in the areas of energy efficiency and conservation, energy literacy and capacity and efficient, low carbon electrification.	February 2, 2018



Committee of the Whole Report For the Meeting of February 15, 2018

To: Committee of the Whole
From: Chris Coates, City Clerk
Subject: Parks Regulation Bylaw Amendments

Date: February 5, 2018

RECOMMENDATION

That Council receive this report for information.

EXECUTIVE SUMMARY

On September 21, 2017 Council directed staff to make the following changes to the Parks Regulations Bylaw:

1. Amend section 2 by inserting new definitions for "occupy" and "same location";
2. Add new section 5A establishing a permitting system for erection of signs or other structures or holding of protests, demonstrations, or other political expression that occupies same location in a park in excess of six hours in a 24 hour period;
3. Add new section 9A authorizing the Director to temporarily close a park or part of a park when necessary for maintenance, renovation, or other work, or when necessary for the safety of staff or the public due to construction or hazardous conditions;
4. Add new section 14A that authorizes City staff engaged in work in a park to direct a person to move or to move his or her belongings and prohibits interference with staff engaged in work in a park;
5. Amend section 19 by providing clear authority for removal or impoundment of any object, matter or thing that is or remains in a park unlawfully, while providing for its prompt return; and,
6. Consequential amendments to section 20 (offences) and to the *Ticket Bylaw*.

In addition to the Bylaw amendments, Council resolved to direct Police and Bylaw to report publicly at the next quarterly update on the implementation of the new direction. The Bylaw amendments were adopted in Quarter 4 of 2017 on October 26th.

Since the Bylaw amendments were adopted, Bylaw Services and VicPd have not had to utilize them. It was not expected that these provisions would be used frequently, but rather that should there be the need, there would be an enhanced ability to ensure that park space is available for the types of uses they are intended for, and that any issues of concern could be addressed in a timely manner.


Given that there has been no experience with these new provisions to date, Council may wish to direct staff to report back on this issue on a quarterly basis or alternatively, in the event that there is experience with utilizing any of the new regulations.

Respectfully submitted,



Chris Coates
City Clerk

Report accepted and recommended by the City Manager:


Date: Feb 8, 2018



Committee of the Whole Report For the Meeting of February 15, 2018

To: Committee of the Whole **Date:** February 6, 2018
From: Chris Coates, City Clerk
Subject: Resource Implications of Potential Animal Control Bylaw Amendments

RECOMMENDATION

That Council receive this report for information.

EXECUTIVE SUMMARY

At the December 7, 2017 Committee of the Whole meeting Council received the Council Member motion report attached as Appendix A, resulting in the following motion passed at the December 14, 2017 Council Meeting:

“Animal Responsibility Bylaws

That Council direct staff to report back at the next quarterly update with the resource implications of a plan to update the current Animal Control Bylaw and Vehicle for Hire Bylaws by:

1. Changing the name of the bylaw to the Victoria Animal Responsibility Bylaw.
2. Incorporate wording and sections of the BC SPCA Model Animal Responsibility Bylaws (2017), the Surrey Animal Responsibility Bylaw(2017) and the City of Duncan Animal Regulation and Impounding Bylaw (Amendments 2017) in the following areas and including any other areas that staff recommend adding based upon experiences with the bylaw:
 - a. Standards of Care: See appendix for Surrey bylaw Section 44.
 - b. Hoarding and Animal Limits: See appendix for Duncan bylaw 3 and 4 and BC SPCA Model Animal Responsibility Bylaw Pages 9 and 10.
 - c. Aggressive Dogs: See Surrey bylaw Sections 18-21 and add in glossary the definition of Aggressive Dogs.
 - d. Animal Cruelty: See Duncan bylaw 15 and Surrey bylaw 48.
 - e. Urban Chicken and Urban Bees: See BC SPCA Model Animal Responsibility Bylaw Pages 25-28.
 - f. And to add to our Outdoor Shelter Requirements that:
 - i. A person responsible for an animal shall ensure the Animal has protection from all the elements.
 - ii. No person responsible for an animal shall permit the Animal to suffer from hyperthermia, hypothermia, dehydration, discomfort, or exertion causing unnecessary pain, suffering or injury.

In addition: In regards to our vehicle for hire bylaws in relation to horse drawn vehicles the below should be added.

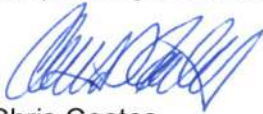
Identification of horses and horse drawn vehicles

Every horse while transporting passengers must display an identification number which is visible and legible. This identification number must correspond with the name, description and health record of the horse and is to be provided to the licensing officer and SPCA at the beginning of the season.”

The purpose of this report is to provide Council with information regarding the resource implications of possible bylaw amendments to the Animal Control Bylaw and Vehicles for Hire Bylaw respecting animal wellbeing.

A work plan item for Legislative and Regulatory Services for 2018 involves the Animal Control contract which expires at the end of the year. It would be appropriate to consider Bylaw amendments in conjunction with the Contract being put out for proposals. With current resources, staff can bring forward the Bylaw amendments specifically noted in the Council motion in 2018 with existing resources given the concise nature of the amendments. For the balance 2018 the department does not have much if any flexibility remaining after this to take on any further additional work.

Respectfully submitted,



Chris Coates
City Clerk

Report accepted and recommended by the City Manager:

Date:


Feb 8, 2018

List of Attachments:

Appendix A – Council Member Report December 7, 2017



Council Member Motion

For the Committee of the Whole Meeting of December 7, 2017

To: Committee of the Whole
From: Councillor Thornton-Joe
Subject: Animal Responsibility Bylaws

Date: December 1, 2017

Background:

Public health, safety, and environmental risks are key concerns for every municipality. Incidents involving cat overpopulation, dangerous dogs and exotic animals have created expectations for regulators to proactively address these issues. Other than the City of Vancouver, municipalities in BC are governed by the Community Charter. A municipality has the authority to provide any service that the council considers necessary or desirable, including prohibiting and imposing requirements in relation to animals. Each year, UBCM sends resolutions to the Province to ask them to address issues related to animals. More often than not, the response from the Province is that the Community Charter already gives municipalities the ability to address the issue locally. Municipalities without bylaws or with weak bylaws in place to address animal issues can become known as a "safe haven" for people who neglect and abuse animals.

Recently, the BCSPCA has published their New Model Animal Responsibility Bylaws (Version 3/September 2017). Also, the City of Surrey has recently updated their bylaws (Bylaw 19105, Surrey Animal Responsibility Bylaw 2017) and City of Duncan has recently updated their bylaws that address the issues of hoarding and animal welfare issues. In general, the City of Victoria's bylaws are effective, however there are areas in which the bylaws should be updated.

Strategic Plan:

Objective 1: Innovate and Lead

Objective 8: Enhance and Steward Public Spaces, Green Spaces and Food Systems

Motion:

That Council direct staff to report back at the next quarterly update with the resource implications of a plan to update the current Animal Control Bylaw and Vehicle for Hire Bylaws by:

1. Changing the name of the bylaw to the Victoria Animal Responsibility Bylaw
2. Incorporate wording and sections of the BC SPCA Model Animal Responsibility Bylaws (2017), the Surrey Animal Responsibility Bylaw(2017) and the City of Duncan Animal Regulation and Impounding Bylaw (Amendments 2017) in the following areas and

including any other areas that staff recommend adding based upon experiences with the bylaw :

- a. Standards of Care: See appendix for Surrey bylaw Section 44.
- b. Hoarding and Animal Limits: See appendix for Duncan bylaw 3 and 4 and BC SPCA Model Animal Responsibility Bylaw Pages 9 and 10.
- c. Aggressive Dogs: See Surrey bylaw Sections 18-21 and add in glossary the definition of Aggressive Dogs.
- d. Animal Cruelty: See Duncan bylaw 15 and Surrey bylaw 48.
- e. Urban Chicken and Urban Bees: See BC SPCA Model Animal Responsibility Bylaw Pages 25-28.
- f. And to add to our Outdoor Shelter Requirements that:
 - i. A person responsible for an animal shall ensure the Animal has protection from all the elements.
 - ii. No person responsible for an animal shall permit the Animal to suffer from hyperthermia, hypothermia, dehydration, discomfort, or exertion causing unnecessary pain, suffering or injury.

In addition: In regards to our vehicle for hire bylaws in relation to horse drawn vehicles the below should be added.

Identification of horses and horse drawn vehicles

Every horse while transporting passengers must display an identification number which is visible and legible. This identification number must correspond with the name, description and health record of the horse and is to be provided to the licensing officer and SPCA at the beginning of the season.

Respectfully submitted,



Councillor Thornton-Joe



Framework Agreement
Quarterly Report to the City of Victoria
October 1st to December 31st, 2017

January 18, 2018



Chief Constable's Message



It is my pleasure to offer this quarterly report on the initiatives that the Victoria Police Department has undertaken in the fourth quarter of 2017.

During this period, VicPD supported a number of community-focussed initiatives including a community soccer game hosted by the Masjid Al-Iman mosque, Halloween activities, Remembrance Day commemorations, an LGBTQ2 Conference at the Victoria Native Friendship Centre, the Threshold Housing Society's Tree Lighting Event, the Island Farms Santa's Light Parade, and the Aboriginal Coalition to End Homelessness's Building Community event. These

important community events saw the participation of members of our Senior Command Team, VicPD officers and our Volunteers and Reserves.

In terms of operations, all of VicPD's divisions continue to follow an intelligence-led policing approach through our Strategic Operations Council, which sets out the department's priorities within our communities. We continue to remain responsive to the needs of individual citizens and their unique neighbourhoods through two-way dialogue that occurs in person, online through our many social media channels, and through community events.

Sincerely,

Del Manak
Chief Constable



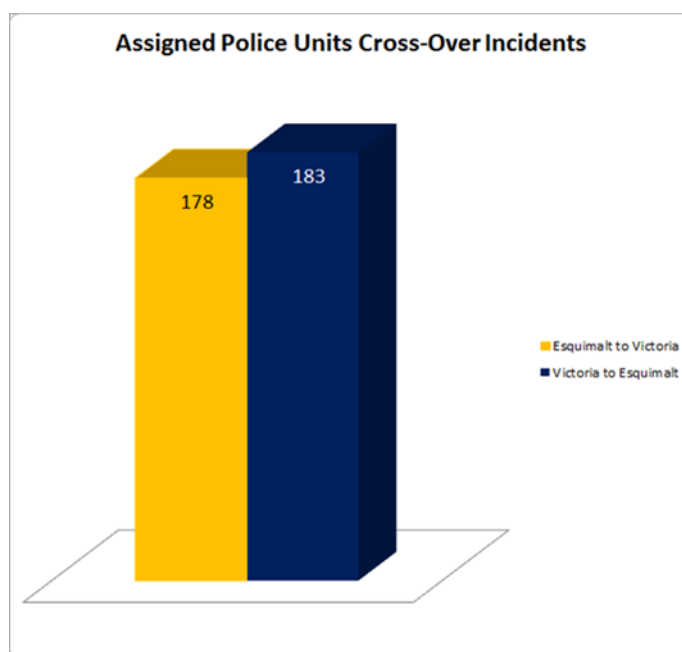
Framework Agreement Quarterly Report to the City of Victoria: October 1st to December 31st, 2017

The following represents the performance of VicPD related to the identified performance metrics for the time period October 1 to December 31, 2017.

Number of dispatched calls in each municipality

Dispatched Calls for Service by Municipality										
	Priority 1		Priority 2		Priority 3		Priority 4		Grand Totals	
	Q4 2016	Q4 2017	Q4 2016	Q4 2017	Q4 2016	Q4 2017	Q4 2016	Q4 2017	Q4 2016	Q4 2017
VICTORIA	864	897	2978	2692	5954	6131	1655	1868	11451	11588
ESQUIMALT	129	140	297	282	582	587	176	160	1184	1169
Outside Jurisdiction	3	5	15	8	20	40	8	5	46	58
Grand Total	996	1042	3290	2982	6556	6758	1839	2033	12681	12815
Note* All calls dispatched to Esquimalt do not include calls to Vic West										

Number of times officers attend a call outside their jurisdiction



Note: Cross-Overs "Esquimalt to Victoria" represent incidents of officers assigned to the Esquimalt Division (who also cover Vic West) crossing into the Victoria Division operational area (East of the Bridges). Cross-Overs "Victoria to Esquimalt" represent incidents of officers assigned to the Victoria Division crossing into the Esquimalt Division operational area, including Vic West.



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Response times in each municipality (segmented by Priority 1 and 2 calls)

Response times for Priority 1 and 2 calls		
Response Time	Victoria	Esquimalt
0 - 5 min.	45%	50%
5.1 - 10 min.	6%	9%
10.1 - 15 min.	30%	27%
Other*	18%	15%

* "Other" typically indicates response times for secondary units or support units arriving on scene. It also accounts for responses to calls that are initially categorized as Priority 1 or 2 but are found to actually be less urgent (i.e. an abandoned 911 call in which the caller clarifies that it was made in error). Finally, a delay in officers reporting themselves as "on scene" can result in an indication of a longer response time than is actually the case.

Top 5 call types

Victoria				
Top 5 Call Types	Q4 2017	Rank	Q4 2016	Rank
ABANDONED 911	2658	1	2239	1
UNWANTED PERSON	2050	2	1701	2
CHECK WELLBEING	1324	3	1401	3
THEFT	1051	4	914	5
PROPERTY	862	5	869	6
Grand Total	17339		16509	
Esquimalt				
Top 5 Call Types	Q4 2017	Rank	Q4 2016	Rank
ABANDONED 911	206	1	285	1
CHECK WELLBEING	118	2	111	2
ASSIST GENERAL PUBLIC	108	3	95	3
ASSIST POLICE / FIRE / AMBULANCE	97	4	93	4
THEFT	84	5	86	5
Grand Total	1620		1695	

Examples of call types in each category:

Abandoned 911: "pocket dials," children playing with phones, wrong number, caller unable to communicate with police.



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Unwanted Person: person refusing to leave, trespasser.

Check Wellbeing: check on elderly person, person possibly on drugs or intoxicated.

Assist Police/Fire/Ambulance: assisting fire departments, the BC Ambulance Service, follow-up requests by other law enforcement agencies.

Theft: stealing items.

Suspicious Circumstances: suspect looking in car windows and appears to be “casing” vehicles, person acting strangely, suspicious person on someone’s property.

Top 5 reported occurrences for each municipality

This category of data was previously entitled “Criminal Code Offences by Municipality.” It has been renamed “Reported Occurrences” to provide a more accurate outline of the most frequent incidents that occur, reflecting the events that place the highest demands on officers’ time.

Victoria				
	Q4 2017	Rank	Q4 2016	Rank
ASSIST PUBLIC/UNWANTED PERSON	2551	1	2387	1
SUSPICIOUS CIRCUMSTANCES	688	2	630	2
THEFT FROM VEHICLE	439	3	345	5
PROPERTY-FOUND	417	4	356	4
PROPERTY-LOST	410	5	469	3
Grand Total	11239		11297	

Esquimalt				
	Q4 2017	Rank	Q4 2016	Rank
ASSIST PUBLIC/UNWANTED PERSON	275	1	262	1
SUSPICIOUS CIRCUMSTANCES	107	2	88	2
THEFT FROM VEHICLE	54	3	41	4
DOM DISP-NO ASLT	53	4	49	3
BYLAW-NOISE	33	5	31	5
Grand Total	1206		1194	

Examples of call types in each category:

Assist Public/Unwanted Person: a person refusing to leave, assisting lost person.

Suspicious Circumstances: a suspicious person on someone’s property, a suspicious bag.

Found Property: staff at a hotel call as they had found a camera.

Lost Property: a tourist called to report lost camera.

Theft Under \$5000: owner reports bicycle valued at \$900 stolen from yard.

Domestic Dispute – No Assault: a couple having a loud argument in an apartment.

Bylaw -Noise Complaint: a loud party.

Mischief: graffiti, broken window.

Operations Council priorities: Demonstrating responsiveness to community concerns

At the beginning of each 28-day operational period, the Analysis and Intelligence Section identifies and brings to the attention of the Strategic Operations Council crime and disorder trends that impact public safety and quality of life. Members are assigned to these areas during their specific shifts to concentrate a proactive presence in the areas which have seen a specific rise in crime or disorder type complaints.

The Crime Reduction Unit (CRU) and Strike Force Unit, operating on the information provided by the Analysis and Intelligence Section, entered phase two of Operation Fentanyl Focus, a prioritization of fentanyl-related drug crime. This saw CRU intercept a ¼ kilogram shipment of fentanyl and cocaine that was being smuggled from Vancouver to Victoria. Two men were arrested before they entered the city and remain in custody. The Strike Force Unit investigated a fentanyl trafficker who was already dealing in Victoria. Remarkably, his operation was beside a children's daycare. When Strike Force members arrested him nearby, his pockets were stuffed with heroin, fentanyl, cocaine, methamphetamine and thousands of dollars in drug profits.

Number of community events attended

The number of community meetings and community celebrations were recorded for the time period spanning October 1 to December 31, 2017. For statistical reporting purposes, "community meetings" were defined as "all meetings with any community stakeholders including community groups, schools, boards, councils, neighbourhood



VicPD was proud to take part in the 2017 Island Farms Santa Parade

associations, etc.” “Community events” were defined as “pre-planned events put on by either VicPD, or by one of our community partners.”

VicPD personnel attended 91 community and partner meetings and 26 community events. The events included a community soccer game hosted by the Masjid Al-Iman mosque, Halloween activities, Remembrance Day commemorations, an LGBTQ2 Conference at the Victoria Native Friendship Centre, the Threshold Housing Society’s Tree Lighting Event, the Island Farms Santa’s Light Parade, and the Aboriginal Coalition to End Homelessness’s Building Community event.



VicPD officers take part in the community soccer game hosted by the Masjid Al-Iman mosque

Community Engagement Update

The VicPD Community Engagement Division, comprised of Public Affairs, the Community Programs Coordinator, Block Watch, Volunteer Services, the Reserve Program, and the Crime Free Multi-Housing Program, continued its efforts to engage the residents of Victoria through a variety of efforts.

The VicPD Public Affairs section continues to keep our Victoria and Esquimalt communities engaged and informed through both mainstream and social media. The two-member section:

- Successfully filmed and launched the Restorative Justice Distracted Driving Campaign;
- Discussed holiday safety tips including mail theft safety;
- Continued to distribute information about theft from vehicles downtown, especially in parkades;



Framework Agreement Quarterly Report to the City of Victoria: October 1st to December 31st, 2017

- Informed our communities about road closures, urgent incidents and public safety concerns;
- Provided public affairs support to the Island Farms Santa Parade and Good Life Marathon;
- Provided public affairs support for numerous high-profile stories involving public safety;
- Assisted in a “Jail and Bail” fundraising event with the United Way; and
- Conducted a “tweet along” on both nights of the Halloween weekend, creating productive conversation online about community safety.

In addition to answering over 389 media requests this quarter, our two-person section issued 71 media releases, issued several mobile alerts, and sent out hundreds of tweets and other social media posts during this quarter

Block Watch continues to increase its presence in the community of Victoria. New Captains and participants are continually added to the program, and our Reserve Constables make regular presentations to Block Watch groups. In addition to managing the Block Watch program, VicPD’s Community Programs Coordinator was recently appointed as a board member for the Block Watch Society of British Columbia, which in turn will have a positive impact on the program delivery for Victoria residents.

During the fourth quarter of 2017 VicPD, participated in the first annual Wicked Victoria family friendly Halloween event. VicPD Volunteers had a booth set up and handed out safety light



**VicPD Volunteers distribute VicPD reflective lights
at the Wicked Victoria Halloween Celebration**



Framework Agreement Quarterly Report to the City of Victoria: October 1st to December 31st, 2017

reflectors. VicPD volunteers, officers and the Chief were once again happy to participate in the annual Island Farms Santa's Light Parade.

Under the leadership and direction of the Coordinator of Volunteer Services, VicPD volunteers provided exceptional service to the City of Victoria. Below is a summary of the duties, projects and activities for the fourth quarter of 2017.



VicPD Volunteers conducted 66 Crime Watch deployments in Victoria in the fourth quarter of 2017

- Crime Watch volunteers conducted patrols in response to Operations Council priorities, engaging with community members and raising awareness of crime prevention initiatives.
- At Headquarters, volunteers provide knowledgeable and professional support at the Front Desk. During this quarter, Front Desk volunteers provided 548 hours of excellent customer service.
- In addition, a small group of dedicated volunteers, often experts in their field, provided program and project support to our volunteer programming. Together these volunteers provided 201 hours of service during this term.
- Promoting pedestrian safety, volunteers distributed VicPD reflective lights at the Wicked Victoria Halloween Celebration, and along with VicPD members and staff, volunteers attended the Aboriginal Coalition to End Homelessness Christmas Celebration.
- During this quarter, Crime Watch Volunteers checked approximately 12,000 vehicles in the Victoria Downtown parkades in an effort to reduce the number of theft from motor vehicles by reminding vehicle owners to lock their vehicle and remove all valuables.



Framework Agreement Quarterly Report to the City of Victoria: October 1st to December 31st, 2017

- On October 5, the Coordinator of Volunteers attended the University of Victoria Community Volunteer Recruitment Fair, in an effort to recruit additional volunteer support.
- On October 11 and 19, the Coordinator of Volunteer Services held training sessions for 17 new VicPD volunteers for Front Desk and Crime Watch assignment.
- On October 24 and 25, Crime Watch volunteers distributed safety reflectors as part of the VicPD/ICBC Pedestrian Safety Campaign. Volunteers deployed to high foot-traffic transit stops in the downtown core.
- On November 25, VicPD celebrated our magnificent volunteers at our Annual Volunteer Recognition and Awards Ceremony. The evening was our way of recognizing the exceptional service that our VicPD volunteers and reserves provide to the department and the community.

For the VicPD Reserve Program, new Reserve recruits started training on October 19 with a scheduled graduation of February 3, 2018. Upon graduation, these 19 Reserves will be out in the community delivering crime prevention programs while boosting the total number of active Reserves to 65.

As of November 30, Reserve Constables have volunteered 7,800 hours to the community in 2017.



VicPD Reserve Constables receive a warm welcome at the 2017 Island Farms Santa's Light Parade

The VicPD Bike Registry continues to be a success with much public interest and many bicycles returned to victims of theft.

In November, the Reserve Program Coordinator Cst. Millard launched the Restorative Justice Distracted Driver Pilot Project with assistance from Drop It and Drive and the Office of the



Framework Agreement Quarterly Report to the City of Victoria: October 1st to December 31st, 2017

Superintendent of Motor Vehicles. There was interest from across BC and the pilot project was considered a major success.

Community Resource Officer/Assertive Community Treatment Team Update on Community Issues and Police Strategies

Within the VicPD's Community Services Division are three full-time Community Resource Officer ("CRO") positions and three positions integrated with the Assertive Community Treatment ("ACT") Teams.

CROs are uniformed officers tasked with responding to ongoing community concerns. The CROs are an essential component of VicPD's community engagement strategy because they take ownership over ongoing issues, they develop understanding and expertise of these issues, and they build personal connections with community stakeholders. The CRO positions are divided as follows:

- Csts. Allison Johnson and Kathi Brown (job share) - Burnside/Gorge
- Cst. O'Connor - Downtown
- Cst. Sean Hand - Midtown

ACT officers provide intensive, assertive support to individuals living with severe and persistent mental illness, who face multiple barriers to independent living, including substance use and chronic homelessness. These individuals are identified based upon the elevated use of emergency services including emergency health care, high hospital bed days and police contacts. The teams are comprised of nursing staff, outreach workers, social workers, a probation officer, a police officer, a psychiatrist and a Ministry of Social Development worker. The teams work together to support clients to experience improved health outcomes, commit fewer crimes and



Cst. Hand and Cst. Brown share kitchen duty with Grant McKenzie and Don Evans and at re-opening of My Place.



Framework Agreement Quarterly Report to the City of Victoria: October 1st to December 31st, 2017

reduce recidivism. Within that last 12 months VicPD, with support from the Victoria and Esquimalt Police Board and the councils of Victoria and Esquimalt, has increased its ACT officers from one to three. As a result of this expansion, the VicPD is able to offer significantly wider police coverage to the ACT teams and is able to support the ACT teams in taking on more difficult and challenging clients. The ACT positions are currently filled by:

- Cst. Sue Hamilton
- Cst. Todd Mason
- Cst. Donyne Lane

The CROs and ACT officers work under the supervision of Inspector Scott McGregor and Staff Sergeant Colin Brown. Both Inspector McGregor and S/Sgt. Brown engage at the managerial and director level with all service providers in the City of Victoria including but not limited to the Downtown Victoria Business Association, Shelter Managers, Island Health, BC Housing, Outreach Teams, Community Groups, City of Victoria Staff and City Councillors.

During this quarter, the CROs, ACT officers, S/Sgt. Brown, and Insp. McGregor attended a total of 61 community meetings and 19 community events. Some highlights from this quarter are as follows:

- The CRO officers have spent a great deal of time in the Burnside/Gorge community meeting with residents and service providers about the Province's plans to create new supportive housing units and shelter space in the area. The Portland Housing Society (PHS) and Island Health have successfully managed the supportive housing and treatment beds at the former Super 8 motel site for almost a year. In December, PHS prepared to open the shelter space in the lower portion of the former Super 8 building, providing shelter space for up to 50 people. CRO officers have worked diligently to support the surrounding community and the new shelter residents to ensure that the shelter space is a success. CRO officers have seen a significant decrease in homeless campers in and around the Cecelia Ravine area and the Rock Bay Landing Shelter since the Super 8 Shelter opened.
- In October, Insp. McGregor, S/Sgt. C. Brown, and Cst. O'Connor attended the Problem-Oriented Policing (POP) Conference in Houston, Texas. This is the leading international POP conference in North America which brings together police officers from around the world to discuss innovative strategies to reducing crime and social disorder in our communities. The conference invites participants to submit presentations on unique approaches to community problems, and identifies the top six presentations as "Goldstein finalists". Insp. McGregor and his staff submitted a presentation to the



Framework Agreement Quarterly Report to the City of Victoria: October 1st to December 31st, 2017

conference on the VicPD's management of Tent City, and they were recognized as one of the Goldstein finalists at the conference. The conference was an excellent opportunity to speak with other police managers about their approaches to various community challenges. Insp. McGregor received a significant amount of praise and positive feedback from conference participants on the VicPD's approach to managing homelessness, mental health and substance use issues.

- The three ACT officers are now fully embedded with the various ACT teams in the City and are providing support and solutions to some of the most challenging clients on our streets. The expansion of the VicPD ACT officers from two to three has allowed the ACT teams to provide great support and outreach, particularly in those cases where the clients have significant behavioural challenges and underlying propensities for violence. The VicPD ACT officers' main goal is to connect clients with support and make every effort to keep these clients housed and out of the criminal justice system.

Departmental Financial Update

As of December 31st, the department's net budget position was a surplus of approximately \$254,376, representing 99.4% of the total budget. At this time, we are finalizing the year-end reconciliation process and there may yet be some minor adjustments. Under the terms of the Framework Agreement, surplus funds will be transferred into the Financial Stability Reserve Fund to the maximum allowable amount under the agreement. Any remaining surplus will be transferred into the Employee Benefit Obligation Reserve Fund in accordance with the Framework Agreement.



Quarterly Report Q4 2017

February 15, 2018

Chief Constable Del Manak

Highlights

- ☐ Community Engagement Efforts
- ☐ Crime Prevention
- ☐ Operational Update



Community Engagement Efforts

- 91 community meetings and 26 community events
- Highlights:
 - community soccer game - Masjid Al-Iman mosque
 - Halloween activities
 - Remembrance Day commemorations
 - LGBTQ2 Conference at the Victoria Native Friendship Centre
 - Santa's Light Parade
 - Aboriginal Coalition to End Homelessness's Building Community event



Crime Prevention

- Lock Out Auto Crime
- Halloween "Tweet Along"
- Pedestrian Safety Campaign



Operational Update

- ☐ Strategic Operations Council
- ☐ Operation “Fentanyl Focus”
- ☐ Restorative Justice Distracted Driver Pilot Project



Operational Update

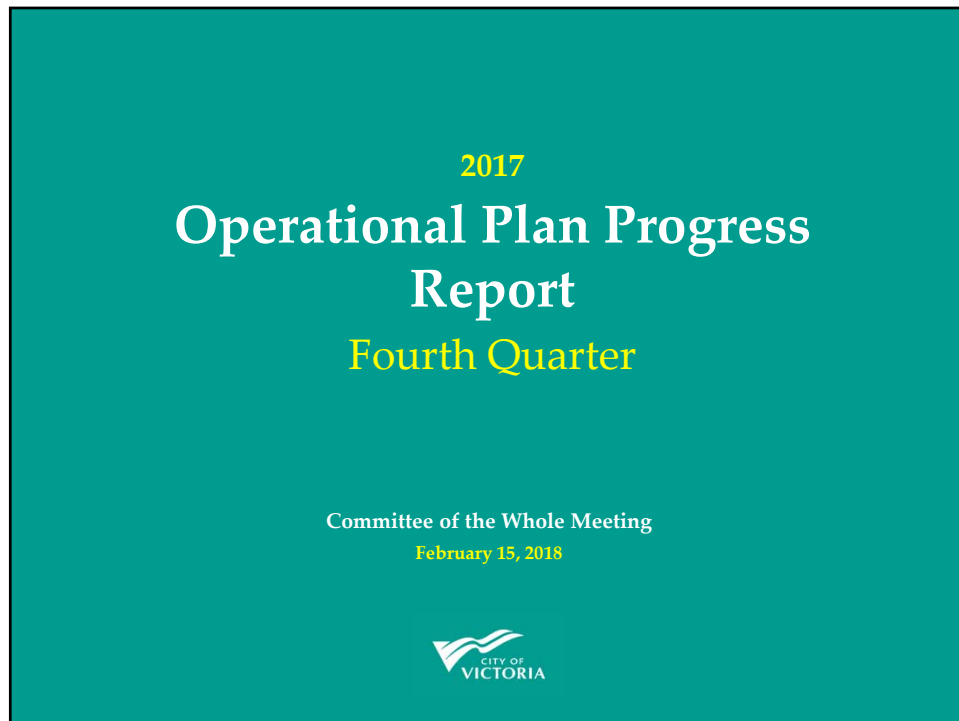
Important files in Victoria this quarter:

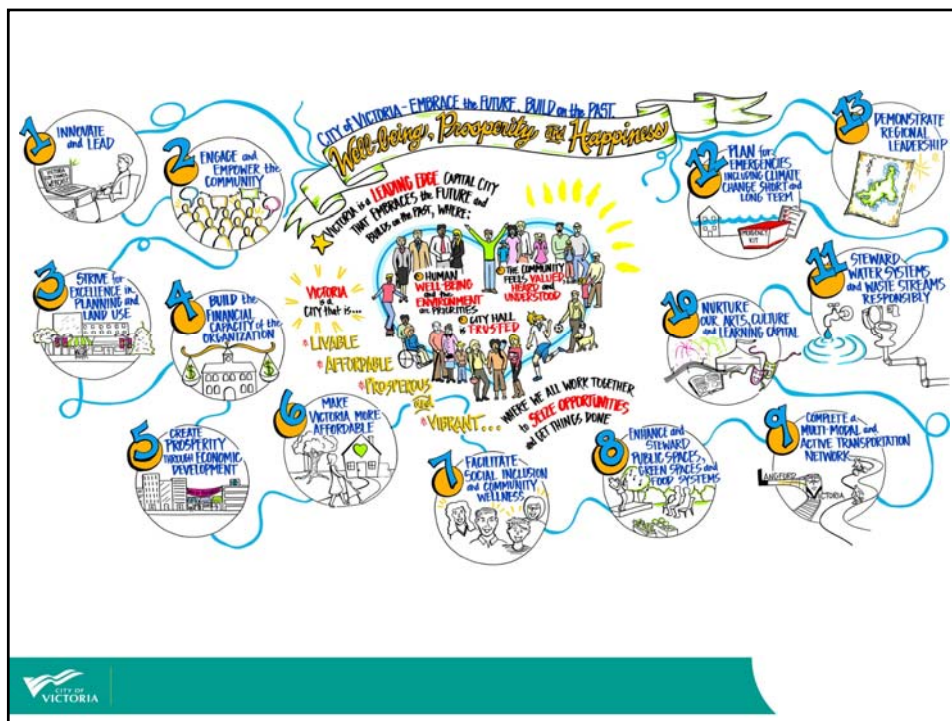
- ☐ Sobering and Assessment Centre Weapons Call
- ☐ Canada-Wide Arrest Warrant/Mental Health
- ☐ Hillside Mall Stabbing



Questions?





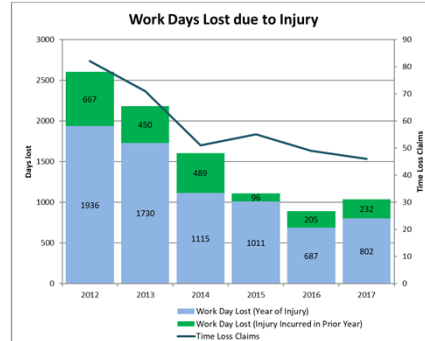


Key Initiatives – Project Status



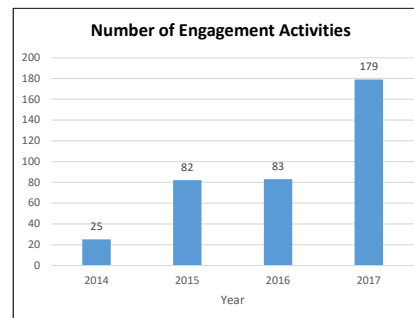
Innovate and Lead

- The City and the International Brotherhood of Electrical Workers Local 230 successfully negotiated a renewal of their collective agreement for a four-year term for the period.
- In celebration of the 50th anniversary of the City's Archives, a historical display was installed in City Hall.
- Through the implementation of new software, the fire fighter recruitment process experienced increased efficiencies related to candidate selection and notification.



Engage and Empower the Community

- Consultation on the 2018 Draft Financial Plan included an online survey and an interactive Town Hall.
- Close to 1,000 stakeholders provided feedback over a four-week period on emerging concepts developed for the Cook, Wharf and Humboldt Street bike lanes.
- The community was invited to participate in the *Name That Library* campaign to help name the new library in the James Bay neighbourhood.



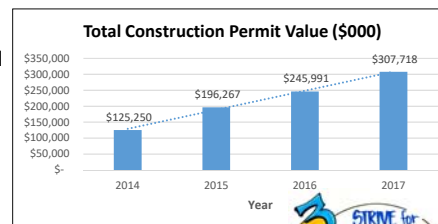
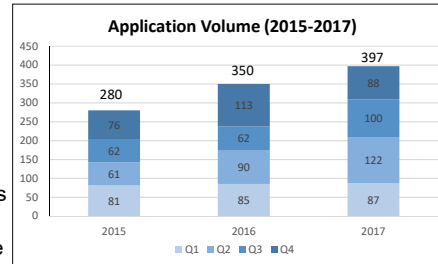
CITY OF VICTORIA

2018 Draft Budget Summary



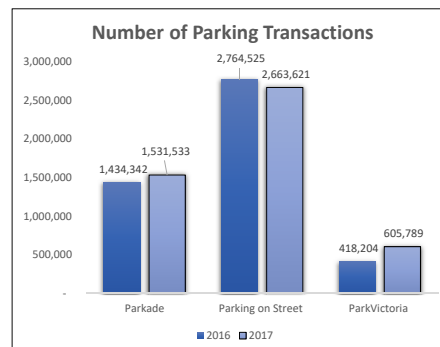
Strive for Excellence in Planning and Land Use

- The Downtown Public Realm Plan was adopted by Council.
- A new Development Summit Action Plan was approved based on the 4th annual development summit held in July 2017 in the form of a workshop.
- Public realm waterfront concept designs and a funding strategy were approved for public areas surrounding the new Johnson Street Bridge, including a setting for a public art installation.



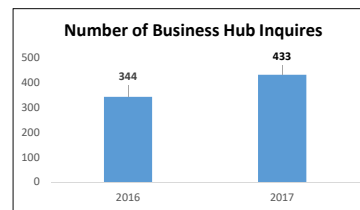
Build the Financial Capacity of the Organization

- The City received the Distinguished Budget Presentation Award from the *Government Financial Officers Association (GFOA)* for the 2017-2021 Financial Plan for the third consecutive year.
- Introduced the 2018-2022 draft Financial Plan to Council and engaged in public consultation including the Budget E-Town Hall meeting.



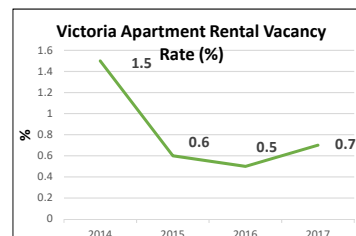
Create Prosperity Through Economic Development

- The China/Japan Trade Mission took place in partnership with BC Trade & Investment, South Island Prosperity Project, Canadian Consulate, Tourism Victoria, and the City of Morioka.
- The Business Hub hosted the *Small Business Information Session* with over 100 attendees.
- Home Occupation Bylaw changes were made to increase home based business licences from one to three.
- The City partnered with the federal Office of Small & Medium Enterprises to host an *Innovation Forum*.
- Sixty-one events were held at the Victoria Conference Centre, including ten city-wide conferences.



Make Victoria More Affordable

- A Victoria Housing Reserve Fund grant was approved for Pacifica Housing.
- Staff engaged residents on the proposed short term rental regulations including through fact sheets, an open house and email submissions.
- Progress on the Market Rental Revitalization Study project included recommendations to proceed with preparing a new Standards of Maintenance Bylaw and Tenant Relocation Policy.
- The first annual review of the Victoria Housing Strategy 2016-2025 was presented to Council to summarize progress made on various completed action items.



Facilitate Social Inclusion and Community Wellness

- Staff launched a new recreation registration and reservation software to provide easier access to recreation and community wellness related programs and activities.
- The design contract for the Crystal Pool and Wellness Centre replacement project was awarded to HCMA Architecture.
- Staff finalized plans and awarded the construction contract for the sport court resurfacing of several tennis courts and a basketball court in neighborhoods throughout the city.



Enhance and Steward Public Spaces, Green Spaces and Food Systems

- The community celebrated the opening of a new playground at Raynor Park. Residents were also invited to join the City in planting 25 trees near the park for Tree Appreciation Day.
- Public engagement on the Cecelia Ravine Park Improvement Plan was completed. The public provided input into the amenities and features the community values most in these parks.



Complete a Multi-Modal and Active Transportation Network

- Work on the City's second protected bike lane project began on Fort Street, between Wharf Street and Cook Street.



- Construction of "Complete Street" improvements on Belleville Street between Oswego Street and Menzies Street began.

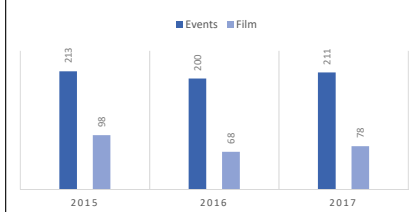


Nurture Our Arts, Cultural and Learning Capital

- The Arts and Culture Master Plan was adopted by City Council in December.
- The 6th annual Call for Youth Poet Laureates was launched and six eligible nominations were received.
- The Indigenous Artist in Residence led three workshops called "Walking in empathy"; a moccasin workshop that brings meaning of story, empathy and creativity together.
- A local subject matter expert was hired to coordinate a permanent exhibition featuring original art works that acknowledge and celebrate the traditional territory and cultural values of the land.



FILM AND EVENTS IN VICTORIA



Steward Water Systems and Waste Streams Responsibly

- Council passed the proposed Checkout Bag Regulation Bylaw for adoption in January 2018. Informed by input from local businesses, the new bylaw will take effect July 1, 2018.

Bring Your Own Bag

Eco-Friendly reusable bags are best!



Take Climate Action and Prepare for Emergencies

- Draft Climate Leadership Plan as a draft for public comment was approved.
- The Fire Underwriters Survey review was completed and increased The City's grading which will provide additional savings to commercial and public for fire insurance. The City's Dwelling Protection Grade is the highest level possible.
- 2017 Fire Prevention Week's theme was "Every Second Counts, Plan Two Ways Out".
- Community fire education programming was delivered to over 7,052 attendees.
- Partnered with City Studio and Resilient Streets to launch a "Connect and Prepare" pilot project to increase community connectedness and emergency preparedness.



Demonstrate Regional Leadership

- Council adopted a resolution to request the Government of British Columbia and BC Transit work with the Capital Regional District to introduce an effective Regional Transportation Authority.
- The first event in a two-part Smart South Island Symposium series to debate the opportunities and challenges sustainable development was held by the South Island Prosperity Project in Victoria.



Project Tracking

At the end of 2017, the status of the 92 major projects included in the 2017 Operational Plan were:

- 38 complete
- 27 on track
- 24 projects experiencing challenges
- 3 cancelled/inactive

A number of projects and initiatives are carrying forward to 2018 and included in the 2018 Operational Plan.



Strategic Plan Amendment Process

Part Two – Emergency Issues & Extraordinary Opportunities

Step 1

At a Committee-of-the-Whole meeting, Councillors interested in amending the Strategic Plan to address an emergency issue or extraordinary opportunity must bring a motion accompanied by a short report to request a short report from staff on the implications of adding a proposed Action. Emergency Issues and Extraordinary Opportunities don't need to be tied to a specific Strategic Objective, but if they do, this should be indicated clearly, as well as the Outcome that the new proposed Action is meant to achieve. Proposed new actions for Emergency Issues and Extraordinary Opportunities will require a two-thirds majority to pass.

Step 2

One Committee-of-the-Whole meeting later at the most, staff provide a brief report to Council outlining what Actions planned for a given year may need to be reconsidered and the implications of doing so.

Step 3

At the same meeting as outlined in Step 2, Committee votes on whether to move forward the new Action and Outcome and what Action or Actions may need to be removed. If Committee (and Council) supports proposed Actions and Outcomes that fall outside of the 13 Strategic Objectives, a new section will be added to the plan entitled *Emergency Issues and Extraordinary Opportunities*.



Committee of the Whole Report For the Meeting of February 15, 2018

To: Committee of the Whole **Date:** February 1, 2018
From: Jonathan Tinney, Director, Sustainable Planning and Community Development
Subject: Temporary Use Permit Application No. 00010 for 1040 North Park Street

RECOMMENDATION

That Council decline Temporary Use Permit Application No. 00010 for the property located at 1040 North Park Street.

LEGISLATIVE AUTHORITY

In accordance with section 493 of the Local Government Act, Council may issue a Temporary Use Permit. A Temporary Use Permit may allow a use not permitted by zoning, may specify conditions under which the temporary use may be carried on, and may allow and regulate construction of buildings and structures in respect of the use of which the permit is issued.

EXECUTIVE SUMMARY

The purpose of this report is to present Council with information, analysis and recommendations for a Temporary Use Permit application for the property located at 1040 North Park Street. The proposal would allow the use of storefront cannabis retailer within the CR-NP Zone, North Park Commercial Residential District, through a Temporary Use Permit.

The following points were considered in assessing this application:

- the proposal is inconsistent with the Urban Residential designation in the *Official Community Plan, 2012*
- the proposal is inconsistent with the *North Park Neighbourhood Plan*, which envisions artisan trades on this portion of North Park Street
- the proposal is consistent with the *Storefront Cannabis Retailer Rezoning Policy* as currently there are no permitted storefront cannabis retailers within 400m and no schools within 200m of the subject property.

BACKGROUND

Description of Proposal

This Temporary Use Permit application is to allow for the retail sale of cannabis in an existing

building. The following differences from the CR-NP Zone, North Park Commercial Residential District, are being proposed and would be accommodated in the permit:

- storefront cannabis retailer would be a permitted use
- only one storefront cannabis retailer would be permitted to operate on the property at a time
- storefront cannabis retailer would be restricted to a maximum floor area of 138m², which is in keeping with the size of the existing operation.

All other requirements within the CR-NP Zone, North Park Commercial Residential District, remain the same.

Sustainability Features

The applicant has not identified any sustainability features associated with this proposal.

Active Transportation Impacts

The applicant has not identified any active transportation impacts associated with this application.

Public Realm Improvements

No public realm improvements are proposed in association with this application.

Accessibility Impact Statement

The *British Columbia Building Code* regulates accessibility as it pertains to buildings.

Land Use Context

The property is located in the North Park neighbourhood to the west of North Park Village. The immediate area is characterized mostly by residential uses; however, the north side of North Park Street has a number of commercial buildings and businesses.

Existing Site Development and Development Potential

The site is presently a two-storey commercial building with an accessory building in the rear yard. Under the current CR-NP Zone, North Park Commercial-Residential District, the property could be developed at a density of 1.5 to 1 Floor Space Ratio (FSR) and a height of 12m for a variety of commercial uses including commercial-residential.

Community Consultation

Consistent with the *Storefront Cannabis Retailer Rezoning Policy*, the requirement to arrange and participate in a Community Association Land Use Committee (CALUC) meeting is waived unless the application involves constructing a new building; however, the application was referred to the North Park CALUC. A letter from the CALUC is attached to this report. Also consistent with the policy, the application has been referred to School District No. 61 and the Victoria Police Department (VicPD). The following table displays the number of VicPD service calls:

Calls for Service	2015	2016	2017	2018 (to date)
Calls to the immediate area	5	2	7	0
Calls to the block	114	92	147	15

ANALYSIS

Official Community Plan

The *Official Community Plan, 2012* (OCP) identifies this property within the Urban Residential urban place designation, within which commercial is only envisioned as part of mixed-use developments on arterial and secondary arterial roads. The subject property is neither a mixed-use development, nor is it located along an arterial or secondary arterial road.

Local Area Plans

The *North Park Neighbourhood Plan* identifies the property within the "Artisan Trades with Mixed Uses and/or Residential" designation. A new zone, the CR-NP Zone, North Park Commercial Residential District, was created to encompass the uses envisioned in the plan, which includes retail sales.

Tree Preservation Bylaw and Urban Forest Master Plan

There are no Tree Preservation Bylaw impacts with this application.

Storefront Cannabis Retailer Rezoning Policy

The subject property was one of the sites identified as operating as a storefront cannabis retailer at the time of Council adopting the regulations and policy framework related to cannabis. The application is currently consistent with the *Storefront Cannabis Retailer Rezoning Policy* as there are no permitted storefront cannabis retailers within 400m and there are no schools within 200m. The application at 1725 Cook Street is 80m away and was submitted three months after the application at 1040 North Park.



Regulatory Considerations

The plans as submitted require two minor revisions. The first is to show six parking stalls instead of the five stalls shown in order to match the Building Permit plans. The second is moving the loading stall so that it is not within the drive aisle that accesses the rear carport stalls. These revisions are minor and can be completed by the applicant prior to Public Hearing should this application move forward. The alternate motion addresses these revisions.

CONCLUSIONS

The proposal to permit the storefront cannabis retailer use is inconsistent with the Urban Residential designation in the *Official Community Plan*, which permits commercial only within mixed-used developments along arterial and secondary arterial roads. At this time there are no indications this designation will change; therefore, Staff recommend that Council consider declining this Temporary Use Permit application.

ALTERNATE MOTION

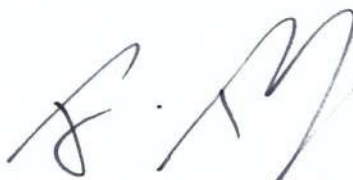
"That Council authorize the issuance of Temporary Use Permit Application No. 00010 for 1040 North Park Street in accordance with:

1. Revised plans, to the satisfaction of the Director of Planning, that show six parking stalls in the carport and move the loading stall to a new location that does not block the drive aisle.
2. Development meeting all *Zoning Regulation Bylaw* requirements.
3. The Temporary use Permit lapsing three years from the date of this resolution.
4. That the Temporary Use Permit be conditional upon notice being displayed indicating that the property is subject to a Temporary Use Permit expiring three years from the date of this resolution, to the satisfaction of Director of Planning."

Respectfully submitted,



Michael Angrove
Planner
Development Services



Jonathan Tinney, Director
Sustainable Planning and Community
Development Department

Report accepted and recommended by the City Manager:

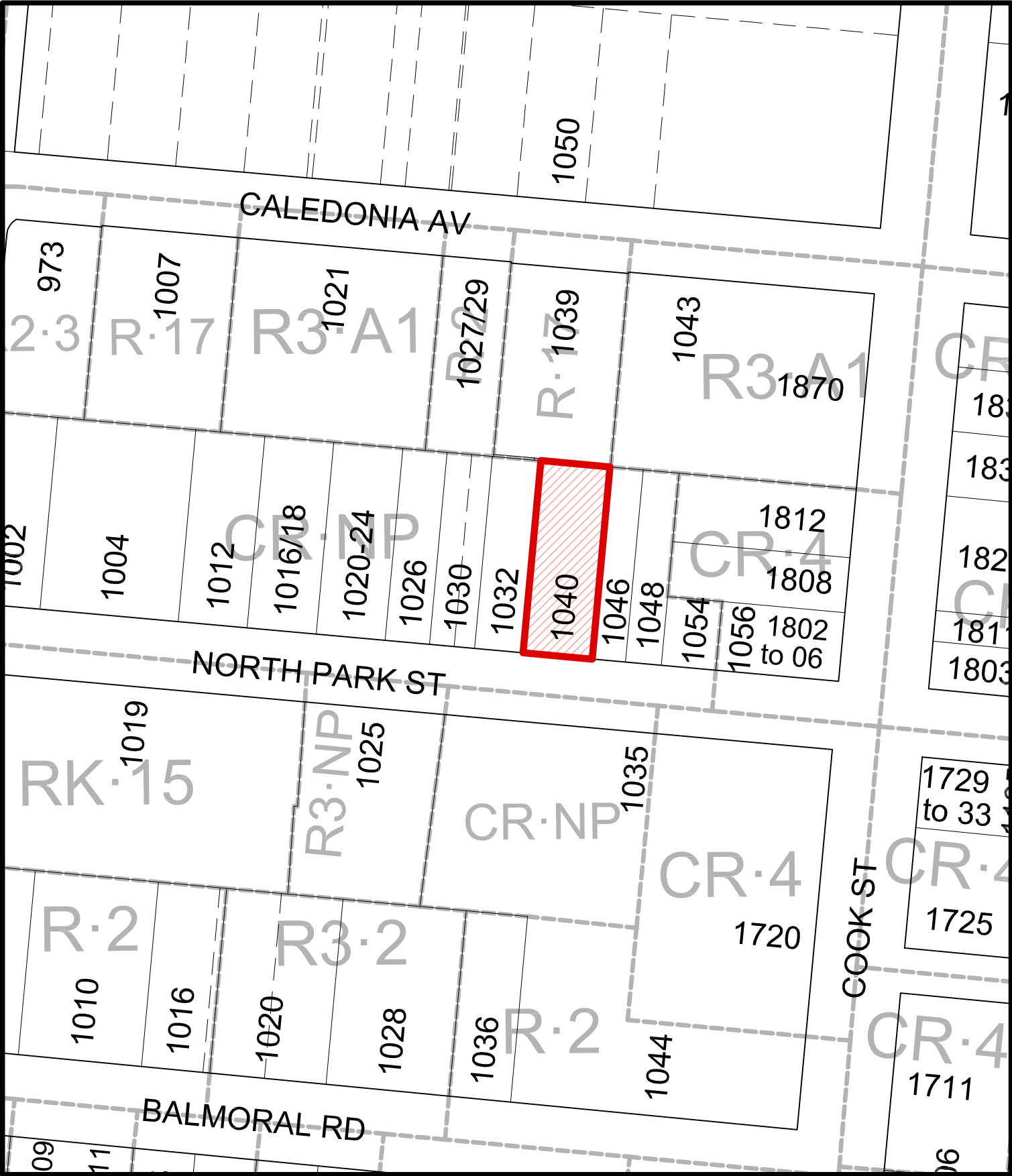


Date:

Feb 6, 2018

List of Attachments:

- Attachment A: Subject Map
- Attachment B: Aerial Map
- Attachment C: Plans date stamped November 23, 2017
- Attachment D: Letter from applicant to Mayor and Council dated September 21, 2017
- Attachment E: Letter from North Park Neighbourhood Association Land Use Committee dated December 10, 2017.





Rezoning to

TREES, 1040 NORTH PARK STREET

Alex Robb
Trees Dispensary
alex@treesdispensary.com
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Office: (778) 265-8733

LEGEND

- Regulated Fire Hydrant
- Unregulated Fire Hydrant
- Curb
- Residential Parking
- Property Lines
- Time Limited Parking
- No Stopping
- Tree
- Proposed Bicycle Parking

LIST OF DRAWINGS

ARCHITECTURAL

- A-000 Drawing List, Legend, Code Review, Project Information Table & Site Plan
- A-001 Existing Site Plan
- A-002 Proposed Site Plan
- A-003 Existing Floor Plan
- A-004 Existing Building Plan & Carport Plan
- A-005 Exterior Photos
- A-006 200m Radius Map

PROJECT INFORMATION TABLE

PROJECT INFORMATION TABLE	
Zone (Existing)	CR-NP
Site Area (sq.m)	676.0 sq.m
Unit Floor Area (sq.m)	137.7 sq.m
Combined Floor Area (sq.m)	331.5 sq.m
Parking Stalls (Number on Site)	1 Loading, 5 Stalls
Bicycle Parking Number (Class 1 and 2)	Class 1: 0, Class 2: 1

PARKING CALCULATION - Schedule C

1 Parking space per 37.5 sqm of gross floor area
Gross Floor Area - 331.5 sqm
234.4 sqm / 37.5 sqm = 6.3

Required Parking = 6 Stalls

Previous permitted carport with 5 stalls, to be renovated on site, is non-conforming

BIKE PARKING CALCULATION - Schedule C

1 per 205 sqm of gross floor area for the 1st 5000 sqm, plus 1 per 500 sqm of additional gross area.
Gross Floor Area - 331.5 sqm

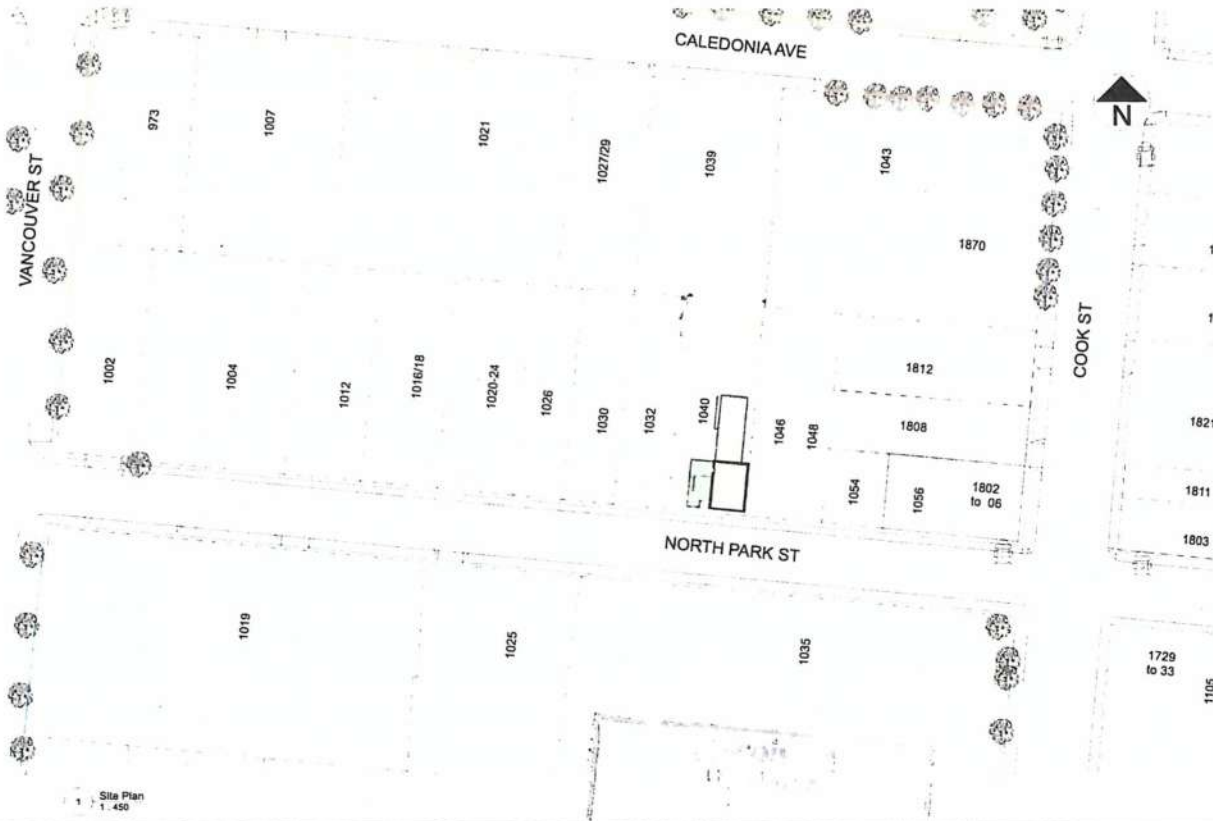
Previous permitted carport with 5 stalls, to be renovated on site, is non-conforming

234.4 sqm / 205 sqm = 1.1

Required Bike Stalls = Class 2: 1 stall

CODE REVIEW

Item	2012 British Columbia Building Code Data Matrix	Part 3	BCBC 2012 Reference
1	Address	1040 North Park Street, Vancouver, BC	
2	Legal Description	Lot 1, Subdivision 1071, District of Vancouver, BC	
3	Project Description	Rezone from CR-NP to CR-10	
4	Classification of Building	Group 1 - Residential	212.1(1)
5	Net Building Area	137.7 sq.m	14.12.1
6	Plot Area (Gross)	676.0 sq.m	14.12.1
7	Occupant Load	Residential: 1 person per 10 sq.m Office: 1 person per 10 sq.m Retail: 1 person per 10 sq.m	11.17.1
8	Number of Storeys	Two (2) storeys	14.12.1, 22.1.1
9	Number of Streets Facing	One (1)	22.1.1
10	Setback	Yes	22.1.1
11	Group E, Up To 3 Storeys	1040 North Park Street is a permitted building in the CR-10 zone. It is a building that is 3 storeys in building height and is a building that is not more than 10 metres in height. It is a building that is not more than 10 metres in height. It is a building that is not more than 10 metres in height.	22.1.1
12	Location of Entry	1040 North Park Street is a permitted building in the CR-10 zone. It is a building that is 3 storeys in building height and is a building that is not more than 10 metres in height. It is a building that is not more than 10 metres in height. It is a building that is not more than 10 metres in height.	24.2.1
13	Water Cisterns	1040 North Park Street is a permitted building in the CR-10 zone. It is a building that is 3 storeys in building height and is a building that is not more than 10 metres in height. It is a building that is not more than 10 metres in height. It is a building that is not more than 10 metres in height.	27.2.1
14	Accessibility Requirements	1040 North Park Street is a permitted building in the CR-10 zone. It is a building that is 3 storeys in building height and is a building that is not more than 10 metres in height. It is a building that is not more than 10 metres in height. It is a building that is not more than 10 metres in height.	27.2.1



1	REVISED FOR REZONING	2017-09-08
2	REVISED FOR REZONING	2016-11-18
3	ISSUED FOR REZONING	2016-10-28

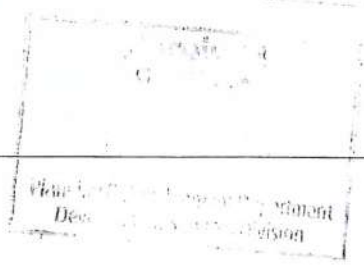


As Noted	2017-09-08
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1040 North Park St.
Storefront Cannabis Retailer Rezoning

PROJECT	1040 North Park Street Drawing List, Legend, Code Review, Project Information Table Overall Site Plan
DATE	CT, LT
DATE	2016528
DATE	A-000





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1	REVISED FOR REZONING	2017-09-08
2	REVISED FOR REZONING	2018-11-18
3	ISSUED FOR SETTING	2018-10-26



Scale 1:50 Date 2017-09-08

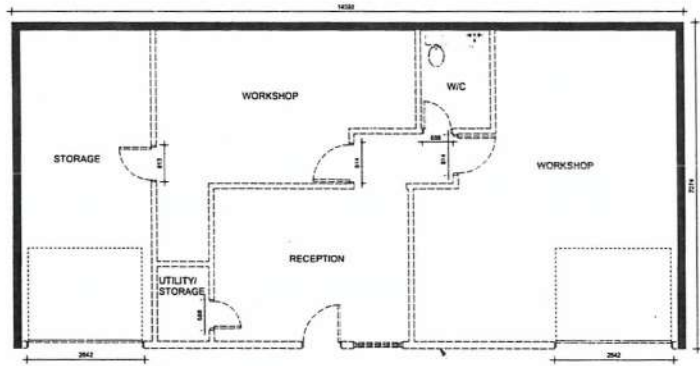
1040 North Park Street
Storefront Cannabis Retailer Rezoning

PROJECT
1040 North Park Street
Existing Floor Plans

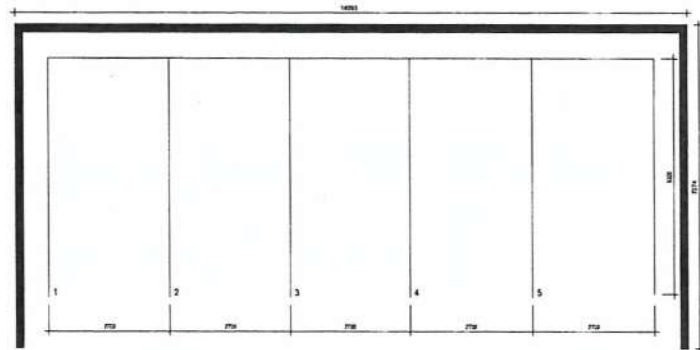
DATE	CT, LT	DATE	CT, LT
2016-11-18	2016-11-18	2016-11-18	2016-11-18
2016-11-18	2016-11-18	2016-11-18	2016-11-18

A-003





1 Existing Building
1:50



2 Proposed Carport
1:50

(E) BUILDING TO BE DEMOLISHED WILL BE RETURNED TO PERMITTED CARPORT USE.



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1	REVISED FOR PERMITTING	2017-05-05
2	REVISED FOR PERMITTING	2016-11-18
1	ISSUED FOR PERMITTING	2016-10-28



1:50	2017-05-05
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1040 North Park Street
Storefront Cannabis Retailer Rezoning

1040 North Park Street
Existing Building Plan &
Proposed Carport Plan

2016528	A-004
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1 Entrance & West Face of Building



2 Entrance & South Face of Building

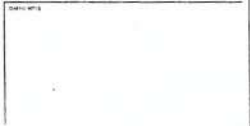


3 Entrance

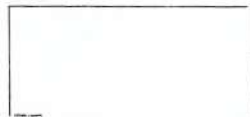


4 East Face of Building

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1	REVISED FOR ATTORNEY	2017-09-08
2	REVISED FOR ATTORNEY	2018-11-18
3	ISSUED FOR REZONING	2018-10-28
4	ISSUED FOR REZONING	2018-10-28



Scale	Not To Scale	Date	2017-09-08
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1040 North Park Street
Storefront Cannabis Retailer Rezoning

1040 North Park Street
Exterior Photos

PROJECT	CT, LT	PROJECT ID	LAA
PROJECT	2016528	PROJECT ID	A-005

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3	REVISED FOR FITTING	2017-04-08
2	REVISED FOR FITTING	2016-11-18
1	BLUED FOR REZONING	2016-10-28
0	ORIGINAL DESIGN	2016-10-28



Scale: 1:1000 Date: 2017-09-08

1040 North Park Street
Storefront Cannabis Retailer Rezoning

1040 North Park Street
200m Radius Map

DATE	CT, LT	DATE	LA
2016-10-28			
2016-10-28			

A-006





To: Mayor Lisa Helps and Members of the Victoria City Council

From: Alex Robb, General Manager, Trees Dispensary

Date: September 21, 2017

Subject: Application for a Temporary Use Permit for 1040 North Park St. for Cannabis Retail

Dear Mayor and Councillors,

This letter seeks to revise our application to rezone 1040 North Park Street so it is instead an application for a temporary use permit (TUP) to continue our cannabis retail business at this address for another three years.

Description of Revisions to Proposal

This first section will explain the rationale for changing the application from a rezoning application to a temporary use permit (TUP), and address the issues of the illegal construction, undertaken by a previous landlord, that were raised following the first application review for rezoning for cannabis for this address.

The main objection the city staff raised regarding this application is that the Official Community Plan seeks to zone this lot for urban residential use. However, this categorization is different from the historical use of the lot. The existing building has served as commercial premises for many decades, and the building is clearly designed for commercial retail use and office space.



As you can see from the picture of the building, the ground floor of the building is not suited for residential use. There has been a small retail shop located at this address for a very long time, and this will continue to be the most suitable use for the building until it is torn down and redeveloped. The current landlord is interested in development in the future, but they do not have the resources or time to undertake that project now.

Instead of applying for an amendment to the Official Community Plan to address this issue, the most sensible for us is to apply for a Temporary Use Permit rather than a permanent rezoning for cannabis which would trigger compliance with the OCP. This way we can continue to operate our business while we look for another location in the area to serve our existing member base, and the landlord can maintain a reliable commercial tenant until such time as they re-develops the property for residential use.

The other reason why we would prefer to apply for a TUP at this time is because this is in line with the North Park neighbourhood's expressed desire. Myself and other staff and members of Trees Dispensary attended the June 7 Special Meeting of the North Park Neighbourhood Association on "Cannabis Storefronts – Where? How many?" and heard the residents at that meeting express a desire for temporary use permits rather than rezoning for cannabis storefronts in this neighbourhood at this time. They proposed the alternative of the TUP for two main reasons: 1) to give market forces time to thin the concentration of cannabis retailers in the area if they no longer become viable businesses because neighbouring municipalities outside Victoria begin allowing cannabis storefronts and so decrease the demand in the area; and 2) to wait for the development of a more comprehensive North Park Neighbourhood Plan prior to permanently zoning any location for cannabis retail.

As the temporary use permit is the stated preference of the neighbourhood association, we would like to comply with this plan, and revisit the issue of rezoning at the end of our three-year TUP for cannabis retail.

Finally, I will address the issues of unlawful construction and occupancy at the rear of the building that has been brought to light by this rezoning application. A previous landlord constructed the unlawful structures at the rear of the building. They walled in the carport at the back to create a secondary commercial unit, and they built the lean-to at the rear of the building to provide shelter for an area used for deliveries. This was all work done prior to our tenancy, and I believe our current landlord bought the property without knowing of the violations.

When our rezoning application for cannabis brought the property to the attention of the city planning staff, the current landlord worked with the city and signed a Clean Hands Covenant to commit to address these issues when the lease for the tenant in the secondary building expires. The rear building is currently occupied by the business "Chantecler Artisans", a handcraft woodworker, and another man who builds guitars. Their work does not use machines or cause any disturbance to the neighbourhood, and they use the building mainly for storage as they conduct their work off-site.

The landlord has agreed that once their lease expires and the building is vacated, the building will not be rented again, and will be converted to a carport. This conversion will provide for adequate parking for the entire front building. At that time, the lean-to at the rear of the building will also be demolished, and the driveway to the new carport and parking spots will be paved, as requested in the application review summary.

This should address all issues raised by city staff. These are issues that relate to the landlord and another tenant, and the landlord and the city, respectively, and their occurrence is not dependent on our application for rezoning for cannabis. These issues are covered by the Clean Hands Covenant between the landlord and the City, and so even if our application is refused, these plans will move forward based on the commitments laid out in that document.

Description of Proposal

Ashley and Shannon Topfer, the founders of what became Trees Dispensary, operated a medical cannabis storefront on North Park Street since February 2013. The storefront began as BC Botanicals and underwent several changes of business name and personnel over 2013-14, while the core business remained the same. In December of 2014 the storefront was re-branded as "Trees Dispensary" and its operation found stability under the Trees Dispensary management team.

This was the first dispensary in the neighbourhood, the fifth in the City of Victoria, and has proudly served the local community by providing affordable cannabis products, and educating about the use of cannabis as a medicine. From that location we have organized food drives, and held monthly charity drives that have raised thousands of dollars for charities like the Mustard Seed Food Bank, the SPCA, the United Way, and the Single Parent Resource Centre.

The location's clientele are primarily local residents of the surrounding neighbourhood who come to the storefront on foot. More than any of the other storefronts we manage, the North Park storefront is frequented by low-income people, often seniors on a fixed income. Many of the people who qualify for Trees Dispensary's subsidy program make North Park their regular storefront. We allocate a budget of over \$3000 per month to provide up to \$200 of free cannabis products per month to people in the neighbourhood who suffer from terminal illness but are unable to afford all the cannabis they need for their self-treatment.

City Policy

This rezoning application conforms to the City's Cannabis Storefront Rezoning Policy in every way. It is not within 200 meters of any community centres or schools. No public nuisance is created by its operation. The location of the medical cannabis storefront in this area has contributed to neighbourhood revitalization and made the streets safer by putting more "eyes on the street" and increasing foot traffic.

There are two other dispensaries within 200 meters. Oceans Grown is located on the other side of Cook Street. Like our storefront, their members live in the immediate community on the other side of Cook and have come to rely upon that dispensary in that location. We believe this particular community is well-served by two dispensaries within the same 200 meter radius, on either side of Cook Street. One reason for this is that the traffic on Cook Street often makes crossing at the intersection of North Park difficult, and this is especially

the case for the residents of the senior's residence across the street from our location on North Park on the East side of Cook Street.

The other dispensary located within 200m is the CleanLeaf, located at 1056 North Park. This storefront is located in the building that had historically been a Trees Dispensary. It only began operations after our landlord evicted us in order to set up his own cannabis retail storefront. To my knowledge, this storefront has not submitted a rezoning application, and has not been in compliance with the City's business bylaw for cannabis retail.

Project Benefits and Amenities

The economic, environmental, and social benefits of this project are numerous. The regulation of this business sector in Victoria is likely to stimulate the local economy, making Victoria a hub of this emerging regulated and taxed business activity in the city and so help transition this industry, (that was previously taking place in an informal, unregulated and untaxed manner), toward a better regulated marketplace. The cannabis industry on Vancouver Island contributes significantly to the economy and offers quality, high paying employment for Victoria's young population many of whom are highly educated, especially in the field of alternative healthcare.

Trees Dispensary has sought to promote education about cannabis as a medicine, adjunct therapy for terminal illness, and harm reduction tool by offering educational workshops in our own facility and at other venues across town: including the Our Place Housing Society and the headquarters of PEERS (the Prostitutes Empowerment and Education Resource Society) in Victoria West. We have invited AIDS Vancouver Island connected nurses to give workshops to our staff on the administration of Naloxone, and we have Naloxone kits on site at each store and are able to intervene quickly to administer it in the event of someone overdosing on opioids in the vicinity.

Neighbourhood

The proposed development contributes significantly to neighbourhood vibrancy by the business sponsoring and promoting arts and culture events in the neighbourhood, and providing space and funding for harm reduction and community health initiatives. The increased employment in the area has also attracted employees who wish to live close to where they work, and so has assisted with rising tenancy rates in the area. We have excellent relations with neighbouring business in the area, and we intend on supporting local business by using the artisans working out of another building on the same lot at 1040 North Park for the design and construction of the dispensary at that location (New Vintage Renovations).

Impacts

This location being rezoned has already seen improvement to the quality of life and amenities available to neighbourhood denizens. We are proud to have good relations with all our neighbours and have regularly attended North Park community events and contributed to discussion around community revitalization at the North Park community walking tour workshop put on by the City of Victoria in summer of 2015.

Design and development permit guidelines

The current site of 1040 North Park Street has a CR-NP zoning, which allows for the use of the premises as retail sales and under the zoning requirements requires 1 Loading stall which is provided. There is an additional 4 parking stalls on site for off-street parking.

Safety and security

Trees Dispensary's presence in the area has contributed to the safety and security of the neighbourhood, and a decrease in petty crime in the immediate area. The increased foot traffic in the area as a result of Trees Dispensary has made the streets more populated and safer, our staff have kept the area surrounding our business well maintained, clean, and free of litter and other refuse. Our 24-hour high definition camera system can be used to provide information on crimes that may happen in the neighbourhood after hours. We are able to offer up to four weeks of film footage of everything that happens on the streets outside our storefronts, decreasing graffiti and crime in the area. In June 2016 a neighbour who had their car vandalized one night was able to use Trees Dispensary's video footage to provide video evidence to the police.

Transportation

Street parking is provided in the rear by four parking spots in the carport, we will also be installing a new bicycle rack at the back of the site as most of our staff bicycle to work.

Heritage

This property does not have heritage status and no heritage buildings are effected by this application.

Thank you for your consideration and for your efforts to bring about regulation to this business sector in Victoria. I look forward to further developing the Trees business in Victoria and finding other ways to contribute to this vibrant community.

Sincerely,

Alex Robb
General Manager, Trees Dispensary
250 891 5971 - alex@treesdispensary.com



December 10, 2017

Dear Mayor and Council,

RE: Cannabis Temporary Use Permit Application for 1040 North Park

We understand that there is a temporary use permit application for cannabis retail at 1040 North Park.

We would urge Council to reject this application out of consideration for a VIHA residential project which is planned for 1046 North Park. The VIHA project will serve a vulnerable mental health population and a buffer from this type of use would be wise.

Regards,

Pam Hartling
Chair, NPNA Land Use Committee



December 10, 2017

Dear Mayor and Council,

RE: Cannabis Temporary Use Permit Application for 1040 North Park

We understand that there is a temporary use permit application for cannabis retail at 1040 North Park.

We would urge Council to reject this application out of consideration for a VIHA residential project which is planned for 1046 North Park. The VIHA project will serve a vulnerable mental health population and a buffer from this type of use would be wise.

Regards,

Pam Hartling
Chair, NPNA Land Use Committee

Lacey Maxwell

From: Iaina t [REDACTED]
Sent: February 13, 2018 4:48 PM
To: Victoria Mayor and Council
Subject: Keeping Trees Dispensary 1040 North Park Within the North Park Community

February 2nd, 2018

Dear Mayor and Council,

I would like to voice my support for 1040 North Park's application for a temporary use permit, and for their continued existence within the North Park community; I understand that their presence in that particular location is a benefit for those who require the medicine they provide, yet have limited mobility.

Trees Dispensary offers many services that benefits residents of the North Park community, such as a subsidy program for folks with low income, charity boxes in store, as well as a small donation box where those in need can pick up necessary supplies such as deodorant, toothpaste, etc. The staff there are compassionate and knowledgeable, and I am always impressed with the level of customer service I receive at this location. The store is tidy and I believe the welcoming and safe atmosphere that this business maintains is the right fit for the community.

Their operating in the North Park community, has caused no disturbances or obnoxious odors. In fact, I appreciate the increased security the business has provided to my neighborhood through monitoring the streetscape. I believe the proposed zoning application for Trees Dispensary at 1040 North Park Street is suitable for myself and my community, and I ask you to please approve the application so I may continue to obtain my medical cannabis in a safe and friendly environment.

2226-3 Shelbourne Street
Adam Proulx

Lacey Maxwell

From: Katia Lubchenko [REDACTED]
Sent: February 13, 2018 8:23 PM
To: Victoria Mayor and Council
Subject: North Park Trees
Attachments: 23427A71-FA7B-435D-9169-6CB8275E7417.jpeg

Kailey Lubchenko.
C-1133 North Park Street.

Dear Mayor and Council,

I have been informed that 1040 North Park Street, the location of Trees Dispensary - Island Grown, is now moving through the City's process to be rezoned to retail medical cannabis. I am a patient of this dispensary would like to voice my support in their application for rezoning that building as a medical cannabis storefront.

While I am not a resident of the North Park community, I believe that this location is vital to my easy access of high grade medical cannabis. Their operating in my community has caused no disturbances and produced no obnoxious odours. In fact, I appreciate the increased security the business has provided to my neighbourhood through monitoring the streetscape and have found Trees North Park to be active community members, with multiple donation boxes placed in store, and general goods such as toothbrushes, shampoo, and other necessities available for anyone in need to take.

I am always appreciative of the level of professionalism and knowledge that the Trees North Park staff are able to provide for me. Accessing my medicine in a safe and warm environment is important to me, and I believe that the compassion and expertise demonstrated at this location are benefits to myself and my community.

I believe the proposed zoning application for Trees Dispensary at 1040 North Park Street is suitable for myself and my community, and I ask you to please approve the application so I may continue to obtain my medical cannabis in a safe and friendly environment.

<Name>

<Address>

Lacey Maxwell

From: Nona Hess [REDACTED]
Sent: February 13, 2018 8:37 PM
To: Victoria Mayor and Council
Subject: trees dispensary

Dear Mayor and Council,

I have been informed that 1040 North Park Street, the location of Trees Dispensary - Island Grown, is now moving through the City's process to be rezoned to retail medical cannabis. I, as a patient of this dispensary would like to voice my support in their application for rezoning the building as a medical cannabis storefront.

While I am not a resident of the North Park community, I believe that this location is vital to my easy access of high grade medical cannabis. Their operating in my community has caused no disturbances and produced no obnoxious odours. In fact, I appreciate the increased security the business has provided to my neighbourhood through monitoring the streetscape and have found Trees North Park to be active community members, with multiple donation boxes placed in store, and general goods such as toothbrushes, shampoo, and other necessities available for anyone in need to take.

I am always appreciative of the level of professionalism and knowledge that the Trees North Park staff are able to provide for me. Accessing my medicine in a safe and warm environment is important to me, and I believe that the compassion and expertise demonstrated at this location are benefits to myself and my community.

I believe the proposed zoning application for Trees Dispensary at 1040 North Park Street is suitable for myself and my community, and I ask you to please approve the application so I may continue to obtain my medical cannabis in a safe and friendly environment.

<Name>

<Address>

Wynona Balaam Hess
1133 north park

We, the members of Trees Dispensary, petition the city to approve their rezoning application for 1040 North Park St.

Trees Dispensary provides reasonable access to Canadians that choose medical cannabis to treat their ailments and/or symptoms instead of opiates, narcotics or other pharmaceutical drugs.

They have provided me with a unique, safe and welcoming environment to access my constitutional right of medical cannabis.

Name	Postal Code *required	Phone #	Signature
George Smith	V8T 3N5	203-839-4444	George Smith
Shawn Cathbert	V8T 3N4		Shawn Cathbert
Siobhan McLaren	V8R 4L5	NO PHONE	Siobhan McLaren
Jimmy Brown	V8R 3V2		Jimmy Brown
Sarah McConnery	V8R 3V2		Sarah McConnery
STEVEN KLOTZ	V8V 3P5	—	Steven Klotz
Pendape Thompson	V8T 1A3	—	Pendape Thompson
Angelic Church	V8T 1C4	—	Angelic Church
Lydia Harris	V8V 3Y5	—	Lydia Harris
James Brumbach	V8T 3N4	—	James Brumbach
Bryan Sherburne	V8W 4A3	—	Bryan Sherburne
Alissa MacIntyre-John	V8W 3N4	—	Alissa MacIntyre-John
Susan Feltner-McInd	V8T 4B8		Susan Feltner-McInd
Cynthia Newman	V9B 3X7		Cynthia Newman
Shelley Rowan	V8T 1C1		Shelley Rowan
Tommy SPARKES	V8T 1L6		Tommy SPARKES
Kiana Chamberland	V8T 2P5		Kiana Chamberland
K. Kelly	V8T 5A1	—	K. Kelly
Chelene Ryan	V8T 1P4		Chelene Ryan

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Name	Postal Code *required	Phone #	Signature
George Smith	V8T 3N5	203-839-4444	Georgesmith
Mike Jackson	V8R T2T	---	Mike Jackson
V. Plessner	VON 2M1	---	V. Plessner
Johnny Tomlin	V8V 1S5	---	Johnny Tomlin
David Lynch	VON 1H0	---	David Lynch
AIDAN DUNSMUIR	V8X 5L1	---	Aidan Dunsmuir
Mike Davies	V8T 3S1	---	Mike Davies
Greer Olsen	V8R 6N9	---	Greer Olsen
Colette Parlee	V8T 4Z6	---	Colette Parlee
Jimmy Simmons	Beacon Hill Park	---	Jimmy Simmons
JOSHUA MCGOWAN	V8R 4L5	---	Josh McGowan
Ian Schmidt	V8V 1H0	---	Ian Schmidt
MARIS RAISKA	V9N 7P2	---	Maris Raika
Alex G	V70 3A	---	Alex G
Tom Dorsett	V8R 1E4	---	Tom Dorsett
N. Plessner	V8R 1M6	---	N. Plessner
JACKIE WILDE	V8T 3A3	---	Jackie Wilde
Cohen Vapors	V8T 1P2	---	Cohen Vapors
Tiarnan Mackin	V8T 1P2	---	Tiarnan Mackin

We, the members of Trees Dispensary, petition the city to approve their rezoning application for 1040 North Park St.

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Name	Postal Code *required	Phone #	Signature
George Smith	V8T 3N5	203-839-4444	Georgesmith
Ralph M. Luckie	V8T-3N5	—	R. Luckie
Laurel Reynolds	V9B 3A1	—	L. Reynolds
BRIAN BARKMAN	V9A 2T3	—	BB
B. Goy	V8L 3B3	—	B. Goy
C. Bodd	V8V 9V5R5	—	C. Bodd
Pocock S.	V8L-5R3	—	S. Pocock
Thomas House	V9B-127	—	Thomas House
Brian House	V9B-5TS	—	Brian House
Carmen Portillo	V8T1C4	—	Carmen Portillo
Gio Johnson	V8V 1B3	—	Gio Johnson
Eric Whiffen	V8N 3X4	—	Eric Whiffen
Jenny Cook	V8S 1M2	—	Jenny Cook
Jeffery Hollead	V9A 9K6	—	Jeffery Hollead
Eva-Jessie Smith	V8N 3X4	—	Eva-Jessie Smith
L. Bails	V8T AB4	—	L. Bails
JUDY SMITH	V8R 1M2	—	Judy Smith
Sam Dark	V9A 2V1	—	Sam Dark
Olavgy	V8S 5J6	—	Olavgy

We, the members of Trees Dispensary, petition the city to approve their rezoning application for 1040 North Park St.

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Name	Postal Code *required	Phone #	Signature
George Smith	V8T 3N5	203-839-4444	Georgesmith
Shanna FR 10P	V8V 3J3		Shanna
1404A S. Banks	V4C 4T6		1404A S. Banks
Christina Woodiwiss			Christina Woodiwiss
MILK DME	V8W 2L7		MILK DME
Jennifer Egan	V8T 1C7		Jennifer Egan
Bonnie Shih	V8V 1J2		Bonnie Shih
Chris Hooks	V8T 1A8		Chris Hooks
MIKEORR ^{BC MARZS BANA} PARTY	V8T 1C7		MIKEORR
DON FREED	V8V 3A9		DON FREED
Natasha S.	V8T 1C4		Natasha S.
Gord Perrin	V8T 1C4		Gord Perrin
R. Dale READ	V8T 5A1		R. Dale READ
Amele Asselin	V8V 3R3		Amele Asselin
K-Glover	V8T 3P9		K-Glover
Liza Gibson	V8T 3Z9		Liza Gibson
MICHAEL S. HAW	V8T 3P4		MICHAEL S. HAW
Amber Brown			Amber Brown
Baxter St. Vincent	V8R 4G2		Baxter St. Vincent

Lacey Maxwell

From: Alex Robb [REDACTED]
Sent: February 14, 2018 12:07 PM
To: Victoria Mayor and Council
Subject: On the TUP application of Trees Dispensary at 1040 North Park at Thursday's CoTW
Attachments: NP Rezoning Support Petitions.pdf

Dear Mayor Lisa Helps and City Council,

I am writing to provide an update on our Temporary Use Permit for cannabis retail at 1040 North Park Street prior to tomorrow morning's CoTW meeting.

The staff is recommending a decline of the application, but I believe there are very good reasons to move forward to a public hearing so the community can provide direct input on whether this is an appropriate land use in the area.

It seems to me that the reasons offered by the city staff to decline this application are examples of urban planning done without adequate community consultation, in spite of the reality on the ground, and in spite of the expressed wishes of the neighbourhood.

The main reason the staff are recommending to decline the application is because the most recent Official Community Plan seeks to change the use of the property from its existing zoning of 'North Park Commercial/Residential' to 'Urban Residential' zoning. The building on the site is a commercial building that has hosted businesses for several decades, and normally this would not be impacted by a change in the OCP unless there was a demolition and a new development project. However, because the rezoning of the site for cannabis retail is understood as a rezoning like any other development, this triggers compliance with the OCP, and so the City Staff are recommending to decline.

This is the reason why I altered the application to a TUP rather than a permanent rezoning, so as to not trigger compliance with the OCP (as the building is not actually being torn down and its use as a commercial site is not actually being changed). The other reason for a TUP rather than a rezoning is to provide additional time for the North Park Neighbourhood Plan to guide development in the community and answer the question of whether the community really wants these smaller commercial units to become residential units. Personally, I think the mix of commercial and residential units, and the ability of small businesspeople to work and live in the same building, compliments the area's unique character and appeal.

The current landlord of 1040 North Park has no immediate plans to demolish the building to create urban residential dwellings, and so the result of declining this application would likely be an empty commercial building in the area.

The other reason proffered for declining this application - that VIHA intends on building residential units at 1046 North Park Street - also seems to me to be a spurious one. 1046 North Park is an empty lot, and ground has not yet been broken for the new project. Leaving aside the question of whether a cannabis retail storefront would be appropriate next to this facility (and I personally think it would, if the facility is indeed meant for people dealing with anxiety), I find it hard to believe that this project will be completed for a very long time when construction has not even begun yet.

If the VIHA project is a factor in deciding the appropriateness of this land use, then I think it is incumbent on

the City Council to request a timeline from VIHA on when the facility will be constructed and when residential tenants will actually be moving in, before making a decision to decline this application for a TUP. It is likely that a TUP for cannabis retail for two years would not pose a problem to the VIHA project, and in that time we would have a better sense of the landlord's intentions for the development of the property at 1040 North Park, and Trees could find a more appropriate location if the neighbourhood did indeed wish to convert the site to urban residential dwellings.

Trees Dispensary has a very sizable member base in the community as our business has been in operation there for over five years. I have attached petitions that were collected over the last week. And according to our digital membership and inventory tracking system, that storefront had an average of 131 visits per day over the last month. Most of these people live in the immediate area, and many of people in the low-income seniors housing complex across the street are members of Trees. These people, many of whom have lived in the community for decades, did not know about the CoTW meeting this week. If they were given the opportunity of a public hearing to express their support, I think the Council would be persuaded that there is adequate need in the community to support two cannabis storefronts on either side of Cook Street in North Park Village.

Thank you very much for your time and consideration. I look forward to seeing you at the meeting tomorrow.

Alex



Alex Robb

Trees Dispensary

[778-265-8733](tel:778-265-8733)

www.treesdispensary.com

Lacey Maxwell

From: harold stanley [REDACTED]
Sent: February 14, 2018 9:33 AM
To: Victoria Mayor and Council
Subject: Temporary Use Permit App 00010 1040 North Park Trees Dispensary

Dear Mayor and Council

I have been informed that the Committee of the Whole will be considering continuing the Temporary Use Permit of the Trees Dispensary at 1040 North Park on Feb. 15. I live behind the Dispensary at #12 - 1043 Caledonia, which has been my residence for the past 12 years. During the time that Trees has been in the neighbourhood, about 4 years, I have heard no complaints from neighbours or members of my strata, on whose board I have served, regarding the dispensary.

I walk past the dispensary several times a week and rarely notice it. The dispensary is innocuous to say the least. I have never noticed unsavory characters lingering outside, or any noise or other distractions coming from the dispensary. My current interest only came about as a result of the sign posted on the property regarding a rezoning application and the NPNA's (I'm a member of the NPNA) letter of Dec. 10, 2017 to Council objecting to the extension of the dispensary's Temporary Use Permit.

As a neighbouring resident I wasn't informed of the NPNA's CALUC meeting at which the Temporary Use Permit was discussed or given any opportunity for input. I was notified of, and did attend, the NPNA CALCUC meeting at which the proposed VIHA residence for people with anxiety disorders was discussed for 1046 North Park. At this meeting myself and a neighbour had no issue with the VIHA building's design but did raise concerns over why VIHA thought the location a good fit for people with anxiety disorders. The architect who attended the meeting on behalf of VIHA had no response.

1046 North Park is within easy ear shot of busy Cook Street, with its attendant traffic noise, sirens day and night, and noise that extends late into the night from people congregating outside Logan's Pub, not to mention street people, many of whom have mental health and addiction issues, who frequent the North Park neighbourhood. There's also noise coming from the Royal Athletic Park with ball games, the beer festival, Rifflandia, fireworks etc. That the NPNA would consider Trees to be a bad influence for people with anxiety disorders boggles the mind considering these other influences. If anything, having a cannabis dispensary located near the VIHA facility might be of benefit to residents of the VIHA project as cannabis, to my understanding, is often prescribed to people with anxiety issues. It also seems unfair that a use that hasn't been a concern to the neighbourhood should have been discontinued because of a use that has yet to be implemented.

One of the attractions of living in North Park is its eclectic mix of land uses, which to me gives it the feel of a small town. North Park Street, for example, has Garside Signs, the MS Society, James Bay Auto, Canadian Linen, Quadra Books, and other uses and shops all mixed with residential uses. The building at 1040 North Park is, and looks to have always been, a commercial building. Extending the Temporary Use Permit for Trees at this location, at least until the property is rezoned for some other use, would not alter the look or feel of the street. At the very least this application should be allowed to proceed to a Public Hearing so that Council can consider the views and opinions of adjacent residents and property owners when reviewing this application.

In closing I think that Trees is an innocuous use that fits in well with the eclectic mix of existing uses along North Park Street. I disagree with the NPNA CALUC's views as expressed in its letter of Dec. 10, 2017 as well as VIHA's proposed use of 1046 North Park as a residence for people with anxiety disorders.

I should also mention that although I am a planning consultant I did not receive any compensation from Trees for writing this email and approached them first regarding my support of their application.

Regards

Harold Stanley

--

Harold Stanley

M. Env. Design

Community Planning Consultant

Lacey Maxwell

From: Scott Li [REDACTED]
Sent: February 14, 2018 7:53 AM
To: Victoria Mayor and Council
Cc: nparkm@treesdispensary.com
Subject: Trees Dispensary North Park Location

Dear Mayor and Council,

I have been informed that [1040 North Park Street](#), the location of Trees Dispensary - Island Grown, is now moving through the City's process to be rezoned to retail medical cannabis. I am a patient as well as the supervisor of this dispensary and would like to voice my support in their application for rezoning that building as a medical cannabis storefront.

While I am not a resident of the North Park community, this location is not only vital to my easy access of high grade medical cannabis, but this is how I provide a home and everything in it for my two young children. Trees operating in the community has caused no disturbances and produced no obnoxious odours. In fact, I appreciate the increased security the business has provided to the neighbourhood through monitoring the streetscape and have found Trees North Park to be active community members, with multiple donation boxes placed in store, and general goods such as toothbrushes, shampoo, and other necessities available for anyone in need to take.

I am always appreciative of the level of professionalism and knowledge that the Trees North Park staff are able to provide for me and anyone who enters the North Park location. Accessing my medicine in a safe and warm environment is important to me, and I believe that the compassion and expertise demonstrated at this location are benefits to myself and my community.

I believe the proposed zoning application for Trees Dispensary at [1040 North Park Street](#) is suitable for myself and my community, and I ask you to please approve the application so I may continue to obtain my medical cannabis in a safe and friendly environment and continue to support my family.

Warm regards.

Scott Li

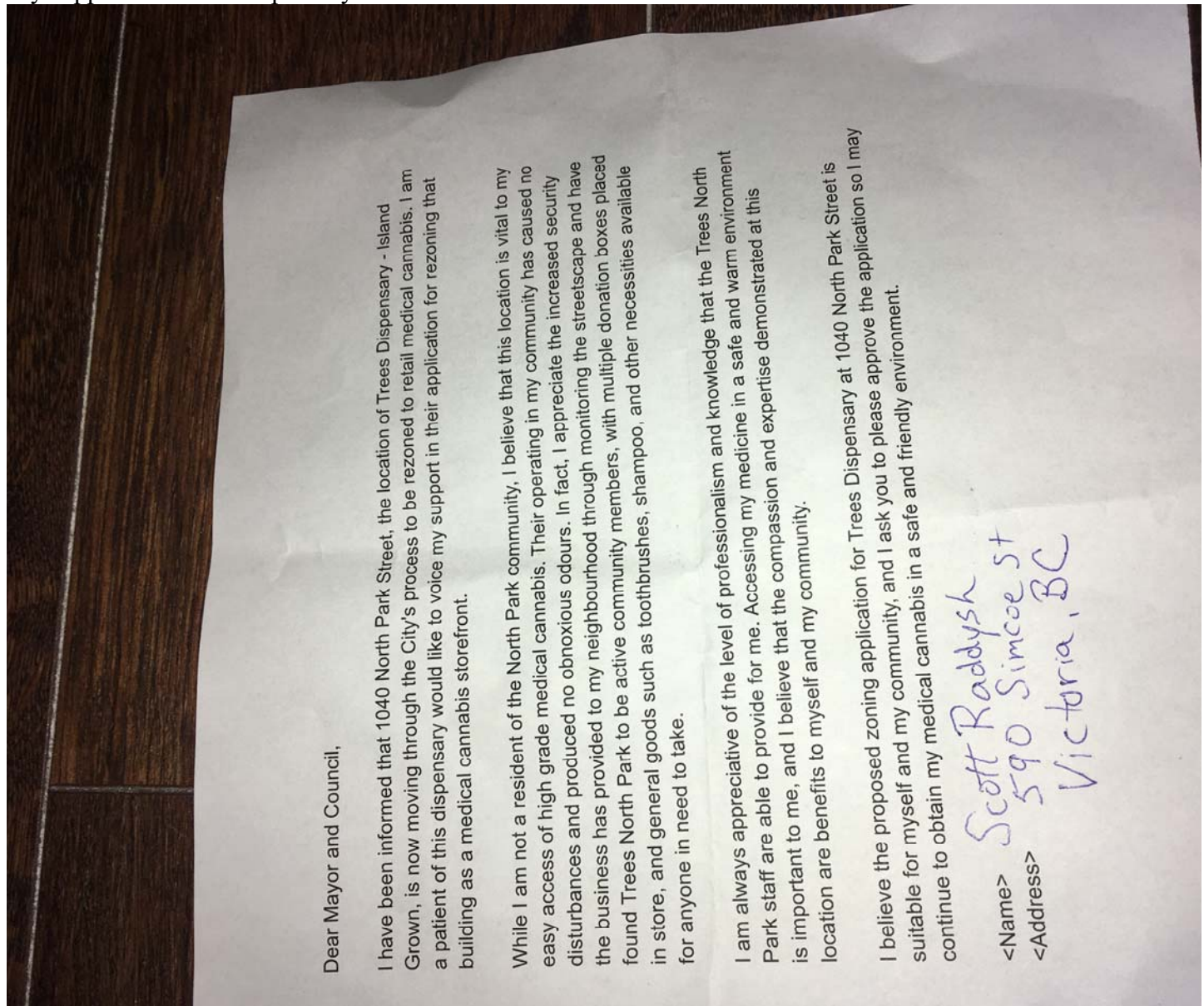
308 Beckley Avenue, James Bay.

Lacey Maxwell

From: Victoria Mayor and Council
Subject: FW: Trees rezoning

From: Scott Raddysh [mailto: [REDACTED]]
Sent: February 14, 2018 7:37 AM
To: Victoria Mayor and Council <mayorandcouncil@victoria.ca>
Subject: Trees rezoning

My support for Trees dispensary



Lacey Maxwell

From: Wulfgang Zapf [REDACTED]
Sent: February 14, 2018 10:54 AM
To: Victoria Mayor and Council
Subject: Rezoning for Trees Dispensary

Dear Mayor and Council,

I am writing this letter to support the application of Trees Dispensary located at [1040 North Park](#) for rezoning or a temporary use permit for cannabis retail.

I have been a resident of 1016 North Park for 3 years, before that I lived at 1141 North Park st and before that at 1018 North Park. In total I have been a resident of this neighbourhood for just under a decade. This neighbourhood means a lot to me and this is not the first time I have taken action to protect aspects of it that I think make it great. The amount of services in this neighbourhood, the diversity of it's people and the kindness I experience each time I am on North Park's sidewalks or in my front food garden is incredible.

I am not a cannabis user myself, but I think that the Trees Dispensary has been a valuable presence in the community. I live in poverty as do the people I live with. We accessed the food bank at Trees in times of need. My partner lives with debilitating chronic pain and the only thing that makes it so she can go about her day is the medicinal cannabis that the knowledgeable staff at Trees provide. I have found this business to be professional, respectful, kind and truly interested in the needs of their clients and the community around them.

Let me be absolutely clear about an important point. The North Park Neighbourhood Association in no way or form represents me or the people I live with. I have gone to their meetings over the years, I have heard their prejudice against people living in poverty, street involved people, folks with mental health issues and youth. Their meetings were so painful I chose not to return.

The recent letter from the NPNA Land use Committee is rather appalling. The NPNA is wrongfully situating themselves as medical or mental health experts and the letter makes it clear they do not know what they are talking about. As someone who both lives with mental illness and has worked professionally in a support roll with people struggling with severe mental health I can tell you that Trees Dispensary is not of concern to a VIHA facility. The NPNA's continued stigmatization and willful lack of knowledge about the lived realities of the people living in the neighbourhood they claim to represent is embarrassing at best and dangerous at its worst.

Also, I might point out, the address the letter references as a VIHA facility is still an empty lot.

In conclusion, based on my experience, Trees Dispensary provides a health service to my neighbourhood and has done so with compassion and exemplary professionalism. I am in unreserved support of their zoning application.

Sincerely,

Wulfgang Zapf

--

"It is possible to be autonomous and interdependent in ways that are liberating for all people"

Temporary Use Permit Application for 1040 North Park Street







MAP 28
North Park
Strategic Directions

Urban Place Designations*

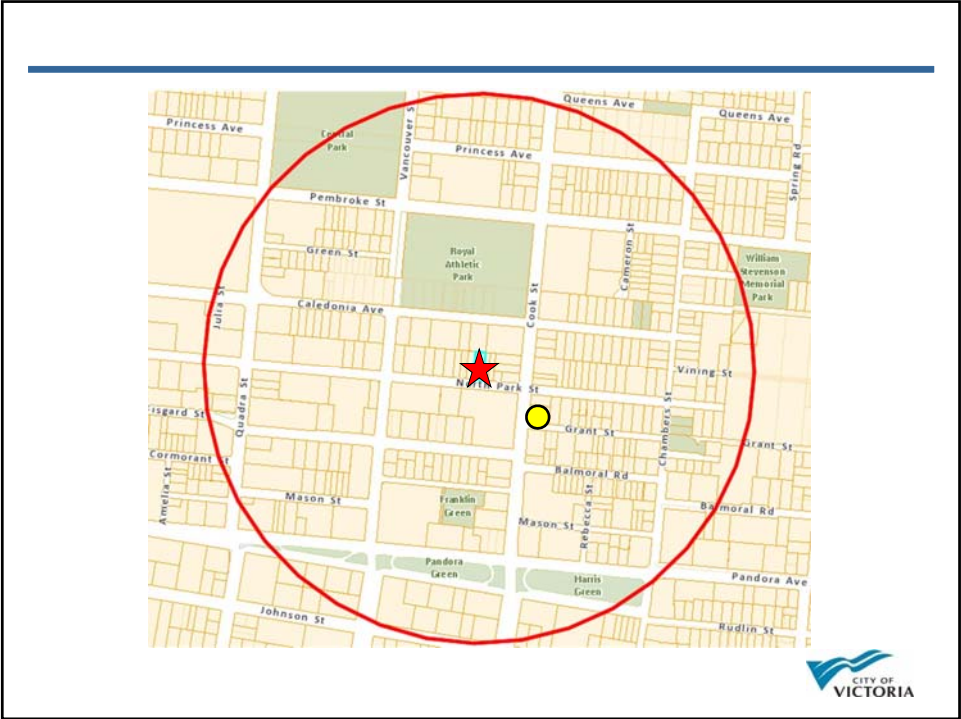
- Core Residential
- Large Urban Village
- Urban Residential
- Traditional Residential
- Public Facilities, Institutions, Parks and Open Space

Public Facilities

- Proposed Park (approximate location)

*Urban Place Designations are provided for information purposes only. Please refer to Map 2 and Figure 8 for designation information.







Committee of the Whole Report

For the Meeting of February 15, 2018

To: Committee of the Whole **Date:** February 1, 2018

From: Jonathan Tinney, Director, Sustainable Planning and Community Development

Subject: Rezoning Application No. 00561 for 1725 Cook Street

RECOMMENDATION

That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00561 for 1725 Cook Street, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set.

LEGISLATIVE AUTHORITY

In accordance with Section 479 of the *Local Government Act*, Council may regulate within a zone the use of land, buildings and other structures, the density of the use of the land, building and other structures, the siting, size and dimensions of buildings and other structures; as well as, the uses that are permitted on the land, and the location of uses on the land and within buildings and other structures.

EXECUTIVE SUMMARY

The purpose of this report is to present Council with information, analysis and recommendations for a Rezoning application for the property located at 1725 Cook Street. The proposal is to rezone from the CR-4 Zone, Upper Cook Commercial-Residential District, to a site-specific zone in order to permit a storefront cannabis retailer.

The following points were considered in assessing this application:

- the proposal is consistent with the Large Urban Village designation in the *Official Community Plan*, 2012
- the *Fernwood Neighbourhood Plan* recommended this portion of Cook Street be rezoned to the CR-3M Zone, Commercial Residential Apartment Modified District, which has similar uses to that of the current zone
- the proposal is consistent with the *Storefront Cannabis Retailer Rezoning Policy*, as there are no schools within 200m or permitted storefront cannabis retailers within 400m.

BACKGROUND

Description of Proposal

This Rezoning application is to allow for the retail sale of cannabis in an existing building. The property is in the CR-4 Zone, Upper Cook Commercial-Residential District. The following differences from the standard zone are being proposed and would be accommodated in a new site-specific zone:

- storefront cannabis retailer would be a permitted use
- only one storefront cannabis retailer would be permitted to operate on the property at a time
- storefront cannabis retailer would be restricted to the ground floor
- storefront cannabis retailer would be restricted to a maximum floor area of 303m², which is in keeping with the size of the existing operation.

All other requirements within the CR-4 Zone, Upper Cook Commercial-Residential District, would remain the same.

Sustainability Features

The applicant has not identified any sustainability features associated with this application.

Active Transportation Impacts

The applicant has installed a four stall bicycle rack adjacent the entrance to the storefront cannabis retailer.

Public Realm Improvements

No public realm improvements are proposed in association with this Rezoning Application.

Accessibility Impact Statement

The British Columbia Building Code regulates accessibility as it pertains to buildings.

Land Use Context

The property is located in the Fernwood neighbourhood within North Park Village. The immediate area is characterized mainly by various commercial uses on the ground floor including medical offices, retail, and food services. Some buildings along Cook Street have residential on the upper storeys, and residential in the form of apartments and single family dwellings is also found in the immediate vicinity.

Existing Site Development and Development Potential

The site is presently a single-storey commercial development with surface parking fronting Cook Street. Under the current CR-4 Zone, Upper Cook Commercial-Residential District, the property could be developed for a variety of commercial uses, including mixed-use commercial-residential up to a height of four storeys and a density of 1.4 to 1.

Community Consultation

Consistent with the *Storefront Cannabis Retailer Rezoning Policy*, the requirement to arrange and participate in a Community Association Land Use Committee (CALUC) meeting is waived unless the application involves construction of a new building; however, the application was referred to the Fernwood CALUC. Also consistent with the policy, the application has been referred to School District No. 61 and the Victoria Police Department (VicPD). The following table displays the number of VicPD service calls:

Calls for Service	2015	2016	2017	2018 (to date)
Calls to the immediate area	8	2	12	0
Calls to the block	51	41	47	4

ANALYSIS

Official Community Plan

The *Official Community Plan*, 2012 (OCP) identifies this property within the Large Urban Village urban place designation, within which commercial uses are envisioned.

Local Area Plans

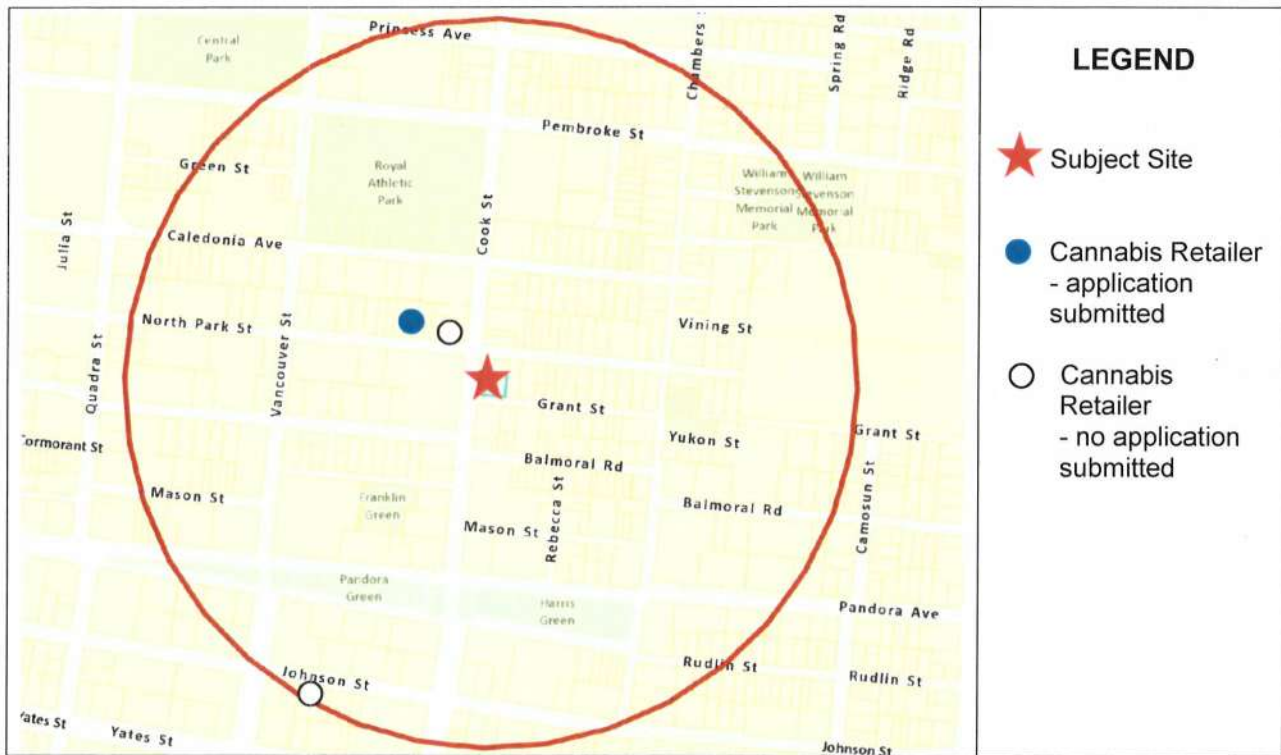
The *Fernwood Neighbourhood Plan* recommended this portion of Cook Street be rezoned to the CR-3M Zone, Commercial Residential Apartment Modified District, which has similar uses to that of the current zone. Although the subject property is not within the boundaries of the *North Park Neighbourhood Plan*, the plan does speak to small-scale commercial uses envisioned as part of the commercial village at Cook/Pandora.

Tree Preservation Bylaw and Urban Forest Master Plan

There are no Tree Preservation Bylaw impacts and no impacts to public trees with this application.

Storefront Cannabis Retailer Rezoning Policy

The application is consistent with the *Storefront Cannabis Retailer Rezoning Policy* and was one of the sites identified as operating as a storefront cannabis retailer at the time of Council adopting the regulations and policy framework related to cannabis. No schools are within 200m and no permitted storefront cannabis retailers are within 400m of the property. The property at 1040 North Park is approximately 80m and has applied for a Temporary Use Permit.



Regulatory Considerations

City policy for Cook Street contemplates a wider road right-of-way in order to meet future transportation-related needs such as cycling infrastructure. When the road right-of-way is insufficient it is common that a Statutory Right-of-Way (SRW) be provided for projects for redevelopment including rezoning applications. In this case, the proposal relates to use only and there are no plans for new development. Therefore, in this instance foregoing the SRW requirement may be warranted.

CONCLUSIONS

This proposal to permit the storefront cannabis retailer use is consistent with the Large Urban Village designations in the *Official Community Plan*. The proposal does not have any schools within 200m or permitted storefront cannabis retailers within 400m of the property. Staff recommend Council consider supporting this application.

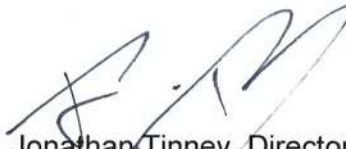
ALTERNATE MOTION

That Council decline Rezoning Application No. 00561 for the property located at 1725 Cook Street.

Respectfully submitted,



Michael Angrove
Planner
Development Services



Jonathan Tinney, Director
Sustainable Planning and Community
Development Department

Report accepted and recommended by the City Manager:

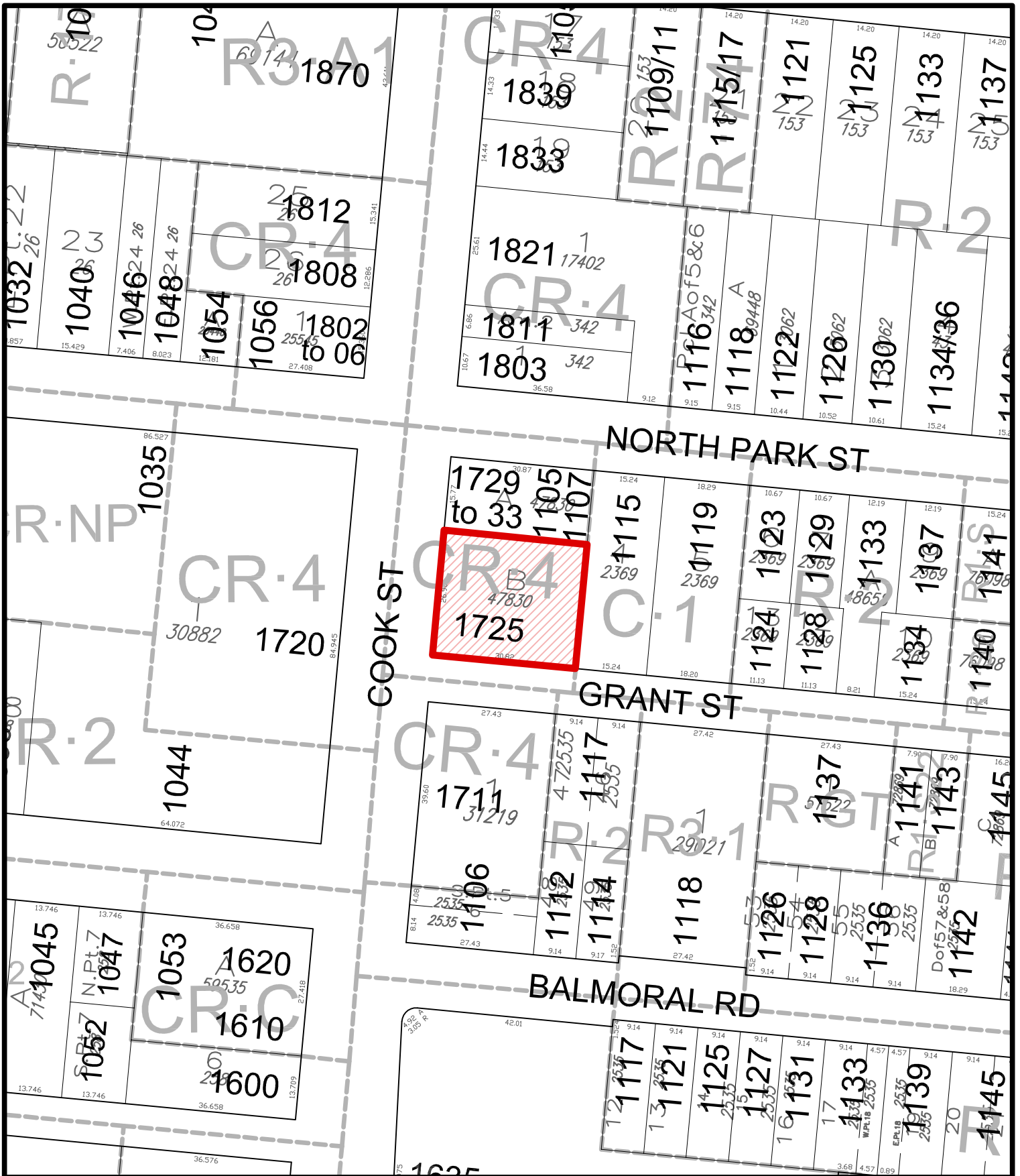


Date:

Feb 6, 2018

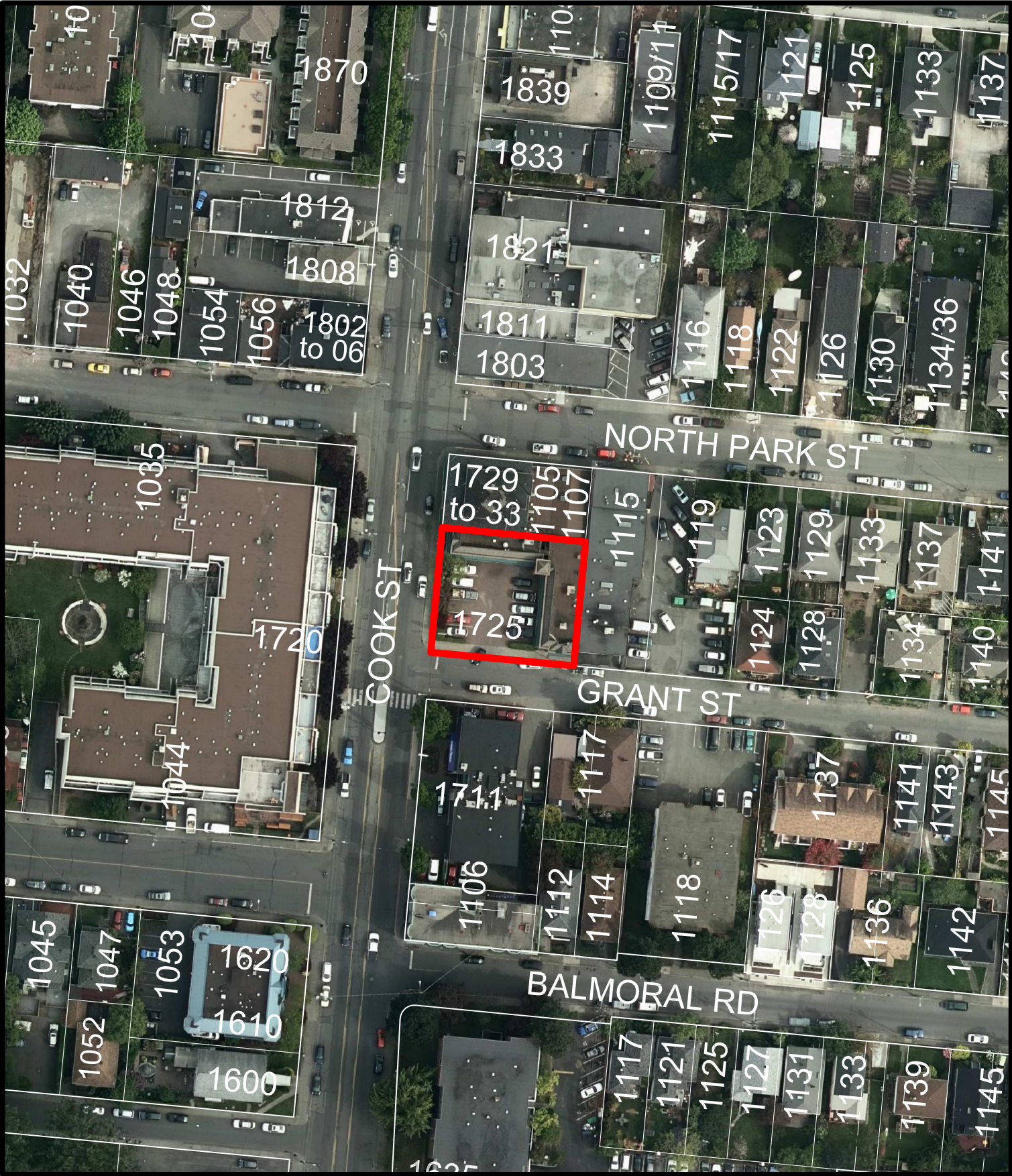
List of Attachments:

- Attachment A: Subject Map
- Attachment B: Aerial Map
- Attachment C: Plans date stamped January 25, 2017
- Attachment D: Letter from applicant to Mayor and Council received November 4, 2016
- Attachment E: Letter from property owner regarding SRW
- Attachment F: Correspondence (letters from residents)



1725 Cook Street
Rezoning No.00561

Rezoning Application No. 00561 for 1725 Cook Street (Fernwood) --J. Tinn...





Received
City of Victoria

JAN 25 2017

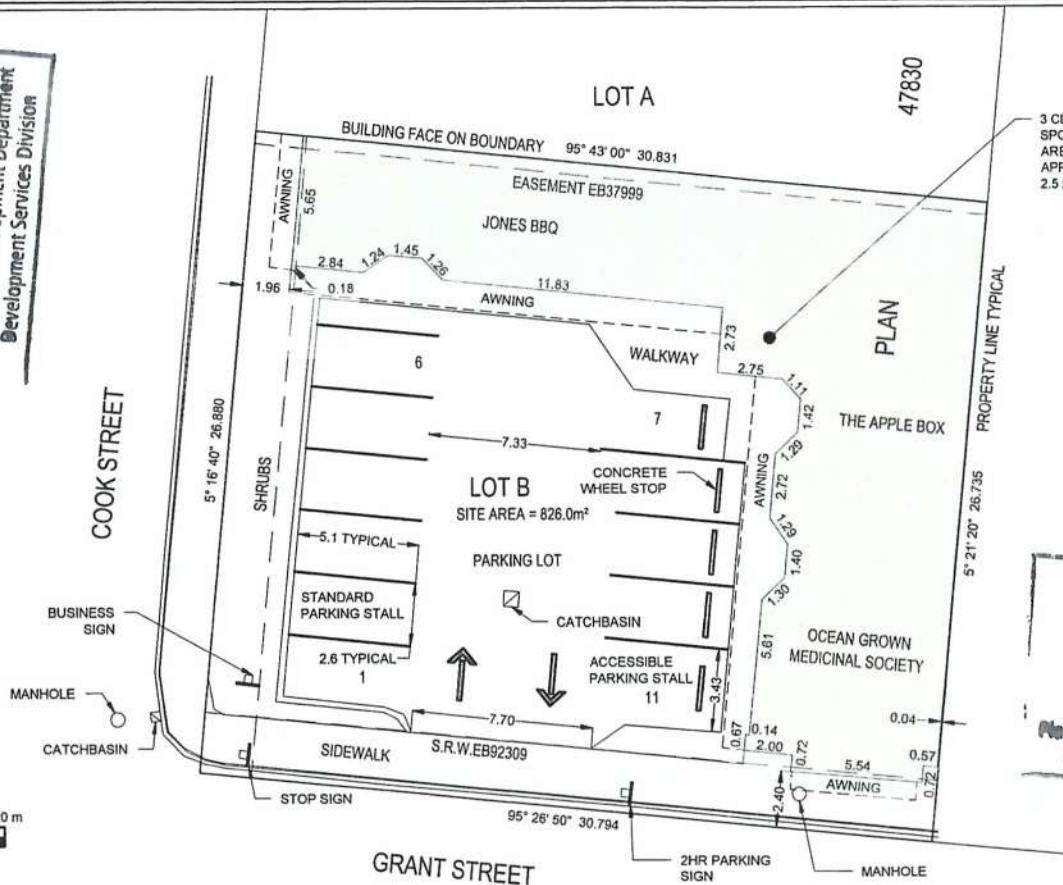
Planning & Development Department
Development Services Division

SCALE 1 : 200



ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF

OCEAN GROWN MEDICINAL SOCIETY
#1-1725 COOK STREET
CONTACT:
DIANA BRIDGE
EMAIL: oceangrownms@gmail.com
PHONE: 778-265-1009
JANUARY 06, 2017
REVISION 0



3 CLASS 2 BIKE PARKING
SPOTS UNDER COVERED
AREA
APPROXIMATE DIMENSIONS
2.5 x 2.5 METRES

LOT 4
PLAN 2369

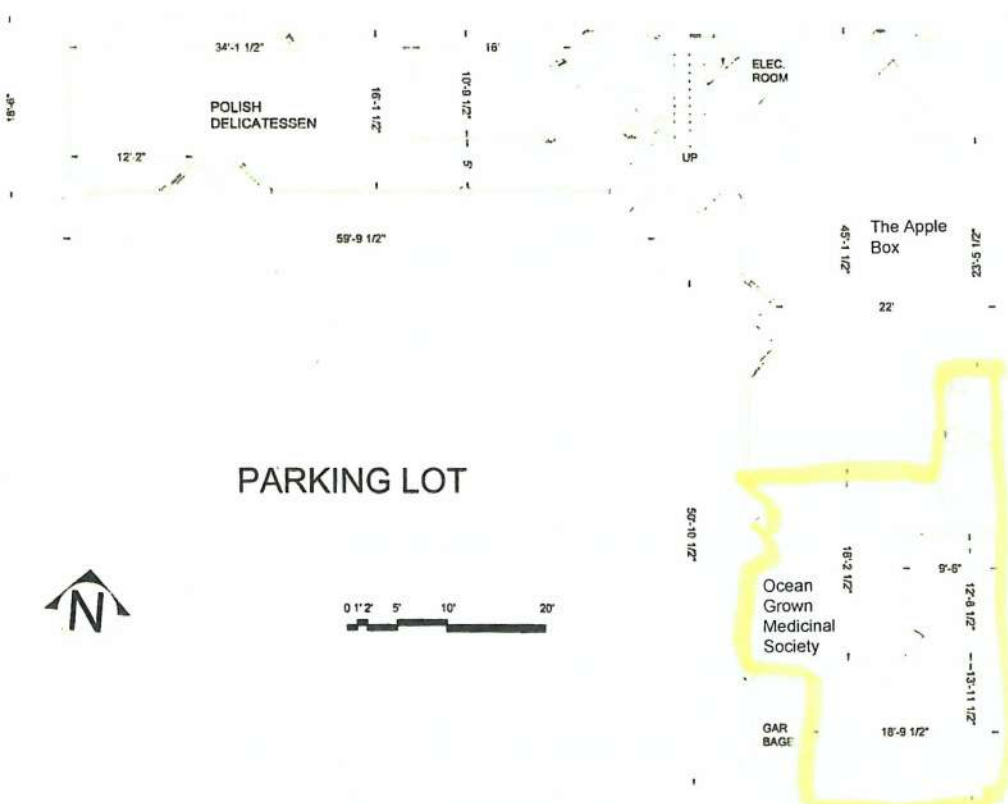
Received
City of Victoria

JAN 25 2017

Planning & Development Department
Development Services Division

PROJECT INFORMATION TABLE

ZONE (EXISTING)	CR-4
SITE AREA (m ²)	826
UNIT FLOOR AREA (m ²)	303
PARKING STALLS	
REQUIRED (303m ² /37.5m ²)	9
AVAILABLE	11
BICYCLE PARKING	
REQUIRED (303m ² /205m ²)	2
AVAILABLE (CLASS 2)	3




Received
City of Victoria

JAN 25 2017

Planning & Development Department
Development Services Division

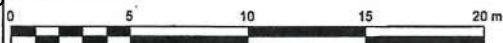
AS MEASURED JAN. 2008

	TRI-EAGLE DEVELOPMENT CORP. #300, 4396 WEST SAANICH ROAD VICTORIA BC V8Z 3E9 TEL 250 477 2414 FAX 250 477 6248	1725-31 COOK STREET VICTORIA BC	FLOOR PLAN	10 JAN 2008	SCALE 1/16" = 1'
					FILE #08 - 11168

 MEASURE MASTERS VANCOUVER ISLAND - COMMERCIAL
3034 WESTDOWN ROAD
VICTORIA BC V8R 5G2
TEL 250-472-2653
FAX 250-472-2683



SCALE 1 : 200



ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF

OFFSETS TO PROPERTY LINE ARE TO THE BUILDING EXTERIOR WALL

DATE OF FIELD SURVEY: NOVEMBER 28, 2016

THIS PROPERTY MAY BE SUBJECT TO THE FOLLOWING: EASEMENT EB37999, EB118095 AND EB118096, STATUTORY RIGHT OF WAY EB92309 AND EB92308

BRITISH COLUMBIA LAND SURVEYOR'S CERTIFICATE OF LOCATION SHOWING BUILDING LOCATED ON LOT B PLAN 47830 VICTORIA SUBURBAN LOT 18

THIS LOCATION CERTIFICATE IS BASED ON LAND TITLE AND SURVEY AUTHORITY RECORDS AND FIELD SURVEY. UNREGISTERED INTERESTS HAVE NOT BEEN INCLUDED OR CONSIDERED.

DIMENSIONS DERIVED FROM PLAN 47830
PID NO. 012-873-438

PREPARED FOR: OCEAN GROWN MEDICINAL SOCIETY

CIVIC ADDRESS: 1725 COOK STREET, VICTORIA, BC
REFERENCE: 2113-03159-00

THIS PLAN IS PREPARED SOLELY FOR A LIMITED CONTRACTUAL USE BETWEEN McELHANNEY ASSOCIATES AND OUR CLIENT. THIS DOCUMENT SHOWS THE RELATIVE LOCATION OF THE SURVEYED STRUCTURES AND FEATURES WITH RESPECT TO THE BOUNDARIES OF THE PARCEL DESCRIBED ABOVE. THIS DOCUMENT SHALL NOT BE USED TO DEFINE PROPERTY LINES OR PROPERTY CORNERS. THE SIGNATORY ACCEPTS NO RESPONSIBILITY OR LIABILITY FOR ANY DAMAGES THAT MAY BE SUFFERED BY A THIRD PARTY AS A RESULT OF ANY DECISIONS MADE, OR ACTIONS TAKEN BASED ON THIS DOCUMENT.

© 2016 McELHANNEY ASSOCIATES LAND SURVEYING LTD. ALL RIGHTS RESERVED. NO PERSON MAY COPY, REPRODUCE, TRANSMIT OR ALTER THIS DOCUMENT IN WHOLE OR IN PART WITHOUT THE CONSENT OF THE SIGNATORY.



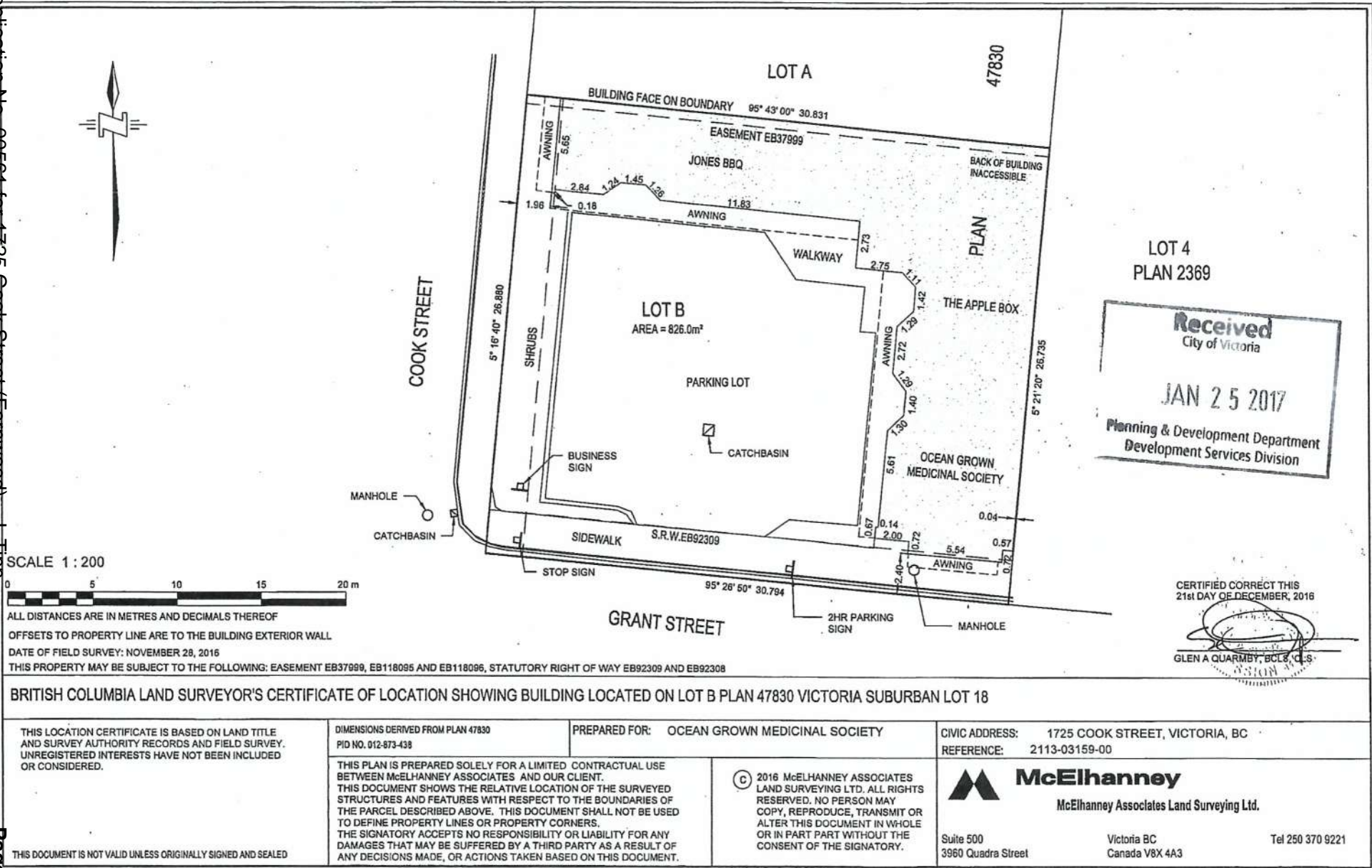
McElhanney

McElhanney Associates Land Surveying Ltd.

Suite 500
3960 Quadra Street

Victoria BC
Canada V8X 4A3

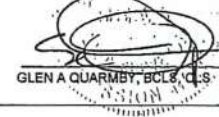
Tel 250 370 9221



LOT 4
PLAN 2369



CERTIFIED CORRECT THIS
21st DAY OF DECEMBER, 2016





November 4, 2016

City of Victoria
Mayor and Council
1 Centennial Square
Victoria, BC V8W 1P6

**STOREFRONT CANNABIS RETAILER REZONING APPLICATION
LOT B, PLAN 47830, VICTORIA SUBURBAN LOT 18
1 - 1725 COOK STREET**

Please accept this letter as an application for the rezoning of the cannabis retail storefront **Ocean Grown Medicinal Society (OGMS)** located at 1-1725 Cook Street in Fernwood.

Description of Proposal:

OGMS is a proven addition to the neighbourhood and is currently operating within the guidelines outlined under the Sustainable Planning and Community Development department. OGMS conforms to the storefront cannabis retailer policy. The business is over 500 m from any schools and there are no known licenced retailers within 200 m of the storefront.

City Policy:

OGMS is the only cannabis retailer on the property. There are 11 off street parking stalls available, as well as a bike rack available. A large proportion of the member base, bike and use public transit to access OGMS, reducing the environmental impact to the entire community and improving individual wellness.

Project Benefit and Amenities:

There are currently over 3800 members of OGMS bringing economic benefits to the surrounding businesses. The members enjoy a sense of community through many of the sponsored events including: An annual Customer Appreciation BBQ, annual Christmas Dinner, and regular Food and Clothing Drives. Ocean Grown Medicinal Society participates in charitable drives for neighbourhood associations, and proceeds from the in house ATM are donated to the Dandelion Society of Victoria.

This fostering of community results in overall improved mental and physical health to the individual member, the Fernwood neighbourhood and the City as a whole.



Impacts:

Neighbouring businesses are consulted and included in member community events. The traffic to OGMS is regular within the hours of operation and complements the existing surrounding businesses.

Design and Development and Heritage:

The building is existing and does not have heritage status. No exterior improvements are proposed; therefore, design guidelines do not apply. The design and décor of OGMS, however, is modern, tasteful and has been praised by members online and in person.

Safety and Security:

OGMS has one main accessible public entry, and the facility is well lit with clean lines and a bright welcoming feel. The security devices and barriers within OGMS are best case and proven, including surveillance cameras, an alarm system and panic buttons. The neighbouring businesses have clear sightlines and a good rapport in order to work as a community to prevent inappropriate activities and enhance public safety.

Transportation:

As outlined above the vehicle and bicycle parking of OGMS meet the standards of Schedule C. The off-street parking surrounding the corner lot is also ample.

Thank you for accepting this application. We trust the information provided herein is sufficient to process the rezoning application. Should you have any questions or require further information, please contact us at the City's convenience.

Yours truly,

Ocean Grown Medicinal Society

Dianna Bridge
Director

Enclosures



January 22, 2018

City of Victoria
1 Centennial Square
Victoria, BC V8W 1P6

Re: Ocean Grown Rezoning Application and Statutory Right of Way request

Further to your request for the extension of the Statutory Right of Way on our property located at 1725 Cook Street, Victoria, BC V8T 3P4 to support the application for rezoning by Ocean Grown, we regret to inform you that we are not able to grant your request. As you know, we are developers, so when we apply for the rezoning for this property to a higher use and FSR, we will discuss this request with the City or the Ministry of Transportation at that time.

We look forward to the rezoning application going smoothly, moving forward.

Yours truly,

Travis Lee
President
Tri-Eagle Development Corporation
330 - 4392 West Saanich Road
Victoria, BC V8Z 3E9

September 22, 2016

Neighbour:
Ocean Grown Medicinal Society
1-1725 Cook Street
Victoria, BC V8T 3P4

To whom it may concern:

I, Chris Jones, owner and operator of Jones BBQ, hereby give consent to my neighbour, Ocean Grown Medicinal Society, to keep operating as they have no negative impact on my business.

Regards,

A handwritten signature in black ink, appearing to read 'Chris Jones', written over a horizontal line.

Chris Jones
Jones BBQ
3-1725 Cook Street
Victoria BC V8T 3P4

September 26, 2016

Neighbour:
Ocean Grown Medicinal Society
1-1725 Cook Street
Victoria, BC V8T 3P4

To whom it may concern:

I, Alonzo Ross-Machado, manager of Mount Royal Bagel Factory, hereby give consent to my neighbour, Ocean Grown Medicinal Society, to keep operating as they have no negative impact on my business.

Regards,

A handwritten signature in dark ink, appearing to be 'Alonzo', followed by a long, sweeping horizontal line that extends to the right.

Alonzo Ross-Machado
Mount Royal Bagel Factory
#6 -1115 North Park Street
Victoria BC V8T 1C7

September 22, 2016

Neighbour:
Ocean Grown Medicinal Society
1-1725 Cook Street
Victoria, BC V8T 3P4

To whom it may concern:

I, Rebecca Bradley, manager of The Apple Box, hereby give consent to my neighbour, Ocean Grown Medicinal Society, to keep operating as they have no negative impact on my business.

Regards,

A handwritten signature in black ink, appearing to read 'Rebecca Bradley', with a long, sweeping flourish extending from the end of the name.

Rebecca Bradley
The Apple Box
2-1725 Cook Street
Victoria BC V8T 3P4

September 22, 2016

Neighbour:
Ocean Grown Medicinal Society
1-1725 Cook Street
Victoria, BC V8T 3P4

To whom it may concern:

I, Chris Jones, owner and operator of Jones BBQ, hereby give consent to my neighbour, Ocean Grown Medicinal Society, to keep operating as they have no negative impact on my business.

Regards,



Chris Jones
Jones BBQ
3-1725 Cook Street
Victoria BC V8T 3P4

September 26, 2016

Neighbour:
Ocean Grown Medicinal Society
1-1725 Cook Street
Victoria, BC V8T 3P4

To whom it may concern:

I, Alonzo Ross-Machado, manager of Mount Royal Bagel Factory, hereby give consent to my neighbour, Ocean Grown Medicinal Society, to keep operating as they have no negative impact on my business.

Regards,

A handwritten signature in blue ink, appearing to read 'Alonzo', followed by a long, sweeping horizontal line that extends to the right.

Alonzo Ross-Machado
Mount Royal Bagel Factory
#6 -1115 North Park Street
Victoria BC V8T 1C7

September 22, 2016

Neighbour:
Ocean Grown Medicinal Society
1-1725 Cook Street
Victoria, BC V8T 3P4

To whom it may concern:

I, Rebecca Bradley, manager of The Apple Box, hereby give consent to my neighbour, Ocean Grown Medicinal Society, to keep operating as they have no negative impact on my business.

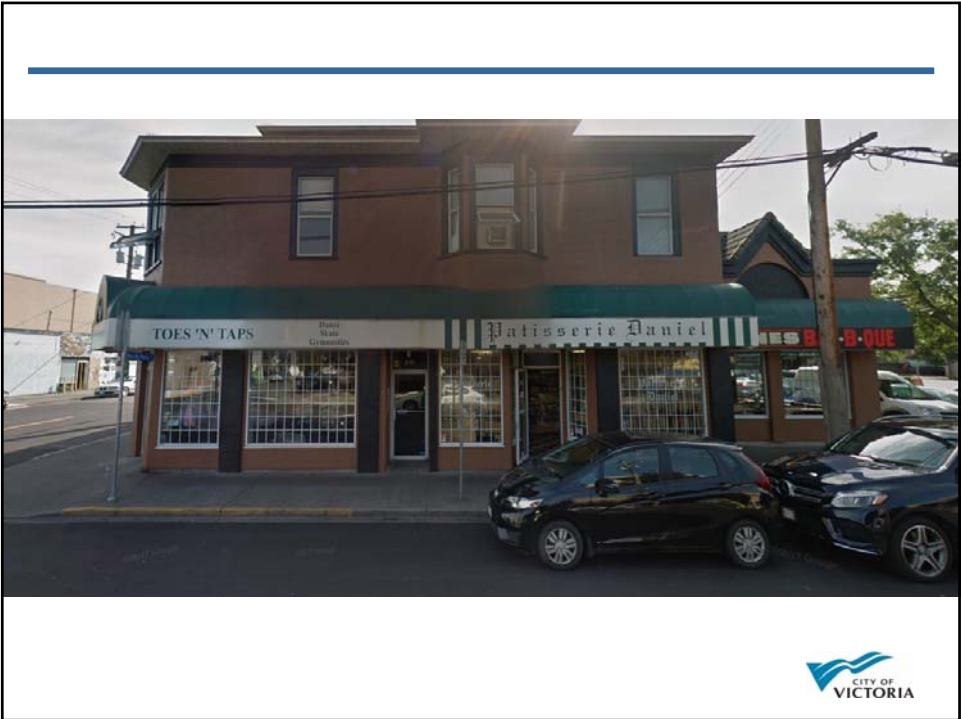
Regards,

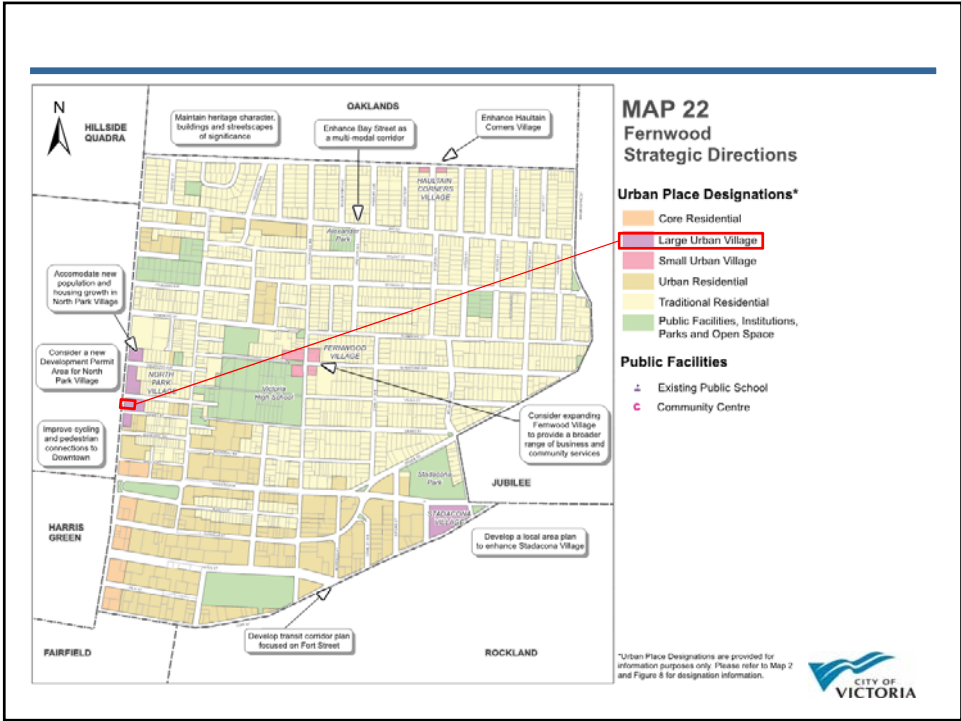
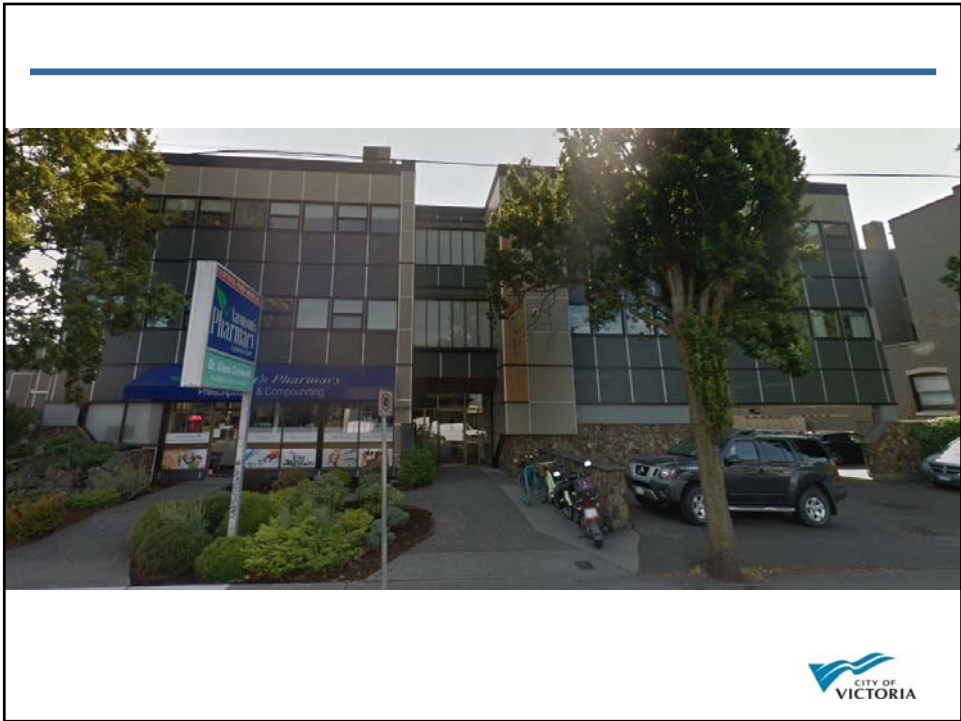
A handwritten signature in blue ink, appearing to read 'Rebecca Bradley', with a long, sweeping flourish extending to the right.

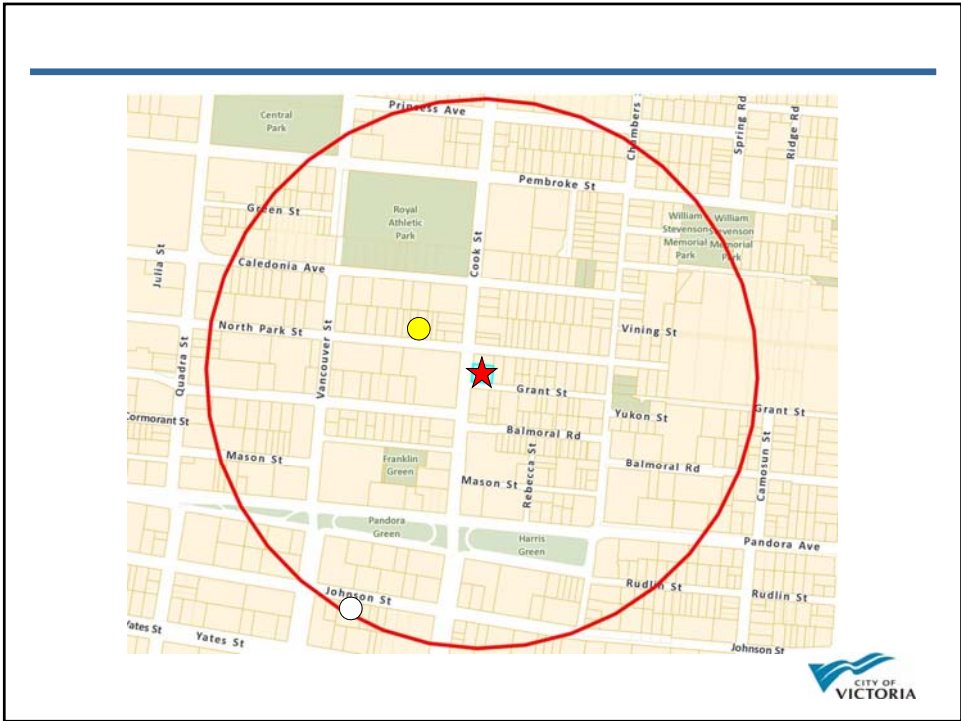
Rebecca Bradley
The Apple Box
2-1725 Cook Street
Victoria BC V8T 3P4

Rezoning Application
for
1725 Cook Street











Committee of the Whole Report For the Meeting of February 15, 2018

To: Committee of the Whole **Date:** February 5, 2018

From: Jonathan Tinney, Director, Sustainable Planning and Community Development

Subject: Development Permit Application No. 000517 for 203, 211 & 335 Harbour Road

RECOMMENDATION

That subject to receipt of amended plans to address technical corrections to the satisfaction of the Director of Sustainable Planning and Community Development, Council authorize the issuance of Development Permit Application No. 000517 for 203, 211 and 335 Harbour Road, in accordance with:

1. Plans date stamped November 23, 2017.
2. Development meeting all *Zoning Regulation Bylaw* requirements.
3. The Development Permit lapsing two years from the date of this resolution.

LEGISLATIVE AUTHORITY

In accordance with Section 489 of the *Local Government Act*, Council may issue a Development Permit in accordance with the applicable guidelines specified in the *Community Plan*. A Development Permit may vary or supplement the *Zoning Regulation Bylaw* but may not vary the use or density of the land from that specified in the Bylaw.

Pursuant to Section 491 of the *Local Government Act*, where the purpose of the designation is the revitalization of an area in which a commercial use is permitted, a Development Permit may include requirements respecting the character of the development including landscaping, and the siting, form, exterior design and finish of buildings and other structures.

EXECUTIVE SUMMARY

The purpose of this report is to present Council with information, analysis and recommendations for a Development Permit Application for the property located at 203, 211 and 335 Harbour Road. The proposal is to construct a graving dock facility.

The following points were considered in assessing this application:

- the application is consistent with the Harbour Road Industrial Waterfront Design Guidelines in terms of maintaining view corridors and creating an attractive Harbour Road and waterfront edge
- the application is also consistent with The Core Songhees Development Permit Area objectives to retain a working harbour function.

BACKGROUND

Description of Proposal

The proposal is for a graving dock. Specific details include:

- a 174m by 35m area for a dry dock/graving dock, 16m deep
- formalization of the waterfront edge with a linear concrete caisson retaining wall and a 180m moorage apron
- removal of the existing pile dock facilities
- concrete caissons and retaining wall with a cast in place textured finish
- equally spaced rubber or steel fenders along the waterfront edge
- decorative fencing and landscaping along Harbour Road
- hard surfaced yard area.

The following edge treatments are being offered by the applicant in association with this Development Permit Application and would be secured as a condition of the issuance of the Development Permit:

- decorative fencing and landscaping along Harbour Road
- textured concrete finish to provide visual interest at the water level on the retaining wall at the waterfront edge.

Relevant History

In 1987 the Province of British Columbia applied to the City of Victoria to subdivide the majority of waterfront lands from Catherine Street to the Point Ellice Bridge. Through its corporate arm, B.C. Enterprise, which no longer exists, the Province's application included the registration on title of a Statutory Building Scheme (SBS). The provisions of the SBS, however, do not apply to the portions of the site where the graving dock is proposed.

Sustainability Features

As indicated in the applicant's letter dated September 29, 2017 the following sustainability features are associated with this application:

- improved stormwater management through stormceptors and water treatment prior to outfall discharge
- habitat restoration or compensation in conjunction with Transport Canada and Fisheries and Oceans Canada (DFO) applications.

Active Transportation Impacts

The application proposes the following features which support active transportation:

- 12 class 2 bicycle racks beyond the required amount.

Public Realm Improvements

No public realm improvements are proposed in association with this Development Permit Application.

Accessibility Impact Statement

The British Columbia Building Code regulates accessibility as it pertains to buildings.

Existing Site Development

The site presently contains a turntable and dry dock facility along with marine industrial yard space and buildings.

Data Table

The following data table compares the proposal with the existing SD-1 Zone, Dockside District.

Zoning Criteria	Proposal	Zone Standard / Existing Zone SD-1, Dockside District
Density (Floor Space Ratio) - maximum	0.09	0.75
Height (m) - maximum	n/a	21
Site coverage % - maximum	22	50
Parking - minimum	100	100
Bicycle parking stalls (minimum)	12 Class 2	0

Community Consultation

The applicant has voluntarily met with the community on a number of occasions to share their plans for the Point Hope Graving Dock. Appendix B in the applicant's letter provides an overview of recent and planned community engagement.

ANALYSIS

Development Permit Area and Design Guidelines

The *Official Community Plan* (OCP) identifies this property within Development Permit Area (DPA) 13, Core Songhees. Objectives of this DPA include revitalizing the industrial area to strengthen commercial viability while maintaining a marine industrial character and working harbour. The proposal to construct a graving dock helps realize these objectives and aligns with the land-use priorities set out in the OCP.

The *Harbour Road Industrial Waterfront Design Guidelines* (2008) represent the key policy document against which this application is reviewed. These guidelines primarily envisioned the addition of buildings to this area as a result of continued industrial development. With this in mind, the guidelines focused on ensuring key view corridors remained open and a sympathetic edge between the industrial area and adjacent land uses was established. The proposal does not include the construction or addition of new buildings and instead proposes formalizing the waterfront edge of the property with a retaining wall and concrete caissons to construct a graving dock. With this proposal, the view corridors set out in the design guidelines are wholly maintained.

The design guidelines also speak to ensuring surface car parking areas are not a dominant visual element of the site. While some images of the proposal appear to increase the amount of paved surface area, the proposal does not actually increase the amount of surface area for vehicle parking. The majority of new surface area created is along the eastern apron where a new moorage area is proposed; the apron is 180m long by 12m wide. The site elevation also

does not change and will remain consistent with the existing surface elevations across the property. Maintaining these elevations is key to the operation of a dry dock facility which relies on adjacent water levels.

The edge conditions of the property are where the design guidelines are most relevant. Along Harbour Road, a consistent fence and landscaping treatment is proposed to tie into the existing treatment already established. Again, in accordance with the requirements of the guidelines, the proposal does not affect the existing view platform, mid-way on Harbour Road. With this in mind, the proposal satisfies the requirements of the design guidelines as they relate to the Harbour Road frontage and viewing platform.

Along the waterfront, the design guidelines speak to creating an aesthetic edge viewed at the waterfront level and from the Johnson Street and Point Ellice Bridges; as well as, the waterfront walkways across the harbour. To achieve this, the guidelines seek to retain the character of the traditional pile docks to avoid looking at blank walls. The proposal does not retain the pile docks; however, the fendering details on the proposed east apron and relief cast in place concrete approach satisfies this requirement.

CONCLUSIONS

The proposal to construct a graving dock at the Point Hope Ship Yard helps to strengthen this important part of Victoria's economy and maintain the continued working harbour aspirations set out in the OCP. This proposal reflects a significant change for the Victoria Harbour and, while this form of development was not envisioned in the relevant design guidelines for the area, the proposal achieves the performance criteria set out in the guidelines and is congruous with their intent. On this basis, Staff recommend for Council's consideration that the application be supported.

ALTERNATE MOTION

That Council decline Development Permit Application No. 000517 for the property located at 203, 211 and 335 Harbour Road.

Respectfully submitted,



Miko Betanzo
Senior Planner - Urban Design
Development Services



Jonathan Tinney, Director
Sustainable Planning and Community
Development Department

Report accepted and recommended by the City Manager:

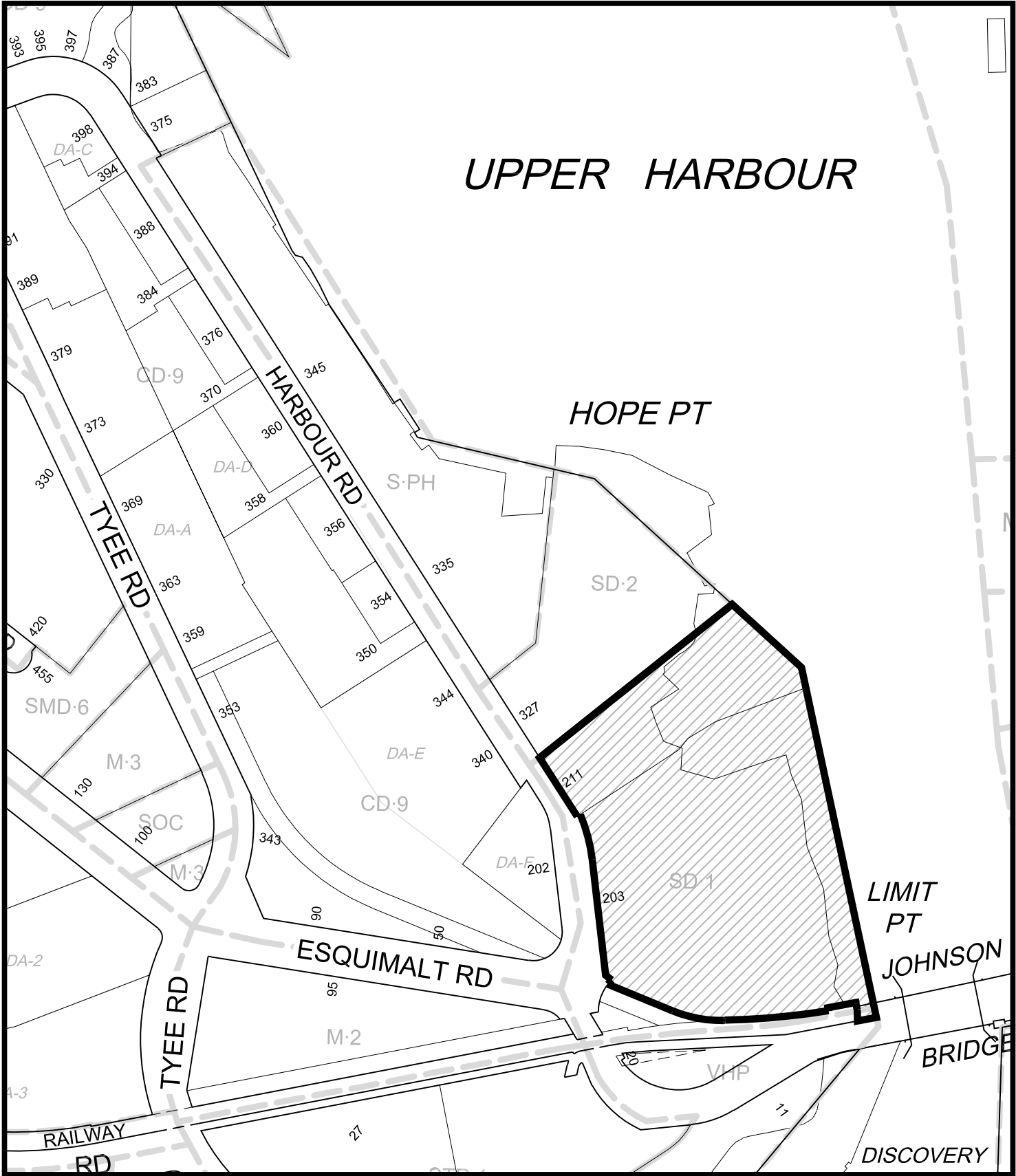


Date:

Feb 8, 2018

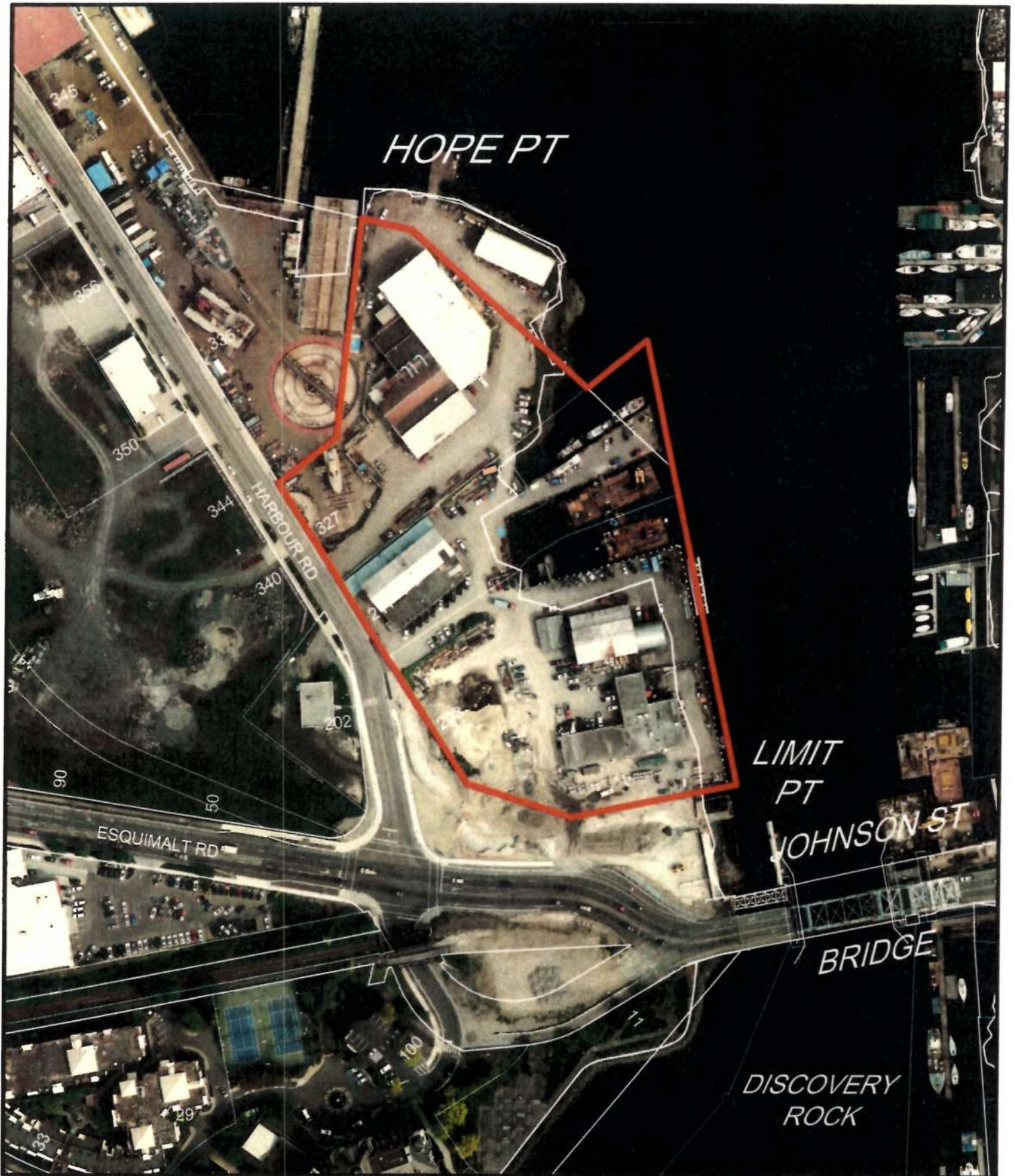
List of Attachments:

- Attachment A: Subject map
- Attachment B: Aerial map
- Attachment C: Plans date stamped September 29, 2017
- Attachment D: Letter from applicant to Mayor and Council dated September 29, 2017.



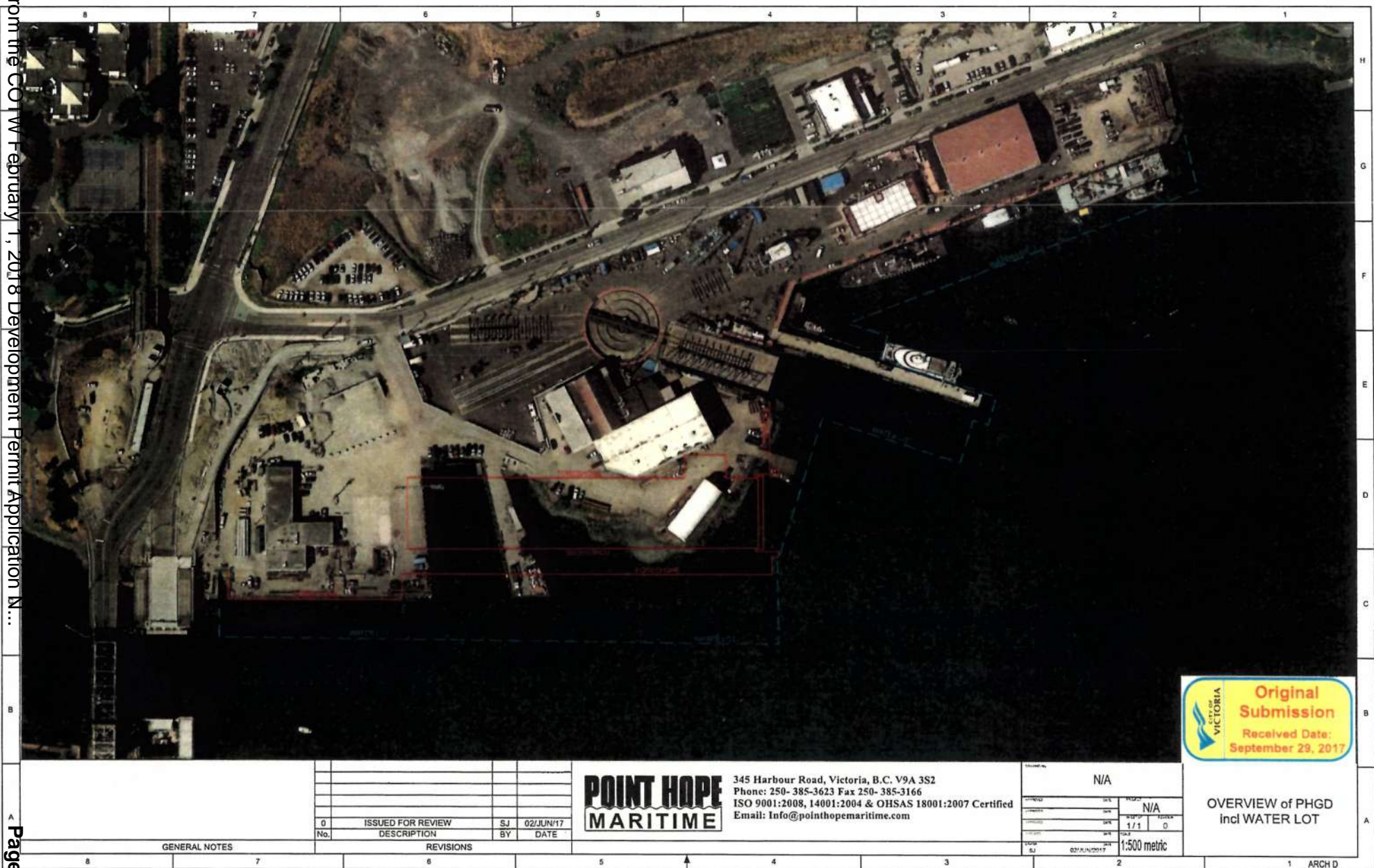
203 to 211 Harbour Road
Rezoning #00210
Bylaw #





203, 211 & 335 Harbour Road
Development Permit #000517

Deferred from the COTW February 1, 2018 Development Permit Application N...



Original Submission
Received Date: September 29, 2017

OVERVIEW of PHGD
incl WATER LOT

POINT HOPE MARITIME

345 Harbour Road, Victoria, B.C. V9A 3S2
Phone: 250-385-3623 Fax 250-385-3166
ISO 9001:2008, 14001:2004 & OHSAS 18001:2007 Certified
Email: Info@pointhopemaritime.com

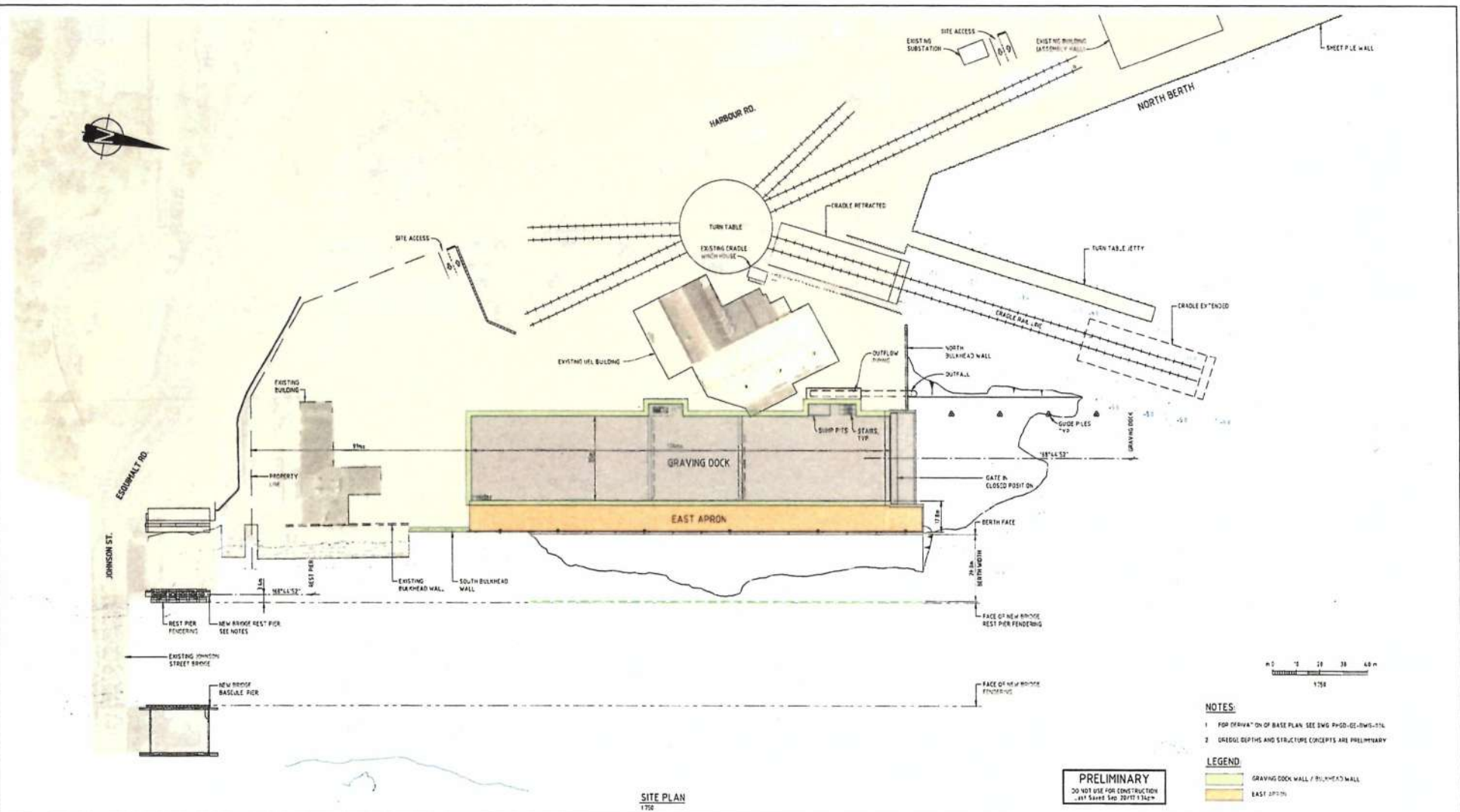
PROJECT No.	N/A		
PROJECT NAME	DATE	PROJECT NO.	N/A
PROJECT NO.	DATE	PROJECT NO.	1/1
PROJECT NO.	DATE	PROJECT NO.	0
PROJECT NO.	DATE	PROJECT NO.	1:500 metric

ISSUED FOR REVIEW	SJ	02/JUN/17
No.	DESCRIPTION	BY DATE
0		

GENERAL NOTES

REVISIONS

ARCH D



REVISION IN PROGRESS									
B - BRIDGE - 10'0" DISCUSSION									
A - BRIDGE - 10'0" DISCUSSION									
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3	2017-01-10	JW	JW	JW	JW	JW	JW	3	2017-01-10
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SEP 29 2017

Planning & Development
Development Services

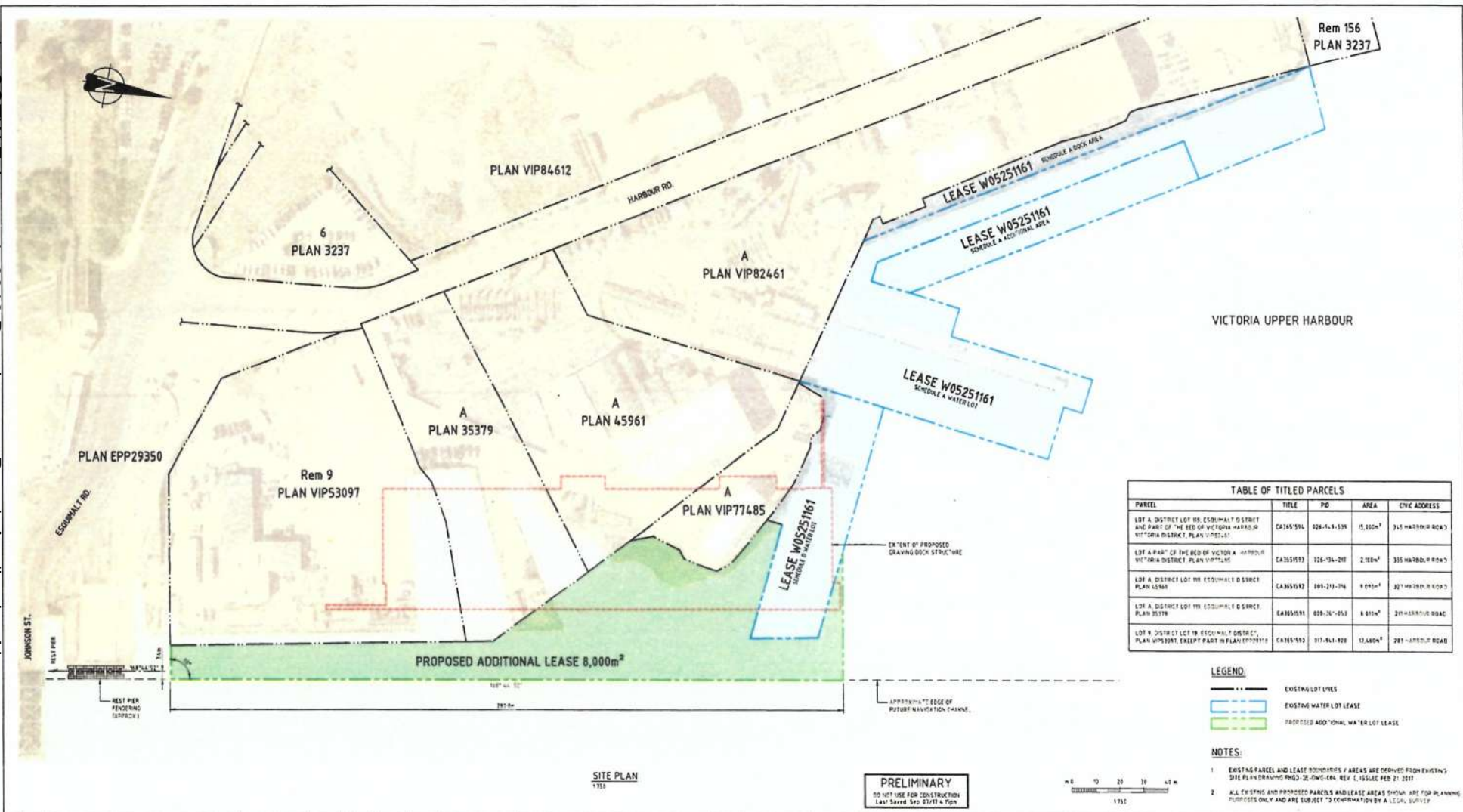


TABLE OF TITLED PARCELS				
PARCEL	TITLE	PD	AREA	CIVIC ADDRESS
LOT A, DISTRICT LOT 118, ESCORTMENT DISTRICT AND PART OF THE BED OF VICTORIA HARBOUR VICTORIA DISTRICT, PLAN 1775151	CANALS/591	026-AL-1-131	15,000m ²	315 HARBOUR ROAD
LOT A PART OF THE BED OF VICTORIA HARBOUR VICTORIA DISTRICT, PLAN 1775151	CANALS/593	026-AL-1-211	2,700m ²	335 HARBOUR ROAD
LOT A, DISTRICT LOT 118, ESCORTMENT DISTRICT PLAN 45961	CANALS/592	001-213-116	9,000m ²	321 HARBOUR ROAD
LOT A, DISTRICT LOT 118, ESCORTMENT DISTRICT PLAN 35379	CANALS/591	009-101-053	8,010m ²	211 HARBOUR ROAD
LOT B, DISTRICT LOT 118, ESCORTMENT DISTRICT, PLAN 1775151, EXCEPT PART IN PLAN 1775151	CANALS/593	017-AL-1-021	12,600m ²	281 HARBOUR ROAD

- LEGEND:**
- EXISTING LOT LINES
 - EXISTING WATER LOT LEASE
 - PROPOSED ADDITIONAL WATER LOT LEASE
- NOTES:**
- EXISTING PARCEL AND LEASE BOUNDARIES / AREAS ARE DERIVED FROM EXISTING SITE PLAN DRAWINGS PHGD-20-DWG-004 REV. 1, ISSUED FEB 21, 2017
 - ALL EXISTING AND PROPOSED PARCELS AND LEASE AREAS SHOWN ARE FOR PLANNING PURPOSES ONLY AND ARE SUBJECT TO CONFIRMATION BY A LEGAL SURVEY

										D SHEET SCALE SHOWN	ENGINEERING AND PERMIT STAMPS (As Required)	CUSTOMER		
										Oneway		RALMAX		
												Advisian		
												PHM GRAVING DOCK GENERAL WATER LOT LEASES AND LAND PARCELS		
										WORLD-PARKS/PROJECT No		Received City of Victoria	PHGD-MA-DSK-2001	REV E
										307071-01155				
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D	20-SEP-17	RE-ISSUED FOR INFORMATION	RH	JCW			JCW	+						
C	12-MAY-17	RE-ISSUED FOR INFORMATION	RH	JCW			JCW	+						
B	04-MAY-17	RE-ISSUED FOR INFORMATION	RH	JCW			JCW	+						
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SEP 29 2017

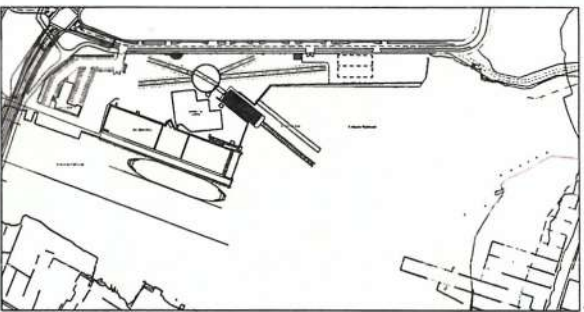
Planning & Development Services



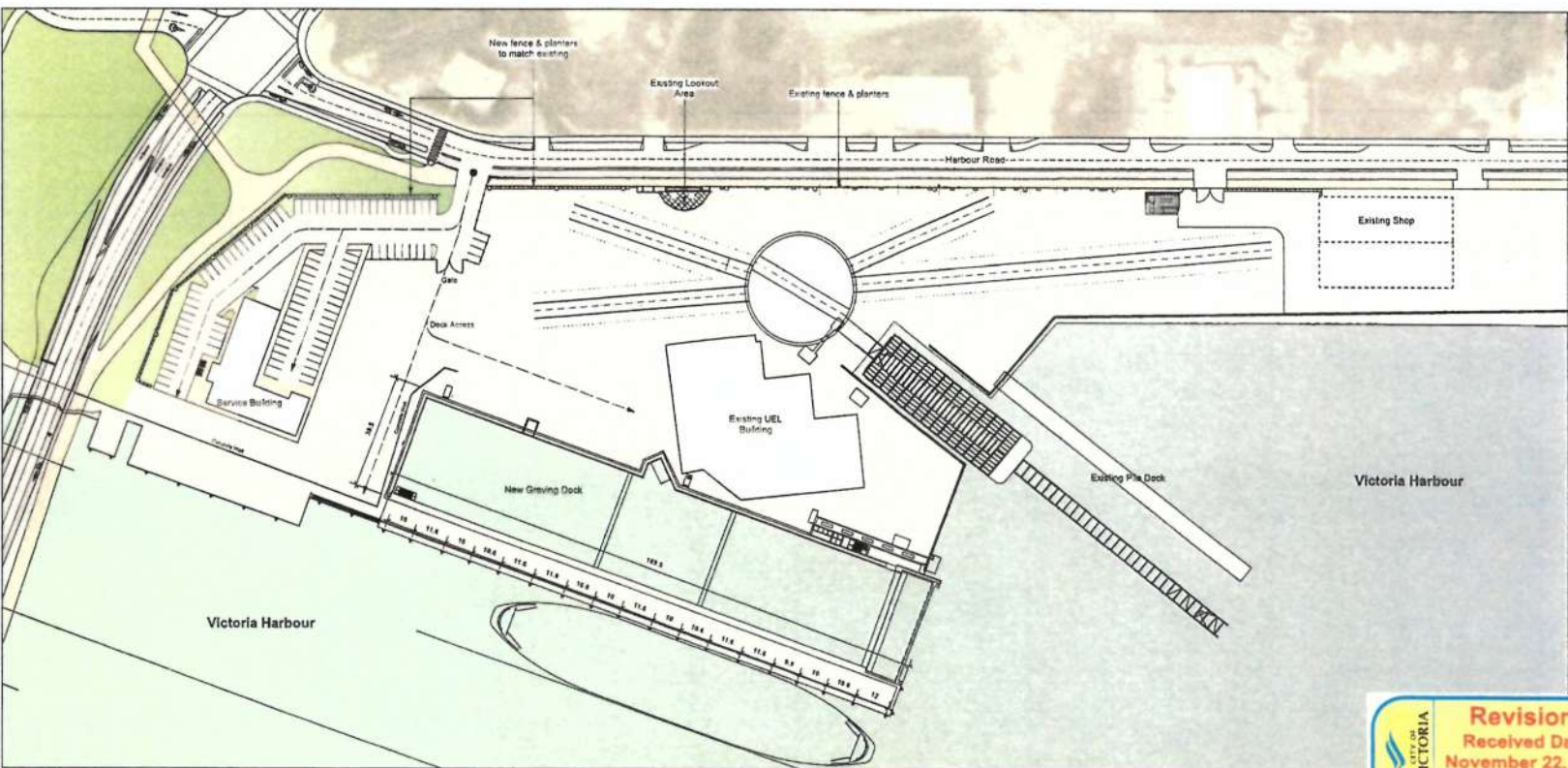
3 Lookout, Existing Fence & Planters
A01



2 Existing Planters
A01



1 Context Plan
Scale: 1:3000
A01



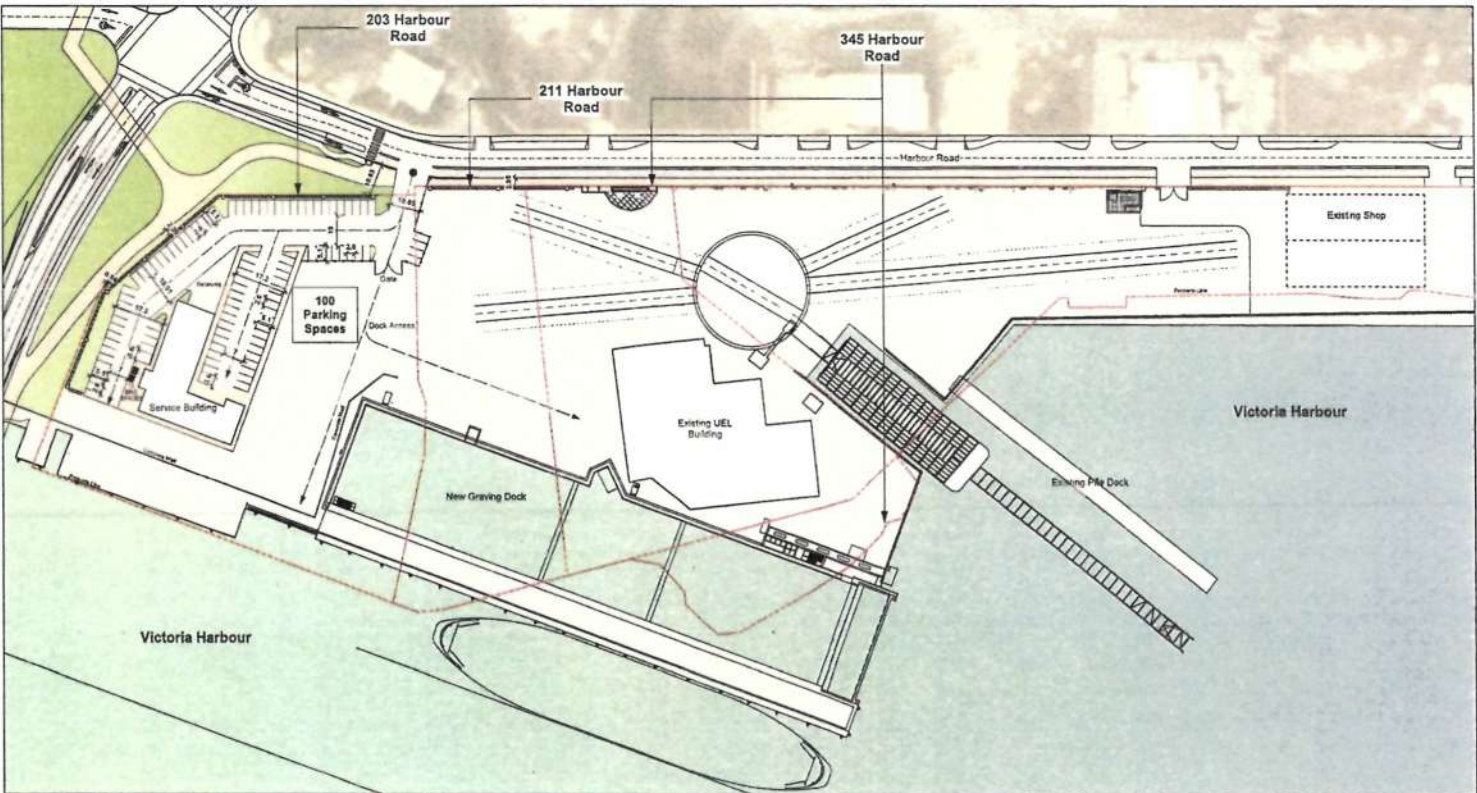
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Rev	By	Date
1	de Hoog & Kieruff	2017.11.22
2	de Hoog & Kieruff	2017.11.22
3	de Hoog & Kieruff	2017.11.22
4	de Hoog & Kieruff	2017.11.22
5	de Hoog & Kieruff	2017.11.22
6	de Hoog & Kieruff	2017.11.22
7	de Hoog & Kieruff	2017.11.22
8	de Hoog & Kieruff	2017.11.22
9	de Hoog & Kieruff	2017.11.22
10	de Hoog & Kieruff	2017.11.22

de Hoog & Kieruff architects	
Project Name	Point Hope Graveing Dock
Location	Victoria Road, Victoria, BC
Project No.	17-001
Site Plan & Context	A01

Revisions
Received Date: November 22, 2017
Deemed Date: September 29, 2017



1 Proposed Parking Plan
A02
Scale: 1:750

PROJECT DATA

Address:
203 Harbour Road
211 Harbour Road

Legal Description:
LOT 8, Plan V191097
LOT A, Plan V1950373

Zoning:
SD-1

Uses:
Service Building, Graving Dock.

Site Area:
203 Harbour Road 12,596 sq m
211 Harbour Road 8,009 sq m

Total Site Area: 18,605 sq m

Site Coverage: 22%

Building Floor Space:
Service Building - L1 760 sq m
Service Building - L2 399 sq m

Floor Space Ratio: 0.22:1

Total Office Floor Space: 355 sq m (30%)

Address:
345 Harbour Road

Legal Description:
LOT A, Plan V191097
LOT A, Plan V1977485

Zoning:
SD-2

Uses:
Shops, Graving Dock.

Site Area: 11,165 sq m

Site Coverage: 48%

Building Floor Space:
UEL Building 2,650 sq m

Floor Space Ratio: 0.48:1

Parking:
As per Schedule C requirements.

Number of Point Hope Employees:
300

Vehicle Parking Spaces Provided at 203 Harbour Road:
100

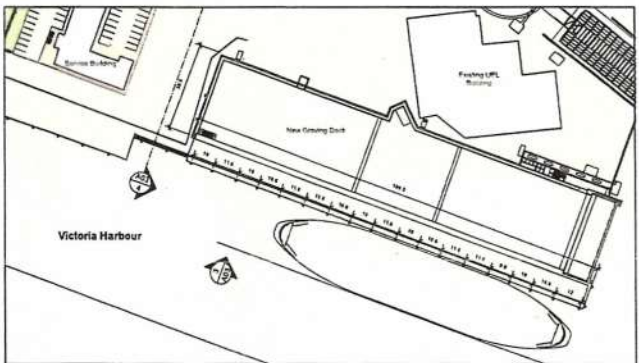
Bike Parking Spaces Provided at 203 Harbour Road:
12



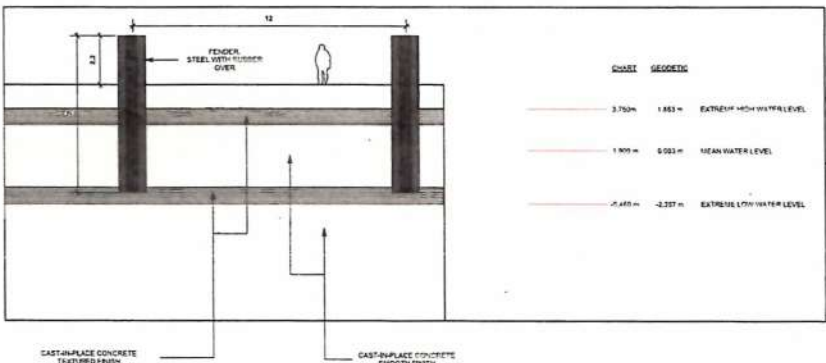
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2	08-04-2017	Issue
3	17-09-2017	Issue
4	17-09-2017	Issue

de Hoog & Kierulff architects	
407-408 STREET VICTORIA, BC V8V 2G1 TEL: 250-383-1111 WWW.DHAKA.COM	407-408 STREET VICTORIA, BC V8V 2G1 TEL: 250-383-1111 WWW.DHAKA.COM
Point Hope Graving Dock Harbour Road Victoria, BC	
Parking Plan	
A02	

Revisions
Received Date: November 22, 2017
Deemed Date: September 29, 2017



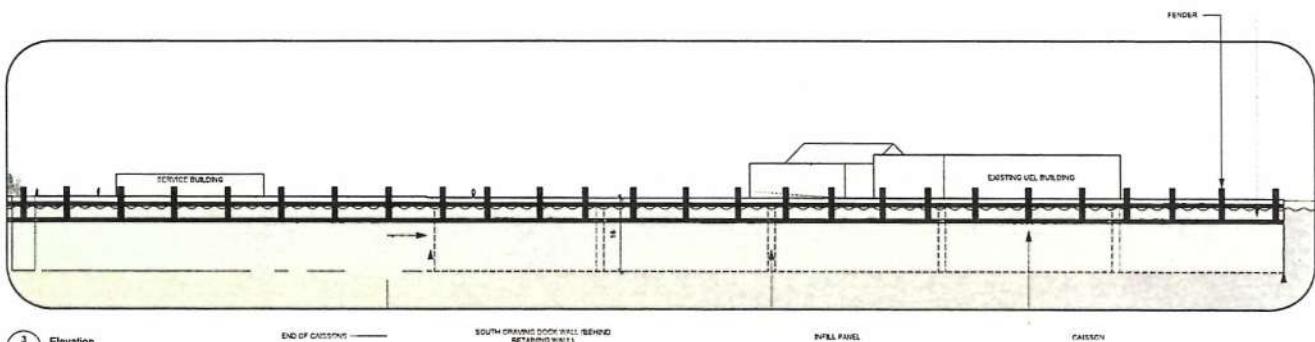
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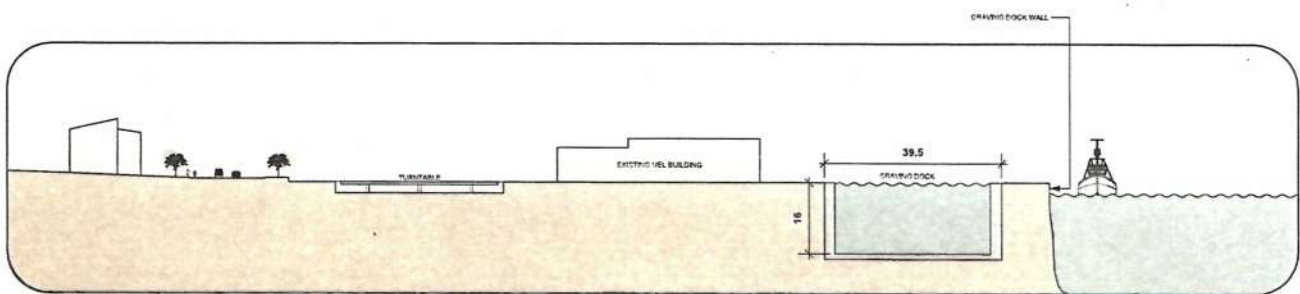
2 Graving Dock Wall Elevation
Scale 1:100
A03



TEXTURED CONCRETE FINISH



3 Elevation
Scale 1:500
A03



4 Section
Scale 1:500
A03

FEATURE WALL
BANDS OF TINTED CONCRETE INDICATING
EXTREME LOW AND EXTREME HIGH
WATER LEVELS

CHART GEODETIC
3.75m 1.85m EXTREME HIGH WATER LEVEL
1.90m 0.00m MEAN WATER LEVEL
-4.40m -2.37m EXTREME LOW WATER LEVEL
-10.00m DEPTH OF GRAVING DOCK

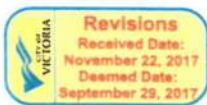
EXTENT OF GRAVING DOCK

CHART GEODETIC
3.75m 1.85m EXTREME HIGH WATER LEVEL
1.90m 0.00m MEAN WATER LEVEL
-4.40m -2.37m EXTREME LOW WATER LEVEL



Rev	By	Date	Description
1	de Hoog & Kierulff	2017	Initial Design
2	de Hoog & Kierulff	2017	Revised Design
3	de Hoog & Kierulff	2017	Final Design

de Hoog & Kierulff architects
Point Hope Graving Dock
Harbour Road
Victoria, BC
Proposed Graving Dock Wall
A03

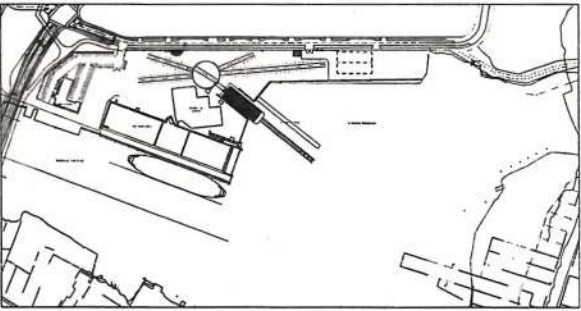




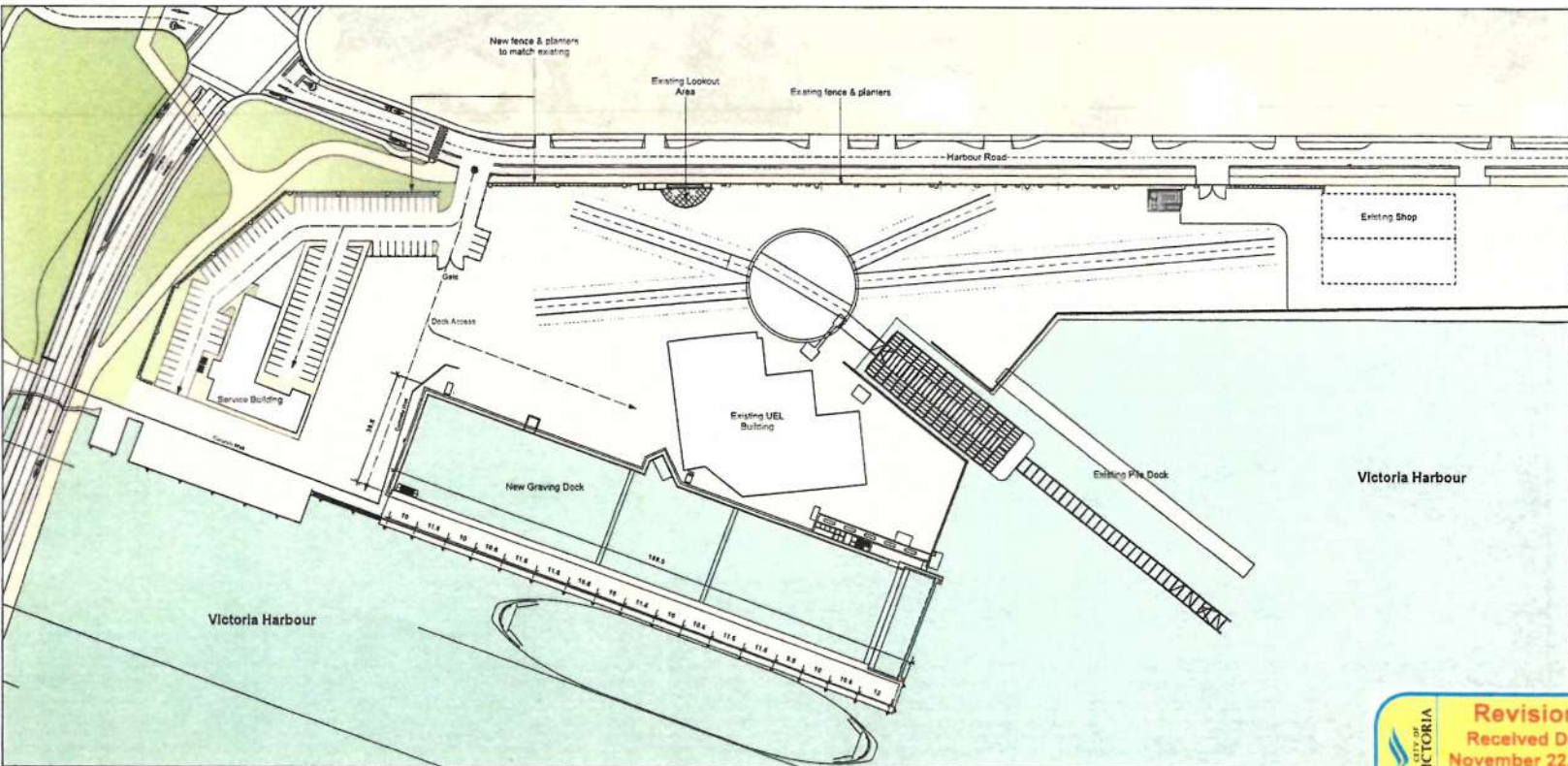
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A01



2 Existing Planters
A01



1 Context Plan
Scale: 1:3000
A01

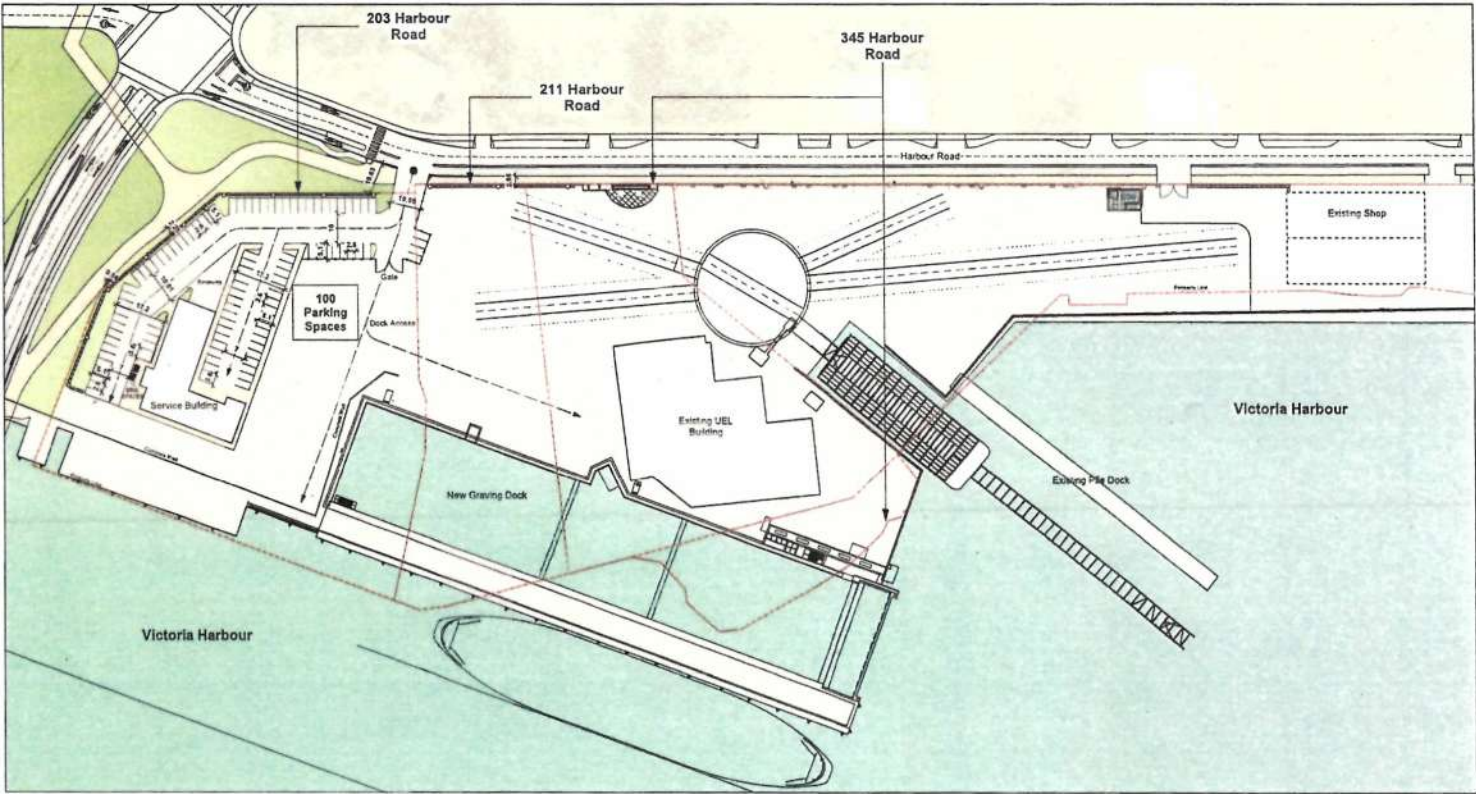


4 Proposed Site Plan
Scale: 1:750
A01



de Haug & Kierulff architects	
1071-1073 DUNDAS ST. W.	VICTORIA, B.C. V8T 1A1
Project: Point Hope Graving Dock	
Harbour Road	
Victoria, BC	
Site Plan & Context	
Scale: 1:750	A01

Revisions
Received Date:
November 22, 2017
Deemed Date:
September 29, 2017



1 Proposed Parking Plan
A02
Scale: 1:750

PROJECT DATA

Address:
203 Harbour Road
211 Harbour Road

Legal Description:
LOT B, Plan VP15007
LOT A, Plan VP15079

Zoning:
SD-1

Uses:
Service Building, Graving Dock.

Site Area:
203 Harbour Road 12,586 sq m
211 Harbour Road 6,069 sq m

Total Site Area: 18,655 sq m

Site Coverage: 22%

Building Floor Space:
Service Building - L1 760 sq m
Service Building - L2 390 sq m

Floor Space Ratio: 0.22:1

Total Office Floor Space: 355 sq m (30%)

Address:
345 Harbour Road

Legal Description:
LOT A, Plan VP14561
LOT A, Plan VP77485

Zoning:
SD-2

Uses:
Shops, Graving Dock.

Site Area: 11,165 sq m

Site Coverage: 48%

Building Floor Space:
UEL Building 2,650 sq m

Floor Space Ratio: 0.48:1

Parking:
As per Schedule C requirements.

Number of Point Hope Employees:
300

Vehicle Parking Spaces Provided at 203 Harbour Road:
100

Bike Parking Spaces Provided at 203 Harbour Road:
12

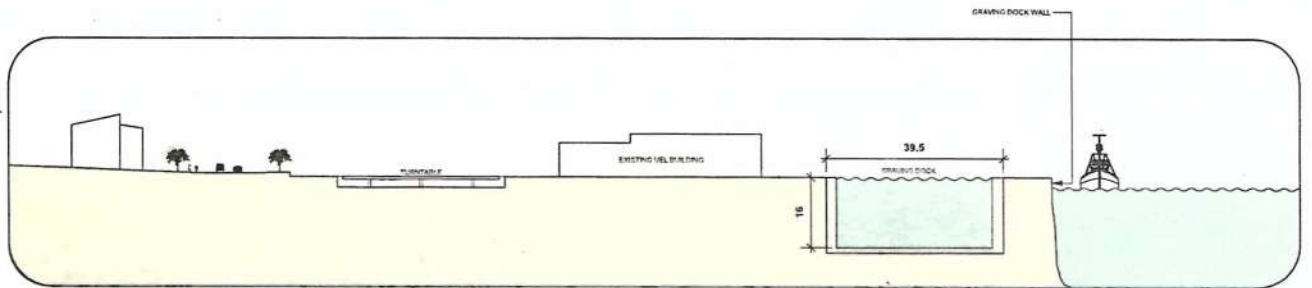
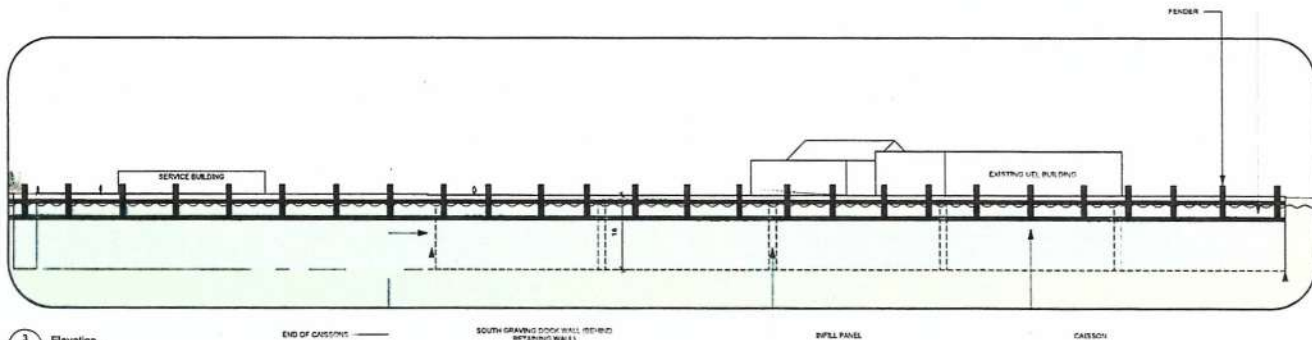
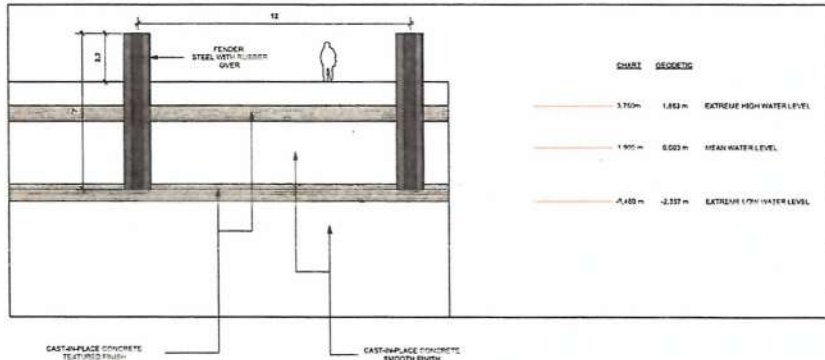
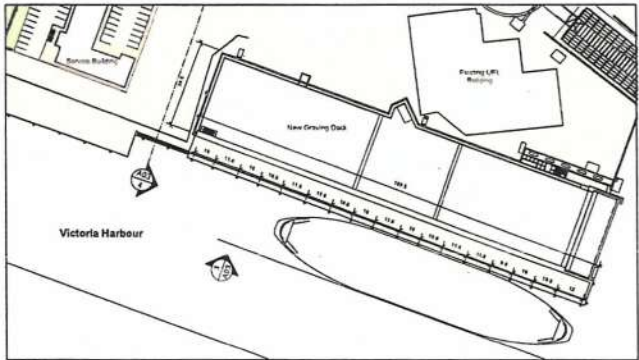


Revisions
Received Date:
November 22, 2017
Deemed Date:
September 29, 2017

de Hoog & Kierulff architects

Point Hope Graving Dock
Harbour Road
Victoria BC

Parking Plan
A02



FEATHER WALL
BANDS OF TRIPLEX CONCRETE INDICATING
EXTREME LOW AND EXTREME HIGH
WATER LEVELS

CHART	GEOMETRIC
3.750 m	1.853 m
1.902 m	0.003 m
-4.433 m	-2.357 m

EXTENT OF GRAVING DOCK

CHART	GEOMETRIC
3.750 m	1.853 m
1.902 m	0.003 m
-4.433 m	-2.357 m

NO.	DATE	BY	CHKD.	APPD.
1	2017.09.29	de Hoog & Kienliff		
2	2017.11.22	de Hoog & Kienliff		
3	2017.11.22	de Hoog & Kienliff		
4	2017.11.22	de Hoog & Kienliff		
5	2017.11.22	de Hoog & Kienliff		
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8	2017.11.22	de Hoog & Kienliff		
9	2017.11.22	de Hoog & Kienliff		
10	2017.11.22	de Hoog & Kienliff		

Revisions
Received Date: November 22, 2017
Deemed Date: September 29, 2017

de Hoog & Kienliff architects
Point Hope Graving Dock
Harbour Road
Victoria BC
Proposed Graving Dock Wall
A03

POINT HOPE MARITIME

September 29, 2017

Mayor and Council
City of Victoria
#1 Centennial Square
Victoria, BC V8W1P6

Mayor and Members of Council:

**RE: POINT HOPE GRAVING DOCK - DEVELOPMENT PERMIT APPLICATION
203 – 211 Harbour Road**

Point Hope Maritime is an integral part of Victoria's Working Harbour and the City's industrial economy. In 2003, the Ralmax Group of Companies acquired the bankrupt shipyard at the urging of the Council of the day to reinvigorate the industrial operation. Upon review, it was determined that the business had failed not because it was no longer relevant – it failed because the business had lost sight of where the industry was going.

Following an investment of more than \$20 million, Point Hope Maritime Ltd (Point Hope) reopened in 2006 featuring a new marine railway and 3 spurlines that increased the capacity at the shipyard by 300%. Point Hope has been operating at capacity since 2015 and today, with 4 spurlines, has set company records for the most activity at the shipyard and the largest payrolls; with more than 175 union employees on the site plus another 50 – 60 contractors and service providers. More than 650 businesses – the majority of them local, are suppliers and contractors to Point Hope.

In 2014, as part of a land exchange that would be a catalyst for economic development, the Provincial Government and the City of Victoria exchanged several key properties including the shipyard lands. The Province then divested these lands to Ralmax, the long-term lease holder, owners of Point Hope. Ownership of these lands provided Ralmax with the certainty necessary to commence plans to invest in ongoing modernization, new business development and training to meet the growing demand for skilled labourers.

In 2015, City Council adopted an economic action plan, *Making Victoria: Unleashing Potential*. *Making Victoria* focuses on supporting the City's key economic sectors, including the ocean and marine sector. One of the key objectives is to modernize marine facilities in the City. The plan supports the inclusion of a Graving Dock in Victoria Harbour.

Remaining competitive, relevant and responsive to the market are essential business success factors.

Point Hope Maritime Graving Dock
Development Permit Application

As part of Point Hope's ongoing plan for growth and economic sustainability, we respectfully request your consideration of our application for a Development Permit to modify our waterfront to construct a Graving Dock facility. The alteration of the foreshore is entirely compatible and in keeping with the new Johnson Street bridge construction and fendering. As the Graving Dock is constructed largely within the existing footprint of the shipyard, the new structure does not affect the navigable waterway.

The Graving Dock is a strategic economic asset for the City of Victoria and the Capital Region, is consistent with the shipyard's operation function, and aligns with the City's land-use priorities as set out in the *Official Community Plan*. As noted, the Graving Dock reflects one of six primary engines in *Making Victoria*.

Our corporate vision is to support:

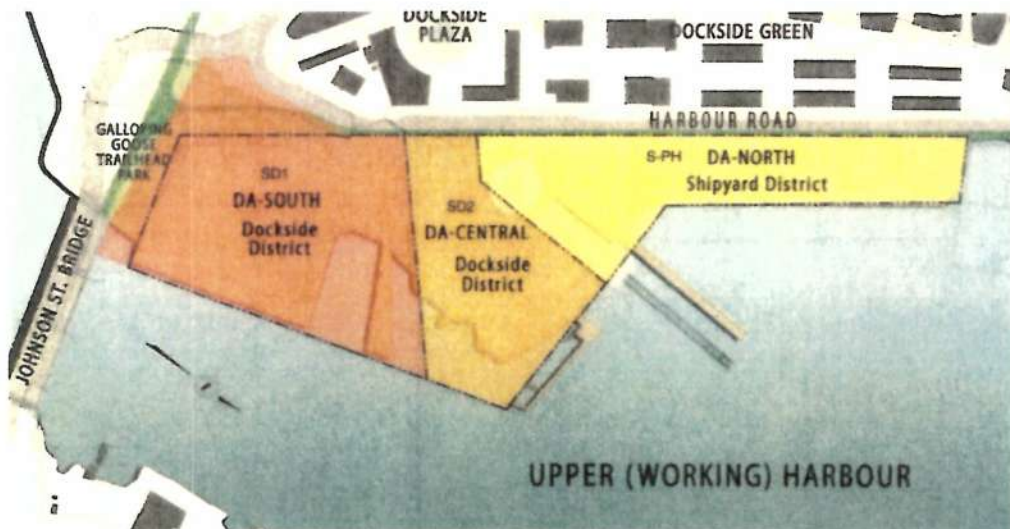
Sustainable, viable and responsible industry that leverages and optimizes the inherent value of the Victoria Harbour; industry that:

- *The Community is proud to have on the Harbour, and;*
- *Profitably provides-family sustaining jobs for generations.*

The new facility will be able to service vessels up to 170 metres in length and 50,000 tonnes. The addition of the Graving Dock responds to market opportunities and once again, greatly increases the number and types of vessels we are able to service at the shipyard.

Harbour Road industrial Waterfront Design Guidelines (October 2008)

The new Graving Dock facilities (the Graving Dock, docks and yard space) will be constructed in the areas identified as the South and Central Development Areas, in the City's *Harbour Road Industrial Waterfront Design Guidelines* (the *Guidelines*).



Point Hope Maritime Graving Dock
Development Permit Application

While the *Guidelines* contemplate an increase in the number of buildings on the waterfront, no additional buildings are being constructed as part of the current plan. Our plan consolidates and redistributes our operations over the 4 acre site enhancing water access and moorage. All of the proposed work will take place largely within the existing footprint of the shipyard. There will be a concurrent application to Transport Canada for an additional water lot lease in front of the new foreshore (shown on the submission drawings for illustration purposes only) however this is not part of the Development Permit application.

The Graving Dock

The new development includes replacing the existing inefficient pile dock facilities (estimated to be 50 years old) and redefining a new foreshore with concrete caissons. The Graving Dock basin will be behind the newly defined foreshore and will be constructed of concrete with steel doors (see the submission drawings).

The reconfigured docks will provide 180 metres moorage alongside, to accept vessels before docking and after docking for completion of repairs. This will not only allow for increased work capacity, the new docks provide safer, more efficient and more environmentally sound moorage than the existing docks.

The Waterfront

The *Guidelines* contemplate the retention of the character of the traditional pile docks as an aesthetic character; however this is not practical or environmentally sound for a modern marine industrial operation. As noted above, the new dock will provide safer, more efficient and more environmentally sound moorage than the existing docks.

It is important to note that the height of the new dock will be the same height as the existing docks, dictated by the level of the centre height of the turntable. This means that between low and high tide there will be approximately between 2.7 m and 4.6 m of dock that will be visible.

While the configuration of the foreshore will be more linear than the current docks, the view of the new dock, from across the harbour and from the water, will be constantly changing and visually interesting as vessels come and go from the facility (see the submission renderings which approximate the view at mid-tide). Over time the new docks will provide habitat for intertidal species and sea life which will add to the visual interest for anyone viewing the area from the water.

Harbour Road

All of the work to build the Graving Dock facilities will take place along the water's edge and no change is contemplated on the Harbour Road frontage. The visual interest along Harbour Road will continue to be the changing nature of the work in the shipyard.

Point Hope Maritime Graving Dock
Development Permit Application

The street edge and viewing area, previously constructed by Point Hope, will continue to be maintained and provide areas for those who are interested in viewing the work in the shipyard. We will complete the same treatment of decorative fencing, and landscaping along the remainder of the Harbour frontage.

No changes are contemplated to the main entrances and exits. Deliveries of major components or materials will continue to be managed using traffic controllers. Given the nature and timing of deliveries this has proven to be the safest and most effective means of traffic management to and from the site; especially given the cycling traffic on Harbour Road.

Buildings

As noted above, no new buildings are contemplated as part of the Graving Dock construction. The existing office building is being retained and improved including new exterior cladding (the work is already underway). This building will be used as the Shipyard office and for employee facilities such as washrooms and a lunchroom.

The existing United Engineering Building will be either partially or fully demolished. If a portion of it is retained it will be fully upgraded. This would be part of a future DP application if necessary.

Yard Areas

The yard areas surrounding the Graving Dock will be hard surfaced and paved with asphalt and concrete. No ship repair activity will take place on apron area directly outside of the Graving Dock. Service water and storm water in the graving dock will be collected through stormceptors and directed to a water treatment plant for treatment to a standard acceptable for storm outfall discharge. A separate storm water and management procedure will be incorporated into the Construction Environmental Management Plan.

Habitat Restoration and Protection

Ralmax, the owner, of Point Hope Maritime has a strong relationship and history of working with the Veins of Life Society and other local organizations dedicating time and resources to the restoration and clean-up of Victoria Harbour. This commitment to the environmental health of the harbour was established long before the acquisition of Point Hope Maritime. Upon assuming ownership in 2003, Ralmax invested \$20m in modernizing the shipyard including the introduction of a water catchment and treatment operation which launched the journey of changing the culture of the workforce and the environmental and safety practices.

Point Hope will undertake habitat restoration and/or compensation as part of the development of the Graving Dock facilities. This part of the project is at a conceptual stage at this time. The specific design requirements for the habitat restoration or compensation will be discussed

Point Hope Maritime Graving Dock
Development Permit Application

in consultation with Transport Canada (TC) and Fisheries and Oceans Canada (DFO) as part of their review of our permit applications; including Fisheries Act and Navigation Protection Act authorization. Ralmax is in the process of preparing the necessary documentation to obtain these permits, including an environmental assessment report for TC and a "Request for Review" for DFO.

Responsible Industrial Operation

In addition to a Development Permit from the City of Victoria, Ralmax requires several approvals from a number of agencies and levels of Government including Transport Canada, the Department of Fisheries and Oceans and the Provincial Ministry of Environment. The Graving Dock will only proceed once we have measures in place to control, mitigate, and minimize potential environmental effects.

Point Hope Maritime is a responsible industrial operation and has achieved certification under:

- ISO 14001 – Certified Environmental Management System
- OHSAS18001 – Health and Safety Certification
- ISO9001 (Quality Management Certification)

For more information on the Point Hope Graving Dock Environmental and Regulatory Management Plan (please refer to Appendix A).

Good Neighbour Policy

Point Hope Shipyard recognizes the challenges and responsibilities of operating an industrial operation in an urban setting, and has developed a culture of pro-active engagement and collaboration with neighbours. We are committed to working within the City's established guidelines and bylaws for industrial operations.

Point Hope has developed positive and respectful relationships with our residential neighbours and the community at large. In the recent past this included collaboration on the new Master Plan for Dockside Green, resulting in the community-inspired relocation of the Dockside Green plaza to Harbour Road to optimize views of the shipyard. Importantly, we have established strong channels of communication between the residents and businesses at Dockside and the General Manager of the Shipyard. We are responsive to concerns when they are raised. In fact, very few complaints have been received over the past two years.

We are community-minded and support many local organizations and initiatives. In 2013 Point Hope held its first annual community open house at the shipyard and approximately 200 people attended for a tour. In 2015, Point Hope partnered with Dockside Green and the Resilient Neighbourhoods initiative to present VicWest Street Fest – a celebration of the Victoria West community built around the open house and tours at Point Hope. At the 2016 VicWest Street

Point Hope Maritime Graving Dock
Development Permit Application

Fest, Point Hope shared their vision of introducing a Graving Dock to over 2000 people from across the region, and in 2017, Point Hope welcomed over 3000 citizens for tours and the opportunity to view the Graving Dock renderings with Point Hope's new General Manager. (Please refer to Appendix B for an overview of recent and planned engagement).

Partnerships

Victoria Harbour is the traditional territory of the Songhees and Esquimalt Nations and a vital community and regional asset. Ralmax has been involved in and played a pivotal role in the restoration and clean-up of Victoria Harbour since 1990 and continues to champion this important objective. Ralmax has also been an active and engaged advocate for First Nations' interests in the region and on the harbour. In 2012, Ralmax acquired a water-born construction business and entered into an ownership partnership agreement with Songhees and Esquimalt Nations. With majority ownership held by the Nations, this business serves as an economic generator and a successful training ground for members of their communities helping develop interest, capacity and opportunities for apprenticeships and journeypersons training across all Ralmax companies.

Ralmax is also a founding member of South Island Prosperity Project supporting the economic development goals of the Capital Region and sponsor of Camosun College's trades program. Ralmax is a generous contributor – both in kind with services and financial - to local organizations and responsive to the needs in the community. (Please refer to Appendix B for an overview of partnerships)

Conclusion

As long as boats float, there is a constant demand for modern ship repair and maintenance expertise. Victoria's Upper Harbour is one of a very few safe protected harbours on the west coast of North America where a shipyard can thrive - today and for future generations.

Receiving a Development Permit from the City of Victoria will allow us to proceed with all of the regulatory approvals with the Federal Government. While we have already made an application to the Federal Government, we have been advised by Transport Canada that they will not proceed until we have received a Development Permit from the City. The construction of the Graving Dock will only proceed if all regulatory approvals are in place.

Thank you for your consideration of our application. We look forward to continuing to work with the City to make this important project happen.



Ian Maxwell,
President
Point Hope Properties Ltd

Point Hope Maritime Graving Dock
Development Permit Application

Appendix A

Point Hope Graving Dock Project –
Environmental & Regulatory Management Program - July 2017

Environmental Commitment

Ralmax is committed to executing work for the Point Hope Graving Dock (PHGD) in a manner that:

- *controls, mitigates, and minimizes potential environmental effects;*
- *fully complies with applicable laws and regulations; and*
- *aligns with environmental performance expectations of the community and First Nations.*

Execution Plan

Ralmax has established a Permit Team that is dedicated to ensuring Project activities are conducted in accordance with the environmental commitments. The Permit Team positions are as follows:

- Ralmax Environmental Coordinator
- SNC-Lavalin Environment/ Permit Manager
- SNC-Lavalin Environmental Effects Coordinator
- Specialized SNC-Lavalin personnel as required (e.g. Senior Aquatic Biologists and Contaminated Site Specialists)

In order to proceed with construction, a number of permits, authorizations and approvals are required. The Permit Team has identified the permits, authorizations and approvals which are applicable to the PHGD Scope of Work; a complete listing has been provided below.

The PHGD project is still in the design phase; therefore specific measures to mitigate potential impacts to the environment are still in the development phase. That being said, the Permit Team will continue to work with provincial and federal regulatory bodies to identify any additional environmental requirements, address environmental issues, and ensure exchange of accurate and timely information.

Prior to the commencement of construction activities, a wide variety of project and site specific environmental management plans and procedures will be developed. An Environmental Protection Plan (EPP) will provide a mechanism to control, minimize and minimize potential negative effects on the environment during the construction phase. In order to ensure that commitments within the EPP will be implemented, site specific plans and procedures will be developed; these may include:

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- Environmental Management Plan
- Contaminated Soil Management Plan
- Discharge Management Plan
- Waste Management Plan
- Spill Prevention & Response Plan
- Regulatory Compliance Plan

Permits, Authorizations and Approvals:*1. Facilities Alteration Permit*

The Facilities Alteration Permit (FAP) will allow Ralmax modify the current water lot lease agreement in order to meet the needs of the PHGD. The FAP also provides a mechanism for various Transport Canada groups to review Project components, and make informed decisions on how Project activities may impact their mandates.

2. Environmental Effects Determination

The PHGD Project will require coordination and review by federal authorities to determine potential environmental effects. Federal authorities include Transport Canada and the Department of Fisheries and Oceans. The regulatory process for regulatory authority review of Project environmental effects consists of the following steps:

- a. Submission of a Project Description (complete)
- b. Submission of the Environmental Effects Evaluation Document which includes:
 - technical review by federal authorities;
 - incorporation of concerns arising from Project description, engagement activities with the public, First Nations and federal authorities
- c. Environmental Effects Determination

A determination will be made by each Federal Authority in accordance with the requirements of Section 67 of CEAA 2012 and related guidance provided by the Canadian Environmental Assessment Agency. If the project is determined unlikely to cause significant adverse effects, the Authorities may allow the project to proceed, taking into account mitigation measures determined through the environmental evaluation process.

If a Project is likely to cause significant adverse effects the authorities must not carry out the project or refer the project to the Governor in Council to determine if the significant effects are justifiable if the project were to proceed.

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3. Fisheries Act Authorization

As per Section 35(1) of the Fisheries Act, “No person shall carry on any work, undertaking, or activity that results in serious harm to fish that are part of a commercial, recreational or Aboriginal fishery, or to fish that support such a fishery.” In response to this requirement, a Serious Harm Assessment (SHA) has been drafted, and will be submitted to Fisheries and Oceans to determine if the project will cause serious harm to commercial, recreational or Aboriginal (CRA) fisheries. The SHA will also highlight measures that will be implemented in order to mitigate serious harm to CRA fisheries. The DFO will review and determine whether a Fisheries Act Authorization is required. The DFO will also determine the scope of additional requirements (i.e., habitat offset, surveys etc.).

4. Navigable Protection Program (NPP) Notice

Under Section 5(2) of the Navigation Protection Act, a work that substantially interferes with navigation will require a NPP approval from Transport Canada. The Project team will consult with Transport Canada to obtain necessary NPP approval.

5. Environment Canada Disposal at Sea Permit

Pursuant to the Canadian Environmental Protection Act, 1999 (CEPA 1999), A Disposal at Sea Permit is required to dispose of materials at sea or load materials for that purpose. It sets out conditions controlling the disposal, including the type of material, the quantity, the location of the loading site and disposal site, equipment use and requirements and restrictions such as the timing of disposal operations. Ralmax is exploring disposal options for non-contaminated dredged material. It is not yet decided if this will be the chosen disposal method, but in the event that Ralmax would like to pursue this option, the appropriate steps, including consultation with Environment Canada, will be followed.

6. Environmental Assessments

Under the Canadian Environmental Assessment Act, 2012 (CEAA 2012), an environmental assessment focuses on potential adverse environmental effects that are within federal jurisdiction. The Canadian Environmental Assessment Agency (the Agency) is responsible for administering the federal environmental assessment process (excluding nuclear, pipeline, and transmission line projects) and regulates works that are designated activities under the CEAA 2012.

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A Project Summary was submitted to the Agency on February 16, 2016 for review. It was determined by the Agency that the proposed Project is not considered a 'designated project' and does not trigger further environmental assessment under the CEAA 2012.

The Permit Team consulted with the Environmental Assessment Office on July 11, 2017. It was determined by the EAO that the proposed Point Hope Graving Dock does not fall within the thresholds that would make a project reviewable under the Reviewable Projects Regulation.

Laws & Regulations:

Ralmax recognizes that there are environmental & regulatory requirements that do not necessarily fall under a permit or authorization (e.g. waste management). The Permit Team will work collaboratively to identify these requirements, and ensure these requirements are met through the development and implementation of site specific plans and procedures.

Point Hope Maritime Graving Dock
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As of September 30

DATE	Organization	#Attendance	Activity
June			
3	Dockside Green Residents	52	Reception and tour of the shipyard with station dedicated to graving dock; Veins of Life Society and Victoria Harbour Migratory Bird Sanctuary participating partners in the tours; Operating Engineers Union promoting trades and employment
4	Open House/VicWest Street Fest	Over 3000	Tours of the shipyard with focus on graving dock. Dockside Green partner in the event (3 rd consecutive year). Veins of Life Society and Victoria Harbour Migratory Bird Sanctuary participating partners in the tours; Operating Engineers Union promoting trades and employment; Harbour Ferries participating partners.
August			
3	Dockside Green Norm Shearing President	2	Developer of adjacent neighbourhood
September			
9	Salish Sea Industrial Services Directors meeting	5	Briefing and Aboriginal Employment strategy discussion
13	Truffles/Canoe Club Keith Barbon meeting	1	Briefing and coordination of neighbour engagement opportunity at Canoe Club (October)
15	GVHA Board of Directors meeting	13	Esquimalt Nation host
19	Victoria Chamber of Commerce	47	Breakfast presentation and shipyard tour with Chamber members
DATE	Organization and Contact	#Attendance	Activity

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20	Songhees Nation Chief and Council presentation	6	Songhees presentation of Strategic Plan; Ralmax presentation of Graving Dock and training and employment strategy
23 10am – 10:30am	Jane's Walk Saturday Marion Pape organizer Resident of Dockside Green	25	Tour of Point Hope and Dockside Green to explore achievements and goals of a sustainable neighbourhood.
23 12:30 – 1:30/2:00	Vic West Community Association Harbour committee	15	Members of Vic West Community Association brought their questions and toured the shipyard with focus on the graving dock
28	Matullia Aboriginal Networking Committee (12 First Nations Communities)	8 Hosted by Tseycum First Nation	Presentation on Ralmax, graving dock and Aboriginal employment training and employment opportunities Career, Employment & Education Resources for the Victoria Native Friendship Centre; Employment and training Program, Songhees Nation; Bladerunners; Coast Salish Employment & Training Society; Indigenous Community Liaison Camosun College; Manager of Operations Camosun Coastal Centre
October			
5	Coast Guard Harbour Working Group		Presentation on graving dock to the working group
5	Victoria Rotary Club David McCaul		Presentation on working harbour and graving dock at Point Hope
15	Community Open House - Recreational Paddlers - Neighbours and community at large -	Estimate: 1000	Tours of the shipyard with focus on the graving dock
DATE	Organization	#Attendance	Activity
28 29	Information display at Canoe Club		Outreach to Downtown Victoria Residents Association; Mermaid Wharf and Janion residents

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30	South Island Prosperity	Board of Directors	Tour of shipyard with focus on graving dock
November			
14 th	Kerri Moore – City of Victoria and Economic Development Task Force members		Graving Dock presentation
DATES			
TBD			
TBD	CRD	Board	Graving Dock presentation
TBD	Tourism Victoria	Board	Graving Dock presentation
TBD	Victoria Esquimalt Harbour Society	Board	Graving Dock presentation
TBD	Victoria Harbourside Rotary – Harbourside	Membership	Graving Dock presentation

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Ralmax Group is an engaged and active community partner with in-kind contributions in excess of \$200,000/year. Some examples include:

Organization	Activity
Vic West Street Fest	Annual community festival on Harbour Road
Veins of Life Society	Salish sea conservation efforts; Victoria harbour restoration
Derelict Boat Clean Up	Cadboro Bay abandoned vessel clean up
Gorge Waterway Clean Up	
Symphony Splash	Barging and recycling services
Canada Day celebrations	Fireworks contributions and recycling services
Salish Sea Industrial Services	Apprenticeships and employment coaching
Camosun College	Sponsor of Trades (Coastal College)
Songhees Jobs Fair	Event sponsor
National Aboriginal Day	Event sponsor
North American Indigenous Games	Athlete sponsorship
Youth Empowerment Program	Souper bowls of Hope
Youth Futures Education Fund	Scholarship funding for former youth in care
Hero Works	Staff and equipment provided
Minor Hockey	Team sponsors
Canadian Juniors (curling)	Event sponsor
Community Micro-lending	Funding for aboriginal loan fund and administrative costs
Meal program funding	4 Elementary schools (Quadra, Craigflower, VicWest and Shoreline)
Playground construction assistance	Quadra Elementary
Island Women in Science and Technology	Conference sponsor
Victoria Conservatory of Music	Mother's Day Tour sponsor
Urban City Challenge	Event sponsor in support of Prostate Cancer Research

**Point Hope Maritime Graving Dock
Development Permit Application**

January 31st 2018

Victoria City Hall
1 Centennial Square,
Victoria BC,
V8W 1P6

Attention: Victoria City Mayor & Council,

**Re: Ralmax & Point Hope Maritime's Plan for an Upper Harbour Graving Dock,
Development Permit Application #000517 for 203,211, & 335 Harbour Rd.(Vic West)**

Dear Mayor Helps and Members of Council,

I am writing this letter in full of support of the Ralmax Group of Companies and their continued investment in infrastructure on and around Victoria Harbour. While many waterfront districts around North America have been lost to working harbour activities and good paying jobs, Ralmax has made large investments in creating and improving marine repair assets in order to keep the shipyard business alive and thriving in the Capital Region.

The proposed graving dock to be built in Victoria's Upper Harbour, can be largely accommodated within the footprint of the existing shipyard and will attract ships of different sizes to our region for regular service work, upgrade's & modifications, right up to mid-life refits. This kind of work being done in a modern facility will have little or no adverse effect on the local environment, while creating and supporting many good, high paying jobs in the marine sector and contributing to many other businesses who supply services to the marine sector.

Opportunities like this don't come along very often where a local business is prepared to invest in the long term vitality of an area. For this reason, the future jobs for our young people, and the overall economic and lifestyle advantages this proposal will afford the Capital Region, this Graving Dock Project should receive our unqualified support!

Yours truly,



Don Prittie
General Manager
Canoe Cove Marina & Boatyard

Other affiliations:

- President Boating BC
- President Maritime Museum of BC
- Honorary Life Member and former Chair of GVHA
- Past Director and current member of Victoria Esquimalt Harbour Society



2300 Canoe Cove Rd.
Sidney, B.C.
Canada V8L 3X9
Phone: (250) 656-5566
Fax: (250) 655-7197
www.canoecovemarina.com

OCTOBER 15 OPEN HOUSE – POINT HOPE MARITIME TOURS AND GRAVING DOCK PRESENTATIONS – NOON TO 3PM (FEEDBACK RECORD)							
#	Name	Resident of:	Email Address	Support	Do not support	Comments	Updates: Y or N
1				yes		Victoria needs this and this location is perfect. Don't send this work away!	
2		Victoria West		yes		Providing permanent jobs and positive addition to the local economy	Not required
3		Victoria - Fairfield				I don't know. Interesting.	
4		Colwood				Updates by email.	Y
5		Victoria		yes		Totally support. We need jobs here in Victoria. Shipbuilding and maintenance is a natural home industry here.	Y
6		Colwood		yes		Great employment opp and expansion	Y
7		Lanzvile		yes			Y
8		Victoria - Fairfield		yes			Y
9		Victoria – Dockside Green		yes		Will any more expansion be done over the water? le: would it impact the paddlers?	Y
10		Saanich – Cadboro Bay		yes		Definitely – it brings jobs. We need them.	Y
11		Saanich – Cadboro Bay		yes		Welcome the jobs	Y
12		Langford		yes			Y
13		Saanich		yes		Need to diversify harbour – don't "yuppize" it all	Y
14		Victoria		yes		Provides good paying jobs	Y

#	Name	Resident of:	Email Address	Support	Do not support	Comments	Updates: Y or N
15		Victoria		yes		I think this would be a good addition to the future economic development of Victoria	Y
16		Central Saanich		yes			Y
17		Victoria		yes		Very informative. I can see that you are a great civic booster!	Y
18		Langford		yes		Wonderful source of jobs – much needed!!	Y
19		Saanichton		yes		I think it's a great project and all the best. And thans for having the open house. I love visiting your yard each year.	Y
20		Sooke		yes		Yes in full support of the project. Gives BC Ferries an option. Ship construction??	Y
21		Victoria harbour		yes		More jobs	
22		Victoria		yes		Great idea for this part of the harbour	Y
23		Victoria		yes		Great idea for this part of the harbour	Y
24		Victoria harbour		yes		The time is now!! Get on with it	
25		Saanich		yes		It will beautify the community, producing jobs and enhances our economy for Victoria	Y
26		Victoria		yes			Y (by mail)

#	Name	Resident of:	Email Address	Support	Do not support	Comments	Updates: Y or N
27		Victoria – Dockside Green		yes			Y
28		Victoria		yes		Brilliant! A win win for Victoria and the neighbourhood! Good luck and I can't wait to see it become a reality.	Y
29		Victoria		yes		This looks like a total win win. We wish you all the best.	Y (by mail and email)
30				yes		This looks like a total win win We wish you all the best.	Y (by mail and email)
31		View Royal		yes			
32				yes		It's good for our economy. Creates jobs and expertise	Y
33		Victoria		yes			Y
34		Victoria		yes			Y
35		Victoria		yes		Yes! Great idea – important work	Y
36		Esquimalt		yes			Y (by mail)
37		Victoria		yes			Y (by mail)
38		Saanich		yes		Love a working harbour – keep it up	Y
39		Vic West		yes		Well done. Quality project and some good jobs for	Y

						locals. Follow the laws please.	
#	Name	Resident of:	Email Address	Support	Do not support	Comments	Updates: Y or N
40		Vic West		yes		I support the shipbuilding/repair industry in Victori. Open Houses for the community are an excellent plan	
41		Esquimalt		yes			
42		Oak Bay		yes		Great for the local economy and employment; Established company with a long history; so reliable – they know what they are doing.	Y
43		Saanich		Yes		It provides employment for the area; Clean work site (appreciate your attention to environmental concerns. Interesting site.	Y
44		Saanich		Yes			
45		Saanich		yes		Definitely support development of local industry	
46		Victoria		yes		Yes!	Y
47		Victoria		yes		This company is doing needed work. Supports the local economy and provides good paying jobs.	Y (by mail)48

#	Name	Resident of:	Email Address	Support	Do not support	Comments	Updates: Y or N
48		Nanaimo		yes		Excellent Tour	Y
49		Saanich		yes		A wonderful addition to our working harbour Perhaps some UTube videos would encourage more young people to get a trade and join your firm. Conggrats on engaging the whole community in your plans.	Y
50		Victoria		yes		Yes! Better use of land and increase employment. Ensures better long life of the facility.	Yes (email)
51		Western Communities		yes		Very informative tour	
52		Nanaimo		yes		Jobs	Y
53		Victoria		yes		Very impressed with organization and objectives for further development.	Y
54		Victoria		yes		Great job!!	Y
55		Victoria		yes		Great plan. Good to the harbour used appropriately	Y
56		Saanich		yes			Y
57		Saanich		yes			
58		Victoria		yes		Offers a variety of jobs for folks (men and women)	

#	Name	Resident of:	Email Address	Support	Do not support	Comments	Updates: Y or N
59		Victorira		yes		Yes – however concern regarding noise in particular. Sanding/grinding as sound travels across water. We own the closest properties across. The new docks are closer and by water. What measures will be taken to mitigate noise	Y
60		Saanich		yes			
61		Victoria		yes		I'm pleased that you have been so open to explaining what's planned and to receiving feedback	Y
62		Victoria		yes		Great community spirit – Obviously responsible employer. Great mentoring program	Y
63		Victoria		yes		Same as above	Y
64		Victoria		yes		Bravo. Having adult children who are professions in marine engineering that require long term work prospects – this deserves full support.	Y
65		Esquimalt		yes		I am thrilled that the expanding of the docks is being proposed.	Y

#	Name	Resident of:	Email Address	Support	Do not support	Comments	Updates: Y or N
66		Victoria		yes			Y
67		Victoria		yes		Fully support more local work	
68		Victoria		yes			Y (by mail)
69		Langford		yes		Totally support the projects	Y (by email)
70		Victoria		yes		I would suggest you look into adding electrical equipment to the graving dock for powering during rework. Prime Engineering in town built some for Esquimalt Graving Dock	Y
71		Victoria		yes		Great tour	Y (by mail)
72		Oak Bay		yes		Very good project for the community supporting well-paid jobs	Y
73		Esquimalt		yes			
74		Saanich		yes			Y
75		Victoria		yes			Y
76		Victoria		yes		Continue to communicate well to the public!	Y (email)
77		Esquimalt		yes			Y

#	Name	Resident of:	Email Address	Support	Do not support	Comments	Updates: Y or N
78		Victoria		yes		Best use of land in this facility. Thank you for this informative tour	Y (by email)
79		Selkirk waterfront		yes		Will clean up space and increase economic activity. Like the new look in the rendering.	
80		Sooke		yes		This is a working harbour and Victoria should embrace such a well run operation	Y
81		Sooke		yes		Same as above	Y
82		Victoria West		yes		I hope you are able to attract enough labour and skilled labour. Thanks for being so open about the process.	Y
83		Victoria		yes			
84		Victoria		yes		Yes, it's an excellent investment for the future of shiprepair (building?) in our industrial harbour (let's keep it this way). I've watched the fortunes of this shipyard for many years and I'm happy to see that it is very viable and making progress.	Y

#	Name	Resident of:	Email Address	Support	Do not support	Comments	Updates: Y or N
85		Victoria		yes		It's good to see more redevelopment of the upper harbour that is of an appropriate scale, mitigating its environmental impact and providing long-term economic benefit to this region. Open house events like this are appreciated!	
86		Victoria		yes		Keep more ? in Canada. We can do so much quality (work). Pleased to see more activity in for repairs and shipping.	
87		Victoria		Yes			
88		Victoria		yes			
89		Victoria		yes		It's a great idea. We need another dry dock. Building it will be an interesting challenge.	Y
90		Lanford		yes		Jobs! Local jobs!	Y
91		Victoria West		yes		This is a fascinating part of Victoria. Please build an onsite café so people can hang out and watch the work being done!	Y
92		Victoria West		yes		A good employment opportunity for the area	Y

#	Name	Resident of:	Email Address	Support	Do not support	Comments	Updates: Y or N
93		Langford		yes		Please protect important wildlife/water fowl areas. Nice sight/site!	Y
94		Victoria		yes		100%. Great addition to the shipyard and Victoria. Good paying jobs for tradesmen and facility is good for Victoria	Y
95		Newcastle, NSW Australia		yes		Creation of sustainable jobs for young people; good apprenticeships. Newcastle is a ship building industrial port and so I know how important it is to keep that going.	
96		Victoria		yes		I am in favour of our plan provided it is environmentally sound and the neighbourhood is not forgotten in the process	Y (by mail)
97		Victoria		yes		The city needs good paying jobs. There are few other places for a shipyard on the coast.	Y
98		Victoria		yes		Yes, Yes, and Yes. Victoria needs this! The world needs this!	Y
99		Saanich		yes			Y
100		Victoria		yes			Y

#	Name	Resident of:	Email Address	Support	Do not support	Comments	Updates: Y or N
101		Victoria west		yes		Continue the good environmental work. Industry and jobs do not always have to be anti-ethical to environment. Point Hope literally gives me hope.	Y
102		Nanaimo		yes		Great opportunity for Victoria	Y
103		Esquimalt		Yes			
104		Victoria		yes		Needed to promote ship building and renewal!	Y
105		Victoria		yes		I think this is a great idea. It will help grow and support critical industry. It has my full support	Y (by mail)
106		Highlands		yes		100%	Y
107		Victoria		yes		Great for the city! More jobs, apprentices etc. Well done!!!	Y
108		Victoria		yes		Inform public via local publications, internal etc re: the project once full approvals are granted. Maybe more pubic addressing via?	Y
109		Victoria		yes			Y
110		Langford		yes		More good paying jobs	

#	Name	Resident of:	Email Address	Support	Do not support	Comments	Updates: Y or N
111		Esquimalt		yes		I'm excited about the expansion of the graving dock as it will open up more jobs for the community	Y
112		Salt Spring		yes		Looking forward to seeing this expansion done to see another BC shipyard more included in the tendering process for major work	Y
113		Victoria		yes		Thanks for an information-filled tour. Well done!! Also should be noted that this enterprise supports needed training and apprenticeships for future. This facility is an integral part of the waterfront and Victoria economy.	Y
114		Victoria		yes		I totally support the graving dock project. I think it is terrific that Point Hope plans to employ an additional 200 people!	Y
115		Victoria		yes			Y
116		Selkirk Waterfront		yes			
117		Victoria		yes			
118		Victoria		yes		Excellent idea – Open House. Very good tour!	

#	Name	Resident of:	Email Address	Support	Do not support	Comments	Updates: Y or N
119		Victoria		yes		Increased employment and more available work! Wonderful tour – Our tour guides were very knowledgeable.	Y
120		Victoria		yes		It is a major industrial asset of Victoria operated by community-minded ownership. I am a regular dragon boater and see the progress.	Y
121				yes		I am impressed with the vision. Look forward to watching the expansion. The tour is wonderful. Thank you for taking the time.	
122		Saanich		yes		I agree with the idea of fostering a 'working harbour' and this employer seems to provide a vibrant workplace offering many opportunities to young people. However, do keep the community informed as planning advances.	Y

October 28 and 29 - Public Information Session to consult on the graving dock held at Canoe Brew Pub for residents living at Janion and Mermaid Wharf, and recreational paddlers/rowers.

#	Name	Resident of:	Email Address	Support	Do not support	Comments	Updates: Y or N
123		Mermaid Wharf, Victoria		yes		Great to have a working shipyard and not a wall of condos	Y
124		"		yes		"	Y
125		Mermaid Wharf		yes		Yes! Sounds like a well thought thru project and potential concerns being addressed at the front end. Most appreciative of the info session held at Canoe Brew Pub on October 28. I hope you are able to make arrangements to conduct additional sound tests from Mermaid Wharf rooftop patio thru our property management company (FIRM) and our Strata Council. A positive addition to our vibrant working harbour!!	Y
126		Mermaid Wharf		yes		We support project. Our only concern was after hours noise which is being addressed. Thank you.	Y
127		Mermaid Wharf		yes		"	Y
128		Mermaid Wharf		yes		Very exciting – moved here because it is a working harbour! Great thing for Victoria – Thanks for the presentation!	Y

Point Hope Graving Dock (PHGD) Community Engagement Summary: < 4000 residents

Date	Activity	Stakeholder Outreach
June 1	Times Colonist story on plans for PHGD; CTV; CHEK TV; CFAX radio and CBC radio Promotion of Open House June 4	Residents of the Capital Region
June 3	Reception and tour of PHM including presentation of PHGD	Formal invitation sent to residents of Dockside Green
June 4	Open House/VicWest Street Festival with tours of PHM and presentation	Co-hosted with Dockside Green, this has become an annual event and is a celebration of the Victoria West community. More than 3000 people attended from around the area.
August 3	Presentation on PHGD	President of Dockside Green
September 9	Presentation on PHGD and enhanced Aboriginal employment program discussion	Directors of Salish Sea Industrial Services ** While Songhees Nation was in attendance, Esquimalt Nation was not represented due to illness
September 13	Presentation and collaboration on neighbourhood Open House October 28 and 29	Harbour business owner most impacted by location of proposed PHGD: Truffles/Canoe Brew Pub
September 15	Presentation on PHGD	Directors of Greater Victoria Harbour Authority hosted by Esquimalt Nation representative Chief Andy Thomas *Chief Thomas was unable to stay for the meeting due to his participation in a Cops for Cancer event.
September 19	Presentation on PHGD and tour of shipyard	Hosted breakfast at PHM for members of Greater Victoria Chamber of Commerce
September 23	Shipyard tour and presentation on PHGD	Jane (Jacobs) Walk organized by resident of Dockside Green for citizens interested in sustainable community development
September 23	Shipyard tour and presentation on PHGD	Vic West Community Association Harbour Committee
September 28	Presentation on PHGD and Aboriginal Employment program	Matullia Aboriginal Networking Committee (Membership of 12 First Nations and Trades Training organizations) Hosted by Tseycum Nation
October 5	Update on PHM	Harbour Working Group organized by GVHA
October 5	Presentation on role of working harbour in the local economy and plans for the PHGD	Victoria Rotary Club
October 5	Discussion of PHGD and Open House invitation for paddlers	Meeting with Ocean River Paddling Club
October 6	Discussion of PHGD and Open House invitation for paddlers	Meeting with Ocean River Sports (neighbour and member of paddling community)
October 13	CBC radio interview – On the Island Speaking about PHGD and promoting tours	Residents of the Capital Region
October 15	Community Open House at PHM to share information on PHGD	Targeted invitations sent to neighbours and paddling and rowing organizations. Newspaper advertisements targeted residents of the Capital Region
October 16	CFAX radio interview on PHGD	Residents of the Capital Region
October 28 & 29, 2017	Community Information Session set up at Canoe Club Outreach & information display	Upper harbour Victoria residents Mermaid Wharf and Janion developments Paddling and Rowing organizations
November 2017	Publication Victoria Chamber Magazine	Business audience – Victoria

Date	Activity	Stakeholder Outreach
November 2017	Publication Business Examiner – PHGD	Business audience – Southern Vancouver Island
November 7, 2017	Tour of harbour and brief presentation	PNWER Conference
November 14, 2017	Presentation	City of Victoria and Economic Development Task Force members
November 15, 2017	Tour of Point Hope Maritime Presentation	Probus Club
January 2018		
January 9, 2018	Presentation	Victoria Esquimalt Harbour Society
January 31, 2018	Presentation	Victoria Harbourside Rotary
February 1, 2018	Presentation and tour of PHM	South Island Prosperity Project



January 18, 2018

Mr. Ian Maxwell, President
Ralmax Group,
343A Bay Street,
Victoria, BC V8T1P5

Dear Sir,

Subject: Support for Proposed Graving Dock – Victoria Harbour

The Victoria Esquimalt Harbour Society (VEHS) is an organization of marine stakeholders whose members comprise many of the key marine commercial, industrial, and community interests in Victoria and Esquimalt Harbours. Our mission is to protect and advance Victoria Harbour's social, economic, environmental and cultural vitality as a Working Harbour.

As such, VEHS strongly supports the plans of Ralmax Group for a graving dock in Victoria's upper harbour. VEHS members indicated their support for this project through a motion passed at our January 9 2018 meeting, following a presentation by Ralmax Group on the proposed project. Our members were particularly impressed by the sound environmental and community-focus on which this project is based, including partnering with local First Nations. We commend Ralmax for the extra measures being taken to address environmental concerns, to support jobs and training, and to ensure the concerns of local residents and recreationists have been heard and addressed.

VEHS believes that the development and operation of a graving dock at this location is an appropriate and well-placed utilization of the Harbour's natural resource attributes. This development will serve to further vitalize and enhance the ongoing marine industrial activity of Victoria Harbour. This is and will be a valuable social and economic use of harbour lands and water long into the future.

Yours truly,

A handwritten signature in black ink, appearing to read 'Hannah Horn', is written over a horizontal line. Below the line, there are faint, illegible markings that look like a date or a reference number.

Hannah Horn
President, Victoria Esquimalt Harbour Society
hlhorn03@gmail.com

cc: Mayor Lisa Helps , City of Victoria

International Longshoreman's & Warehousemen's Union
Local 508

P.O. BOX 179 CHEMAINUS, B.C.

Phone (250) 246-3623
Fax 1- 250- 246-2204

e-mail ILWU508@telus.net

Phone (250) 246-4314

February 02, 2018

Mr. Ian Maxwell
President Ralmax Group
343A Bay Street
Victoria, BC V8T 1P5

Dear Sir,

Subject: Support for Proposed Graving Dock – Victoria Harbour

ILWU 508 strongly supports the plans of Ralmax Group for a graving dock in Victoria's upper harbour. ILWU 508 members indicated their support for this proposed project. Our members are particularly impressed by the sound environmental and community-focus on which this project is based, including partnering with local First Nations. We commend Ralmax for the extra measures being taken to address environmental concerns, to support jobs and training, and to ensure the concerns of local residents and recreationists have been heard and addressed.

ILWU 508 believes that the development and operation of a graving dock at this location is an appropriate and well-placed utilization of the Harbour's natural resource attributes. This development will serve to further vitalize and enhance the ongoing marine industrial activity of Victoria Harbour. This is, and will be, a valuable social and economic use of harbour lands and water long into the future.

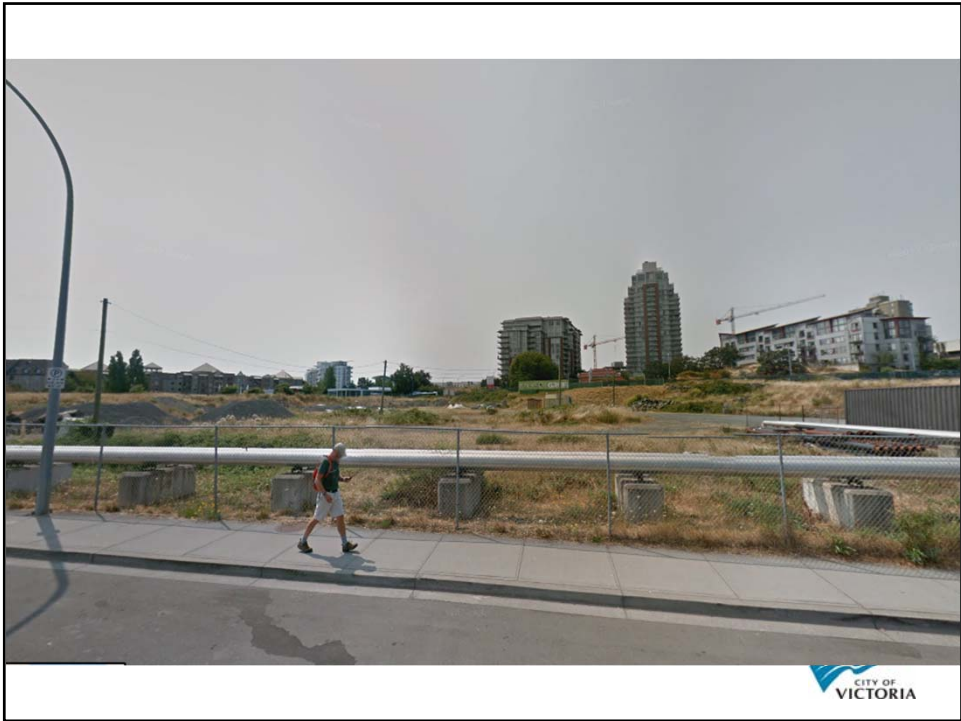
Yours truly,

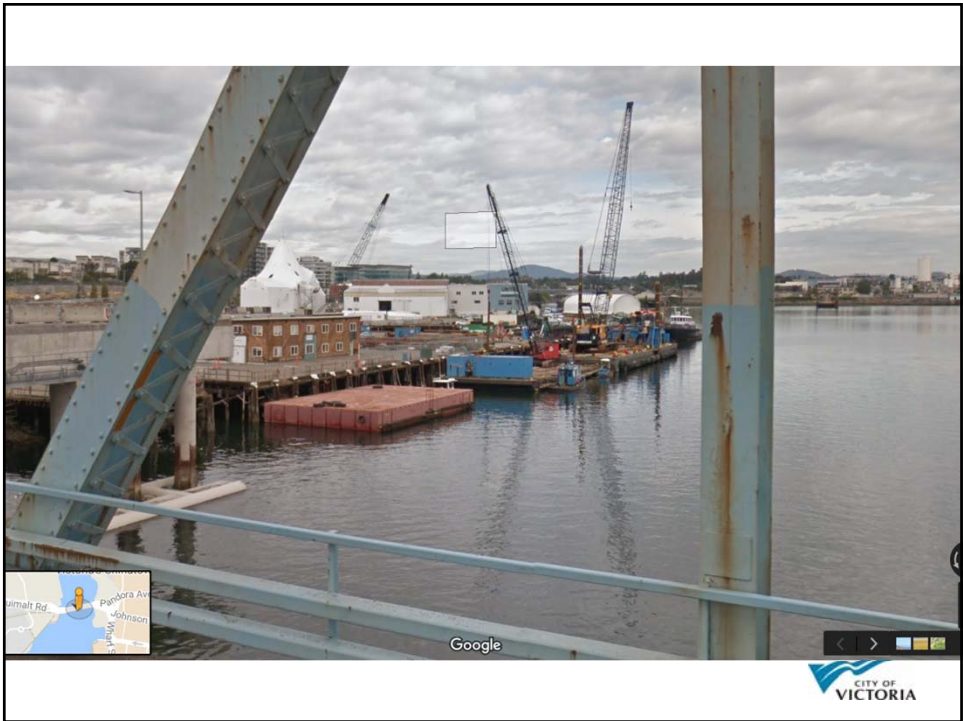
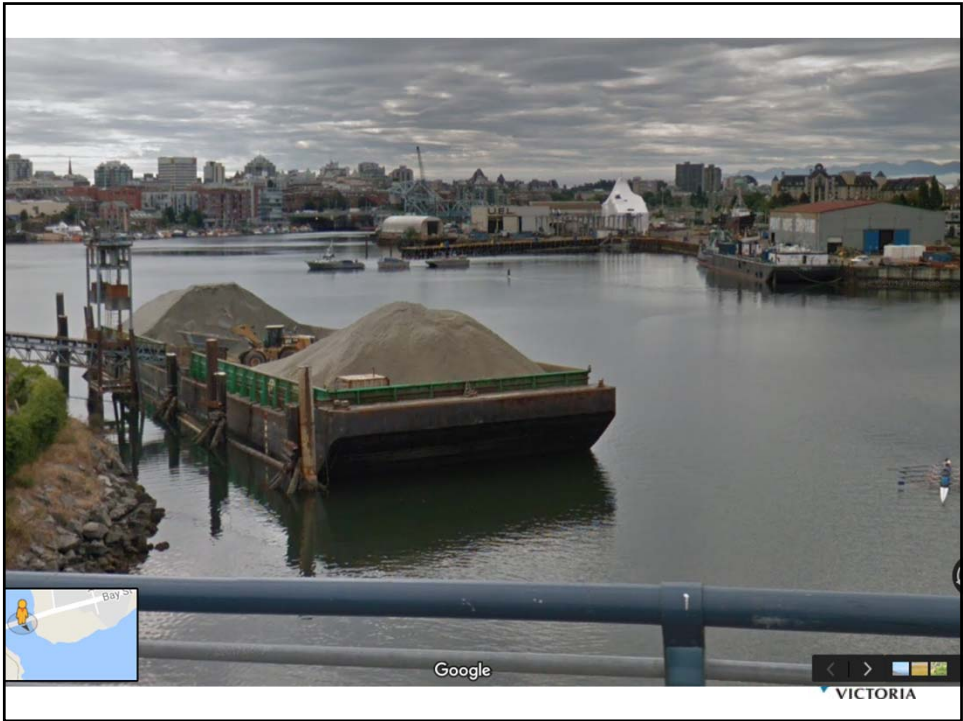
Byron Russell
Secretary Treasurer
ILWU Local 508

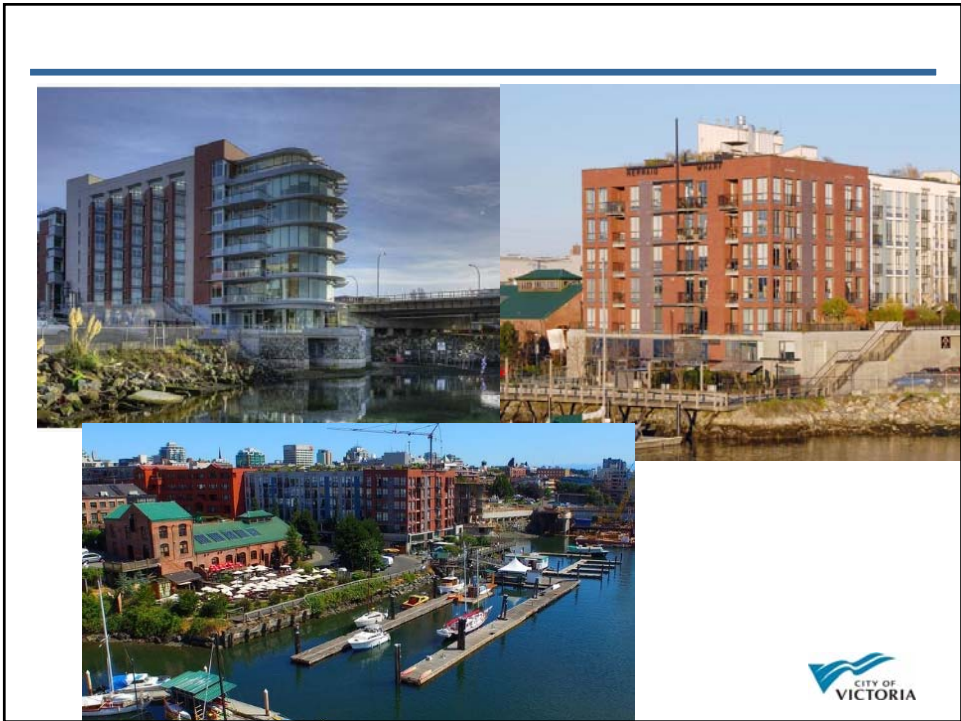
Development Permit Application for 203, 211 & 335 Harbour Road

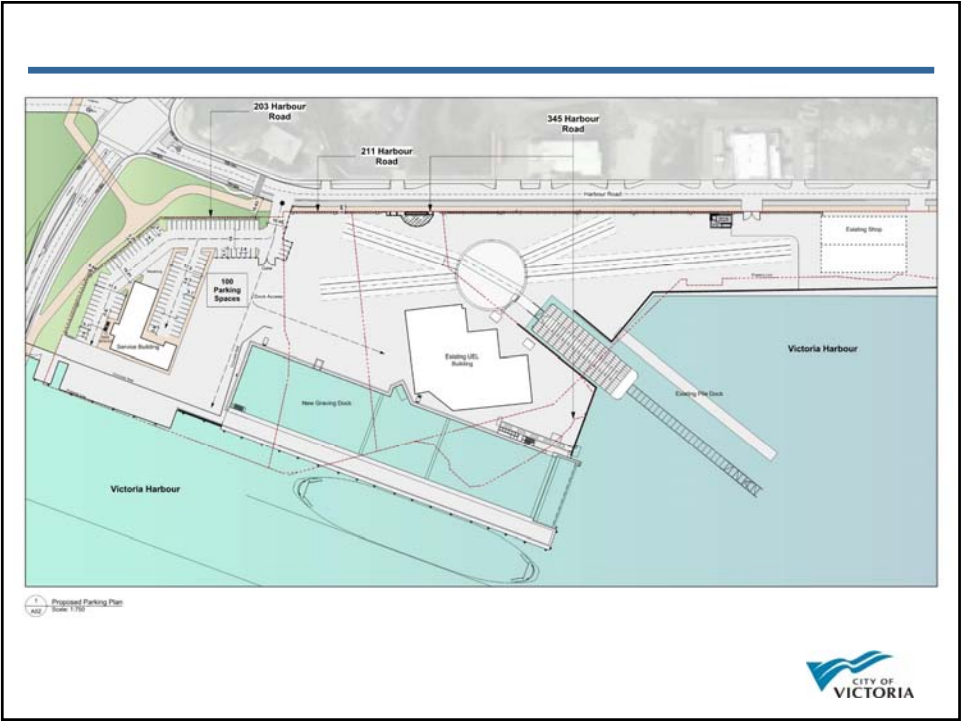
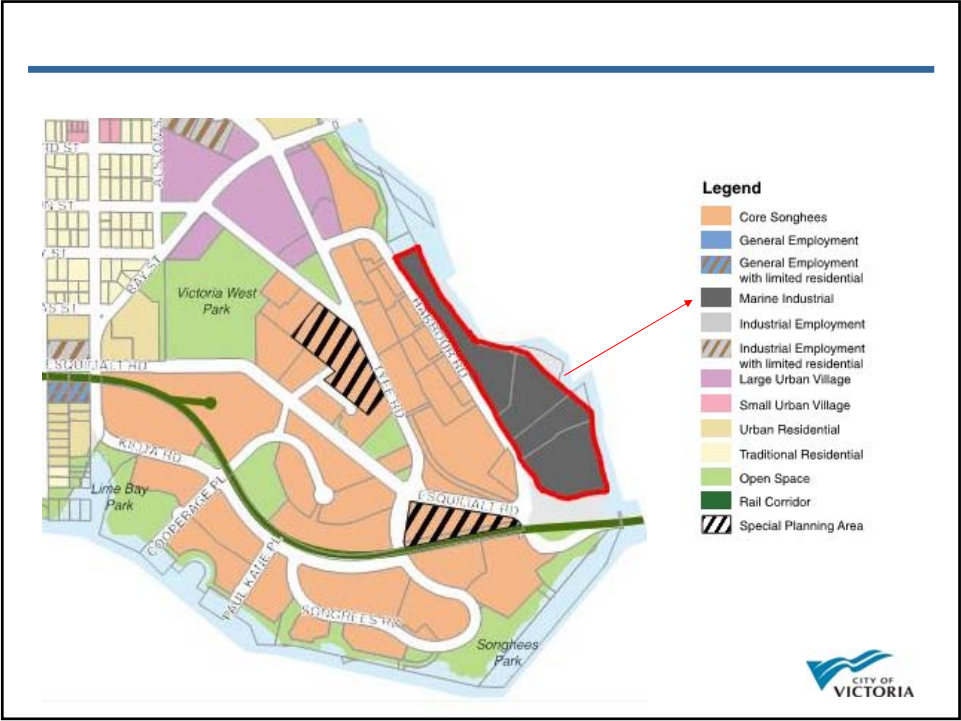


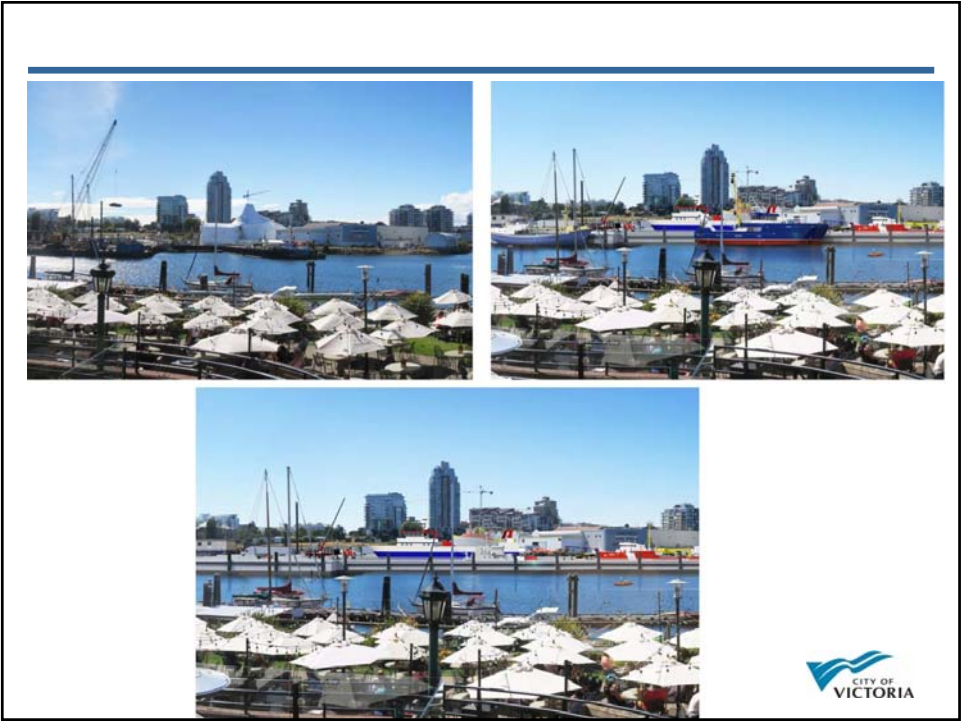
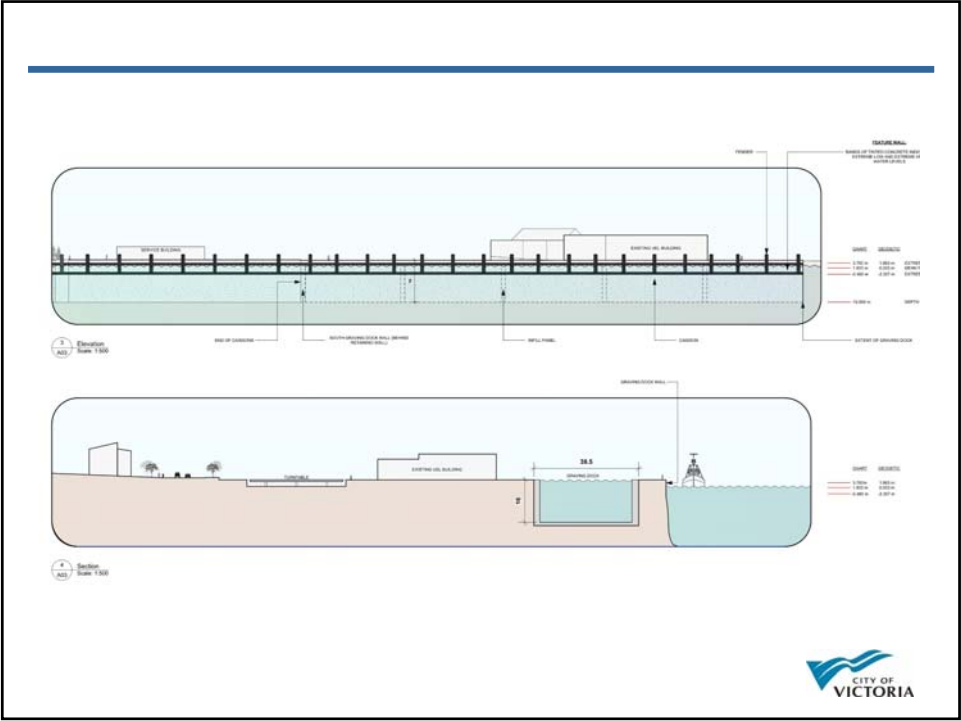




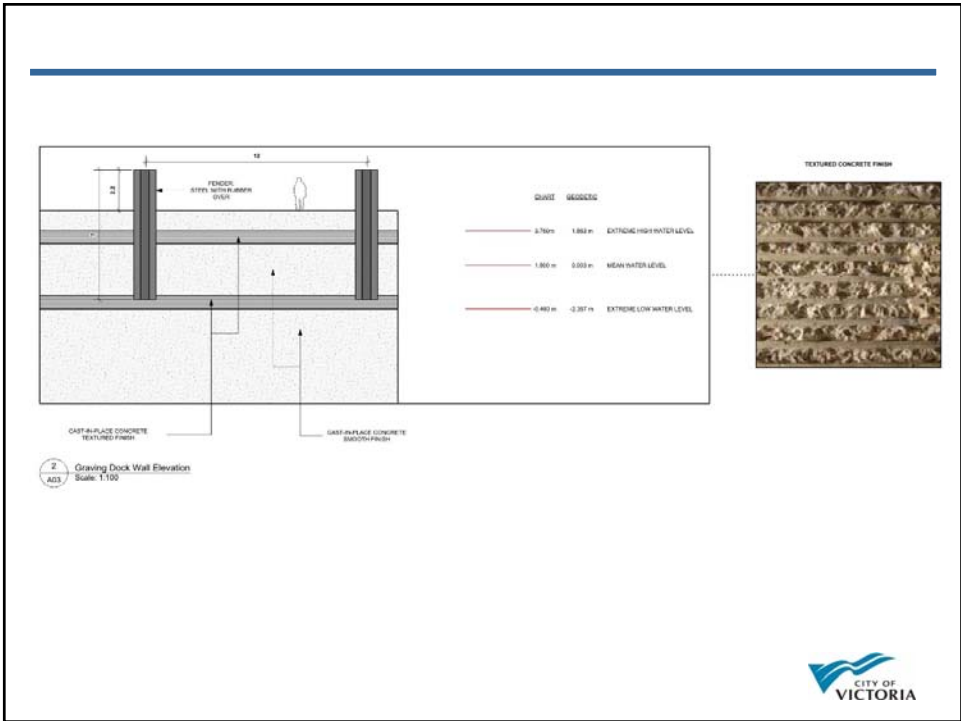


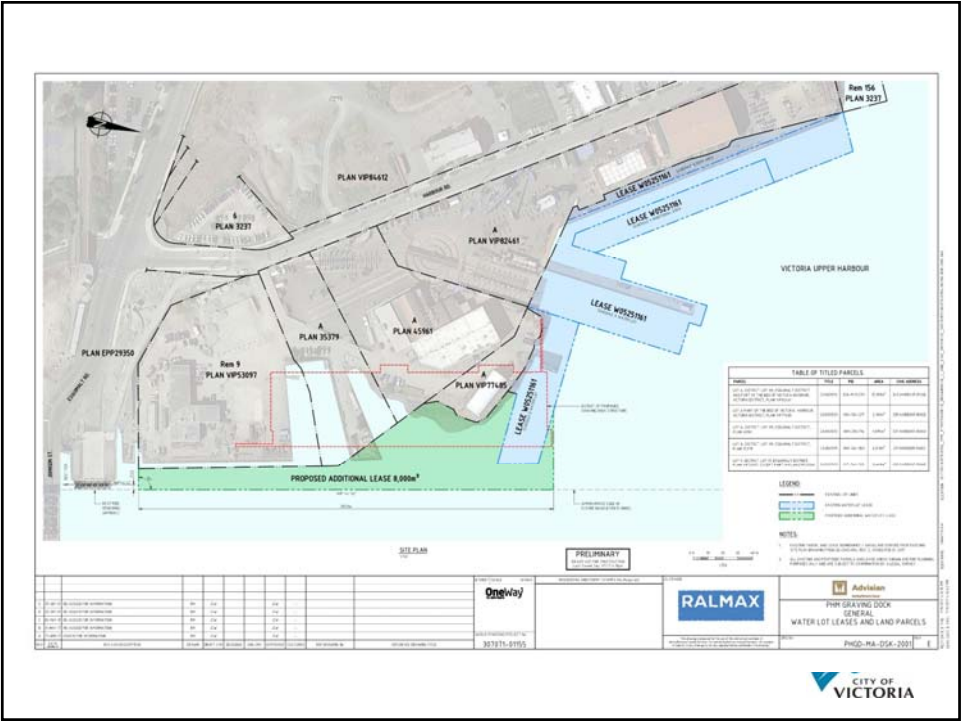














Committee of the Whole Report

For the Meeting of February 15, 2018

To: Committee of the Whole **Date:** January 29, 2018
From: Jonathan Tinney, Director, Sustainable Planning and Community Development
Subject: **Regional Growth Strategy Bylaw No. 4017 - Referral for Municipal Acceptance**

RECOMMENDATION

That Council advise the Capital Regional District (CRD) Board that the City of Victoria accepts CRD Bylaw No. 4017 to enact the 2018 *Regional Growth Strategy* for the Capital Region.

EXECUTIVE SUMMARY

The purpose of this report is to refer CRD Bylaw No. 4017: *2018 Capital Regional District - Regional Growth Strategy* (RGS) to Council for acceptance or rejection, as part of a 60-day formal referral process. The RGS was recently subject to a non-binding mediation process that was directed by the Minister of Community, Sport and Cultural Development and which concluded in December 2017, resulting in a variety of revisions which were agreed upon by all mediation participants, including the City of Victoria representative, and subsequently endorsed by the CRD Board on January 10, 2018.

The 2018 RGS is a strategic planning document that sets out a renewed vision for the future of the region until the year 2038 through policies and objectives including updated population projections, renewed climate action policies, a new section on food systems, new water servicing policies and refined land use designations. New principles reinforce the importance of compact growth in urban communities and further protecting the rural character in rural communities. The 2018 RGS also includes objectives and policies on environment and infrastructure, safe and complete communities, transportation and economic development.

All CRD municipalities must accept the RGS bylaw before it can be adopted. The referral process is being undertaken in accordance with the *Local Government Act* (section 436) which requires all affected municipalities to either accept or reject the proposed bylaw by a resolution of Council within 60 days of receiving formal notice. In addition, section 439(8)(b) of the *Local Government Act* identifies that a local government may not reject an unchanged provision of the RGS that it has previously accepted and any matters that are not accepted through the referral must be resolved through a subsequent binding dispute-resolution process.

PURPOSE

The purpose of this report is to refer CRD Bylaw No. 4017: 2018 *Regional Growth Strategy* to Council for acceptance or rejection, as part of a 60-day formal referral process as requested by the CRD and in accordance with the *Local Government Act*.

BACKGROUND

The RGS was referred to all CRD municipal governments and electoral areas in early 2017 as part of a formal referral process, at which time the City of Victoria passed a motion to accept the RGS; however, the CRD received notification from seven municipalities that they would not accept the RGS. As a result, the Minister of Community, Sport and Cultural Development directed the RGS disputed issues to be resolved through a facilitated non-binding mediation process as required by the *Local Government Act* which occurred between June and December 2017. Council appointed Councillor Loveday to participate and represent the City of Victoria throughout the mediation process. The cost for mediation was shared by all participating municipalities (proportional to municipal land values), which resulted in a charge of approximately \$18,800 for the City of Victoria's participation.

Participants in the mediation process included the CRD Board, the seven municipalities who did not to accept the RGS (Central Saanich, Colwood, Esquimalt, Highlands, North Saanich, Saanich and View Royal), the three municipalities who accepted the RGS and voluntarily chose to participate (Metchosin, Sooke and Victoria), and at the request of the CRD Board, the Juan de Fuca Electoral Area. In-person mediation sessions were held December 6-7, 2017 with all participants resulting in mutual agreement on all RGS disputed issues (Attachment A).

Subsequently, on January 15, 2018, the City of Victoria received a letter from the CRD (Attachment B) requesting that Council consider the revised version of the 2018 RGS (Attachment C) for acceptance of the changed provisions as part of a 60-day formal referral process, which is required in accordance with section 436 of the *Local Government Act*.

ISSUES AND ANALYSIS

1. Mediation Process Results

The non-binding mediation process resulted in complete agreement by all participants on solutions to all disputed provisions and the RGS was updated accordingly. Content changes relate to growth management, including population projections, terminology and mapping, water servicing, climate action, food systems, and transportation. A summary of the mediation outcomes is included in this report for reference (Attachment A).

2. Consistency with City of Victoria Official Community Plan

The 2018 RGS provides a range of policy objectives and targets related to seven key areas including: managing and balancing growth, environment and infrastructure, housing and community, transportation, economic development, food systems, and climate change. In general, the topic areas and related policy objectives contained in the revised RGS continue to align with the objectives and policy direction contained in the City of Victoria OCP. These generally include:

- directing focused growth and compact development within strategic areas such as the Urban Core, Town Centres, Urban Villages and Corridors;
- encouraging environmental sustainability within the built and natural environment;

- building complete communities that provide a range of housing options and improve overall affordability;
- continuing to achieve a multi-modal transportation system throughout the region that encourages and supports walking, cycling and transit;
- diversifying and strengthening the local and regional economies;
- planning and integrating comprehensive food systems at various scales; and
- reducing greenhouse gas emissions and energy consumption.

OPTIONS AND IMPACTS

Option 1:

Accept the proposed CRD Bylaw No. 4017: *2018 Regional Growth Strategy* through a resolution of Council. **(Recommended)**

The Local Government Act requires that all CRD municipalities must accept the RGS bylaw before it can be adopted. This option allows the CRD to receive formal acceptance from the City of Victoria prior to the March 15, 2018 deadline. Acceptance of the revised 2018 RGS would be consistent with previous acceptance of the RGS on January 26, 2017. If all municipalities accept the proposed bylaw, the CRD Board would repeal the 2003 RGS and give third reading to adopt the 2018 RGS.

Option 2:

Reject the proposed CRD Bylaw No. 4017: *2018 Regional Growth Strategy* through a resolution of Council.

If Council rejects the proposed bylaw, Council must specify which provision(s) they reject and the reason(s) for the rejection. Since Council did previously accept the RGS, Council is restricted to only considering those provisions that were the subject of the dispute resolution process and which have been revised. In the event that a municipality rejects the bylaw, the Province will initiate a binding dispute-resolution process to reach acceptance in accordance with requirements of the *Local Government Act*. The CRD has estimated that the overall cost for a potential binding dispute-resolution process could be approximately \$100,000. Participation in this process would result in additional costs for the City which have not been identified in the current *2018 Financial Plan*.

2015 - 2018 Strategic Plan

The review and acceptance of the proposed 2018 RGS bylaw is not specifically identified within the *Strategic Plan*.

Impacts to Financial Plan

The review and acceptance of the proposed 2018 RGS bylaw does not require financial resources and does not impact the *Financial Plan*. The subsequent adoption of the RGS does not have any direct impacts on the *Financial Plan* as the RGS does not commit the City to any specific capital projects; however, if Council rejects the RGS and participates in the subsequent binding dispute-resolution process, the City would incur additional costs which are not identified in the *2018 Financial Plan*.

Official Community Plan Consistency Statement

In accordance with section 446(2) of the *Local Government Act*, City of Victoria Council must submit a proposed Regional Context Statement to the CRD Board within two years after the RGS is adopted. The Regional Context Statement sets out the relationship between the RGS and the *Official Community Plan* (OCP) and how they will be made consistent over time. The Regional Context Statement is subject to acceptance by the CRD Board, to ensure the municipality and the CRD Board agree that the two documents are compatible and consistent. As reference, Chapter 5 of the current OCP explains the rationale for the Regional Context Statement and describes the specific alignments with the current RGS strategic directions. Therefore, once the 2018 RGS is adopted, staff will develop a proposed Regional Context Statement, including related amendments to the OCP, for Council's consideration prior to being submitted to the CRD.

CONCLUSIONS

The 2018 RGS includes revisions which have been mutually agreed upon by all participants in the recent non-binding dispute resolution process. The RGS has also been recently endorsed by the CRD Board for the purpose of a formal referral process. The revised 2018 RGS continues to align with the strategic objectives of the City of Victoria OCP as they relate to managing growth and development. Staff have also confirmed that there are no issues that would preclude the City from updating the OCP Regional Context Statement if the 2018 RGS is adopted in its current form.

Respectfully submitted,



Robert Batallas
Senior Planner
Community Planning Division

Alt.



Jonathan Tinney, Director
Sustainable Planning and Community
Development Department

Report accepted and recommended by the City Manager:

Date:

Jocelyn Denby
Feb 8, 2018

List of Attachments:

- Attachment A: Summary of RGS Mediation Outcomes
- Attachment B: CRD Letter - Referral of 2018 RGS for Municipal Acceptance
- Attachment C: 2018 Regional Growth Strategy (Revised).

Summary of Regional Growth Strategy Mediation Outcomes

The table below summarizes the content agreed-to by all mediation participants to resolve the disputed Regional Growth Strategy (RGS) provisions. The table is organized according to the agenda developed for the mediation sessions. The first column provides solutions suggested by each municipality in their mediation brief and the second column provides the agreed-upon content with cross-references to the appropriate page in the track-changes RGS document.

Solutions put forward by each rejecting municipality	Content agreed-to by all mediation participants
1 Vision / Population Projections / Appendix	
<p>Vision</p> <p>1. Move the objective “significantly reduce community-based greenhouse gas emissions” to first on the bulleted list. (Esquimalt: Item 6)</p> <p>Population Projections</p> <p>2. Replace Table 1: Population, Dwelling Unit and Employment Forecast by Sub-Region with projections by local government undertaken for the RSS. [North Saanich: Item1(a)]</p> <p>Appendix A: Community Profiles</p> <p>3. Amend Esquimalt’s community profile by deleting the first sentence and replacing it with a sentence that reflects the Township’s walkability and outstanding green spaces. (Esquimalt: Item 5)</p>	<p>Move the objective to first on the list of bulleted objectives. (p.1)</p> <p>Replace Table 1 with projections by local government, as shown in Attachment 1. (p.6) Change “forecast” to “projections.” Update the projections with the most recent census numbers as soon as practicable.</p> <p>Amend the community profile with content provided by Esquimalt. (p.42)</p>
2 Economic Development (Policy 5.1.3)	
<p>Economic Development (Policy 5.1.3)</p> <p>4. Reword policy to indicate that municipalities retain the ability to prioritize business attraction according to their own needs while recognizing that it is desirable to have economic development that supports or encourages climate action. (Esquimalt – 3)</p>	<p>Revise policy 5.1.3, with suggestion amended as follows: “Prioritize the attraction of new businesses and investment that will support climate action while supporting the retention and growth of existing businesses and economic activities in the region.” (p.32)</p>

Solutions put forward by each rejecting municipality	Content agreed-to by all mediation participants
3 Climate Action	
<p>Objective 7: Climate Action</p> <p>5. Amend target for Climate Action in Table 2: 2038 Targets by Priority Area and Objective as follows: Reduce greenhouse gas emissions (from 2007 levels) by 2020 and for each subsequent calendar year. Reduce greenhouse gas emissions from buildings and solid waste by 33% (from 2007 levels) by 2020. [North Saanich : Item 5(a)]</p> <p>6. Under Objective 7.1, add a new principle: Be resilient to climate change impacts and natural hazards. [North Saanich: Item 5(b)]</p> <p>7. Under Objective 7.1, add a new principle: Promote adaptation principles of managed retreat, avoid, accommodate and protect to reduce greenhouse gas emissions. [North Saanich: Item 5(c)]</p> <p>8. Amend policy 7.1.2 as follows (proposed text is underlined): Design, manage, fund and operate programs, services and infrastructure to reduce greenhouse gas emissions and <u>to mitigate and adapt to climate change</u> in keeping with the principles outlined in Objective 7.1. [North Saanich: Item – 5(e)]</p> <p>9. Under Objective 7.1, amend Principle IV as follows (proposed text is underlined): Protect <u>and assess</u> the carbon sequestration <u>and environmental</u> value of natural systems, including forested lands, <u>agricultural lands</u> and wetlands. [North Saanich: Item 5(d)]</p>	<p>Retain the Climate Action target as per the referred RGS. (p.41)</p> <p>Add a new principle under Objective 7.1, with suggestion amended as follows: “Be resilient to climate change impacts, including climate-related natural hazards.” (p.35)</p> <p>Add a new principle under Objective 7.1, with suggestion amended as follows: “Promote adaptation principles of managed retreat, avoid, accommodate and protect.” (p.35)</p> <p>Amend policy 7.1.2 as suggested. (p.36)</p> <p>Amend Principle IV, with suggestion amended as follows: “Protect and assess the carbon sequestration and ecosystem values of natural systems, including forested lands, agricultural lands and wetlands.” (p.35)</p> <p>Add the following definition of “agricultural land” to the Glossary: “Agricultural land: Agricultural land (farm land) is the area that supports the growing, producing, raising or keeping of animals and plants allowed by British Columbia’s various Acts and Regulations. This refers to land designated as agricultural land under the <i>Agricultural Land Commission Act</i> or by municipal or regional governments within the land use bylaws. The definition also includes lands assessed as farm land.” (p.50)</p>

Solutions put forward by each rejecting municipality	Content agreed-to by all mediation participants
4 Transportation	
Objective 4: Transportation	
<p>10. Amend the Transportation target in Table 2: 2038 Targets by Priority Area and Objective by removing the reference to the percentage of trips made by walking, cycling and transit. [North Saanich: Item 3(a)]</p>	<p>Retain the Transportation target as per the referred RGS. (p.40)</p> <p>Add the following bullet under the “Objective” section at page 9: “Targets are intended to be achieved at a regional level. Given the diversity of geographic and demographic conditions that exist among member municipalities, it is not intended that progress towards all targets would be equal in each municipality.” (p.9)</p>
<p>11. Under Objective 4.1, add the following principle: Integrate population and employment projections with multi-modal transportation. [North Saanich: Item 3(b)]</p>	<p>Retain the principles under Objective 4.1 as per the referred RGS. Note that this concern was addressed by Item 10, above. (p.29)</p>
<p>12. Add the following policy: Prioritize public transit to the Victoria Airport Authority and complete communities. [North Saanich: Item 3(c)]</p>	<p>Add a new policy 4.1.4, as follows: “Advocate for improved public transit to major employment centres, complete communities and transportation hubs in the region.” (p.30)</p>
5 Food Systems	
Objective 6: Food Systems	
<p>13. Revise Chapter 6 to clarify intended outcomes and confirm that potential future actions will not result in the following:</p> <ul style="list-style-type: none"> a) New regional initiatives for municipalities who do not contain significant or potential agricultural land b) New costly CRD services c) Unnecessary overlap with existing regulatory regimes <p>[Colwood: Items 2(a)(b)(c)]</p>	<p>Amend Policy 6.1.1, with new language as follows: Implement initiatives in accordance with the principles outlined in Objective 6.1, “based on voluntary participation of local governments in any new services.” (p.34)</p>

Solutions put forward by each rejecting municipality	Content agreed-to by all mediation participants
5 Food Systems	
<p>14. Use “food security” language as follows:</p> <ul style="list-style-type: none"> a) Add definition of food security to the glossary, as follows: “Food Security A multi-faceted condition which ensures that community residents have access to safe, affordable, culturally acceptable, nutritionally adequate diet through a system that maximizes community self-reliance, environmental sustainability and social justice.” [North Saanich: Item 4(g)] b) Under Objective 6.1, amend Principle IV as follows: “Enhance local food security”. [North Saanich: Item 4(c)] c) Amend policy 6.1.2 as follows: “Enable food production, processing and distribution that will foster a place-based food economy that increases local food security.” [North Saanich: Item 4(f)] d) Amend target for Food Systems in Table 2: 2038 Targets by Priority Area and Objective as follows (proposed text is underlined): Increase the amount of land in crop production <u>for food</u> by 5,000 ha to <u>enhance local food security</u>. [North Saanich: Item 4(a)] <p>15. Include new policy language and targets related to the protection of the agricultural land base as follows:</p> <ul style="list-style-type: none"> a) Add statement under Policies as follows: Strive for a no net loss target of agricultural land to protect the agricultural land base and to encourage its active use for food production. [North Saanich: Item 4(d)] b) Add statement under Policies as follows: Monitor the status of agricultural land, including the amount of actively farmed land, and other indicators, with the objective of promoting agricultural viability and food production. [North Saanich: Item 4(e)] c) Add new target for Food Systems in Table 2: 2038 Targets by Priority Area and Objective as follows: Municipal targets to increase the amount of land in crop production for food and to encourage a no net loss of agricultural land to be identified by municipalities in Regional Context Statements. [North Saanich: Item 4(b)] 	<p>Add suggested definition of food security to the glossary. (p.50)</p> <p>Amend Principle IV as suggested. (p.33)</p> <p>Amend policy 6.1.2 as suggested. (p.34)</p> <p>Amend Food Systems target, as suggested. (p.40)</p> <p>Retain the policies for Objective 6.1 as per the referred RGS. (p.34)</p> <p>Add new policy 6.1.4, with suggestion amended as follows: “Monitor the status of agricultural land, including the amount of actively farmed land, with the objective of promoting agricultural viability and food production.” (p.34)</p> <p>Add new target for Food Systems, with suggestion amended as follows: “Municipal targets to increase the amount of land in crop production for food and to encourage agricultural land to be identified by municipalities in Regional Context Statements. (p. 40)</p>

Solutions put forward by each rejecting municipality	Content agreed-to by all mediation participants
6 Growth Management	
Objective 1: Managing and Balancing Growth	
16. Revise Map 3 to eliminate inconsistencies with Colwood's OCP land use designations. Agree in principle with possible CRD response. [Colwood –1]	Revise Maps 3 and 4, as requested. (p.14 and 16)
17. Revise Map 3 to address map errors related to former Provincial Capital Commission (PCC) lands along the Trans-Canada Highway through View Royal – the lands are shown as Capital Green Lands, which may have future uses that are inconsistent with the policy designation. [View Royal: Item 1]	Revise Maps 3 and 4, as requested. (p.14 and 16)
18. Revise Map 3 and only show "Capital Green Lands" that are owned by the CRD and have an area of greater than 10 ha. [Esquimalt: Item 2]	<p>Amend Capital Green Lands Policy Area definition, as follows: "Capital Green Lands Policy Area: Are Ecological Reserves, Capital Regional District Water lands, national parks and historic sites, provincial parks, regional parks, and lands used by municipalities and electoral areas as parks. Local governments retain legislative authority related to parkland without requiring an amendment to the Regional Growth Strategy. The Regional Growth Strategy sets out in policy 2.1(1) the continued long-term use of these lands for these purposes." (p.11)</p> <p>Amend policy 2.1.1, as follows: "Ensure the long-term protection of Capital Green Lands depicted on Map 3(a). Recognizing the varied ecological and recreational contexts of the Capital Green Lands, this could include municipal policies and CRD electoral area policies for buffering and land use transition between Capital Green Lands and adjacent settled areas (i.e., lands within the Rural/Rural Residential Land Use Policy Area as well as the Growth Policy Area), as well as policies aimed at enhancing, restoring or naturalizing Capital Green Lands. Notwithstanding the above, local governments will retain the ability to dispose of or rezone parklands." (p.20)</p> <p>Add a new policy 2.1.2, as follows: "Municipalities will identify regionally significant parks through their Regional Context Statements. The Juan de Fuca Electoral Area will identify regionally significant parks in Official Community Plans." (p.20)</p>

Solutions put forward by each rejecting municipality	Content agreed-to by all mediation participants
6 Growth Management	
	Cross-reference land use designations in the glossary. (p.50 – 53)
19. Revise Map 3 to address map errors related to a parcel shown as “Renewable Resource Lands” along the Trans-Canada Highway through View Royal. As shown, the lands may have future uses that are inconsistent with the policy designation. [View Royal: Item 1]	Revise Maps 3 and 4, as requested. (p.14 and 16)
20. Change the terminology from “Growth Policy Area” to “Urban Containment Area”. [Saanich – 2(a) and (b)]	Revise terminology, as requested. (throughout RGS document)
21. Amend the definition of “Complete Community” under Appendix D Glossary to delete the following: Complete communities typically are defined by what they are not, that is, single-use residential areas that serve a largely dormitory function to a larger centre, with few local opportunities to meet the broad range of household needs described. [North Saanich: Item 1(c)]	Amend definition of “Complete Community”, as requested. (p.50)
22. Amend the “Framework for Our Future Guiding Principles” under Appendix B by adding the following principle: Actions are appropriate to ensure integration between the objectives and targets.[North Saanich: Item 1(d)]	Add a new Implementation Measure I-2(b) based on the suggested language, amended as follows: “Ensure that actions are appropriate to achieve integration between the objectives and targets.” (p.37)
23. Identify a network of regionally-significant Major Centres that reflects current growth patterns and builds on previous work undertaken as part of the Regional Sustainability Strategy Project; or revert back to the Metropolitan Core and Major Centres identified in the 2003 Regional Growth Strategy. [Saanich – 1(a) and (b)]	Add a new Map 3(b) to identify a network of Nodes, Sub-Regional Nodes and a Metropolitan Centre, based on work undertaken for the Regional Sustainability Strategy, as shown in Attachment 2. (p.15)
	Describe Nodes, Sub-Regional Nodes and Metropolitan Centre within the Land Use Designation description for “Urban Containment Area”, as shown in Attachment 2. (p.11-12) Add new policy 1.1.6: “Encourage planned growth in the nodes shown on map 3(b) and described in Objective 1.1, and plan for transportation infrastructure to align. It is recognized that the location of the nodes is

Solutions put forward by each rejecting municipality	Content agreed-to by all mediation participants
6 Growth Management	
<p>24. Amend the “Agricultural Land Reserve” layer related to the Gorge Vale Golf Course should the Agricultural Land Commission (ALC) decide to remove lands from the ALR. Also relates to Economic Development Policy 5.1.4. [Esquimalt: Item 1 and 4]</p> <p>25. With respect to language that implies a hierarchy, remove the following words from the Growth Policy Area on p. 10 of the RGS: Where Capital Green Lands and Renewable Resource Lands Policy Areas overlap with the Growth Policy Area, the land use policy for the Capital Green Lands and Renewable Resource Lands Policy Areas shall take precedence.” [View Royal: Item 2]</p>	<p>conceptual and that municipal conformance may vary. Local planning decisions relating to nodes will not require a Regional Growth Strategy amendment.” (p.17)</p> <p>Amend Map 3 and 4 as suggested, pending decision of the Agricultural Land Commission prior to first and second reading of the RGS bylaw. (p.14 and 16)</p> <p>Retain the description of the “Growth Policy Area” (changed to “Urban Containment Area”) as per the referred RGS. Note that this concern was addressed by Item 18, above. (p.11-12)</p>
7 Water	
<p>Section 2: Environment and Infrastructure</p> <p>26. Retain water servicing provision from the 2003 RGS (i.e., no water servicing outside the Regional Urban Containment and Servicing Policy Area [RUCSPA]). [Highlands – 1 and View Royal – 3]</p> <p>27. Retain water servicing policy (Policy 2.2.2) as written in the 2016 RGS. [Metchosin, JdF EA]</p> <p>Note that for the JdF EA, Policy 2.2.2 represents a compromise from a previous position.</p> <p>Note that Metchosin has remained entirely outside the RUCSPA, but has access to CRD piped water. Through the OCP and the RCS, Metchosin uses land use tools to limit development potential to levels identified in the 1996 OCP.</p>	<p>See Item 28, below.</p>

Solutions put forward by each rejecting municipality	Content agreed-to by all mediation participants
7 Water	
<p>28. Provide a new water service policy similar to “Alternative 2” presented to the CRD Board in November 2016. The policy would designate areas for water servicing in the Juan de Fuca Electoral Area. [Central Saanich: Item 1, North Saanich: Item 2(c), Saanich: Item 3(a)]</p>	<p>Amend principles and policies under Objective 2.2, as shown in Attachment 3. (p.21-23) Add a new Map 5, as shown in Attachment 3. (p.24)</p>
<p>29. Areas for discussion on water service policy:</p> <ul style="list-style-type: none"> a) Mechanisms to evaluate cost implications b) Approvals process c) Development controls in local OCPs and Zoning Bylaws <p>[Saanich: Items 3(b), (c), (d)]</p>	<p>See Item 28, above.</p>
<p>30. Amendments throughout the document to related to water servicing outside the Containment Area. [North Saanich: Items 1(b), 2(b), (d), (e)]</p>	<p>See Item 28, above.</p>
<p>31. Amend Alternative 2 to include language that limits areas serviced by water to development potential set out in the zoning bylaw at the time of RGS adoption. [North Saanich: Item 2(c)]</p>	<p>See Item 28, above.</p>
<p>32. Amend the target for Objective 2.2 in Table 2: 2038 Targets by Priority Area and Objective as follows (suggestion underlined): Prepare long-term capital plans for CRD utilities and major infrastructure improvements necessary to address <u>the conservation of land, water and energy resources and the impacts of climate change and natural hazards</u>. [North Saanich: Items 2(a)]</p>	<p>Amend target for Objective 2.2, with suggestion amended as follows: “Prepare long-term capital plans for CRD utilities and major infrastructure improvements that take into consideration the conservation of land, water and energy resources and the impacts of climate change and natural hazards.” (p.40)</p>

Solutions put forward by each rejecting municipality	Content agreed-to by all mediation participants
8 Administrative	
33.	Refer to RGS document as the “2018 RGS”.
34.	Remove Map 5. Municipal Boundary Adjustment – Detail and the Land Use Designation description as the municipal boundary adjustment between Langford and Metchosin was approved.
35.	Adjust the CRD boundary to reflect a boundary adjustment between the Capital Regional District and the Cowichan Valley Regional District.

ATTACHMENT 1: POPULATION PROJECTIONS BY MUNICIPALITY

TABLE 1: POPULATION, DWELLING UNIT AND EMPLOYMENT PROJECTIONS

	2011			2038			Population Change	
	Population	Dwellings	Employment	Population	Dwellings	Employment	Total	Percentage
Core								
Esquimalt	16,600	8,300	11,100	18,300	9,500	12,200	1,700	10.2%
Oak Bay	18,200	8,000	7,300	15,300	8,400	7,200	-2,900	-15.9%
Saanich	112,100	46,600	42,300	128,600	56,300	55,500	16,500	14.7%
Victoria	82,400	44,400	76,400	99,500	56,500	84,100	17,100	20.8%
View Royal	9,600	4,100	4,800	15,000	6,700	5,900	5,400	56.3%
<i>Total</i>	<i>238,900</i>	<i>111,400</i>	<i>141,900</i>	<i>276,700</i>	<i>137,400</i>	<i>164,900</i>	<i>37,800</i>	<i>15.8%</i>
Saanich Peninsula								
Central Saanich	16,100	6,500	8,900	21,600	8,300	10,700	5,500	34.2%
North Saanich	11,100	4,400	5,300	13,800	6,000	6,600	2,700	24.3%
Sidney	11,200	5,200	6,100	11,900	6,600	7,600	700	6.3%
<i>Total</i>	<i>38,400</i>	<i>16,100</i>	<i>20,300</i>	<i>47,300</i>	<i>20,900</i>	<i>24,900</i>	<i>8,900</i>	<i>23.2%</i>
West Shore								
Colwood	16,600	6,100	4,000	31,100	12,200	6,800	14,500	87.3%
Highlands	2,100	800	400	2,600	1,000	2,300	500	23.8%
Juan de Fuca EA	4,400	1,900	800	6,200	2,700	1,100	1,800	40.9%
Langford	29,900	11,600	12,200	48,000	19,200	22,700	18,100	60.5%
Metchosin	4,900	1,800	1,400	5,200	2,200	6,500	300	6.1%
Sooke	11,700	4,500	2,700	24,700	9,300	3,300	13,000	111.1%
<i>Total</i>	<i>69,600</i>	<i>26,700</i>	<i>21,500</i>	<i>117,800</i>	<i>46,600</i>	<i>42,700</i>	<i>48,200</i>	<i>69.3%</i>
Totals	346,900	154,200	183,700	441,800	204,900	232,500	94,900	27.4%

Source: Urban Futures, 2014

Please note that First Nations populations are not included in Table 1, as First Nations Reserves are outside the GMPA.

Please note that projections were prepared using 2011 Census data. Implementation Measure I-6 identifies the need to update the projections using the most recent census data at the time of the first update to the 2018 Regional Growth Strategy.

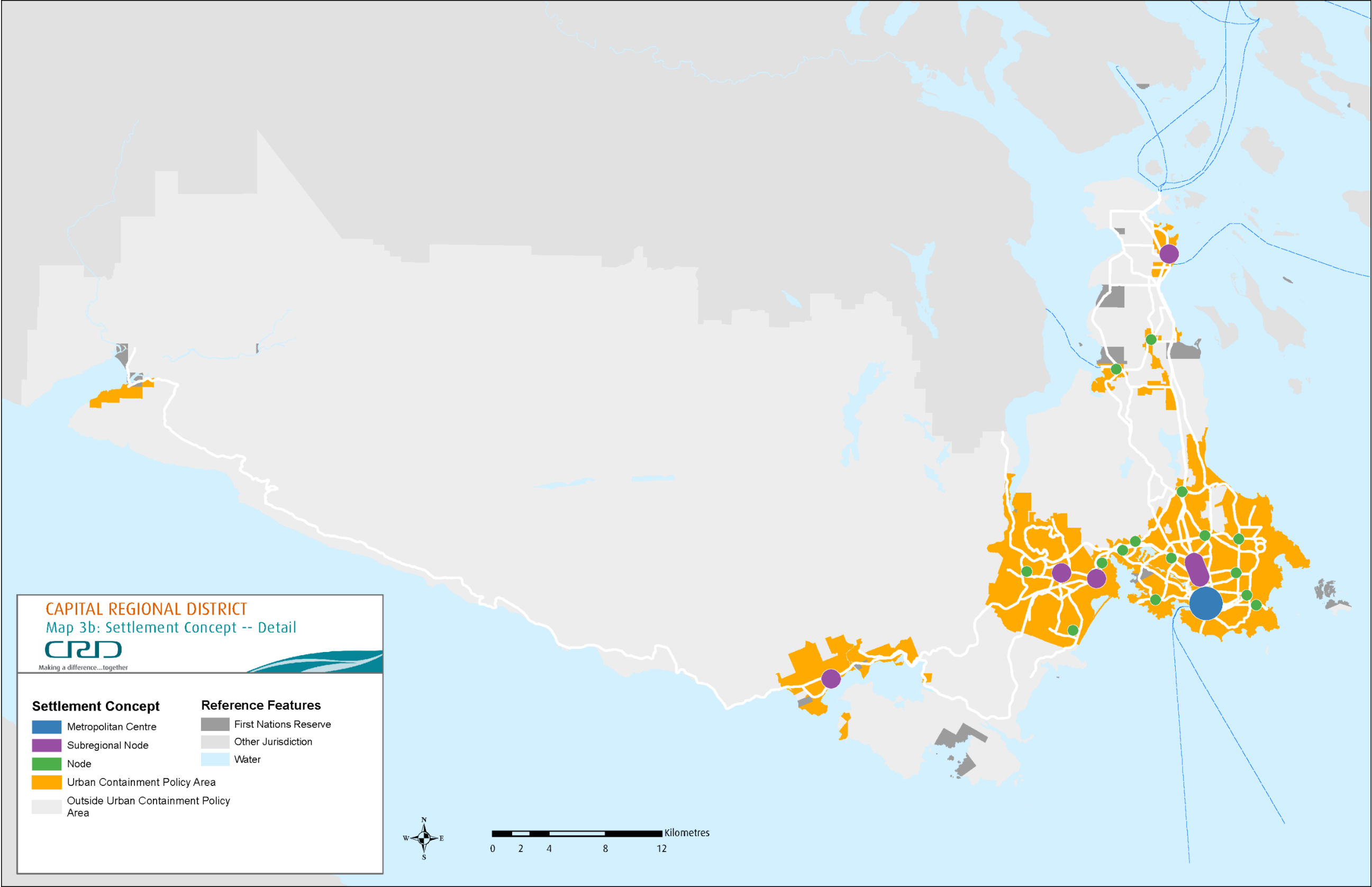
ATTACHMENT 2: NETWORK OF NODES, SUB-REGIONAL NODES AND A METROPOLITAN CENTRE

Urban Containment Area: Includes residential, general employment, commercial and industrial lands, as well as other associated land uses. The Urban Containment Policy Area is intended to accommodate 95% of the region's new dwelling units. Within the Urban Containment Policy Area, planned growth and major new transportation infrastructure investments will be encouraged to align with the settlement concept shown on Map 3(b). Municipalities will determine the precise land use, intensification, density, servicing and connectivity requirements through local planning and regulatory processes. The settlement concept is comprised of three components:

1. *Node:* Scale and intensity of development supports local-serving employment, commercial and community services and serves as a destination for residents proximate to the node. Surrounding areas feature residential uses of varying densities.
2. *Sub-Regional Node:* Scale and intensity of development supports the area as a sub-regional employment, commercial and community destination and serves as a commuter destination from within the sub-region. Surrounding areas feature a mix of uses and higher density residential development.
3. *Metropolitan Core:* Scale and intensity of development supports the area as a regional employment, business and cultural destination and serves as a significant commuter destination across modes from all parts of the region. Surrounding areas feature a dense mix of residential, employment and cultural uses.

Policy 1.1.6 Encourage planned growth in the nodes shown on Map 3(b) and described in Objective 1.1, and plan for transportation infrastructure to align. It is recognized that the location of the nodes is conceptual and that municipal conformance may vary. Local planning decisions relating to nodes will not require a Regional Growth Strategy amendment.

Map 3(b): Settlement Concept – Detail



ATTACHMENT 3: REVISED WATER SERVICING PRINCIPLES AND POLICIES**Principles**


- I. Promote settlement patterns that are cost-effective and efficient to service;
- II. Consider the current and future costs of infrastructure design, construction, maintenance and operation when considering whether to provide for new services or extend existing services;
- III. Minimize negative financial impacts to those currently serviced (impacts to consider system life cycle costs); and
- IV. Avoid negatively impacting the long-term availability of the service for existing development and planned growth within the Urban Containment Policy Area boundary, recognizing the impacts of climate change.


Policies

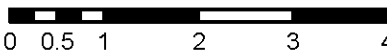
1. Manage infrastructure services, including water supply and distribution, in accordance with the principles set out in Objectives 2.1 (Protect, Conserve and Manage Ecosystem Health) and 2.2 (Manage Regional Infrastructure Services Sustainably). Before approving a new water service bylaw, the full CRD Board must review the request for the new bylaw as it relates to the Regional Growth Strategy and deem the new bylaw consistent with the Regional Growth Strategy. This review is to include a detailed analysis of costs and cost recovery implications, including implications related to parcel taxes, fees, charges and grants, and subject to the principles as noted above. Full costs of water service extensions will be borne by new users. Lifecycle costs of water service extensions will be borne to the maximum extent possible by new users.
2. Provide new water system services (public or private) only to areas where Official Community Plans contain strong growth management provisions and where:
 - a. For a municipality, the areas to be serviced are shown on Map 3 as either Urban Containment Policy Area or Rural/Rural Residential Policy Area and the area to be serviced is consistent with Official Community Plan servicing provisions and an accepted Regional Context Statement identifies the population to be serviced and how growth in water demand will be addressed.
 - b. For the Juan de Fuca Electoral Area outside the Urban Containment Policy Area, the areas to be serviced are limited to East Sooke and Otter Point as shown on Map 5 as within a Water Service Area, with total development of existing and new units in East Sooke and Otter Point not exceeding 3384 units. The applicable Official Community Plan must identify the population to be serviced and how growth in water demand will be addressed.
 - c. For the Juan de Fuca Electoral Area inside the Urban Containment Policy Area, the areas to be serviced are shown on Map 3 as Urban Containment Policy Area and the area to be serviced is consistent with Official Community Plan servicing

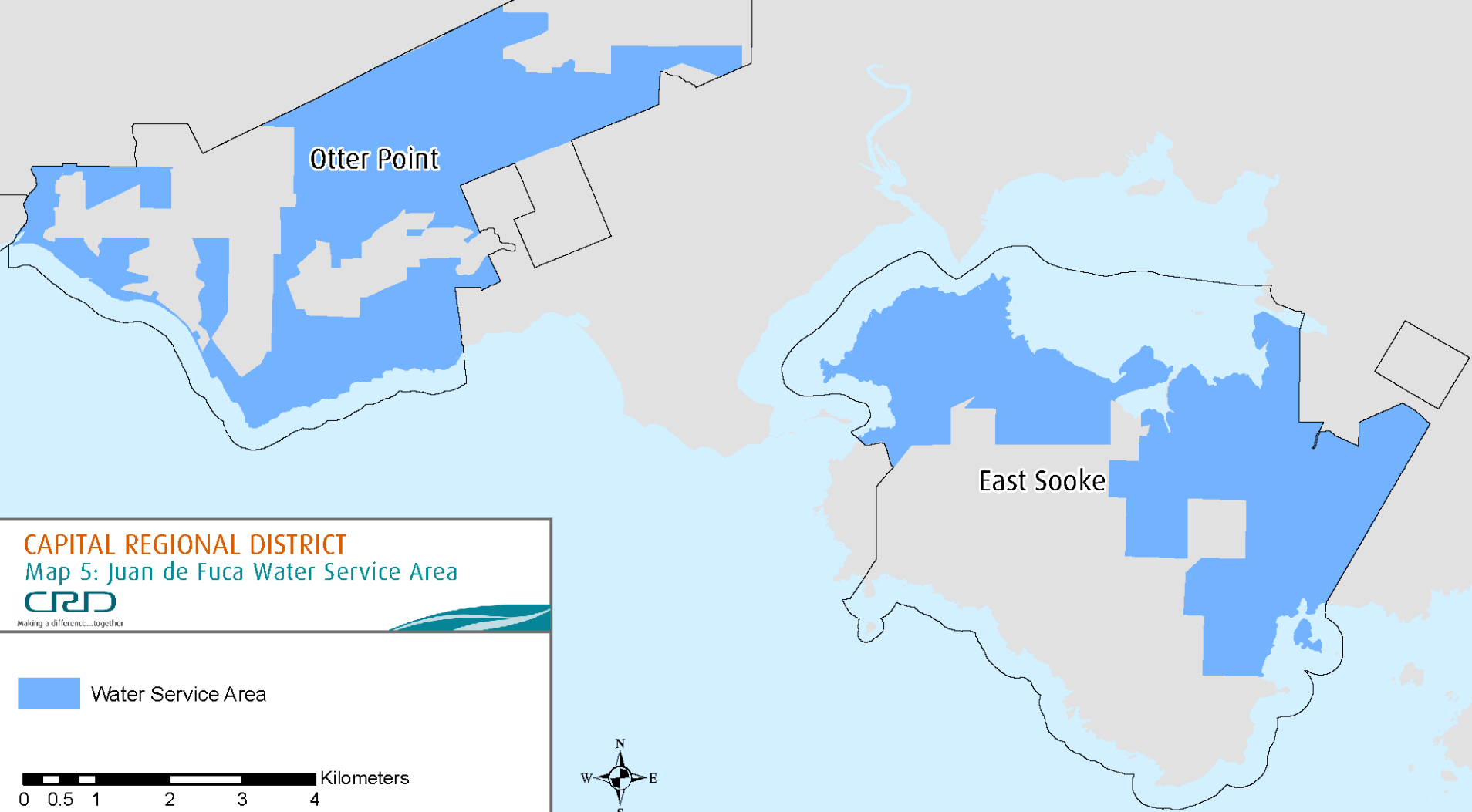
provisions and the applicable Official Community Plan identifies the population to be serviced and how growth in water demand will be addressed.

3. Notwithstanding policy 2.2(2), the CRD may extend water service if required to address a pressing public health, public safety or environmental issue relating to *existing* units.
4. Notwithstanding Policy 2.2(2), the CRD may extend water service to service agriculture. Where water service is extended to service agriculture, water service may be provided to residential units along the serviced line on lands within the Agricultural Land Reserve as long as an Official Community Plan is in place that prevents further subdivision or an increase in permitted residential density.
5. Do not further extend urban sewer services outside the Urban Containment Policy Area Boundary depicted on Map 3.
6. Notwithstanding policies 2.2(2) and 2.2(4), evaluate requests for services from jurisdictions outside of Capital Regional District membership with a view towards supporting mutually beneficial relationships and fostering development consistent with all RGS objectives and policies.

CAPITAL REGIONAL DISTRICT
Map 5: Juan de Fuca Water Service Area

Making a difference...together

 Water Service Area

 Kilometers



January 15, 2018

File: 0400-50

Mayor Lisa Helps
City of Victoria
#1 Centennial Square
Victoria, BC V8W 1P6

Dear Mayor Helps:

RE: 2018 RGS Bylaw 4017 – Referral for Municipal Acceptance

On behalf of the Capital Regional District (CRD) Board, I am pleased to refer a revised Bylaw 4017 “Capital Regional District Regional Growth Strategy Bylaw No.1, 2016” to municipal councils for acceptance of changed provisions, in accordance with the adoption procedures for regional growth strategies set out in the *Local Government Act*.

At its January 10, 2018 meeting, the CRD Board resolved to:

- a) *Rescind first and second reading of Bylaw No. 4017 “Capital Regional District Regional Growth Strategy Bylaw No. 1, 2016” given on November 23, 2016 and give first and second reading to a revised Bylaw No. 4017 (Appendix B) that provides content revisions as negotiated through non-binding mediation.*
- b) *Refer the revised Regional Growth Strategy Bylaw No. 4017 to municipal councils for acceptance as per section 439 of the Local Government Act.*

RGS Bylaw No. 4017 will replace the 2003 RGS (Bylaw No. 2952). Bylaw No. 4017 was initially referred for municipal acceptance in December 2016. Seven municipalities did not accept the RGS document, and a non-binding mediation process was undertaken to resolve the disputed provisions. The mediation process generated solutions to all disputed provisions and the RGS was updated to incorporate such. Content changes relate to growth management, including population projections, terminology and mapping; water servicing; climate action; food systems; and, transportation. The changes shown in the document were agreed to through the non-binding mediation process and approved by the CRD Board for referral.

Both a track-changes and a clean-copy version of the document are provided as attachments for your review and acceptance of the changed provisions. A document summarizing the mediated solutions, cross-referenced by the original municipal rejections, is also attached for convenience. As per section 439(8)(b) of the *Local Government Act*, a local government may not reject an unchanged provision it has previously accepted.

Any matters not accepted through this re-referral *must* be resolved through a binding arbitration process. Municipalities have a 60-day period beginning upon receipt of this letter to either accept or reject the changed provisions in the RGS bylaw by resolution of council. Please refer to the legislation for requirements related to RGS acceptance.

City of Victoria - January 15, 2018

2018 RGS Bylaw 4017 – Referral for Municipal Acceptance**2**

Thank you for your municipality's ongoing participation in the RGS update. Should all accept the changed RGS provisions, the CRD Board will give third reading, adopt RGS Bylaw No. 4017 and rescind the 2003 RGS (Bylaw No. 2952). I look forward to receiving your letters of acceptance for RGS Bylaw No. 4017 by March 16, 2018.

Yours truly,



Steve Price
Chair, Capital Regional District Board

Attachment(s): Bylaw No. 4017 "Capital Regional District Regional Growth Strategy Bylaw No.1, 2016"

Track-Changes version of Bylaw No. 4017

Summary of RGS Mediation Outcomes

cc: Bob Lapham, MCIP, RPP, Chief Administrative Officer, Capital Regional District
Jocelyn Jenkyns, Acting City Manager, City of Victoria (by email)

Regional Growth Strategy

Capital Regional District

January 2018

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4017

A BYLAW TO ADOPT A REGIONAL GROWTH STRATEGY FOR THE CAPITAL REGIONAL DISTRICT

WHEREAS Part 13 of the *Local Government Act* provides for a regional district to undertake the development, adoption, implementation, monitoring and review of a regional growth strategy;

AND WHEREAS the Board of the Capital Regional District by resolution dated July 13, 2011 initiated the review of "Capital Regional District Regional Growth Strategy Bylaw No. 1, 2002", pursuant to Section 433 of the *Local Government Act*;

AND WHEREAS the Board of the Capital Regional District has given notice to each affected local government; and has obtained the acceptance of each affected local government to the proposed amendment, pursuant to Section 436(3) and Section 437(3) of the *Local Government Act*;

NOW THEREFORE the Board of the Capital Regional District, in open meeting enacts as follows:

1. Bylaw No. 2952 "Capital Regional District Regional Growth Strategy Bylaw No. 1, 2002" is hereby repealed.
2. Schedule "A" attached to and forming part of this Bylaw is hereby designated as the "Regional Growth Strategy for the Capital Regional District."
3. This Bylaw, Bylaw No. 4017, may be cited as the "Capital Regional District Regional Growth Strategy Bylaw No.1, 2016" and takes effect on the date adopted.

READ THE FIRST TIME this 13th day of September, 2016

READ THE SECOND TME this 13th day of September, 2016

FIRST AND SECOND READING RESCINDED this 12th day of October, 2016

READ THE FIRST TIME this 12th day of October, 2016

READ THE SECOND TME this 12th day of October, 2016

PUBLIC HEARING CONDUCTED PURSUANT TO PART 13, SECTION 434 of the *LOCAL GOVERNMENT ACT* this 19th day of October, 2016

FIRST AND SECOND READING RESCINDED this	23 rd	day of	November,	2016
READ THE FIRST TIME this	23 rd	day of	November,	2016
READ THE SECOND TME this	23 rd	day of	November,	2016
READ THE THIRD TIME this	_____	day of	_____,	_____
ADOPTED this	_____	day of	_____,	_____

Chair

Corporate Officer

The Capital Regional District
Regional Growth Strategy
(Schedule "A" to Bylaw No. 4017)

Prepared by

Regional and Strategic Planning
Capital Regional District

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Vision

In 2038, Capital Regional District residents enjoy a healthy and rewarding quality of life. We have a vital economy, livable communities and steward our environment and natural resources with care. Our choices reflect our commitment to collective action on climate change.

Fundamental to this vision is a commitment to work toward regional sustainability. Simply defined, sustainability means that actions taken to meet needs today do not compromise the ability of future generations to meet their needs, ensure the ongoing health of the natural processes that sustain life, and support the social and economic arrangements that create prosperity and wellbeing. Further, sustainability is critical to addressing head-on the myriad effects of a changing global climate. Whether in the context of compact growth, multi-modal transportation, greenhouse gas emissions reductions, environmental conservation, protection of human and ecosystem health or safe and complete communities, decisions at the local and regional level play an important role in addressing climate change.

The purpose of the Regional Growth Strategy is to help realize the region's vision, through the commitment of the Capital Regional District, the Juan de Fuca Electoral Area and local municipalities to guide growth and change toward common objectives.

Objectives:

- Significantly reduce community-based greenhouse gas emissions;
- Keep urban settlement compact;
- Protect the integrity of rural communities;
- Protect, conserve and manage ecosystem health;
- Deliver services consistent with RGS objectives;
- Create safe and complete communities;
- Improve housing affordability;
- Increase transportation choice;
- Strengthen the regional economy; and,
- Foster a resilient food and agriculture system.

Context

A regional growth strategy is a framework, developed by municipalities and the regional district in partnership, for identifying social, economic and environmental objectives. Its purpose, under Part 13 of the *Local Government Act*, is to "... promote human settlement that is socially, economically, and environmentally healthy and that makes efficient use of public facilities and services, land and other resources." A regional growth strategy expresses how communities will work together to enhance regional quality of life and social well-being. As of 2008, regional growth strategies must also include policies, actions and targets for the reduction of greenhouse gas emissions.

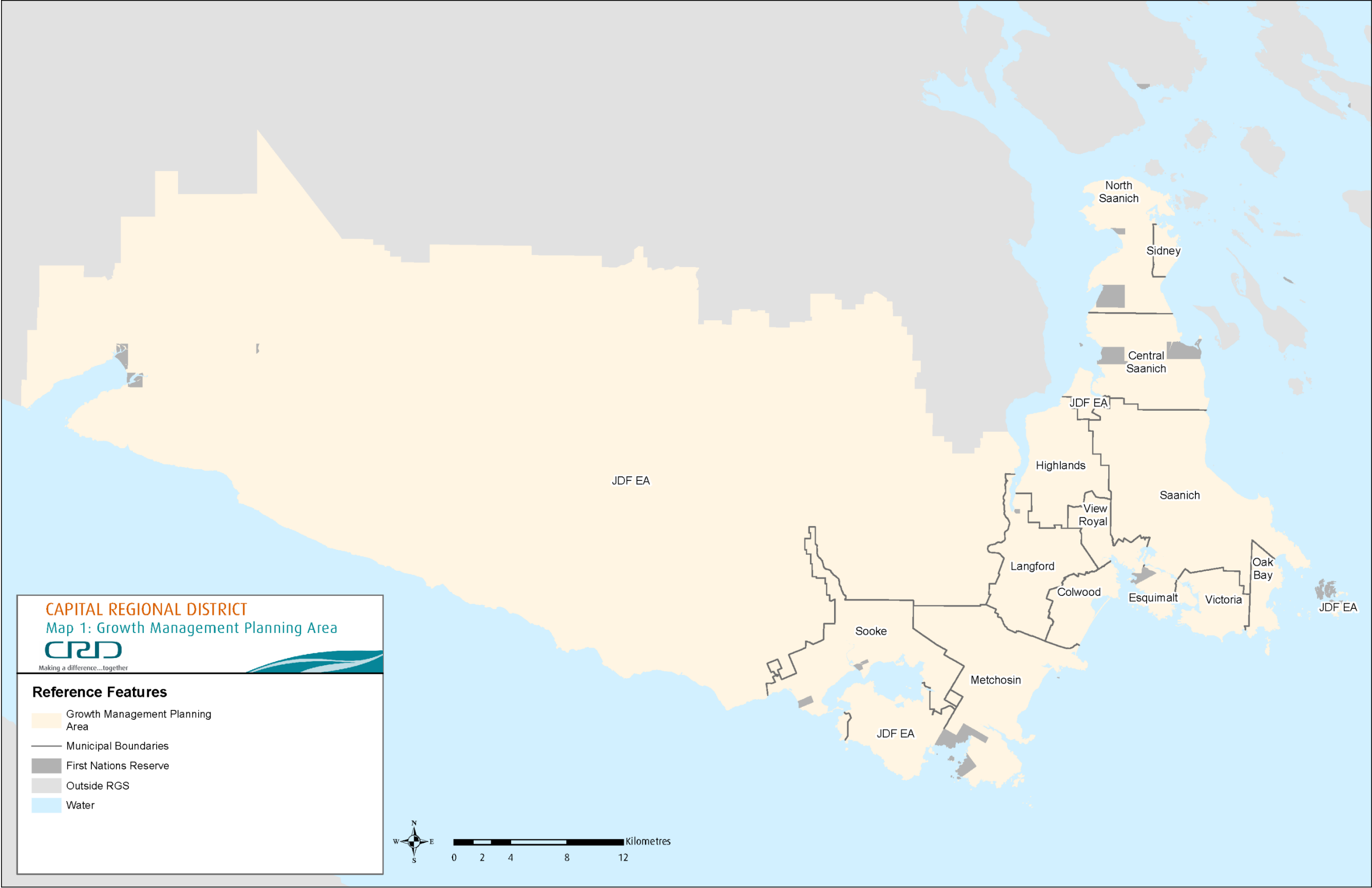
The Capital Regional District adopted a Regional Growth Strategy bylaw in 2003. The 2018 update to the Regional Growth Strategy follows considerable public and intergovernmental discussion and consultation. Map 1 shows the Regional Growth Management Planning Area. At the present time, the Capital Region's ten First Nations are not partners in the regional growth strategy, nor does it apply to the Salt Spring Island and the Southern Gulf Islands Electoral Areas, which fall under the planning jurisdiction of the Islands Trust (see Map 1).

Citizens, local governments, First Nations, school district boards, stakeholders, and provincial and federal agencies have been involved in the Strategy's update through a regional sustainability planning process. This process determined that many of the policies of the Regional Growth Strategy (2003) are achieving desired objectives, notably, increasing compact and complete communities, acquiring green space, and substantially completing the regional trail network. Further, key complementary planning documents identified as actions to implement the Regional Growth Strategy (2003) are complete, including:

- 2007 Regional Housing Affordability Strategy; and,
- Regional Transportation Strategy (completed as the 2014 Regional Transportation Plan and the 2011 Pedestrian and Cycling Master Plan).

Input and feedback have affirmed the desire for a strong growth management framework rooted in the 2003 Regional Growth Strategy objectives and emphasized the importance of mitigating and adapting to the effects of climate change. Updates integrate recommendations from completed planning documents and address the requirements for policies, actions and targets for greenhouse gas reductions.

MAP 1: GROWTH MANAGEMENT PLANNING AREA



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The Capital Region is located at the southern-most end of Vancouver Island, in the Cascadia/Salish Sea bio-region (see Map 2). The bio-region runs north-south along a coastal corridor stretching from Campbell River south to Olympia, Washington and east to Hope. The Capital Region's present settlement pattern is characterized by a diverse mix of urban and rural communities, with a concentration of population in the Core Area located along key transportation corridors. The West Shore and Saanich Peninsula feature smaller urban centres, with forestry lands to the west throughout the Juan de Fuca Electoral Area. Agricultural lands are concentrated on the Saanich Peninsula, with some slightly more dispersed lands on the West Shore.

In this context, modest population growth is forecast for the Capital Region. Table 1 highlights existing and projected population, dwelling units and employment.

MAP 2: SALISH SEA



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<i>Total</i>	<i>69,600</i>	<i>26,700</i>	<i>21,500</i>	<i>117,800</i>	<i>46,600</i>	<i>42,700</i>	<i>48,200</i>	<i>69.3%</i>
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Source: Urban Futures, 2014

Please note that First Nations populations are not included in Table 1, as First Nations Reserves are outside the GMPA.

Please note that projections were prepared using 2011 Census data. Implementation Measure I-6 identifies the need to update the projections using the most recent census data at the time of the first update to the 2018 Regional Growth Strategy.

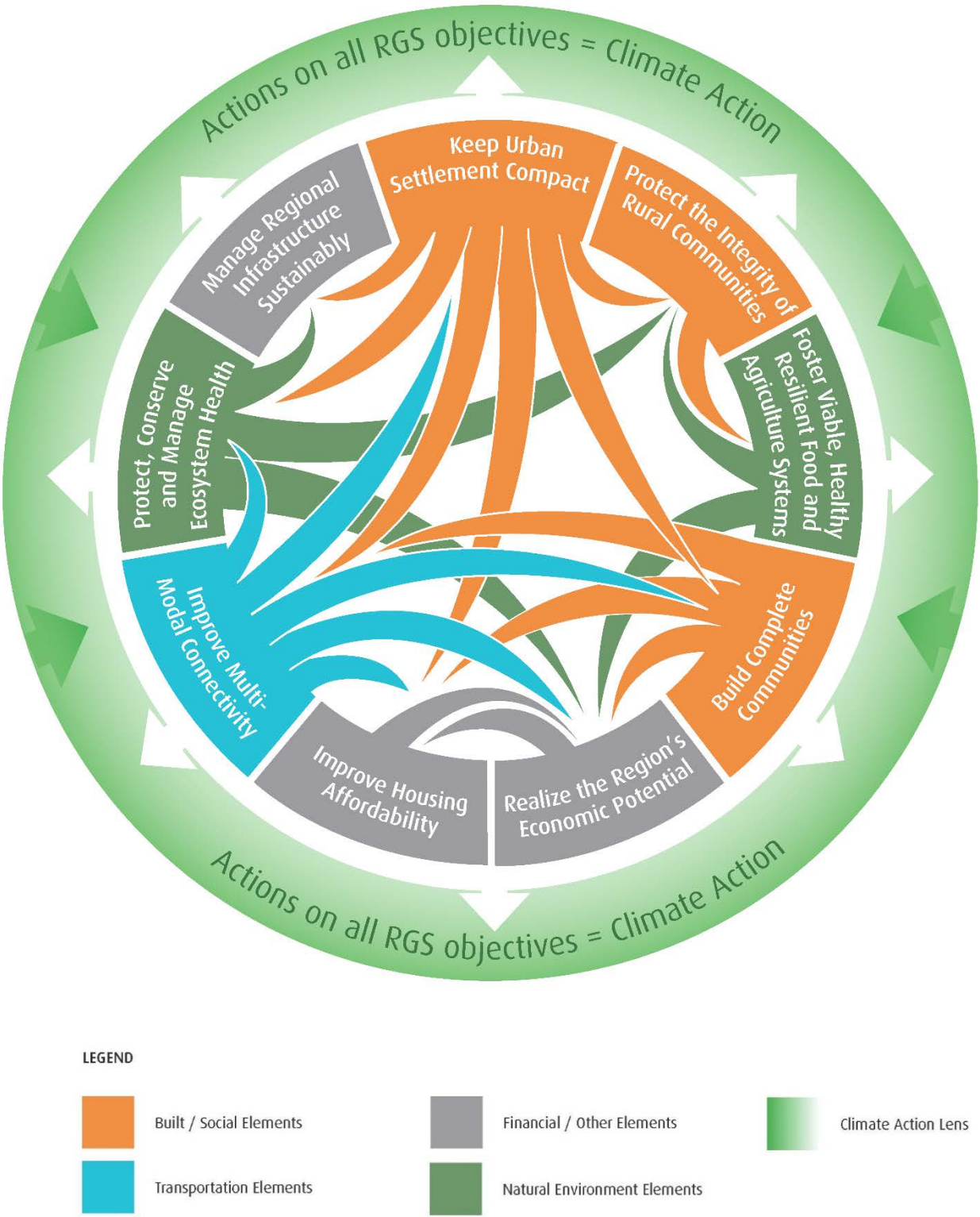
From a 2011 base of approximately 346,900, the region's population is forecast to increase by approximately 94,900 people to 441,800 in 2038, an approximate 1% average annual population increase. The slow aging of the region's population continues as a significant trend, with the proportion of residents 65 years and older expected to rise from 18% in 2011 to 26% by 2038. Further, although the workforce (ages 15 to 64) is projected to grow by 31,900, the proportion of workforce to total population is projected to decline from 69% to 61% by 2038. Serving the needs of an aging population in the context of a proportionately smaller workforce will affect all aspects of the region's social, economic and physical development.

It continues to be clear, however, that even modest population growth would undermine the regional vision if it were accommodated as it has been since the 1950s, through further urban expansion into farms, forests and countryside. Further, an expanded regional footprint would significantly contribute to increased greenhouse gas emissions. Achieving the regional vision requires a concerted effort to largely shift to policies that encourage investment and development in complete communities within the designated growth area. Paramount to success is coordinated and consistent decision-making that focuses on how people, land use, transportation, infrastructure and technology can mitigate and adapt to a changing climate.

The Regional Growth Strategy supports the regional vision by making this policy shift, through objectives that aim to: significantly reduce community-based greenhouse gas emissions; keep urban settlement compact; protect the integrity of rural communities; protect, conserve and manage ecosystem health; deliver services consistent with RGS objectives; build safe and complete communities; improve housing affordability; increase transportation choice; strengthen the regional economy; and, foster a resilient food and agriculture system. Realising these objectives is critically important for successful climate action.

Figure 1 illustrates the interconnections among the Regional Growth Strategy objectives and between these objectives and climate change. The objectives are colour-coded to reflect how different elements of sustainability are represented in the Regional Growth Strategy and how together, these elements provide for a climate action lens. *Keeping urban settlement compact* and *increasing transportation choice* have a high degree of interdependence with other objectives. These strong links illustrate that achieving these two objectives will be particularly important for the realization of the regional vision. Further, the graphic illustrates that the Regional Growth Strategy objectives will support climate action and that taking action on climate change will, in turn, impact each objective.

FIGURE 1: REGIONAL GROWTH STRATEGY INTERCONNECTIONS



Objectives

The Regional Growth Strategy includes integrated objectives, incorporating policies, targets, maps and guidelines that together express a program of joint action by the Capital Regional District and local municipalities to achieve the regional vision.

- Objectives define a desired future on matters of regional interest.
- Policies are provided under the “policy” heading for each objective. The Capital Regional District will implement policies and undertake actions for regionally-delivered services and programs. Local municipalities will identify how their Official Community Plan aligns to each policy in a Regional Context Statement.
- Maps showing the Growth Management Concept Plan [Map 3(a)], the Urban Settlement Concept [Map 3(b)], details of the Renewable Resource Lands (Map 4), and the Juan de Fuca Water Service Area (Map 5) provide spatial definition for policy.
- Targets for each objective are provided in Table 2 at the end of the document. Targets are aspirational in nature. It is unlikely that they will be achieved by the CRD and municipalities alone. Achieving the targets will require concerted effort on the part of the CRD and municipalities as well as senior governments, local residents and businesses, utilities, community groups and others.
- Targets are intended to be achieved at a regional level. Given the diversity of geographic and demographic conditions that exist among member municipalities, it is not intended that progress towards all targets would be equal in each municipality.
- Actions for the Capital Regional District to implement the Regional Growth Strategy are provided in the Implementation Measures section.

Subject to the *Local Government Act* and the articulation of policies in the Regional Growth Strategy document, the CRD and local municipalities recognize that the Regional Growth Strategy is intended as a planning policy document to serve as a guide for future decision making.

1. Managing and Balancing Growth

1.1 Keep Urban Settlement Compact

A designated Urban Containment Policy Area aims to keep urban areas compact and to keep growth largely contained within its boundaries. Fundamental to growth management are four related approaches that aim to increase the capacity of urban areas, particularly in the Core Municipalities and the urban West Shore, to accommodate new growth.¹

Approaches

- I. Establish a strong mix of uses focused around Victoria's downtown core area as the primary regional employment, business and cultural centre;
- II. Focus employment and population growth primarily in complete communities, located in areas that meet criteria described in Objective 3.1, that will encourage the development of walkable, bikeable and transit-focused areas with a dense mix of housing, employment, services and public open space;
- III. Increase the proportion of apartments, row houses and other attached housing types within the Urban Containment Policy Area, especially within complete communities; and,
- IV. Locate a minimum of 95% of the region's new dwelling units to 2038 within the Urban Containment Policy Area.

The aim of keeping urban settlement compact is to concentrate growth within a firm Urban Containment Policy Area Boundary that will over time result in the creation of centres and connecting corridors that can be effectively served by express-bus transit. This lays the foundation to achieve a longer term objective of connecting the downtown Victoria-Douglas Street-Uptown corridor with Colwood and Langford by high-capacity public transit running in a dedicated right-of-way.

To support quality of life and community character in rural areas, urban containment directs growth into complete communities to reduce development pressures in the Saanich Peninsula, rural West Shore, Sooke and the Juan de Fuca Electoral Area. Growth outside the growth boundary is to be kept to 5% or less of the regional total.

¹ Table 1 provides projections, for information only, of population, dwelling units and employment in 2038 that could be expected under the Regional Growth Strategy.

A Growth Management Concept Plan and four land use policy designations will help keep urban settlement compact. Map 3(a) sets out the Growth Management Concept Plan, Map 3(b) provides detail on a settlement concept within the Urban Containment Policy Area and Map 4 provides additional detail for the Renewable Resource Lands Policy Area.

Land Use Designations

Capital Green Lands Policy Area: Are Ecological Reserves, Capital Regional District Water lands, national parks and historic sites, provincial parks, regional parks, and lands used by municipalities and electoral areas as parks. Local governments retain legislative authority related to parkland without requiring an amendment to the Regional Growth Strategy. The Regional Growth Strategy sets out in policy 2.1(1) the continued long-term use of these lands for these purposes.

Renewable Resource Lands Policy Area: Includes lands within the Agricultural Land Reserve (ALR), the Private Managed Forest Lands and Crown Forest Lands. The Regional Growth Strategy sets out in policy 5.1(4) the continued long-term use of these lands as renewable resource working landscapes.

Urban Containment Policy Area: Includes residential, general employment, commercial and industrial lands, as well as other associated land uses. The Urban Containment Policy Area is intended to accommodate 95% of the region's new dwelling units. Within the Urban Containment Policy Area, planned growth and major new transportation infrastructure investments will be encouraged to align with the settlement concept shown on Map 3(b). Municipalities will determine the precise land use, intensification, density, servicing and connectivity requirements through local planning and regulatory processes. The settlement concept is comprised of three components:

1. *Node:* Scale and intensity of development supports local-serving employment, commercial and community services and serves as a destination for residents proximate to the node. Surrounding areas feature residential uses of varying densities.
2. *Sub-Regional Node:* Scale and intensity of development supports the area as a sub-regional employment, commercial and community destination and serves as a commuter destination from within the sub-region. Surrounding areas feature a mix of uses and higher density residential development.
3. *Metropolitan Core:* Scale and intensity of development supports the area as a regional employment, business and cultural destination and serves as a significant commuter destination across modes from all parts of the region. Surrounding areas feature a dense mix of residential, employment and cultural uses.

The Regional Growth Strategy restricts extension of urban-standard sanitary sewerage services beyond the Urban Containment Policy Area Boundary as set out under policy 2.2(5).

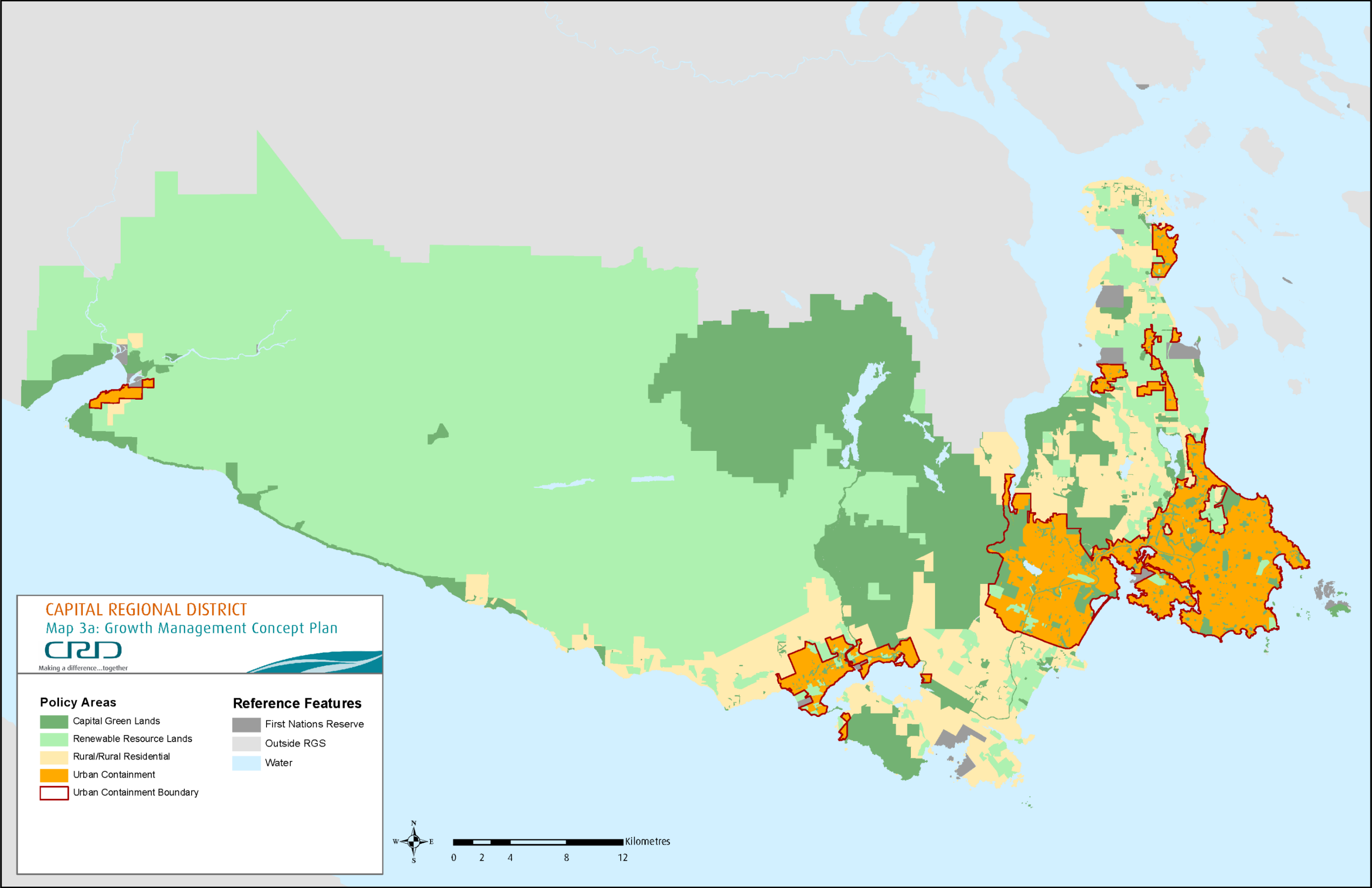
Within the Urban Containment Policy Area, employment and population growth is to be accommodated in complete communities, as per the criteria set out in Objective 3.1. Complete communities are intended to accommodate housing, jobs and services at densities that will support transit. Accommodating growth in complete communities is central to reducing community-based greenhouse gas emissions, reducing development pressure on rural and resource lands and keeping infrastructure affordable.

Where Capital Green Lands and Renewable Resource Lands Policy Areas overlap with the Urban Containment Policy Area, the land use policy for the Capital Green Lands and Renewable Resource Lands Policy Areas shall take precedence. Liquid waste service may be provided to such lands within the Urban Containment Policy Area provided it is for a purpose consistent with the land use designations for the Capital Green Lands and Renewable Resource Lands Policy Areas.

Rural/Rural Residential Policy Area: Includes lands to be used for rural and rural residential purposes and the Victoria International Airport (with development potential as established through approved Memorandum of Understanding). The Regional Growth Strategy sets out in policy 1.1(1) and 1.2(1) that Rural/Rural Residential lands are not intended to become future urban areas requiring extensive services. Residential uses are of a form, density and character that support rural working landscapes. Commercial uses are local serving and such uses and other employment opportunities result in minimal impact to the surrounding community and to the environment. Low-impact tourism uses complement rural character. The policy area also includes lands with ecosystem benefits to be identified and protected through means such as development permit areas, conservation covenants, or acquisition and designation as a park or ecological reserve.

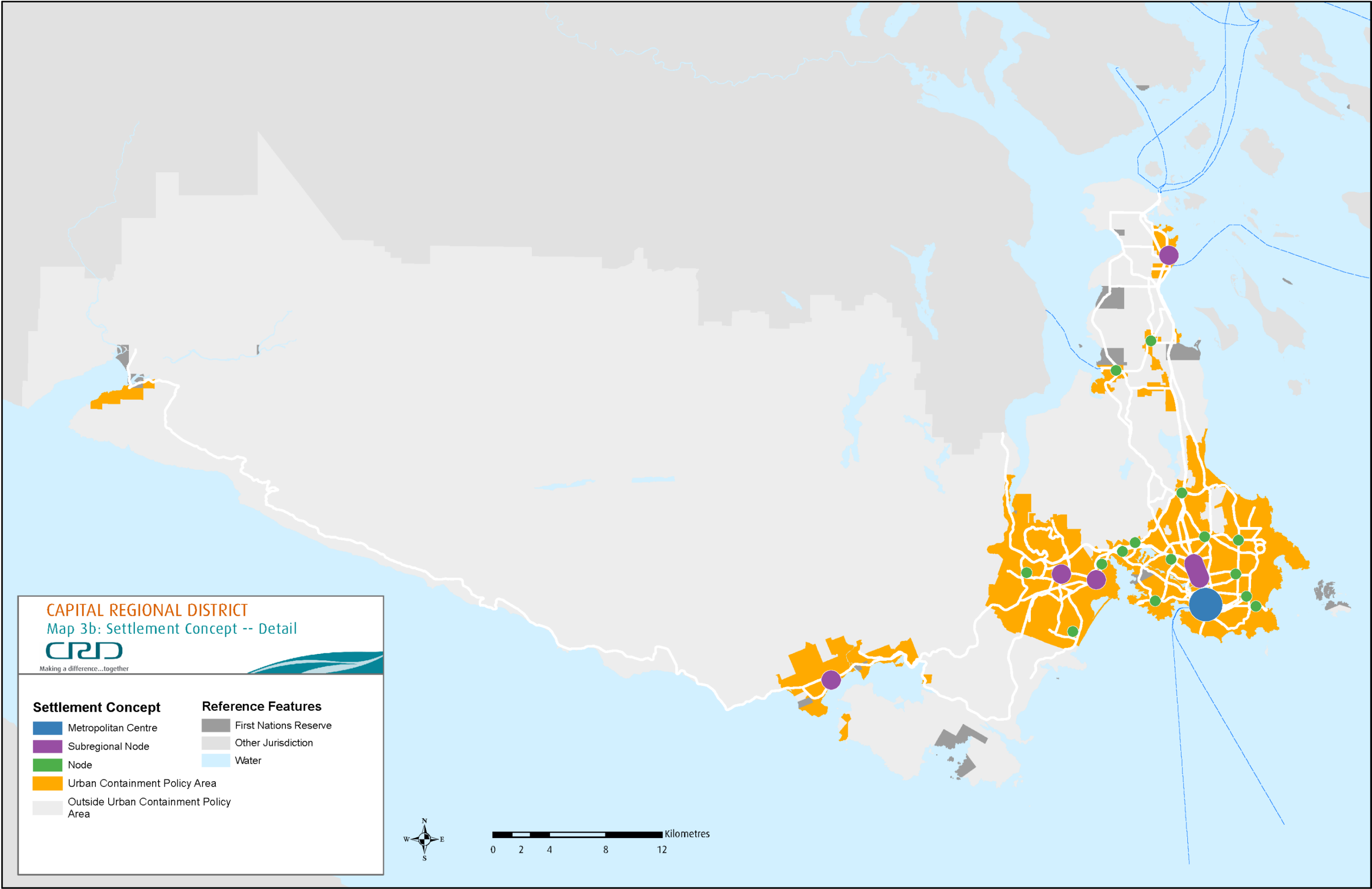
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MAP 3(A): GROWTH MANAGEMENT CONCEPT PLAN



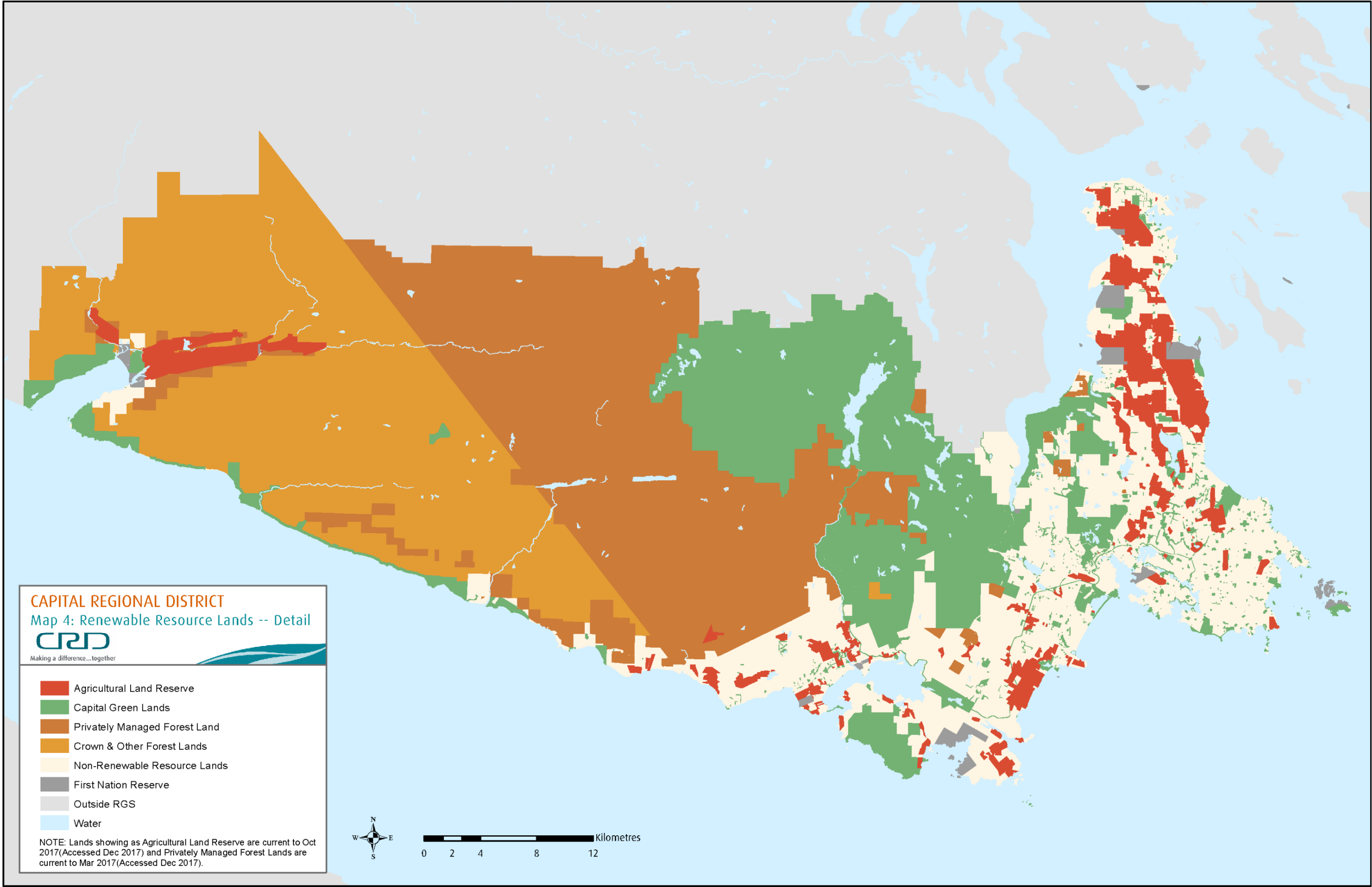
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MAP 3(B): SETTLEMENT CONCEPT – DETAIL



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MAP 4: RENEWABLE RESOURCE LANDS - DETAIL



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Policies

1. Provide for land uses consistent with the Growth Management Concept Plan depicted on Map 3(a) and adopt policies to implement the Growth Management Concept Plan consistent with the land use policy designations described in Objective 1.1.
2. Adopt policies regarding the protection, buffering and long term maintenance of the Urban Containment Policy Area Boundary.
3. Permit amendment to the Urban Containment Policy Area designation generally, only as an outcome of a comprehensive 5-year review of the Regional Growth Strategy, recognizing that municipal councils and the Capital Regional District Board are free to initiate at any time amendments to official community plans and the regional growth strategy they deem necessary, through statutory processes established in the *Local Government Act*.
4. Maintain Victoria as the primary regional employment, business and cultural centre.
5. Enhance or develop major employment and population centres in areas that meet criteria, as set out in Objective 3.1, for complete communities.
6. Encourage planned growth in the nodes shown on Map 3(b) and described in Objective 1.1 and plan for transportation infrastructure to align. It is recognized that the location of the nodes is conceptual and that municipal conformance may vary. Local planning decisions relating to nodes will not require a Regional Growth Strategy amendment.

1.2 Protect the Integrity of Rural Communities

Keeping urban settlement compact will help protect the character and quality of rural communities, ensure that they remain strongly rooted in the agricultural and resource land base, and allow the rural countryside and natural landscape to remain a durable fact of life in the Capital Region. The protection of rural communities starts with clearly defining and distinguishing between urban and rural areas. The Regional Growth Strategy does this by designating for long term protection as Capital Green Lands and Renewable Resource Lands those natural assets including parks, ecological reserves, forests, farmland and watersheds that make up the region's green infrastructure and contribute to the regional economy. The designation of an Urban Containment Policy Area reinforces the protection of Capital Green Lands, Renewable Resource Lands and Rural/Rural Residential Policy Areas and has the further benefit of supporting the long-term effort to keep urban settlement compact.

Rural and rural-residential communities offer a choice of rural lifestyles and outdoor recreation opportunities that complement the surrounding working landscapes and preserve ecological diversity. New development in the Rural/Rural Residential Policy Area is not intended to exceed 5% of the region's new dwelling units. Policy 1.1 protects rural communities by requiring that local municipalities and the Juan de Fuca Electoral Area provide for land uses consistent with the Growth Management Concept Plan and adopt policies that would prevent lands designated as Rural/Rural Residential from becoming future urban areas. Strengthening the character and quality of rural communities can be achieved by planning for development in accordance with the principles set out below.

Principles

- I. Maintain working landscapes including agriculture, forestry and outdoor recreation activities that contribute to the region's economy;
- II. Avoid the creation of future urban areas through development patterns that complement rural form, density and character;
- III. Minimize impacts to the natural environment and surrounding working landscapes; and,
- IV. Accommodate a slow to moderate rate of growth, contributing to no more than 5% of the region's new residential units.

Policies

1. Plan for development in the Rural/Rural Residential Policy Area depicted on Map 3(a) in a manner that is consistent with the principles set out in Objective 1.2.

2. Environment and Infrastructure

2.1 Protect, Conserve and Manage Ecosystem Health

The Capital Region has a rich inheritance of natural lands and waters of great beauty and biophysical diversity. Residents of the Capital Region enjoy a healthy environment where environmental quality is improved and the inheritance of renewable and non-renewable natural resources is carefully stewarded. Many of the region's terrestrial, fresh water and marine environments – its green and blue spaces – are of provincial, national and international significance.² The system of green and blue spaces that make up the region's natural environment spans a diverse range of ecosystems and land uses and requires integrated, collaborative and co-operative management of land and water resources. The Regional Growth Strategy aims to protect the landscape character, ecological heritage and biodiversity of the Capital Region by protecting, conserving and managing lands according to the principles set out below.

Principles

- I. Waste discharges of all types should not exceed the assimilative capacity of the natural environment (including land, air and water);
- II. Depletion rates for natural resources should not exceed the regenerative capacity of the ecosystems that produce them;
- III. Consumption of scarce renewable and non-renewable resources should be minimized through conservation, efficiency and application of technology and reduce, reuse and recycle practices;
- IV. Benefits derived from healthy ecosystems should be recognized and integrated into land use management and service delivery decisions; and,
- V. Decision-making should give first priority to options that maintain ecosystem and population health and support the ongoing ability of natural systems to sustain life.

Parkland acquisition protects lands for conservation and recreation by establishing a connected system of natural areas. Central to this system is the protection of a sea to sea green/blue belt running from Saanich Inlet south to Juan de Fuca Strait, and the development of an integrated system of parks and trails linking urban areas to rural green space areas. By applying these principles, it will be possible to improve human health,

² The Regional Green/Blue Spaces Strategy was a foundational document for the development of the 2003 Regional Growth Strategy. The Strategy has been superseded by subsequent planning initiatives such as the Regional Parks Strategic Plan, the Integrated Watershed Management Program Plan, the Regional Parks Land Acquisition Strategy and park management plans for the Sooke Hills Wilderness and Sea to Sea Regional Parks.

reduce negative impacts on the natural environment and mitigate and adapt to the impacts of climate change.

Policies

1. Ensure the long-term protection of Capital Green Lands depicted on Map 3(a). Recognizing the varied ecological and recreational contexts of the Capital Green Lands, this could include municipal policies and CRD electoral area policies for buffering and land use transition between Capital Green Lands and adjacent settled areas (i.e., lands within the Rural/Rural Residential Land Use Policy Area as well as the Urban Containment Policy Area), as well as policies aimed at enhancing, restoring or naturalizing Capital Green Lands. Notwithstanding the above, local governments will retain the ability to dispose of or rezone parklands.
2. Municipalities will identify regionally significant parks through their Regional Context Statements. The Juan de Fuca Electoral Area will identify regionally significant parks in Official Community Plans.
3. Prioritize community and regional park land acquisition, public and private land stewardship programs and regional trail network construction that contributes to completion of the sea to sea green/blue belt running from Saanich Inlet south to Juan de Fuca Strait.
4. Identify, protect, enhance and restore healthy ecosystems using tools that may consist of policies, regulations, development permit area guidelines, incentives, initiatives and education and outreach delivered at the local level consistent with the principles set out in Objective 2.1.
5. Protect the ecological integrity of watersheds and marine areas through collaborative initiatives consistent with the principles set out in Objective 2.1.
6. Manage surface water, drainage and groundwater in non-catchment watersheds throughout the region using an integrated watershed planning approach consistent with the principles set out in Objective 2.1.
7. Plan for the long term strategic resource needs in the Capital Region – including food (paying specific attention to local food production), energy, water, and aggregate materials consistent with the principles set out in Objectives 2.1 and 7.1. Plans will consider long term demand, security of supply and potential impacts of factors such as long term climate change, fossil fuel depletion and water reclamation where feasible, and make policy and program recommendations to ensure that future needs are successfully anticipated and met.

2.2 Manage Regional Infrastructure Services Sustainably

Regional infrastructure services include drinking water, liquid and solid waste. These services must be efficiently and cost-effectively managed for the long-term in order to accommodate the anticipated population increase.

The Sooke reservoir, managed and operated by the CRD, is the drinking water supply for the Capital Region. The CRD provides treated bulk water to multiple distribution systems around the region. The distribution systems differ by municipality and require ongoing cooperation for the planning and management of the service. Private wells and community water systems supply water to many residents in rural areas.

The Hartland Landfill provides solid waste disposal services for the Capital Region. The CRD sees waste as a commodity and seeks the highest and best use for these resources by applying the 5R hierarchy of Reduce, Reuse, Recycle, Resource Recovery and Residual Management. This includes a focus towards zero waste in our landfill, recycling programs, organics diversion, landfill gas capture and emerging opportunities.

The Saanich Peninsula Wastewater Treatment Plant provides secondary wastewater treatment to residents in the Saanich Peninsula. At the time of writing the Regional Growth Strategy, implementation of the Wastewater Treatment Project is underway. The project will provide tertiary wastewater treatment for residents of the core area municipalities, Colwood and Langford, and the Esquimalt and Songhees Nations. Private septic fields treat liquid waste for residents in rural areas.

Infrastructure services may be impacted not only by an increased demand for the service as the population grows, but also by the form, pattern and location of new development. Servicing new development with limited or low density, which adds fewer new users per unit length of water or sewer pipe than the system average, would generally be more expensive than in denser areas. The costs of operating and maintaining this infrastructure over its lifecycle require consideration beyond the one-time capital investment. Keeping urban settlement compact will help create the densities needed to create efficient infrastructure services. It is also necessary to acknowledge and plan for the effects of a changing climate on regional infrastructure.

Managing regional infrastructure services according to the principles below and as outlined in Objective 2.1 will help minimize social, environmental and financial costs of providing regional infrastructure.

Principles

- I. Promote settlement patterns that are cost-effective and efficient to service;
- II. Consider the current and future costs of infrastructure design, construction, maintenance and operation when considering whether to provide for new services or extend existing services;
- III. Minimize negative financial impacts to those currently serviced (impacts to consider system life cycle costs); and,
- IV. Avoid negatively impacting the long-term availability of the service for existing development and planned growth within the Urban Containment Policy Area boundary, recognizing the impacts of climate change.

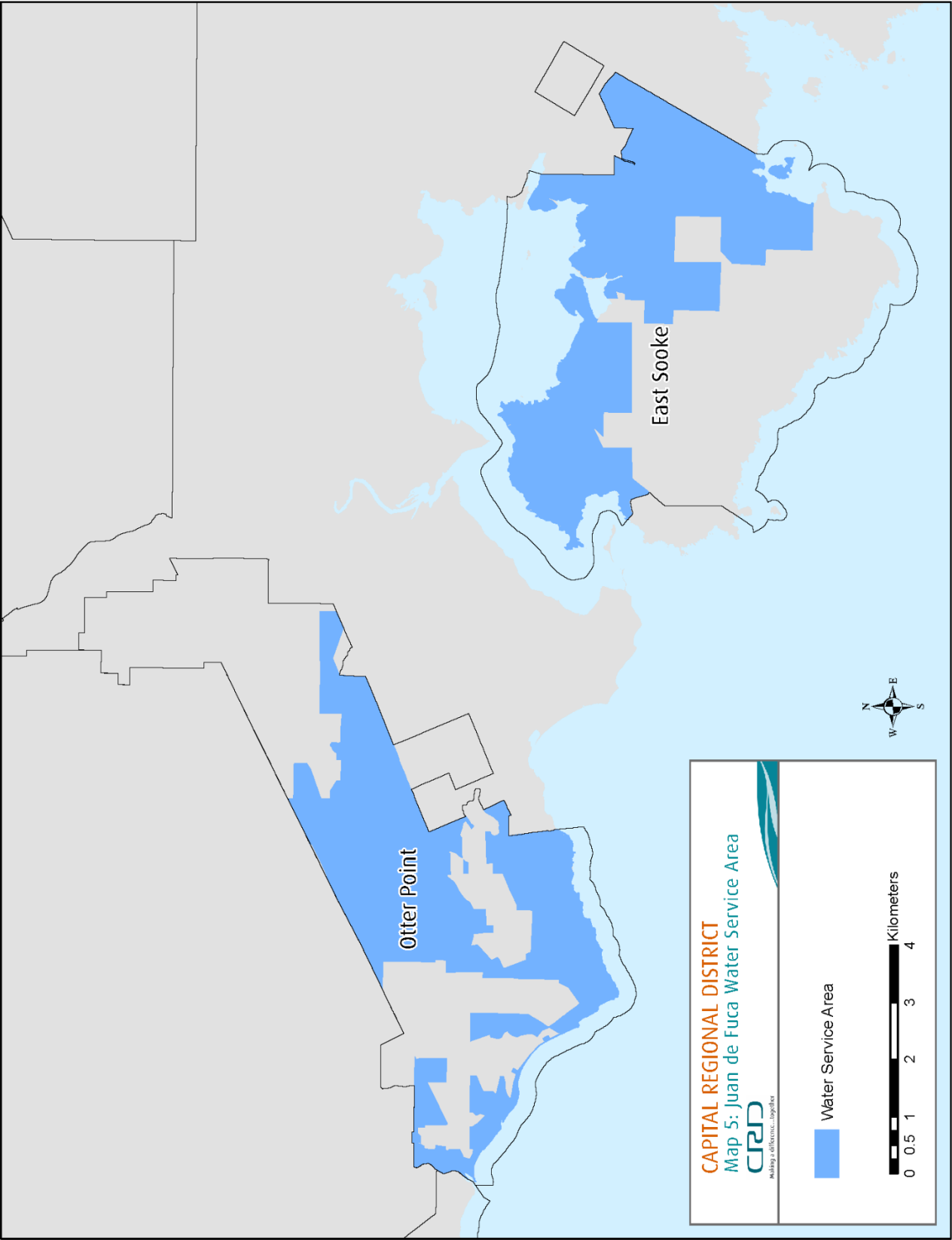
Policies

1. Manage infrastructure services, including water supply and distribution, in accordance with the principles set out in Objectives 2.1 (Protect, Conserve and Manage Ecosystem Health) and 2.2 (Manage Regional Infrastructure Services Sustainably). Before approving a new water service bylaw, the full CRD Board must review the request for the new bylaw as it relates to the Regional Growth Strategy and deem the new bylaw consistent with the Regional Growth Strategy. This review is to include a detailed analysis of costs and cost recovery implications, including implications related to parcel taxes, fees, charges and grants, and subject to the principles as noted above. Full costs of water service extensions will be borne by new users. Lifecycle costs of water service extensions will be borne to the maximum extent possible by new users.
2. Provide new water system services (public or private) only to areas where Official Community Plans contain strong growth management provisions and where:
 - a. For a municipality, the areas to be serviced are shown on Map 3(a) as either Urban Containment Policy Area or Rural/Rural Residential Policy Area and the area to be serviced is consistent with Official Community Plan servicing provisions and an accepted Regional Context Statement identifies the population to be serviced and how growth in water demand will be addressed.
 - b. For the Juan de Fuca Electoral Area outside the Urban Containment Policy Area, the areas to be serviced are limited to East Sooke and Otter Point as shown on Map 5 as within a Water Service Area, with total development of existing and new units in East Sooke and Otter Point not exceeding 3384 units. The applicable Official Community Plan must identify the population to be serviced and how growth in water demand will be addressed.
 - c. For the Juan de Fuca Electoral Area inside the Urban Containment Policy Area, the area to be serviced is shown on Map 3(a) as Urban Containment Policy Area

and the area to be serviced is consistent with Official Community Plan servicing provisions and the applicable Official Community Plan identifies the population to be serviced and how growth in water demand will be addressed.

3. Notwithstanding policy 2.2(2), the CRD may extend water service if required to address a pressing public health, public safety or environmental issue relating to *existing* units.
4. Notwithstanding policy 2.2(2), the CRD may extend water service to service agriculture. Where water service is extended to service agriculture, water service may be provided to residential units along the serviced line on lands within the Agricultural Land Reserve as long as an OCP is in place that prevents further subdivision or an increase in permitted residential density.
5. Do not further extend urban sewer services outside the Urban Containment Policy Area Boundary depicted on Map 3(a).
6. Notwithstanding policies 2.2(2) and 2.2(4), evaluate requests for services from jurisdictions outside of Capital Regional District membership with a view towards supporting mutually beneficial relationships and fostering development consistent with all RGS objectives and policies.

MAP 5: JUAN DE FUCA WATER SERVICE AREA



3. Housing and Community

3.1 Create Safe and Complete Communities

The Regional Growth Strategy supports the development of complete communities within the Urban Containment Policy Area that enable residents to undertake a wider range of daily activities closer to home. It does this by supporting the development of communities that offer a variety of housing types and tenures in proximity to places of work, schools, shopping, recreation, parks and green space. Complete communities provide a better balance and distribution of jobs and housing, a wider choice of affordable housing types, a better distribution of public services and more opportunity to walk, cycle, and use public transit conveniently. Complete communities, are safe, socially diverse, openly accessible, livable and attract economic investment, thereby enhancing social sustainability and health and well-being.

The characteristics of a complete community are highly dependent on context. In some locations, the addition of employment opportunities or commercial services may be required while in others it may be the provision of a greater mix of housing types. In still others, the development of a park, footpaths or cycling facilities may help create a complete community. The criteria for a complete community within the Urban Containment Policy Area are listed below. Outside the Urban Containment Policy Area, the notion of what makes a community complete may be yet different and the criteria set out for complete communities does not apply to the Rural/Rural Residential Policy Area.

Complete Communities Criteria

- I. Multiple modes can be used to move to, from and within the community;
- II. Places of work, shopping, learning, recreation and parks and green space can be easily accessed by a ten minute walk or a fifteen minute bike ride;
- III. A range of housing types and tenures across the housing spectrum is available for people through all stages of their lives; and,
- IV. The community is demographically diverse, with a mix of people of all ages, incomes and abilities.

Lands vulnerable to natural hazards risks may be located throughout the Growth Management Planning Area. Risks may limit or eliminate development.

Policies

1. Identify locations within the Urban Containment Policy Area that support the wellbeing of residents, consistent with the Complete Communities Criteria outlined in Objective 3.1, and adopt policies to direct growth to these locations.
2. Create complete communities consistent with the criteria in Objective 3.1 by adopting policies, developing regulations or pursuing strategies focusing on matters such as densification, mix of uses, diverse housing types and tenures and multi-modal transportation.
3. Avoid locating new development in the Growth Management Planning Area in areas with high seismic hazard associated with ground-motion amplification, liquefaction, slope instability or in areas prone to flooding, or incorporate appropriate engineering and planning measures to mitigate risk.
4. Design, manage and construct climate change-adaptive and risk-adaptive infrastructure and utilities in the Growth Management Planning Area.

3.2 Improve Housing Affordability

Maintaining a broad range of affordable housing types and forms is necessary for individual quality of life, community health, and economic competitiveness. Central to affordability is the provision of housing along a broad spectrum that acknowledges different market and non-market tenures, ranging from shelters to social housing, assisted and market rental to home ownership.

Growth management may have mixed results for housing affordability. In urban areas, increased residential densities and an expanded stock of attached housing may enhance affordability by expanding choice and by reducing the need to rely on travel by car to reach services. In rural areas, mobile homes, secondary suites and detached accessory suites may provide more affordable housing.

Growth management measures could have the effect of limiting the supply of new lands for the urban housing market, thereby putting upward pressure on housing prices, particularly for single detached homes. The provision of affordable housing to accommodate the anticipated population increase is the responsibility of many stakeholders including the Capital Regional District, local and senior levels of government, industry and the not-for-profit sector.

The Capital Region Housing Corporation will continue to provide affordable housing to meet the needs associated with anticipated population growth, recognizing that implementation relies on funding and partnerships with other stakeholders. In addition to the provision of affordable housing, the Regional Housing Affordability Strategy has been developed to support all residents of the Capital Region – especially low and moderate-income households, the elderly, youth, those with special health and other needs, and the homeless – to have reasonable choice of housing by type, tenure, price and location. Five approaches to housing affordability underlie the Regional Housing Affordability Strategy.

Approaches to Housing Affordability

- I. Work across the housing spectrum when identifying the current and anticipated future issues concerning market and non-market housing affordability for no, low and middle income and special needs households;
- II. Analyze the extent of present issues and forecast future problems;
- III. Focus on developing practical policies, and gaining commitments to action to address identified needs and problems in the short, medium and long term across the Capital Region;
- IV. Involve the broader community in the development of the strategy and its recommended solutions; and,
- V. Act as a catalyst for activities to improve housing affordability in the Capital Region.

Policies

1. Provide for an adequate, accessible and diverse supply of affordable housing across the housing spectrum.

4. Transportation

4.1 Improve Multi-Modal Connectivity and Mobility

The Regional Growth Strategy supports the development of a balanced and sustainable transportation system providing residents with reasonable and affordable transportation choices that enhance overall regional quality of life. Increasing congestion and travel delays and desires for a more effective, connected, sustainable and multi-modal transportation system are of central concern to regional residents. The majority of transportation movements in the region cross municipal boundaries. Although some transportation issues can be addressed at the local level, resolution of most transportation challenges will require collaborative, multi-jurisdictional, region-wide action.

To improve multi-modal connectivity and mobility, the Regional Growth Strategy relies on two related initiatives. First, the coordination of land use and transportation so that the majority of regional residents do not have to rely solely on travel by automobile to meet their daily needs. The Regional Growth Strategy's aim to keep urban settlement compact and build complete communities (Objectives 1.1 and 3.1) will tend to increase average urban densities and put people and their activities (homes, jobs, services) closer together. Creating communities where housing is close to activities will enhance opportunities for using walking, cycling, and public transit to meet daily needs.

Secondly, transportation choice will be enhanced with the planning, development and implementation of the Regional Multi-Modal Network identified in the Regional Transportation Plan. The Regional Transportation Plan provides actions and outcomes to develop an effective inter-municipal arterial road network that provides travel choices and supports smart growth and livable, complete communities. Implementing the Regional Multi-Modal Network is the responsibility of many actors, including the Capital Regional District, local and senior levels of government and BC Transit. Seven principles guide the Regional Transportation Plan and support the multi-modal and connected approach to transportation across the region.

Principles

- I. Take a coordinated and engaged approach to transportation and land use planning;
- II. Prioritize strategic investments that serve regional mobility needs;
- III. Reduce greenhouse gas emissions and prepare for climate change;
- IV. Integrate transportation and land use planning;
- V. Capitalize on the potential for alternatives to driving alone;
- VI. Enhance the role for public transit; and,
- VII. Maximize efficiency of existing transportation corridors for multiple modes.

Policies

1. Implement the Regional Transportation Plan in accordance with the principles outlined in Objective 4.1.
2. Locate growth and major trip-generating uses where such can be efficiently serviced by transit and active transportation.
3. Prioritize transit and active modes in community planning and in the design and implementation of infrastructure, facilities and programs.
4. Advocate for improved public transit to major employment centres, complete communities and transportation hubs in the region.

5. Economic Development

5.1 Realize the Region's Economic Potential

For residents of the Capital Region, economic prosperity is a foundation of high regional quality of life. Economic sustainability means the production and distribution of wealth to meet present and future generations' needs for goods and services in ways that ensure the long-term promotion of a satisfying and high quality of life for all residents. A sustainable economy is one that exhibits diverse and viable economic opportunities and is resilient and responsive to changing circumstances. Further characteristics of a sustainable economy are the involvement of a broad range of parties and interests in economic decision-making and contribution to the achievement of environmental and social sustainability.

The Capital Region already has a highly diversified economy. Current strengths include the internationally significant tourism industry, agri-tourism, colleges and universities, provincial capital services and functions, major national defense headquarters and facilities, a growing high technology sector, health services, small business, environmental consulting, retirement services, the film industry and a natural environment and livable communities that attract others to live here. These advantages notwithstanding, significant regional growth management and quality of life considerations remain un-addressed.

Economic Development Considerations

- I. Finding ways to achieve a minimum jobs/population ratio of:
 - i. 0.60 in the Core Area
 - ii. 0.53 in the Saanich Peninsula
 - iii. 0.36 in the West Shore;
- II. Finding ways to work collaboratively on regional economic development considerations, including cooperation with First Nations;
- III. Finding ways to expand and diversify the economy of formerly resource-dependent communities in Sooke and the Juan de Fuca Electoral Area, such as through low-impact recreation and tourism;
- IV. Finding ways to ensure the long term, affordable supply of strategic economic resources such as water, aggregate and energy;
- V. Finding ways to increase economic activity in forestry and agriculture including high-value and specialized agriculture and value-added forestry;
- VI. Finding ways to address the shortage of designated space-extensive industrial/business land in the region in locations consistent with overall goals regarding community completeness, transportation balance, and a network of major centres within an urban containment boundary;

- VII. Finding ways to enhance established employment centres;
- VIII. Finding ways to integrate high-value, clean industry and business in complete communities;
- IX. Finding ways to attract, develop and maintain a highly skilled workforce; and,
- X. Finding ways to reduce poverty in the Capital Region.

Policies

1. Collaboratively build on the region's economic, environmental and quality of life advantages to position the region as a highly desirable location for investing in existing and new businesses, working to address the economic development considerations identified in Objective 5.1.
2. Provide for land development patterns that maintain an adequate supply of employment land, industrial land, transportation infrastructure and services to support a diverse regional economy.
3. Prioritize the attraction of new businesses and investment that will support climate action, while supporting the retention and growth of existing businesses and economic activities in the region.
4. Ensure the long-term protection of Renewable Resource Lands depicted on Maps 3(a) and 4. This could include policies aimed at buffering and land use transition between Renewable Resource Lands and settled areas (i.e., lands within the Rural/Rural Residential Land Use Policy Area as well as the Urban Containment Policy Area), and policies that support farming within the Agricultural Land Reserve, and forestry, silviculture, forestry-related industrial uses and low-impact tourism within the Private Managed Forest Land and Crown and other forest lands.

6. Food Systems

6.1 Foster a Resilient Food and Agriculture System

Food and agriculture are part of a food system which includes planting, irrigation, harvesting, processing, distribution, preparation and marketing and consumption, in addition to food waste management and soil betterments.

A viable and resilient local food and agriculture system is important to the Capital Regional District's health, sustainability, security and visual/cultural identity.

Changes in climate, energy costs and water availability will impact agricultural production and will draw greater attention to regional food system resiliency.

The widespread impact of food and agriculture and the nature of the challenges likely to be faced in coming years make food and agriculture a matter of regional interest. Challenges include loss of farmland, lack of farm profitability and financial sustainability, increasing average age of farmers, increasing food prices, limited (72 hour) supply of fresh food in an emergency, food wastage, need to revitalize indigenous food systems, lack of knowledge of how to grow and prepare healthy food, increasing rates of food insecure people and increasing rates of diet-related chronic disease. Regional alignment will strengthen the food and agricultural sector.

The Regional Food and Agriculture Strategy recommends actions to create a viable, healthy and resilient food system. Regional Growth Strategy policies are intended to work in tandem with the Regional Food and Agriculture Strategy to guide future decisions.

Achieving a healthy, viable and resilient local food and agriculture system will require adherence to the following related principles:

Principles

- I. Support First Nations food interests and rights;
- II. Protect and enhance the region's food and farmlands;
- III. Avoid urban/agricultural land use conflict; mitigate where avoidance is not possible;
- IV. Enhance local food security;
- V. Expand food system economic opportunities;
- VI. Encourage food system education and agri-tourism; and,
- VII. Foster resiliency in the face of an unpredictable climate, increased pest resistance, and declining, increasingly expensive water and energy supplies.

Policies

1. Implement initiatives in accordance with the principles outlined in Objective 6.1, based on voluntary participation of local governments in any new services.
2. Enable food production, processing and distribution that will foster a place-based food economy that increases local food security.
3. Support food waste management that is environmentally sustainable, benefits the regional economy and improves residents' connections to rural and agricultural landscapes.
4. Monitor the status of agricultural land, including the amount of actively farmed land, with the objective of promoting agricultural viability and food production.

7. Climate Action

7.1 Significantly Reduce Community-Based Greenhouse Gas Emissions

The Regional Growth Strategy supports the reduction of community-based greenhouse gas emissions to address the effects of a changing climate. In the Capital Region, community greenhouse gas emissions come from the transportation system, the heating, cooling and energizing of buildings, waste, energy production, the production of goods and agriculture.³

The Capital Regional District and local governments have long-standing commitments to make decisions, target investments and build capacity for reducing the use of fossil fuels and expanding the clean energy economy. Further, the Regional Growth Strategy's aim to keep urban settlement compact, protect, conserve and manage ecosystem health, build safe and complete communities, increase transportation choice, strengthen the regional economy and foster a resilient regional food and agriculture system will support the low-carbon built form that is the foundation for reducing energy demand.

Reducing community greenhouse gas emissions requires action on many fronts and is the responsibility of many actors including the Capital Regional District, local and senior levels of government, industry, institutions, businesses and residents. It requires coordinated, consistently applied action focusing on people, land use, transportation, infrastructure and technology. Achieving community greenhouse gas reduction targets means following six related principles.

Principles

- I. Create a low-carbon built form to reduce energy demand;
- II. Increase energy efficiency and recovery from retrofits and new development;
- III. Promote energy efficiency and the use of renewable, clean energy to reduce reliance on fossil fuels;
- IV. Protect and assess the carbon sequestration and ecosystem values of natural systems, including forested lands, agricultural lands and wetlands;
- V. Be resilient to climate change impacts, including climate-related natural hazards; and,
- VI. Promote adaptation principles of managed retreat, avoid, accommodate and protect.

³ Source: Community Energy and Emissions Inventory (CEEI). Province of BC.

Policies

1. Prioritize investment that will provide for a low-carbon built form that supports efficient energy use, the provision of clean and renewable district energy, active transportation modes, transit service, and low/zero emissions vehicles.
2. Design, manage, fund and operate programs, services and infrastructure to reduce greenhouse gas emissions to mitigate and adapt to climate change in keeping with the principles outlined in Objective 7.1.
3. Strategically acquire protected areas that contribute to climate change mitigation.

Implementation Measures

The Capital Regional District Board, working in partnership with local municipalities, the Province, the Federal Government and others, will undertake the following implementation measures to realize the vision, objectives and policies of the Regional Growth Strategy:

- I-1(a) Maintain a collaborative regional strategic planning program directed to work towards achievement of the long term objectives of the Regional Growth Strategy.
- I-1(b) At least once every five years, consider whether the Regional Growth Strategy should be reviewed for possible revision and amendment.
- I-2(a) Monitor, evaluate and annually report on trends and progress towards achievement of Regional Growth Strategy vision and objectives.
- I-2(b) Ensure that actions are appropriate to achieve integration between the objectives and targets.
- I-3(a) Prepare a Climate Action Strategy to support the implementation of community-based greenhouse gas reduction initiatives.
- I-3(b) Support local governments and the Juan de Fuca Electoral Area through regional capacity building, education and projects that reduce greenhouse gas emissions.
- I-4(a) Work to reach agreement with local municipalities on Regional Context Statements within two years of the adoption of the Regional Growth Strategy. Regional Context Statements, adopted within the applicable Official Community Plan, set out how each municipality will address Regional Growth Strategy objectives and policies.
- I-4(b) Adopt Official Community Plans in the Juan de Fuca Electoral Area that are consistent with the Regional Growth Strategy. The Official Community Plans will identify how they are consistent with the objectives and policies of the Regional Growth Strategy.
- I-5 Establish a mechanism to ensure that the vision, goals and objectives of the Regional Growth Strategy cascade to Capital Regional District plans, bylaws, services, funding applications and spending.

- I-6 Coordinate the review and update of regional planning documents to inform future updates to the Regional Growth Strategy and guide CRD action on housing, transportation, regional district services, parks and natural areas and economic development. Documents may include, but are not limited to:
- Housing Affordability Strategy⁴
 - Regional Transportation Plan
 - Pedestrian and Cycling Master Plan
 - Liquid Waste Management Plan
 - Integrated Watershed Management Plan
 - Solid Waste and Resource Management Plan
 - Regional Parks Strategic Plan
 - Food and Agriculture Strategy
 - Climate Action Strategy
 - Population, Dwelling Unit and Employment Projections⁵
- I-7 Implement the Regional Growth Strategy without prejudice to any aboriginal rights or title that may currently exist, or be defined further through treaty or other processes. The Board will do this with the full recognition that Capital Region First Nations have asserted within their traditional territories, aboriginal rights and title and treaty rights currently undergoing formal definition through the modern treaty and other processes. The Board recognizes that First Nations Councils are neighbouring governments in the Capital Region, with a shared interest in managing long term development to enhance regional quality of life.
- I-8 Coordinate with the Cowichan Valley Regional District and the Islands Trust to ensure that long term planning and development policies and initiatives in those jurisdictions are compatible with the vision and objectives of the Capital Region's Regional Growth Strategy.
- I-9 The Capital Regional District will work with the Province, agencies such as the Vancouver Island Health Authority and BC Transit, and the federal government to coordinate implementation of the Regional Growth Strategy while respecting the authority of each jurisdiction.

⁴ At the time of writing, the Housing Affordability Strategy is under development.

⁵ Population, dwelling unit and employment projections presented in Table 1 based on the 2011 Census data will be updated using the most recent census data at the time of the first update to the 2018 Regional Growth Strategy.

TABLE 2: 2038 TARGETS BY PRIORITY AREA AND OBJECTIVE

PRIORITY AREA	OBJECTIVE	TARGETS BY 2038
1) Managing and Balancing Growth	1.1 Keep Urban Settlement Compact	<ul style="list-style-type: none"> Accommodate a minimum of 95% of the region's new dwelling units within the Urban Containment Policy Area.
	1.2 Protect the Integrity of Rural Communities	
2) Environment and Infrastructure	2.1 Protect, Conserve and Manage Ecosystem Health	<ul style="list-style-type: none"> Acquire 100% of the sea-to-sea green/blue belt. Complete 100% of the Regional Trail Network. Reduce contaminants to fresh and marine water bodies.
	2.2 Deliver Services Consistent with RGS Objectives	<ul style="list-style-type: none"> Prepare long-term capital plans for Capital Regional District utilities and major infrastructure improvements that take into consideration the conservation of land, water and energy resources and the impacts of climate change and natural hazards.
3) Housing and Community	3.1 Create Safe and Complete Communities	<ul style="list-style-type: none"> Municipal targets for the number of people living in complete communities to be identified by municipalities in Regional Context Statements.
	3.2 Improve Housing Affordability	<ul style="list-style-type: none"> Increase the supply of more affordable housing. Reduce the number of people in core housing need. Reduce the number of people who are homeless.⁶
4) Transportation	4.1 Improve Multi-Modal Connectivity and Mobility	<ul style="list-style-type: none"> Achieve a transportation system that sees 42% of all trips made by walking, cycling, transit.
5) Economic Development	5.1 Realize the Region's Economic Potential	<ul style="list-style-type: none"> Achieve a jobs/population ratio of: <ul style="list-style-type: none"> – 0.60 in Core Area – 0.53 in Saanich Peninsula – 0.36 in West Shore

(Continued on next page)

⁶ Numeric targets will be identified in an updated Regional Housing Affordability Strategy. At the time of writing, the targets in the approved Regional Housing Affordability Strategy are inconsistent with the legislated timeline of the Regional Growth Strategy.

PRIORITY AREA	OBJECTIVE	TARGETS BY 2038
6) Food Systems	6.1 Foster a Resilient Food and Agriculture System	<ul style="list-style-type: none"> • Increase the amount of land in crop production for food by 5,000 ha to enhance local food security. • Municipal targets to increase the amount of land in crop production for food and to encourage agricultural land to be identified by municipalities in Regional Context Statements.
7) Climate Action	7.1 Significantly reduce community-based greenhouse gas emissions	<ul style="list-style-type: none"> • Reduce community greenhouse gas emissions by 33% (from 2007 levels) by 2020, and by 61% by 2038.

Appendix A: Community Profiles

Spanning coastal, forest and agricultural landscapes, communities in the capital region range from seaside towns to rural farms, to suburban and downtown neighbourhoods. This diversity is our strength. Residents can access a variety of lifestyles thanks to the commitments of municipalities and the Juan de Fuca Electoral Area to protect and perpetuate our natural environments and to foster shared regional amenities and resources. This is made possible by our communities working together as a region, creating a whole that is greater than the sum of its parts.

The Regional Growth Strategy champions a collaborative approach to realizing our vision and objectives. It supports decision-making that takes a regional perspective while valuing the community characteristics of the 13 local municipalities and the Juan de Fuca Electoral Area.

Community profiles/vision statements are described below.

Central Saanich

The community of Central Saanich, including the Tsartlip and Tsawout First Nations, spans the centre of the Peninsula. The municipality includes the greatest concentration of agricultural production in the region, along with light industrial land, residential areas with rural and suburban character, and compact village centres. In order to maintain rural character and protect the function of natural ecosystems, slow and managed growth is accepted within defined urban settlement areas and outside of rural and agricultural lands. The intensification of high quality knowledge-based and light industrial business and industrial growth is encouraged in the Keating Industrial Area.

Colwood

Colwood will become a more urban community while retaining its exceptional heritage resources and natural areas. Colwood Corners is transformed into an attractive, welcoming town centre. Royal Bay, Olympic View and Colwood Corners have expanded as complete communities. Hatley Park Estate is the home of Royal Roads University and features extensive public open space.

Esquimalt

Esquimalt's high quality parks and recreation facilities along with its walkability are valuable community assets. Through infrastructure investment and redevelopment, Esquimalt Road will transition into a vibrant, urban environment. It is Esquimalt's intention to strengthen its commercial/retail sector to service the expanding needs of the community and to market our central location to businesses and high-tech industries. The Esquimalt graving dock and CFB/BFC Esquimalt are an important contributor to the regional economy.

Highlands

The Highlands will continue to preserve large areas of natural green space protecting elements of the regional ecosystem and providing outdoor recreational opportunities for CRD residents and visitors. Lands retained in a natural state preserve diversity of plant and animal life. Development remains primarily residential on rural acreages or large lots, with no role as an area for urban development.

Juan de Fuca Electoral Area

The Juan de Fuca Electoral Area comprises approximately 151,189 hectares or about 61% of the CRD land area. It contains significant provincial, regional and locally controlled parks and trail systems, ecological reserves and the CRD Water Supply area. The Rural Resource Lands comprise approximately 132,000 ha or 83% of land in the Juan de Fuca Electoral Area and is primarily Crown Forest or Private Managed Forest Land. These lands are preserved for renewable resource working landscapes, and provide for natural green space and outdoor recreational and eco-tourism opportunities for residents and visitors to the Capital Region. Port Renfrew, a tourism and forestry based community provides for small-lot tourism-oriented urban development. Five small community areas, East Sooke, Otter Point, Malahat, Shirley/Jordan River and Willis Point maintain the rural character while providing rural residential choices.

Langford

The City of Langford has a cohesive town centre with pedestrian areas, commercial districts, and convenient vehicle access, providing a central community focus and an enhanced regional role. An open space system made up of treed areas, lakes and streams links and defines neighbourhoods.

Metchosin

Metchosin is a community of rural character with a choice of rural lifestyles. The vibrant and locally-supported agricultural industry continues to thrive and diversify with a range of products and organic crops. Our natural areas, shorelines, sensitive ecosystems and biodiversity are valued, preserved and protected. There is an expanded system of local and regional parks and natural open spaces linked with multi-use trails, along with improved access to shoreline areas, allowing increased recreational opportunities and fostering active healthy lifestyles. Metchosin village continues to be the community hub and primary commercial centre for local businesses and retailers, with some limited room for expansion. Metchosin's rural character is an integral component of, and valued contributor to the broader complete regional community.

North Saanich

Situated at the northerly tip of the Saanich Peninsula approximately 27 kilometres north of downtown Victoria, the District of North Saanich is a collection of coastal focused neighbourhoods which surround agricultural lands. The community's long term development plans are based on the desire of residents to retain rural character and safeguard environmental qualities. The District's policies reflect a strong commitment to preserve the agricultural land base and agricultural activities in the municipality.

Oak Bay

Oak Bay continues to be a green, landscaped, quiet residential community with a mix of housing types and neighbourhood commercial centres with a special emphasis on heritage preservation. Oak Bay village is a strong shopping area and the historical, cultural, community and business core of the municipality. Public access to waterfront amenities including clean safe beaches is maximized.

Saanich

Environmental integrity is paramount to ensuring social wellbeing and economic vibrancy. Saanich remains a series of community focused neighbourhoods, within an urban containment boundary that clearly separates the urban area from the rural portion of the municipality. This growth framework is based on principles of sustainability and livability. Rural Saanich forms part of the peninsula farm lands. Population increases are managed within the context of the local area planning process, where land use, density and development policies direct growth to "Centres" and "Villages" to build complete communities that encourage diversity of lifestyle, housing, economic and cultural opportunities.

Sidney

Sidney remains the commercial centre for the north Peninsula and the economic competitiveness of Sidney is maintained and enhanced. Commercial/industrial lands are available and there are growing knowledge-based industries. Orientation between the town and the ocean is strong, including enhanced ocean-side amenities.

Sooke

Sooke, located on the Sooke Harbour and Basin, will become a complete, vibrant community with a mix of businesses, affordable housing, services and public open spaces. The highest population densities and commercial growth occur in the Town Centre, serving the growing population base and the surrounding coastal communities. Residential growth will continue within the designated Community Growth Area. Large parcel sizes will maintain the rural ambiance, and limit the development outside the town's core.

Victoria

Victoria is an urban sustainability leader inspiring innovation, pride and progress towards greater ecological integrity, livability, economic vitality, and community resiliency confronting the changes facing society and the planet today and for generations to come, while building on Victoria's strengths as a harbour-centred, historic, capital city that provides exceptional quality of life through a beautiful natural setting, walkable neighbourhoods of unique character, and a thriving Downtown that is the heart of the region.

View Royal

View Royal will have a series of economic centres providing expanded retail, professional financial and convenience services. Single family detached housing will remain the predominant housing form with some provision made for other types of housing. A network of foot and cycle paths will provide neighbourhoods with access to shopping, recreation and natural open space. Natural amenities associated with shorelines, streams, estuaries, hillsides and forested areas will be protected.

Appendix B: Framework for Our Future Guiding Principles

On July 15, 1998 the Capital Regional District Board resolved to adopt the *Framework for Our Future Agreement* to guide the development of a regional growth strategy for the Capital Region. The Framework Agreement provided general guiding principles for the preparation of the Regional Growth Strategy. Twenty years later, in 2018, this framework endures as the foundation of the Regional Growth Strategy.

1. The Capital Region's Growth Management Strategy is based on four fundamental principles:

Sustainability: actions to meet our needs today do not compromise the ability of future generations to meet their needs, and ensure the ongoing healthy functioning of the natural systems that sustain life.

Appropriateness: actions are appropriate to the aspirations and local conditions of the Capital Region, and do not simply reflect the uncritical application of ideas developed for other places and situations.

Continuity: the strategy will build on work that has already been undertaken by the Capital Regional District and its member municipalities, and will consider the thoughts and ideas contributed by individual residents and community associations.

Cooperation, Collaboration and Coordination: the Capital Regional District, local municipalities, provincial ministries and agencies, and regional residents will work together to develop and implement the strategy. First Nations, the Islands Trust, and the Cowichan Valley Regional District are neighbouring governments and will be invited to participate.

2. In addition, the development and evaluation of alternative solutions will pay due regard to the following 14 provincial goals set out in the *Local Government Act*:
 - a. Avoid urban sprawl;
 - b. Minimize automobile use and encourage walking, cycling and efficient public transit;
 - c. Move goods and people efficiently, making effective use of transportation and utility corridors;
 - d. Protect environmentally sensitive areas;
 - e. Maintain a secure and productive resource base, including the agricultural land reserve;

- f. Encourage economic development that supports the unique character of communities;
- g. Reduce and prevent air, land and water pollution;
- h. Ensure adequate, affordable and appropriate housing;
- i. Ensure adequate inventories of suitable land and resources for future settlement;
- j. Protect the quality and quantity of ground and surface water;
- k. Minimize the risks to settlement associated with natural hazards;
- l. Preserve, create and link urban and rural open space including parks and recreation areas;
- m. Plan for energy supply and promote efficient use, conservation and alternative sources of energy; and,
- n. Ensure good stewardship of land, sites and structures with cultural heritage value.

Appendix C: The Regional Green/Blue Spaces Vision

The Green/Blue Spaces Strategy set out a comprehensive, long-term strategy for maintaining, conserving, rehabilitating and restoring green/blue spaces on public and private lands in the region, including areas with ecological, aesthetic, renewable resource, outdoor recreation and greenways values. The Board adopted the Green/Blue Spaces vision on November 26, 1997 as a guide for the preparation of the 2003 Regional Growth Strategy. This vision – Our Essential Nature – formed part of the *Framework for Our Future Agreement* adopted by the Board on July 15, 1998 to guide the development of the Regional Growth Strategy. The Regional Green/Blue Spaces Strategy has been superseded by subsequent planning initiatives such as the Regional Parks Strategic Plan, the Integrated Watershed Management Program Plan, the Regional Parks Land Acquisition Strategy and park management plans for the Sooke Hills Wilderness and Sea to Sea Regional Parks.

“

There are times when we just want to roam the Gowlland Range and listen to the sound of air stirred up by eagles' wings. Or stroll the Swan Lake boardwalk and watch a family of proud ducklings parade past our feet.

Then there are days when splashing about with our children in the cool, clean waters of Thetis Lake is the only thing worth doing. Or maybe it's kicking up the warm, soft sand of Willows Beach.

Perhaps it's walking along the Colquitz Creek that makes our world come alive. Or taking a second, reflective look at a rare old Douglas-fir on the grounds of Royal Roads.

Whether it is the pastoral splendour of the Saanich Peninsula Farmlands, or the stark and wild beauty of the Juan de Fuca coastline, our ability to appreciate nature begins with whatever captivates our senses. It then expands to values we feel deeply but rarely capture in words.

All of us who live in the Capital Regional District cherish the natural environment that is so essential to our quality of life, and we are determined that it never be compromised.

So although we already enjoy a diverse network of protected areas that stretches from the southern Gulf Islands to Port Renfrew, we cannot be complacent. As the region's population continues to grow, we must ensure

that the stewardship of the natural environment remains integral to all forms of urban, suburban and rural development.

But we don't protect nature just so we can hike, relax and contemplate. We must also safeguard endangered species and sensitive ecosystems such as Garry Oak meadows and stands of old growth Douglas-fir. And we need to give Pacific salmon a fighting chance to return to urban streams.

To that end we envision the development of a regional green/blue space system that will protect and maintain the full range and diversity of the natural environment that surrounds us, including significant green spaces, the marine environment, wetlands, fish and wildlife habitat, and unique ecosystems.

We are also committed to protecting and maintaining the last remnants of ecosystems that flourished here before the time of Captain Cook, and to restore natural systems we have altered.

This is neither a park plan nor a policy document, but a vision of cooperative stewardship that integrates the contributions of citizens, landowners, businesses, communities, and all levels of government. It is a vision of sustaining the essential nature of our region, of continually creating and protecting a livable and healthy community – and passing on that legacy to future generations. ””

The objectives of the Regional Green/Blue Spaces Strategy were to:

- Conserve rare, threatened or endangered ecosystems and species in the Capital Regional District;
- Maintain biological diversity by protecting and enhancing a variety of habitats;
- Conserve ecologically valuable areas in large, diverse, contiguous units and connect them with greenways;
- Maintain the character and diversity of green/blue spaces in the Capital Regional District;
- Enhance and restore areas that could have green/blue space values;
- Develop a comprehensive set of priorities for the conservation of green/blue spaces in the Capital Regional District;
- Educate people about the value of protecting green/blue spaces in the Capital Regional District; and,
- Foster partnerships for the conservation and stewardship of green/blue spaces.

Appendix D: Glossary

Agricultural Land Agricultural land (farm land) is comprised of areas that support the growing, producing, raising or keeping of animals and plants allowed by British Columbia's various Acts and Regulations. This refers to land designated as agricultural land under the *Agricultural Land Commission Act* or by municipal or regional governments within land use bylaws. The definition also includes land assessed as farm land.

Attached housing Any form of housing where more than two individual dwellings are structurally attached including townhouses, apartments regardless of tenure, stacked townhouses and the like.

Capital Green Lands Policy Area See Land Use Designation definition on page 12.

Climate Change A change of climate which is attributed directly or indirectly to human activity.⁷

Complete Community Multiple-use urban community that contains within its boundaries the full range of facilities and activities necessary to meet typical household needs for employment, shopping, personal services, recreation, housing, education and other goods and services.

Core Municipalities The Capital Region sub-region that includes the municipalities of Victoria, Esquimalt, Oak Bay, Saanich and View Royal.

Density A measure of the intensity of occupancy and use of the land, generally described in terms of persons per hectare, or dwelling units per hectare, or a ratio of the built floor area of a structure to the area of the lot it occupies.

Framework For Our Future Agreement An agreement approved by the Capital Regional District Board on July 15, 1998 that set out the scope, overall vision, priority areas and guiding principles for the preparation of the Regional Growth Strategy.

Food Security A multi-faceted condition which ensures that community residents have access to safe, affordable, culturally acceptable, nutritionally adequate diet through a system that maximizes community self-reliance, environmental sustainability and social justice.

Greenhouse Gas (GHG) Gases in the earth's atmosphere that absorb and re-emit infrared radiation. These gases occur through both natural and human-influenced processes. GHG emitted through human activities include carbon dioxide (CO₂), nitrous oxide (N₂O),

⁷ Based on the United Nations Framework Convention on Climate Change definition.

methane (CH₄), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), and sulphur hexafluoride (SF₆).

Growth management Implementation of government regulations that control the type, location, quality, scale, rate, sequence or timing of development. More generally, the whole range of policies designed to control, guide or mitigate the effects of growth. By attempting to guide growth rather than react to its effects, communities engaged in growth management assume a proactive stance in ensuring that the very qualities that attract growth are not destroyed for existing residents and future generations.

Healthy ecosystems Terrestrial, riparian and shoreline areas with high ecological value that support habitat and biodiversity, support rare, threatened or endangered plant and animal species and contribute to the continued functioning of natural processes such as groundwater infiltration, water purification, air filtration, carbon sequestration and soil nutrient management. Healthy ecosystems could be on developed, partly developed or undeveloped public and private spaces.

Housing affordability Generally describes a condition in which housing costs consume no more than 30% of gross household income (unless by choice); including taxes and insurance (for owners) and utilities (for owners and renters). Applies to both market and non-market (subsidized) dwellings.

Infrastructure The physical capital and associated services considered basic and necessary to the functioning of the built environment. These include such things as: sanitary sewers, treatment plants, and water pipelines and distribution/collection systems; roads, signals, sidewalks and other components of the transportation system including transit vehicles, ferries and airports; solid waste management facilities including transfer stations and landfills; and, energy supply and distribution systems including hydroelectric and natural gas transmission and distribution systems. More generally, infrastructure can refer to other tangible public and private assets necessary to support the development of a modern urban settlement, such as hospitals, schools and recreation facilities. In some cases, preserved green space and natural areas including forests, wetlands, and stream corridors have been described as a “green infrastructure”, essential to the vitality of healthy human communities.

Mixed-use Land use regulations that permit a variety of different uses and activities either on one legal parcel or within one defined land use zone. The classic example of a mixed use district is a historical downtown core that contains a wide range of residential, business, service, institutional, cultural, recreational and industrial uses within a relatively small area; in many cases, a wide range of different uses within individual buildings or on single sites.

Official Community Plan (OCP) Under Section 471 of the *Local Government Act*, a general statement of the broad objectives and policies of the local government respecting the form

and character of existing and proposed land use and servicing requirements in the area covered by the plan.

Peninsula The sub-region of the Capital Regional District including the municipalities of Central Saanich, Sidney, and North Saanich.

Regional Context Statement Under Section 446 of the *Local Government Act*, a statement, accepted by the regional district board, included in a municipal official community plan within two years of the adoption of the Regional Growth Strategy, that explains the relationship between the official community plan and the Regional Growth Strategy.

Regional Growth Strategy (RGS) Under Part 13 of the *Local Government Act*, a regional agreement (including a vision, goals, policies and actions) that commits affected municipalities and regional districts to a course of action to meet common social, economic and environmental objectives. It is initiated and adopted by a regional district and referred to all affected local governments for acceptance.

Regional Multi-Modal Network The interconnected transportation corridors defined in the Regional Transportation Plan. The multi-modal network provides for connectivity across modes (walking, cycling, transit and driving) and describes the backbone of the region's transportation system. The corridors that comprise the network are prioritized based on expected demand for two or more transportation modes.

Renewable Resource Lands Policy Area See Land Use Designation definition on page 12.

Rural / Rural Residential Policy Area See Land Use Designation definition on page 13.

Sea to Sea Green/Blue Belt A band of watersheds running between Saanich Inlet and Sooke Basin that includes major parks and Capital Regional District Water lands.

Target A desired level of performance set for a specific situation in a plan or program. The time horizon for all targets is 2038.

Urban Containment Policy Area See Land Use Designation definition on pages 12-13.

Urban Containment Policy Area Boundary The area contained within a regulatory boundary (an urban containment boundary) marking the limit between a defined urban growth and servicing area and other areas such as rural and resource areas, where urban growth is discouraged.

Walkable In urban design, a community is walkable when it is scaled, dimensioned and provided with facilities and a mix of uses and activities that make walking an easy, convenient way to get around. A general rule of thumb is that most people will not walk much more than 10 to 15 minutes to shop or reach services such as libraries and schools.

To meet this standard, a walkable community would have a shopping and service centre no more than 400–600 metres from most residences, with a sidewalk and street environment scaled to be interesting and inviting to people on foot.

West Shore The sub-region of the Capital Regional District that includes the municipalities of Colwood, Langford, Metchosin, Highlands, Sooke, and the Juan de Fuca Electoral Area.

2018 Regional Growth Strategy

Bylaw No. 4017

Referral for Municipal Acceptance



Purpose

- To refer (CRD Bylaw No.4017) 2018 Regional Growth Strategy to Council for acceptance or rejection as part of a 60-day formal referral process.
- 2018 RGS reflects outcomes from a recent non-binding mediation process.
- Bylaw No. 4017 proposes to repeal the 2003 RGS and approve the 2018 RGS.
- Acceptance of the 2018 RGS is required by all CRD municipalities before it can be adopted.



Background

- January 2017 – Council motion to accept 2016 RGS as part of a formal referral process.
- RGS not accepted by all CRD municipalities therefore subject to non-binding dispute resolution (mediation) process.
- Mediation process occurred between June to December 2017 and included participation from City of Victoria – all issues resolved with mutual agreement from all participants.
- January 2018 – Endorsement of 2018 RGS by CRD Board and direction to undertake 60 day formal referral process.



Key Changes and Alignment with OCP

Refinement to RGS policies as they relate to:

- Growth management;
 - Terminology;
 - Mapping;
 - Water servicing;
 - Climate action;
 - Food systems; and
 - Transportation
-
- 2018 RGS continues to align with objectives and policies of OCP.



Decision on Formal Referral

- Requires **acceptance** from **all** CRD municipalities before adoption.
- Council must either “**accept**” or “**reject**” the proposed bylaw within 60 days of receiving formal notice (March 15, 2018 deadline) – process does not allow for general comments.
- If a municipality rejects the bylaw, the municipality must specify which provision(s) they reject and the reason(s).
- Council is restricted to only considering those provisions that were revised through the mediation process
- In the event of a rejection, the Province will initiate a **binding** dispute resolution process to reach acceptance by the municipality.



Recommendation

That Council advise the Capital Regional District (CRD) Board that the City of Victoria accepts CRD Bylaw No. 4017 to enact the 2018 *Regional Growth Strategy* for the Capital Region.





Committee of the Whole Report For the Meeting of February 15, 2018

To: Committee of the Whole **Date:** January 24, 2018
From: Chris Coates, City Clerk
Subject: Governance – Amendments to the Council Procedures Bylaw and Request to Address Council Policy

RECOMMENDATION

That Council direct staff to bring forward amendments to the *Council Procedures Bylaw* and *Request to Address Council Policy* to implement amendments approved in September 2016 and to include further Council Procedures Bylaw amendments to:

1. Increase electronic participation from the current maximum of two members to four members.
2. Provide further options for indicating voting preference during electronic participation.
3. Remove the 24 hour public posting requirement for new bylaws.
4. Change the Request to Address Council sections to reflect current practices of late registration and five minute speaking time for all speakers.
5. Include consent agenda provisions for Committee of the Whole and Council Meetings.
6. Permit debate on motions to postpone to a certain time.
7. Enable combining multiple bylaw readings in one motion.
8. Clarify the Notice of Motion section of the agenda to reflect the practice that notice of motions at a Council meeting are given consideration by Council at the next Council meeting, and re-name the Notice of Motion section of the Committee of the Whole agenda to "Council Member Motions".

EXECUTIVE SUMMARY

Council has made a number of governance related changes during the last two years. There have been authorized changes approved dating back to 2016.

On September 22, 2016, Council received a report on a six month review of recent governance changes and gave direction on a number of amendments to the *Council Procedures Bylaw* and to develop policy regarding agencies presenting at Committee of the Whole. As well as empowering the Mayor to maintain decorum and respect for human rights during meetings.

Bylaws of this nature have a statutory public notice requirement, and while the direction approved in September 2016 established some changes, they were relatively minor in nature. Staff undertook a further review of the Bylaw based on evolving practices and experience with the current bylaw provisions.

As a result of this review, staff suggest the following additional items for Council's consideration:

- Increasing electronic participation from the current maximum of two members.
- Modernizing options for indicating voting preference during electronic participation.
- Removing the 24 hour posting requirement for new bylaws.
- Housekeeping changes to the Request to Address Council sections of the agenda to reflect current practices.
- Adding consent agenda provisions to the Procedures Bylaw.
- Introducing the opportunity to debate motions to postpone to a certain time.
- Housekeeping amendment to enable combining multiple bylaw readings in one motion.
- Clarification of the Notice of Motions process at Council and Committee of the Whole Meetings.

Council's business practices change for reasons of transparency, efficiency, and technological advances. Modernizing business practices can save time and create an environment for more effective decision making. Council may consider the changes proposed in this report to be part of the continuous improvement process for the City.

PURPOSE

The purpose of this report is to implement changes to the *Council Procedures Bylaw* previously authorized by Council and to provide further analysis of additional recommended changes.

BACKGROUND

On September 22, 2016, Council received a report on a six month review of governance and process changes and passed the following motion:

1. Confirm the ongoing use of Committee of the Whole as Council's Committee system.
2. Confirm the use of weekly closed Council meetings if necessary, at the conclusion of Committee of the Whole and direct staff to amend and advertise the change to Council's meeting schedule for the remainder of 2016.
3. Direct staff to bring forward amendments to the *Council Procedure Bylaw* to establish a presentations section for Committee of the Whole and a procedure to cancel scheduled meetings if necessary.
4. Direct staff to develop for Council's consideration an External Agency Participation Policy for Council meetings and a policy for partner agencies and intergovernmental business at committee meetings.

THAT Council direct staff to bring forward an amendment to the Council Bylaw to introduce a new sub-section 16(6), modeled on the following language: "The Mayor is empowered to maintain decorum and respect for human rights in the Council Chamber during an address under this section."

AND THAT the existing sub-sections 16(6) and 16(7) be renumbered 16(7) and 16(8).

Since then through the conduct of meetings over the past two years, staff have identified a number of other potential amendments to the *Council Procedures Bylaw*, for Council's consideration.

ISSUES & ANALYSIS

1. Electronic Participation by Council Members

a) Number of Electronic Participants

Current bylaw provisions permit a maximum of two members of Council to participate electronically. Experience over the past year has resulted in circumstances where more than two members have wished to participate electronically. This resulted in a determination by lot as to who would be able participate given the cap. For practical reasons electronic participation should be possible provided a quorum of Council is physically present at the meeting. In situations where this occurs, the bylaw could be amended to permit up to four members to participate electronically. In the event of technical difficulties a quorum being present would still enable the meeting to carry on but an increase from two to four electronic participants would maximize the ability for all members to participate should that be required.

b) How to Indicate a Vote

Current bylaw requirements indicate members participating electronically indicate their vote with an audible statement "Aye" or "Nay". Technological advances will soon enable skype participation where visual signals may also be given and seen by participants in the meeting. As a matter of housekeeping the bylaw could be amended to provide additional ways to record votes for or against by members participating electronically.

2. Addressing Council

The City has two policies covering addressing Council, the *Request to Address Council Policy* is attached as Appendix B and the *Public Hearing Speaking Policy* attached as Appendix C.

Council has amended the Addressing Council Policy to create a five minute time for all speakers addressing Council. Where the current bylaw provisions provide that late registrants are only permitted three minutes. Current practices also include registration essentially up to the beginning of the meeting itself and the bylaw does not reflect this practice. The bylaw could be amended to establish five minutes for all request to address Council speakers and reflect the current practice of allowing registrations up to the time the meeting starts.

Staff have not undertaken a broad review of these policies in the context of this report as there has been no Council direction to do so. However, a further analysis could be undertaken on the speaking to Council policies to address such items as speaking times and frequency. Council may also wish to consider any stipulations that may reduce meeting duration given the frequency with which extending meeting times past 11:00 p.m. occurs.

3. Consent Agenda

During Committee of the Whole meetings, Council regularly exercises the practice of a consent agenda where items are proposed by Council members and with unanimous approval Council passes the motion proposed on each item with one omnibus motion. This is an efficient practice especially considering consent agenda items at Committee of the Whole still require a further vote in a Council meeting. Council could extend the consent agenda to Council meetings should there be an interest to do so. Creating the authority for that of course does not mean that it has to be exercised.

4. Postponement Motions

Frequently Council considers motions to postpone to a certain time. These motions are, under the current Procedures Bylaw, not debateable. There are a number of instances where Council members express their intent, most collegially, that they are considering such a motion but do not propose it specifically so as not to cut off debate. Council may wish to change tack on these types of motions by changing the bylaw to permit debate of motions to postpone to a certain time.

5. Reading of Bylaws

Practice regarding the reading of bylaws has changed in the last 12 months where, with the consent of Council, a bylaw may be receive up to three readings with a single motion to read the bylaw for a first, second, and third time. This is a practice designed for efficiency. While not expressly identified in the *Council Procedures Bylaw* it is common practice among many local governments to use this method. The *Council Procedures Bylaw* could be amended to clearly establish this practice.

6. Notice of Motions and Council Member Motions

A notice of motion typically gives other members notice, at a Council meeting, that the member intends to make a motion for Council to consider at a subsequent meeting. The current bylaw requires only 24 hours notice of a motion, in writing, which is somewhat inconsistent with what a Notice of Motion is in practice. Current practice creates a distinction between Committee of the Whole and Council meetings whereby at Committee a Council member motion can be proposed and discussed at the same meeting. Council members have agreed to a different approach at a Council meeting where the decision is final. That process is the conventional notice at one meeting, that a motion will be proposed at a subsequent (typically the next) meeting. The *Council Procedures Bylaw* could be amended to incorporate the current practices for these including re-naming the Notice of Motion section for Committee to "Council Member Motions".

Accessibility Impact Statement

The *Council Procedures Bylaw* governs processes specific to members of Council and Committees. Enhancing electronic participation opportunities for Council would enable greater participation for persons with access limitations.

2015 – 2018 Strategic Plan

The recommendations in this report are consistent with Strategic Priority Objective 1 Innovate and Lead by creating a made for Victoria meeting structure with informative guidelines outlining the processes, respecting effective practices, and looking ahead to enable to continue to strive for improvement.

Impacts to Financial Plan

Work contemplated in this report can be accommodated with existing resources and technology.

CONCLUSIONS

The suggested amendments in this report along with Council's previous direction highlight the framework and evolving practices that enable thoughtful consideration, respectful debate, and


increased efficiencies in a clear and transparent manner to manage the numerous and complex issues that come before Council.

Respectfully submitted,



Chris Coates
City Clerk

Report accepted and recommended by the City Manager:


Date: Feb 8, 2018

List of Attachments

Appendix A – Council Procedures Bylaw

Appendix B – Request to Address Council Policy

Appendix C – Public Hearing Speaking Policy

Appendix A

NO. 16-011

COUNCIL PROCEDURES BYLAW

A BYLAW OF THE CITY OF VICTORIA

The purpose of this Bylaw is to establish the general procedures to be followed by Council and Council committees in conducting their business.

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Under its statutory powers, including sections 95 and 122 to 145 of the *Community Charter*, the Council of the Corporation of the City of Victoria, in an open meeting assembled, enacts the following provisions:

PART 1 – INTRODUCTION

Title

- 1 This Bylaw may be cited as the “Council Procedures Bylaw.”

Definitions

- 2 In this Bylaw:

“City”

means the City of Victoria;

“City Hall”

means Victoria City Hall located at #1 Centennial Square, Victoria, British Columbia;

“COTW”

means Committee of the Whole Council;

"Corporate Administrator"

means the corporate officer whose powers, duties, and functions are set out under section 148 of the *Community Charter*;

"Council"

means the Council of the Corporation of the City of Victoria

"mayor"

means the mayor of the City;

"members of the public"

does not include a member of Council or an officer or employee of the City;

"motion"

includes a resolution;

"Public Notice Posting Places" means

- (a) the public notice board at City Hall, and
- (b) the Council Chamber at City Hall;

"special Council meeting"

means a Council meeting other than a regular Council meeting or an adjourned Council meeting

PART 2 – MAYOR AND MEMBERS OF COUNCIL

Mayor is member of Council

3 The mayor is a member of Council for the purposes of this Bylaw.

Acting mayor

- 4 (1) In accordance with section 130 of the *Community Charter*, Council must appoint a member responsible for acting in the place of the mayor when the mayor is
- (a) absent or otherwise unable to act, or
 - (b) when the office of mayor is vacant.
- (2) During the absence of the mayor, the member appointed under subsection (1) has the same powers and duties as the mayor in relation to the applicable matter.

- (3) Council must establish a schedule for the appointment of members to fill the office of acting mayor on a rotating basis.
- (4) If the office of the mayor becomes vacant, the members next in succession on the schedule will serve as acting mayor to the Acting Mayor appointed under subsection (1).

Appointments to the Capital Regional District Board of Directors

- 5 (1) Council must appoint the following by resolution as the City's municipal directors on the Board of the Capital Regional District:
 - (a) the mayor;
 - (b) the three persons, elected as councillors at the general local election, who receive the most votes for the position of municipal director.
- (2) Council must appoint the following by resolution as the City's alternate municipal directors on the Board of the Capital Regional District:
 - (a) as first alternate, the person elected as councillor at the general local election who received the fourth most votes for the position of municipal director;
 - (b) as second alternate, the person elected as councillor at the general local election who received the fifth most votes for the position of municipal director;
 - (c) as third alternate, the person elected as councillor at the general local election who received the sixth most votes for the position of municipal director;
 - (d) as fourth alternate, the person elected as councillor at the general local election who received the seventh most votes for the position of municipal director.
- (3) In the event that it is not possible to appoint a sufficient number of alternate municipal directors pursuant to subsection (2), Council may appoint any of the elected councillors as alternate municipal directors, with preference given to councillors who receive the highest numbers of votes in the general local election.

PART 3 – COUNCIL MEETINGS

Location of meetings

- 6 All Council meetings must take place within City Hall except when Council resolves to hold a meeting elsewhere.

Schedule and public notice of meetings

- 7
- (1) Regular Council meetings must begin at 6:30 p.m.
 - (2) At least 48 hours before a regular Council meeting, the Corporate Administrator must give advance public notice of the date, time, and place of that meeting by
 - (a) posting the agenda at the public notice board at City Hall,
 - (b) delivering copies of the agenda to each of the members of Council, and
 - (c) leaving copies of the agenda at a public counter at City Hall for the purpose of making the agenda available to members of the public.
 - (3) Council must establish and the Corporate Administrator must make available to the public a schedule of the date, time and place of regular Council meetings.
 - (4) The Corporate Administrator must give notice of the availability of the schedule, referred to under subsection (3), at least once a year in accordance with sections 94 and 127 of the *Community Charter*.

Inaugural meeting

- 8
- Following a general local election, the Inaugural Council Meeting must be held on the first Thursday in November.

Electronic participation by members

- 9
- (1) For the purposes of this section, electronic participation in a meeting means participation by use of telephone communications or by Voice Over Internet Protocol (VOIP) that
 - (a) enable the meeting's participants to hear and speak with each other, and
 - (b) enable the public to hear the participation of Council members during that part of the meeting that is open to the public.
 - (2) Up to 2 members of Council may participate electronically in a Council meeting if
 - (a) at least 72 hours before the meeting those members notified the Corporate Administrator of their intended absence, and
 - (b) a majority of the members of Council are physically present at the meeting.
 - (3) If more than 2 members wish to participate electronically in a meeting, the 2 that may do so must be chosen by lot conducted by the Corporate Administrator.
 - (4) There is no limit to the number of times a member may participate electronically.

- (5) As soon as possible before a meeting at which a member has requested to participate electronically, the Corporate Administrator must send to that member the meeting's agenda package and late agenda items, by way of courier or electronic or facsimile transmission.
- (6) Only a member who is physically present may preside at a meeting at which there is electronic participation.
- (7) A member is not permitted to participate electronically in a meeting if that member does not join the meeting within 15 minutes of its scheduled starting time.
- (8) The telecommunications and shipping costs arising from a member who is participating electronically are borne by the City.
- (9) A meeting at which there is electronic participation must not include any of the following public hearings:
 - (a) hearings to which section 890 of the *Local Government Act* applies;
 - (b) hearings for heritage conservation matters under Part 27 of the *Local Government Act*.
- (10) Written material at a meeting at which there is electronic participation, if that material is presented to the meeting without being included in either the agenda package or late agenda items sent to the members participating electronically, must be audibly read into the record.
- (11) A member, who is participating electronically in the voting on a matter, must vote by audibly stating "aye" or "nay".
- (12) If there is an interruption in the communications' link to a member who is participating electronically, the other Council members may
 - (a) decide on a short recess until it is determined whether or not the link can be re-established, or
 - (b) continue the meeting and treat the interruption in the same manner as if a member who is physically present leaves the meeting room.

Application of rules of procedure

- 10 In cases not provided for under this Bylaw, Robert's Rules of Order Newly Revised, 11th edition, 2011, apply to the proceedings of Council to the extent that those Rules are
 - (a) applicable in the circumstances, and
 - (b) not inconsistent with provisions of this Bylaw or the *Community Charter*.

Minutes of meetings

- 11 Minutes of the proceedings of Council must be
- (a) legibly recorded,
 - (b) certified as correct by the Corporate Administrator, and
 - (c) signed by the mayor or other member presiding at the meeting or at the next meeting at which the minutes are adopted.

Calling meeting to order

- 12
- (1) The mayor must call the members of Council to order for a Council meeting as soon after the scheduled time for the meeting as a quorum of Council is present.
 - (2) If a quorum of Council is present but the mayor and acting mayor do not attend within 15 minutes of the scheduled time for a Council meeting
 - (a) the Corporate Administrator must call to order the members present, and
 - (b) the members present must choose a member to preside at the meeting.

Adjourning meeting where no quorum

- 13 If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Corporate Administrator must
- (a) record the names of the members present,
 - (b) record the names of the members absent, and
 - (c) adjourn the meeting until the next scheduled Council meeting.

Voting at meetings

- 14 The following procedures apply to voting at Council meetings:
- (a) when debate on a matter is closed the presiding member must put the matter to a vote of Council members;
 - (b) when the Council is ready to vote, the presiding member must put the matter to a vote by stating
 - (i) "those in favour raise your hands", and then
 - (ii) "those opposed raise your hands";
 - (c) when the presiding member is putting the matter to a vote under paragraphs (a) and (b) a member must not
 - (i) cross or leave the room,

- (ii) make a noise or other disturbance, or
- (iii) interrupt the voting procedure under paragraph (b) unless the interrupting member is raising a point of order;
- (d) after the presiding member finally puts the question to a vote under paragraph (b), a member must not speak to the question or make a motion concerning it;
- (e) the presiding member's decision about whether a question has been finally put is conclusive;
- (f) the presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative.

Order of proceedings and business

- 15 (1) The agenda for all regular Council meetings contains the following matters in the order in which they are listed below:
- (a) Approval of agenda;
 - (b) Reading of minutes;
 - (c) Requests to address Council (maximum 6 requests);
 - (d) Proclamations;
 - (e) Public and statutory hearings (including third reading or adoption of bylaws and approval of permits where applicable after each hearing);
 - (f) Requests to address Council;
 - (g) Unfinished business;
 - (h) Reports of committees;
 - (i) Notice of Motions;
 - (j) Bylaws;
 - (k) Correspondence;
 - (l) New Business;
 - (m) Question Period;
 - (n) Closed meeting, if required;
 - (o) Adjournment.
- (2) Particular business at a regular Council meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.

- (3) Council may proceed with a particular item of business at a regular Council meeting in the absence of the Council member in whose name the item is listed on the agenda only if that member has given written permission for another Council member to proceed with that business.
- (4) Prior to each Council meeting the Corporate Administrator must prepare an agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the agenda.
- (5) The deadline for submissions by the public to the Corporate Administrator of items for inclusion on a Council meeting agenda is 11:00AM on the day before the meeting.
- (6) Council must not consider any matters not listed on the agenda unless introduction of the late item is approved by Council at the time allocated on the agenda for such matters.
- (7) If the Council makes a resolution under subsection (6), information pertaining to late items must be distributed to the members.

Visitors and delegations

- 16 (1) Council may, by resolution, allow an individual or a delegation to address Council on a matter provided a written application on the prescribed form has been received by the Corporate Administrator by 11:00AM on the day before the meeting.
- (2) Each address under subsection (1) must be limited to 5 minutes unless a longer period is agreed to by unanimous vote of those members present.
- (3) Where written application has not been received by the Corporate Administrator as prescribed in subsection (1), an individual or delegation may address the meeting if approved by the unanimous vote of the members present.
- (4) Each address under subsection (3) must be limited to 2 minutes unless a longer period is agreed to by unanimous vote of those members present.
- (5) Council must not take any action on an address under subsection (1) or subsection (3) at the meeting at which the address is made unless the proposed action is approved by unanimous vote of those members present.
- (6) Council must not permit a delegation to address a meeting of the Council regarding
 - (a) a bylaw or a permit in respect of which a public hearing has been held, where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw or the passing of a resolution authorizing the permit, or
 - (b) the promotion of commercial goods or services.

- (7) A person other than Council members and officers and employees of the City is allowed to approach the podium and address the Council during a meeting of the Council only if that person has the presiding member's permission.

Points of order

- 17 (1) In accordance with section 132 of the *Community Charter*, the presiding member at a Council meeting must preserve order and, subject to an appeal to other Council members present, decide points of order that may arise.
- (2) Without limiting the presiding member's duty under subsection (1), the presiding member must apply the correct procedure to a motion
- (a) if the motion is contrary to the rules of procedure in this Bylaw, and
 - (b) whether or not another Council member has raised a point of order in connection with the motion.
- (3) When the presiding member is required to decide a point of order
- (a) the presiding member must cite the applicable rule or authority if requested by another Council member,
 - (b) another member must not question or comment on the rule or authority cited by the presiding member under paragraph (a), and
 - (c) the presiding member may reserve the decision until the next Council meeting.
- (4) If a Council member appeals a decision of the presiding member under subsection (3), the question as to whether the chair is to be sustained must be immediately put by the presiding member and decided without debate.
- (5) In relation to a vote on a motion under subsection (4),
- (a) the mayor or other presiding member must not vote,
 - (b) the motion passes in the affirmative if the votes are equal, and
 - (c) the mayor or other presiding member must be governed by the result.
- (6) If the mayor or presiding member refuses to put the question under subsection (4),
- (a) the Council must immediately appoint another member to preside temporarily,
 - (b) that other member must proceed in accordance with subsection (4), and
 - (c) a motion passed under this subsection is as binding as if passed under subsection (4).

Conduct and debate

- 18
- (1) A Council member may speak to a question or motion at a Council meeting only if that member first addresses the presiding member.
 - (2) Members must address the presiding member by that person's title of mayor, acting mayor, or councillor.
 - (3) Members must address other non-presiding members by the title councillor.
 - (4) If more than one member speaks, the presiding member must call on the member who, in the presiding member's opinion, first spoke.
 - (5) Members who are called to order by the presiding member
 - (a) must immediately stop speaking,
 - (b) may explain their position on the point of order, and
 - (c) may appeal to Council for its decision on the point of order in accordance with section 17.
 - (6) Members speaking at a Council meeting
 - (a) must use respectful language,
 - (b) must speak only in connection with the matter being debated,
 - (c) may speak about a vote of Council only for the purpose of making a resolution or motion that the vote be rescinded, and
 - (d) must adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member and Council in connection with the rules and points of order.
 - (7) If a member does not adhere to subsection (6)(d), Council, by resolution, may order the member to leave the member's seat, and
 - (a) if the member refuses to leave, the presiding member may cause the member to be removed by police from the member's seat, and
 - (b) if the member apologizes to the Council, Council may, by resolution, allow the member to retake the member's seat.
 - (8) A member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.
 - (9) The following rules apply to limit speech on matters being considered at a Council meeting:

- (a) a member may speak more than once in connection with the same question only
 - (i) with the permission of Council, or
 - (ii) if the member is explaining a material part of a previous speech without introducing a new matter;
- (b) a member who has made a substantive motion to the Council may reply to the debate;
- (c) a member who has moved an amendment, the previous question, or an instruction to a committee may not reply to the debate;
- (d) a member may speak to a question, or may speak in reply, for longer than a total time of 15 minutes only with the permission of Council.

Motions generally

- 19 (1) A member of Council must give notice of a motion that is to be introduced at a Council meeting, by depositing a written copy of the motion with the Corporate Administrator at least 24 hours before that meeting.
- (2) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.
- (3) A motion that deals with a matter that is not on the agenda of the Council meeting at which the motion is introduced may be introduced only by leave of Council.
- (4) A Council member may make only the following subsidiary motions when the Council is considering a main question:
 - (a) to lay on the table;
 - (b) to move the previous question;
 - (c) to postpone to a certain time;
 - (d) to refer to committee;
 - (e) to amend;
 - (f) to postpone indefinitely.
- (5) A motion made under subsection (4)(a), (b), (c), or (f) is not amendable or debatable.
- (6) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member.

Motion to commit

- 20 Until it is decided, a motion made at a Council meeting to refer to committee precludes an amendment of the main question.

Motion for the main question

- 21 (1) In this section, "main question", in relation to a matter, means the motion that first brings the matter before Council.
- (2) The following rules apply to a motion for the main question, or for the main question as amended, at a Council meeting:
- (a) if a member of Council moves to put the main question, or the main question as amended, to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question;
 - (b) if the motion for the main question, or for the main question as amended, is decided in the negative, the Council may again debate the question, or proceed to other business.

Amendments generally

- 22 (1) A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.
- (2) An amendment may propose removing, substituting for, or adding to the words of an original motion.
- (3) A proposed amendment must be reproduced in writing by the mover if requested by the presiding member.
- (4) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
- (5) An amendment may be amended once only.
- (6) An amendment that has been negated by a vote of Council cannot be proposed again.
- (7) A Council member may propose an amendment to an adopted amendment.
- (8) The presiding member must put the main question and its amendments in the following order for the vote of Council:
- (a) a motion to amend a motion amending the main question;
 - (b) a motion to amend the main question, or an amended motion amending the main question if the vote under paragraph (a) is positive;
 - (c) the main question.

Reconsideration

- 23 (1) A Council member may, at the next Council meeting,
- (a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken, and
 - (b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.
- (2) A Council member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.
- (3) Council must not discuss the main matter referred to in subsection (1) unless a motion to reconsider that matter is adopted in the affirmative.
- (4) A vote to reconsider must not be reconsidered.
- (5) Council may not reconsider a matter that has
- (a) had the assent of the electors,
 - (b) already been reconsidered under this section, or
 - (c) been acted on by an officer, employee, or agent of the City.
- (6) On a reconsideration under this section, Council
- (a) must deal with the matter as soon as convenient, and
 - (b) on that reconsideration, has the same authority it had in its original consideration of the matter, subject to the same conditions that applied to the original consideration.
- (7) If the original decision was the adoption of a bylaw or resolution and that decision is rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.
- (8) A bylaw, resolution, or proceeding that is reaffirmed after reconsideration is valid and has the same effect as it had before reconsideration.

Privilege

- 24 (1) In this section, a matter of privilege refers to any of the following motions:
- (a) fix the time to adjourn;
 - (b) adjourn;
 - (c) recess;
 - (d) raise a question of privilege of Council;

- (e) raise a question of privilege of a member of Council.
- (2) A matter of privilege must be immediately considered when it arises at a Council meeting.
- (3) For the purposes of subsection (2), a matter of privilege listed in subsection (1) has precedence over those matters listed after it.

Appointments to boards and other offices

- 25
- (1) Council may appoint a person to an advisory committee, board or other office only after receiving all nominations for that appointment.
 - (2) Council may appoint a person to an office by resolution unless a Council member calls for a vote by ballot.
 - (3) The following procedures apply to a vote by ballot:
 - (a) the presiding member and the Corporate Administrator must act as scrutineers;
 - (b) the Corporate Administrator must give to each Council member one ballot that contains the Corporate Administrator's written initials and the names of all of the persons nominated;
 - (c) Council members may vote for a person by marking an "x" opposite that person's name on the ballot;
 - (d) those who receive the highest majority of votes from the Council members then present are appointed to the offices for which the vote is taken;
 - (e) if the number of those receiving a majority of votes by ballot is less than the number of offices to be filled,
 - (i) the person receiving the lowest number of votes is removed from succeeding ballots, and
 - (ii) balloting must continue until the number of persons receiving a majority of votes equals the number of offices to be filled.

Council member's requests for information

- 26
- (1) A Council member at any time may request information concerning the City's public business by making the request in writing to the City Manager.
 - (2) The following procedures apply to the obtaining and presenting of information requested under this section:
 - (a) the City Manager must make the best effort possible to obtain the information;

- (b) after obtaining the information, the City Manager must give the request and the information to the mayor;
- (c) the mayor or the presiding member must read the request and the information at the next Council meeting, subject to section 90 of the *Community Charter*;
- (d) during a Council meeting, a Council member must not present an argument, debate, opinion, or fact in connection with the request and information that is read at a Council meeting.

Reports from committees

- 27 (1) Council may take any of the following actions in connection with a recommendation it receives from COTW or a committee:
- (a) agree or disagree with the recommendation;
 - (b) amend the recommendation;
 - (c) refer the recommendation back to COTW or the committee;
 - (d) postpone its consideration of the recommendation.
- (2) Council may discuss the proceedings of a standing committee only after the committee has presented to the Council the committee's report relating to those proceedings.

Adjournment

- 28 (1) A Council meeting may continue after 11:00 p.m. only by an affirmative vote of 2/3 of the Council members present.
- (2) A motion for continuation under subsection (1) must establish a specific time for the adjournment of the Council meeting.
- (3) A motion to adjourn either a Council meeting or the debate at a Council meeting is always in order if that motion has not been preceded at that meeting by the same motion.
- (4) Subsection (3) does not apply to either of the following motions:
- (a) a motion to adjourn to a specific day;
 - (b) a motion that adds an opinion or qualification to a preceding motion to adjourn.
- (5) When adjourning, Council members must not leave their seats until the presiding member leaves.

PART 4 – BYLAWS

Public notice of proposed bylaws

- 29 The Corporate Administrator must ensure that written notice of the name and purpose of a proposed bylaw is publicly posted at the Public Notice Posting Places at least 24 hours before the Council meeting at which the bylaw is intended to be introduced.

Copies of proposed bylaws to Council members

- 30 A proposed bylaw may be introduced at a Council meeting only if section 29 has been satisfied and
- (a) a true copy of it has been delivered to each Council member and the City Manager at least 24 hours before the Council meeting, or
 - (b) all Council members unanimously agree to waive paragraph (a).

Form of bylaws

- 31 A bylaw introduced at a Council meeting must
- (a) be printed,
 - (b) have a distinguishing name,
 - (c) have a distinguishing number,
 - (d) contain an introductory statement of purpose, and
 - (e) be divided into sections.

Bylaws to be considered separately or jointly

- 32 Council must consider a proposed bylaw at a Council meeting either
- (a) separately when directed by the presiding member or requested by another Council member, or
 - (b) jointly with other proposed bylaws in the sequence determined by the presiding member.

Reading and adopting bylaws

- 33 (1) The presiding member of a Council meeting may
- (a) have the Corporate Administrator read a synopsis of each proposed bylaw or group of proposed bylaws, and then
 - (b) request a motion that the proposed bylaw or group of bylaws be read.

- (2) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.
- (3) Subject to subsection (4), each reading of a proposed bylaw must receive the affirmative vote of a majority of members present.
- (4) In accordance with section 882(2) of the *Local Government Act*, each reading of a proposed bylaw that adopts, amends, or repeals an official community plan must receive an affirmative vote of a majority of all Council members.

Bylaws must be signed

- 34 After a bylaw is adopted,
- (a) the presiding member of the Council meeting at which it was adopted must sign it, and
 - (b) the Corporate Administrator must
 - (i) sign it,
 - (ii) place the City's corporate seal on it,
 - (iii) have the dates of its readings and adoption placed on it, and
 - (iv) have it immediately placed in the City's vault.

Bylaw register

- 35 The Corporate Administrator must have copies of all adopted bylaws alphabetically and numerically indexed and available for public inspection during regular business hours in City Hall.

PART 5 - COMMITTEE OF THE WHOLE

Going into Committee of the Whole

- 36 (1) At any time during a Council meeting, Council may by resolution go into COTW.
- (2) In addition to subsection (1), a meeting, other than a statutory, standing or select committee meeting, to which all members of Council are invited to consider but not to decide on matters of the City's business, is a meeting of COTW.

Rising without reporting

- 37 (1) A motion made at COTW to rise without reporting
- (a) is always in order and takes precedence over all other motions,
 - (b) may be debated, and

- (c) may not be addressed more than once by any one member.
- (2) If a motion to rise without reporting is adopted by COTW, the Council meeting must resume and proceed to the next order of business.

Reports

- 38 (1) COTW may consider reports and bylaws only if
 - (a) they are printed and the members each have a copy, or
 - (b) 2/3 of the members present decide without debate that the requirements of paragraph (a) do not apply.
- (2) A motion for COTW to rise and report to Council must be decided without debate.
- (3) The COTW's reports to Council must be presented by the Corporate Administrator for approval by Council prior to giving action to any recommendations from COTW.

Presiding at Committee of the Whole meetings

- 39 (1) The mayor, if present, must preside at COTW meetings.
- (2) In the absence of the mayor, the acting mayor chosen under section 6(4) must preside.
- (3) The presiding member has the same powers and duties as the mayor in relation to the applicable matter.

Schedule for Committee of the Whole meetings

- 40 (1) Regular meetings of COTW must
 - (a) begin at 9:00 a.m. and
 - (b) adjourn at 2:00 p.m., unless a motion for continuation is approved by 2/3 of the members present.
- (2) A motion for continuation under subsection (1)(b) must establish a specific time for the adjournment of the COTW meeting.

Order of proceedings and business at Committee of the Whole meetings

- 41 The order of business at a regular COTW meeting is as follows:
 - (a) Approval of agenda;
 - (b) Consent agenda;
 - (c) Reading of minutes;

- (d) Unfinished business;
- (e) Land use matters;
- (f) Staff reports;
- (g) Notice of Motions;
- (h) New Business;
- (i) Closed meeting, if required;
- (j) Adjournment.

Rules of procedure for Committee of the Whole meetings

- 42 (1) The following rules apply to COTW meetings:
- (a) a motion for adjournment is not allowed during debate of a motion;
 - (b) a member may speak any number of times on the same question;
 - (c) a member must not speak longer than a total of 10 minutes on any one question;
 - (d) votes must be taken by a show of hands if requested by a member;
 - (e) the presiding member must declare the results of voting.
- (2) The rules governing the proceedings of Council established under the following provisions of this Bylaw also apply to the proceedings of COTW:
- (a) section 6 [*Location of meetings*];
 - (b) sections 7(2) to (4) [*Schedule and public notice of meetings*];
 - (c) section 10 [*Application of rules of procedure*];
 - (d) section 11 [*Minutes of meetings*];
 - (e) section 12 [*Calling meeting to order*];
 - (f) section 13 [*Adjourning meeting where no quorum*];
 - (g) section 14 [*Voting at meetings*];
 - (h) section 17 [*Points of order*];
 - (i) section 18(1) to (8) [*Conduct and debate*];
 - (j) section 19 [*Motions generally*];

- (k) section 21 [*Motion for the main question*];
- (l) section 22 [*Amendments generally*];
- (m) section 24 [*Privilege*].

PART 6 – OTHER COMMITTEES

Standing committees

- 43
- (1) The mayor or Council may establish a standing committee and appoint members to the standing committee to deal with matters the mayor or Council considers would be better dealt with by a standing committee.
 - (2) All meetings of a standing committee must be at City Hall.
 - (3) At its first meeting after its appointment a standing committee must establish a regular schedule of meetings.
 - (4) The chair of a standing committee may call a meeting of the committee in addition to the schedule of meetings.
 - (5) The chair of a standing committee must cause a notice of the day and time of a meeting called under subsection (4) to be given to all members of the committee at least 12 hours before the time of the meeting.
 - (6) Standing committees must consider, inquire into, report, and make recommendations to Council about all of the following matters:
 - (a) matters that are contained in the terms of reference of the committee;
 - (b) matters that are assigned by Council;
 - (c) matters that are assigned by the mayor.
 - (7) Standing committees must report and make recommendations to Council at all of the following times:
 - (a) in accordance with the schedule of the committee's meetings;
 - (b) on matters that are assigned by Council or the mayor,
 - (i) as required by Council or the mayor, or
 - (ii) at the next Council meeting if Council or the mayor does not specify a time.
 - (8) A majority of all the members of a standing committee must sign all reports that are given by the committee to Council.

Select committees

- 44 (1) Council must appoint a presiding member or chair of the select committee.
- (2) Select committees must consider, inquire into, report, and make recommendations to Council about the matters referred to the committee by Council.
- (3) Select committees must report and make recommendations to Council as soon as possible, unless a date and time is established by Council.

Advisory committees

- 45 (1) Council by resolution may appoint an advisory committee
- (a) to provide advice and recommendations to Council regarding any matter within the committee's terms of reference, and
- (b) to report to Council or to another committee designated by Council for that purpose.
- (2) All members of an advisory committee must be members of the public.
- (3) A chairperson must be appointed by the members of an advisory committee.

Quorum

- 46 The quorum for a standing, select or advisory committee is a majority of its members.

Rules of procedure for other committee meetings

- 47 (1) The following rules apply to standing, select and advisory committee meetings:
- (a) a motion for adjournment is not allowed during debate of a motion;
- (b) a member may speak any number of times on the same question;
- (c) a member must not speak longer than a total of 10 minutes on any one question;
- (d) votes must be taken by a show of hands if requested by a member;
- (e) the presiding member must declare the results of voting.
- (2) The rules governing the proceedings of Council established under the following provisions of this Bylaw also apply to the proceedings of a standing, select or advisory committee:
- (a) sections 7(2) to (4) [*Schedule and public notice of meetings*];
- (b) section 10 [*Application of rules of procedure*];

- (c) section 11 [*Minutes of meetings*];
- (d) section 17 [*Points of order*];
- (e) section 18(1), (4) to (8) [*Conduct and debate*];
- (f) section 19(2) to (6) [*Motions generally*];
- (g) section 21 [*Motion for the main question*];
- (h) section 22 [*Amendments generally*];
- (i) section 24 [*Privilege*].

Attendance of non-members

- 48
- (1) Council members who are not members of a standing, select or advisory committee may attend meetings of the committee.
 - (2) Council members attending a meeting of a committee, of which they are not a member, may participate in the discussion only with the permission of a majority of the committee members present.
 - (3) Council members attending a meeting of a committee of which they are not a member must not vote on a question.

PART 7 - GENERAL


Repeal

- 49 Bylaw No. 09-046, the Council Bylaw, is repealed.

READ A FIRST TIME the	14 th	day of	January	2016
READ A SECOND TIME the	14 th	day of	January	2016
READ A THIRD TIME the	14 th	day of	January	2016
ADOPTED on the	28 th	day of	January	2016

"CHRIS COATES"
CORPORATE ADMINISTRATOR

"LISA HELPS"
MAYOR

		COUNCIL POLICY	
		Ref.:	Page 1 of 3
CHAPTER:			
SECTION:			
SUBJECT:	Requests to Address Council		
AUTHORIZED BY:	Council		
EFFECTIVE DATE:	May 2016	REVISION DATE:	

A. BACKGROUND

Under section 15(1) of the City's Council Procedures Bylaw, requests to address Council are a standing agenda item for all regular City Council meetings. Up to six requests are scheduled after reading of the minutes. Any additional requests are included on the agenda after any public and statutory hearings.

Section 16 of the Council Procedures Bylaw provides further details regarding visitors and delegations. Requests to address Council must be received by the City Clerk by 11 a.m. on the day before the meeting, in order to be placed on the agenda. Addresses are limited to five minutes, unless a longer period is agreed to by unanimous vote of the Council members present at the meeting.

The nature of the presentations made to Council during this portion of the agenda can vary greatly. The only limitation is outlined in section 16(6) of the Council Procedures Bylaw, which states that Council must not permit a delegation to address Council regarding a bylaw or permit for which a public hearing has been held or the promotion of commercial goods or services.

Individuals may present simply for Council information or request that Council respond to specific questions or take action on a matter. Section 16(5) of the Council Procedures Bylaw states that Council must not take any action on an address to Council at the meeting at which the address is made, unless the proposed action is approved by unanimous vote of the members present.


B. PURPOSE

The purpose of this policy is to:

- outline the administrative policies used in placing requests to address Council on meeting agendas, and
- provide guidance to Council in managing issues resulting from requests to address Council.

C. APPLICATION

This policy applies to all regular Council meetings.

	<p style="text-align: center;">Council Policy Requests to Address Council</p>	<p style="text-align: right;">Page 2 of 3</p>
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D. POLICY STATEMENTS

Placing Requests to Address Council on the Agenda

1. An individual may submit a request to address Council using the form provided for that purpose on the City website. Supporting materials may be attached. Requests submitted via other methods will also be accepted, if the request includes the individual's name, address and the topic upon which the individual wishes to address Council.
2. Individuals submitting requests to address Council are generally scheduled on the agenda on a first come, first serve basis. Exceptions may be made, with approval of the City Clerk, for:
 - (a) a representative from a government agency or a First Nation, or
 - (b) an individual who will be significantly inconvenienced if scheduled later on the agenda.
3. In accordance with section 16(6) of the Council Procedures Bylaw, the Council Secretary will not place a request to address Council on an agenda if the topic of the address is:
 - (a) the promotion of commercial goods or services
 - (b) a bylaw or permit for which a public hearing has been held, if Council has not yet decided on the issuance of the bylaw or permit, or
 - (c) a bylaw or permit that is scheduled for consideration at a public hearing on the same Council agenda.
4. More than one individual may address Council on the same topic at the same Council meeting.
5. An individual may not address Council more than once at the same meeting, even if the topic of each address is different.
6. The Council Secretary will review the information contained in the request and any other materials submitted and remove any information that, if included on a public Council agenda, would violate:
 - (a) the BC *Freedom of Information and Protection of Privacy Act*, such as an individual's contact information or information about third parties
 - (b) the BC *Human Rights Code*, including any information that indicates discrimination or an intention to discriminate against a person or a group or class of persons, or is likely to expose a person or a group or class of persons to hatred or contempt because of the race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age of that person or that group or class of persons, or
 - (c) the City's Respectful Workplace Policy, including information that is intended to insult, bully, intimidate or otherwise diminish a person's self-esteem, subject to the freedom of speech provision of the Canadian Charter of Rights and Freedoms.
7. Once reviewed, the Council Secretary will include the request and any other materials submitted, along with the individual's name and topic of the address, in the appropriate order on the Council agenda.

	<p align="center">Council Policy Requests to Address Council</p>	<p align="right">Page 3 of 3</p>
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8. Council can resolve, during a Council meeting, to add additional requests to address Council to the agenda, or change the order of requests within the agenda. However, generally, if an individual scheduled during the first six requests does not address Council, that space will not be filled by an individual scheduled to address Council during the second round of requests.

Council Response to Addresses

9. Generally, Council members will not respond to an individual making an address to Council, other than the presiding member, who may thank the individual for making the address. If an individual raises an operational matter, the presiding member may direct the individual to contact the Director of the responsible department.
10. Council members who wish to propose action in response to an individual's address will generally do so by submitting a motion at a subsequent Committee of the Whole or Council meeting.
11. A Council member who wishes to propose an action in response to an individual's address during the meeting at which the address was made, will indicate the member's intention to do so at the end of that request to address Council portion of the meeting. If approved by the presiding member, the Council member may make a motion outlining the proposed action during the new business portion of the meeting. The motion will fail if it is not approved by unanimous vote of all Council members present.

E. REFERENCES

City of Victoria Council Procedures Bylaw, No. 16-011
 BC *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c 165.
 BC *Human Rights Code*, RSBC 1996, c 210.
 City of Victoria Respectful Workplace Policy

F. REVISION HISTORY

Version 1.0 – May 2016

		COUNCIL POLICY	
		Ref.:	Page 1 of 4
CHAPTER:			
SECTION:			
SUBJECT:	Speaking at Public Hearings		
AUTHORIZED BY:	Council		
EFFECTIVE DATE:	March 2014	REVISION DATE:	May 2016

A. BACKGROUND

The City's Land Use Procedures Bylaw, 2016, specifies a number of situations where Council must hold a public hearing before making a decision. Section 27 of that bylaw indicates that a public hearing is required before Council adopts a bylaw to:

- (a) amend the Zoning Regulation Bylaw
- (b) amend the Official Community Plan
- (c) amend a land use contract, if the amendment relates to density or use of an area covered by the contract, or
- (d) enter into or amend a heritage revitalization agreement, if the agreement or amendment would permit a change to the use or density of use that is not otherwise authorized by the applicable zoning.


Section 465(2) of the *Local Government Act* makes it clear that, at a public hearing, Council must afford all persons who believe that their interest in property is affected by a proposal a reasonable opportunity to be heard, or to present written submissions, respecting the matter that is the subject of a public hearing.

Under Section 29 of the Land Use Procedures Bylaw, 2016, Council may provide an opportunity for public comment before passing a resolution to issue:

- (a) a development variance permit, other than a permit that varies a bylaw under Section 526 of the *Local Government Act*
- (b) a development permit with variances
- (c) a heritage alteration permit with variances, or
- (d) a temporary commercial or industrial use permit.

While public hearings and opportunities for public comment are most frequently used for land use applications, similar public feedback opportunities are used to assist Council in making a variety of other types of decisions. These include:

- adopting a bylaw that closes, reopens or removes the dedication of a highway (see section 40 of the *Community Charter*), and
- providing comments and recommendations to the General Manager of the Liquor Control and Licensing Branch on certain types of liquor licence applications (see section 11.1 of the *Liquor Control and Licensing Act*).

	<p style="text-align: center;">Council Policy Speaking at Public Hearings</p>	<p style="text-align: right;">Page 2 of 4</p>
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B. PURPOSE

The purpose of this policy is to ensure both:

- that members of the public are afforded a reasonable opportunity to be heard at public hearings and other opportunities for public comment, and
- that public hearings and other opportunities for public comment are conducted in an efficient, timely and respectful manner.

DEFINITIONS


In this policy:

public hearing includes

- (a) a public hearing on a matter described in section 27 of the Land Use Procedures Bylaw, 2016
- (b) an opportunity for public comment held pursuant to section 29 of the Land Use Procedures Bylaw, 2016
- (c) a public hearing held pursuant to section 11.1(2)(c)(ii) of the *Liquor Control and Licensing Act* in respect of a liquor licence application
- (d) an opportunity provided pursuant to section 40 of the *Community Charter* for persons who consider they are affected by a bylaw that closes, reopens or removes the dedication of a highway to make representations to Council, and
- (e) any other public hearing or opportunity for public comment included under agenda item "E. Public and Statutory Hearings" on a regular Victoria City Council meeting agenda.

C. POLICY STATEMENTS

1. At the beginning of each public hearing, the chair of the hearing will inform speakers of the maximum speaking time permitted and the expectations for personal conduct during the hearing.
2. Generally, time limits for speakers at a public hearing are as follows:
 - an applicant is permitted a maximum of fifteen (15) minutes at the start of the hearing to outline their proposal
 - the chair of the appropriate Community Association Land Use Committee (CALUC), or the chair's designate, is permitted a maximum of ten (10) minutes to express the views of the community association, and
 - each member of the public is permitted a maximum of five (5) minutes to speak to the hearing.
3. An applicant or CALUC chair or designate that speaks in that role at a public hearing may not also speak as a member of the public.
4. At the time that a public hearing is set, if Council believes that the subject matter of the hearing is complex or has generated a great deal of community interest, Council may resolve to grant additional time to each speaker as follows:
 - an applicant is permitted a maximum of thirty (30) minutes at the start of the hearing to outline their proposal

	Council Policy Speaking at Public Hearings	Page 3 of 4
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- the chair of the appropriate Community Association Land Use Committee (CALUC), or the chair's designate, is permitted a maximum of twenty (20) minutes to express the views of the community association, and
 - each member of the public is permitted a maximum of ten (10) minutes to speak to the hearing.
5. When the permitted time for speaking expires, the person speaking must yield to the next speaker by taking their seat in the gallery.
 6. At the end of the public hearing, the presiding member may invite the applicant to come forward to answer questions from Council members.

D. PROCEDURES

1. The chair of the public hearing may use the following language to introduce the hearing:

"Welcome to the Victoria City Council meeting of (date).

Before we commence our meeting, I'd like to advise those in attendance of Council's expectations about personal conduct at this meeting. The City of Victoria is a respectful workplace, which means that each person is expected to treat others in a respectful and courteous manner. Council asks that each person in the audience refrains from interjecting while others speak or applauding following any person's remarks. For those of you who wish to address Council we ask that you:

- Address your remarks to the Chair and Council and not to any person in the audience.
- Speak to the matter before Council.
- Respect the remarks made by others.

Council has adopted the following policies that govern speakers at public hearings:

1. An applicant is permitted a maximum of 15 minutes at the start of the hearing to outline their proposal.
2. The chair of the appropriate Community Association Land Use Committee, or the chair's designate, is permitted a maximum of ten (10) minutes to express the views of the community association.
3. Each member of the public is permitted a maximum of 5 minutes to speak to the hearing.
4. When the permitted time for speaking expires, the person speaking must yield to the next speaker by taking their seat in the gallery."


E. REFERENCES

Community Charter, SBC. 2003, c. 26

Liquor Control and Licensing Act, RSBC 1996, c.27

Local Government Act, RSBC 2015, c.1

City of Victoria Land Use Procedures Bylaw, 2016, No. 16-011

	Council Policy Speaking at Public Hearings	Page 4 of 4
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F. REVISION HISTORY

Version 1.0 – March 2014
Version 2.0 – May 2016



Committee of the Whole Report For the Meeting of February 15, 2018

To: Committee of the Whole **Date:** January 25, 2018
From: Chris Coates, City Clerk
Subject: Proclamation "Victoria Co-Op Day" March 10, 2018

RECOMMENDATION

That the *Victoria Co-Op Day Proclamation* be forwarded to the February 22, 2018 Council meeting for Council's consideration.

EXECUTIVE SUMMARY

Attached as Appendix A is the requested *Victoria Co-Op Day Proclamation*. Council has established policy addressing Proclamation requests. The policy provides for:

- A staff report to Committee of the Whole.
- Each Proclamation request requiring a motion approved at Committee of the Whole prior to forwarding it to Council for their consideration.
- Staff providing Council with a list of Proclamations made in the previous year.
- Council voting on each Proclamation individually.
- Council's consideration of Proclamations is to fulfil a request rather than taking a position.

A list of the 2017 Proclamations is provided as Appendix B in accordance with the policy. Consistent with City Policy, Proclamations issued are established as fulfilling a request and does not represent an endorsement of the content of the Proclamation.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Chris Coates'.

Chris Coates
City Clerk

Appendix A: Proclamation "Victoria Co-Op Day"
Appendix B: List of Previously Approved Proclamations

“VICTORIA CO-OP DAY ”

WHEREAS *Co-operatives are major economic drivers around the world, providing employment, housing, wellness, health, social services and home care; transportation, utilities, agricultural excellence, marketing, the arts, financial services, recreation; and*

WHEREAS *Co-operatives are locally-owned and controlled, ensuring that decisions, employment and financial surpluses remain in our community; and*

WHEREAS *the Victoria Health Co-operative provides services for members and a wide range of community outreach services; and*

WHEREAS *the Victoria Health Co-operative initiated Victoria Co-op Day in 2013. Each year co-operatives from across the region are invited to set up displays as guests of the Victoria Health Co-op, and all residents of the region, and guests, are invited to attend the VHC Annual General Meeting; and*

WHEREAS *Wellness, health and social services co-operatives serve over one million Canadians covering all aspects of wellness education, home care, and employment support for people with barriers to employment; and*

WHEREAS *all in Victoria and neighbouring areas are invited to attend Victoria Co-op Day as the guests of the Victoria Health Co-operative.*

NOW, THEREFORE I do hereby proclaim Saturday, March 10th, 2018 as **“VICTORIA CO-OP DAY”** on the **TRADITIONAL TERRITORIES** of the **ESQUIMALT AND SONGHEES FIRST NATIONS** in the **CITY OF VICTORIA, CAPITAL CITY** of the **PROVINCE** of **BRITISH COLUMBIA**.

IN WITNESS WHEREOF, I hereunto set my hand this 22nd day of February, Two Thousand and Eighteen.

LISA HELPS
MAYOR
CITY OF VICTORIA
BRITISH COLUMBIA

Sponsored By:
Vanessa Hammond
Chair: Victoria Health Co-op

Appendix B

Council Meetings	Proclamations
11-Jan-18	none
25-Jan-18	Eating Disorder Awareness Week - February 1 to 7, 2018
08-Feb-18	Rare Disease Day - Febraury 28, 2018
22-Feb-18	

Date: February 8, 2018

Page 399 of 413

“TIBET DAY ”

WHEREAS *Tibetans throughout the world will gather on March 10, 2018 in their host countries, to commemorate this day as their National Day of Remembrance; and*

WHEREAS *we in the multicultural City of Victoria respect the importance of historic events in the many diverse communities which comprise our own city; and*

WHEREAS *the spiritual and temporal leader of the Tibetan people, His Holiness the 14th Dalai Lama of Tibet, the 1989 Nobel Peace Prize Winner, is a significant contributor to the culture and religion of both our community and the greater world; and*

WHEREAS *His Holiness the 14th Dalai Lama of Tibet offers these thoughts: "My message is the practice of compassion, love and kindness. Compassion can be put into practice if one recognizes the fact that every human being is a member of humanity and the human family, regardless of differences in religion, culture, color and creed. Deep down there is no difference."*

NOW, THEREFORE *I do hereby proclaim Saturday, March 10th, 2018 as “TIBET DAY”, on the **TRADITIONAL TERRITORIES** of the **ESQUIMALT AND SONGHEES FIRST NATIONS** in the **CITY OF VICTORIA**, **CAPITAL CITY** of the **PROVINCE of BRITISH COLUMBIA**.*

IN WITNESS WHEREOF, *I hereunto set my hand this 22nd day of February, Two Thousand and Eighteen.*

LISA HELPS
MAYOR
CITY OF VICTORIA
BRITISH COLUMBIA

Sponsored by:
Kathie Putt
Canada Tibet Committee
in Victoria

Appendix B

Council Meetings	Proclamations
11-Jan-18	none
25-Jan-18	Eating Disorder Awareness Week - February 1 to 7, 2018
08-Feb-18	Rare Disease Day - Febraury 28, 2018
22-Feb-18	



Council Member Motion
For the Committee of the Whole Meeting of February 15, 2018

Date: February 8, 2018

From: Councillor Ben Isitt and Councillor Pam Madoff

Subject: Right-of-Way Improvements on Greenways

Recommendation:

That Council refer the following resolution to staff to report back on the implications at the next Quarterly Update:

That staff report to Council with the following information:

1. A list of city blocks and laneways that do not currently have curbs and gutters installed;
2. A proposed process moving forward for right-of-way improvements arising from land use and development applications on these city blocks and laneways.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Ben Isitt'.

Councillor Isitt

A handwritten signature in black ink, appearing to read 'Pam Madoff'.

Councillor Pam Madoff



For the Committee of the Whole Meeting February 15 2018

Date: Friday February 2

From: Mayor Helps and Councillor Alto

Subject: City Role in Childcare Solutions

Background

In the spring of 2017 I was contacted by non-profit childcare providers worried about the current shortage of childcare spaces and the potential loss of spaces as schools needed to make more room for students in response to the court ruling about classroom sizes.

Victoria is experiencing a significant shortage of childcare spaces as evidenced in Figure 1. This shortage is critical in Infant and Toddler Care and out of School care where, based on rough estimates, there is a shortage of 1033 and 1633 spaces, respectively.

Figure 1

Type of Care	2017 licensed spaces	2016 population in COV	shortfall of spaces	coverage	notes:
1-3 years	143	1,176	1,033	12.2%	Population from 2016 Census (estimated # of 12-36 month olds)
3-5 years	702	1,176	474	59.7%	Population from 2016 Census (estimated # of 37-60 month olds)
OSC (5-9 only)	997	2,630	1,633	37.9%	Population from 2016 Census (using 5 to 9 year olds only)
Child care space data from the Child Care Resource and Referral Centre from March 2017					
Does not include following care types: Group Multi Age Child Care, Preschool, Family, In Home Multi-Age Registered, License Not Required					

In response, I convened an informal “Childcare Solutions Working Group” which has been meeting regularly for the past ten months. The Working Group is comprised of non-profit childcare providers, a representative from the Province, representatives from Island Health, including the Chief Medical Officer, representatives from the school district, including the Superintendent of School District 61, and the business Community including the CEO of the Chamber of Commerce.

Working collaboratively, the group has identified a number of short medium and long-term solutions that various parties can take responsibility for. Some of what’s been accomplished to date includes:

- A template and funding model for modular buildings on school sites
- Creation of preapproved design standards for new modular childcare facilities so that licensing is happy in advance
- Advocacy to the Provincial government to have childcare spaces on all school sites
- Talk about childcare as an economic issue (see Appendix A, from the Chamber’s *Business Matters*)
- Reinforced to Provincial government that \$10 daycare is a key issue for families in this city
- Collaborating with Ministry and Island Health to make Licencing more flexible if it’s not affecting quality of care eg if there’s one less sink, one less bathroom (Providers have given Island Health an A for effort in this regard since Working Group started meeting!)
- Advocating for more trained staff and better paid staff (have made both Minister Chen and Fleming aware of the issue)

In addition to all the work that's already been done through collaboration, the Working Group has identified some steps that the City can take to facilitate the creation of more childcare spaces. These include:

- Considering childcare as a community amenity when revising the Community Amenity Contribution policy currently under review.
- Expediting rezoning processes for childcare spaces and/or amending the Zoning Bylaw to include childcare for up to a certain number of spaces in all zones unless specifically noted otherwise.
- Designating special childcare drop off and pick up zones on public streets in front of childcare providers from 7-10am and 3-6pm to alleviate need for parking variances.

Based on these proposed solutions, we make the following recommendations.

Recommendations

That Council:

1. Direct staff to consider Childcare as a potential Community Amenity when reviewing the Community Amenity Policy and report back to Council.
2. Direct staff to report back at the next quarterly update on what work would be required to expedite the rezoning process for childcare spaces and/or to amend the Zoning Bylaw to include childcare for up to a certain number of spaces in all zones unless specifically noted otherwise.
3. Encourage the Director of Engineering and Public Works to work with the Sustainable Planning and Community Development department and to use his discretion under the Streets and Traffic Bylaw to be creative and flexible when it comes to allocating public rights of way to provide for temporary pick up and drop off zones adjacent to childcare facilities to avoid need for parking variances where practical.

Respectfully Submitted,


Mayor Helps


Councillor Alto

Appendix A

Empty Desk Syndrome

Catherine Holt, CEO Greater Victoria Chamber of Commerce

Employers around Greater Victoria are increasingly facing the spectre of empty desks and work undone. Employees are making hard decisions around their jobs and what's best for their child. The result is a drain on productivity and performance.

The lack of affordable, government-regulated child care spaces in Greater Victoria is having a direct impact on employers, workers and our economy. Some of The Chamber's members were able to put a face to the problem.

"As an employer in the Victoria Area, McElhanney is actively looking for experienced staff to help with our growth as a company," says Brian White, Division Manager, Environmental Services and a Senior Environmental Engineer for McElhanney Consulting Services Ltd. "We often interview candidates, and have current team members, with young families that are struggling with child care costs and availability of supply. In several instances, staff members and/or their partners are balancing work shifts and careers (reduced work time, evening and weekend work, etc.), simply not working or deferring going back to work after parental leave. Many of these individuals are professionals and experienced contributors to the economy. As the economy continues to grow and the labour market tightens we anticipate child care concerns to be an ongoing topic of discussion with new and existing staff."

"We are in the midst of one of the worst labour shortages that many business owners have experienced," Jennifer Hawes, VP, Human Resources and Community Development, ColdStar Solutions Inc. says. "And if safe, affordable and quality-based childcare was easily available we strongly believe this would help alleviate this labour crisis. A win for all involved!" (See more from Jennifer in a related side-bar)

Child care is a fundamental workforce requirement. But right now there is inadequate space and staff and it is too expensive for a working family.

"In an expensive city like Victoria you need a two income family, which means you need child care. So demand is growing, especially from families moving here from Vancouver," indicated Kristina Wilcox, Co-Executive Director of the Fairfield Gonzales Community Association, which runs non-profit child care, "We don't have enough staff to fill the child care demand. We need space and the staff to work there if we get it."

And with regard to the cost, Kristina added, "We have staff in our own office that have had to quit because they can't afford to pay for child care, especially if they have more than one child."

She says the problem is really for working families, "The current child care subsidy is so low it really only applies to people with almost no income, like students."

The City of Victoria is sufficiently concerned about the problem to have an ongoing working group that includes The Chamber, trying to come up with solutions.

"We're convening all interested parties, along with non-profit daycare operators, at one table to address child care both for the economy and for the children of the city," stated Mayor Lisa Helps. "Coverage is terrible and the city and the number of families in it are growing. We need to make it better if we want to keep the city liveable."

Some of the key issues that need to be addressed are:

Affordability: For a working family, child care and housing are typically the two highest expenses. According to Victoria Child Care Resource and Referral (CCRR), the average monthly cost of full-

time child care for kids under 5, as of February 2017, was between \$812 and \$1,128 per month. That adds up to more than \$10,000 a year per child and at least \$40,000 from birth to kindergarten. The problem is exacerbated for a family with more than one child and continues with the need for after-school care and care during school vacations.

Availability: The 2016 Canada Census data reveals the gap between our regional population of children and the number of child care spaces. The most acute gap is for infants and toddlers where we have roughly one licenced child care space for every eight children. And the gap is likely to expand. Between 2011 and 2016 our population of adults likely to have children (25 to 39 year olds) and our population of children under 11 both grew 9 percent.

Quality: For child care to be safe and beneficial for kids, it must meet government regulations, which means using qualified staff. Our current lack of early childhood educators limits child care spots as licenced child care operators can only offer as many spaces as they can staff. According to CCRR, average wages, as of June 2016, are under \$20.00 per hour which is not competitive in a city with the second lowest unemployment rate and one of the highest costs of living in the country. Unfortunately, an increase in child care workers' wages means the care costs more for parents already struggling to foot the bill. Poor child care affects more than the labour pool today, it also affects the labour pool of tomorrow.

"The research is compelling. The quality of children's early experiences has lifelong effects. Good quality helps all children thrive. But, poor quality environments can do harm," says Richard Stanwick, Chief Medical Health Officer, Island Health and a member of the city's working group. "More than 30 percent of BC children enter kindergarten vulnerable in one or more areas."

To overcome this drag on our economy and to ensure children have a safe and stimulating start in life, child care needs the same level of government attention and investment as the other fundamental underpinnings of our economy such as education, transportation and health care. And, as with these other fundamentals, the defining factor is universality: all British Columbians have access to health care, a public education and roads. To benefit working parents and their children, child care needs to expand from a subsidy program for low income families to a program available for everyone who needs it.

There are some important steps the Province can take.

First, ensure quality: The province should fund additional space in the post-secondary system for early childhood education training and increase operating subsidies for child care centres adequate to pay a wage that reflects the education and responsibility of these workers.

Second, ensure access: There has been talk for years about using public school land and facilities for child care. Fourteen schools in our local school districts are used for Strong Start, early childhood development classes for children from birth to school age. Child care seems an equally compatible use. Employers can also accommodate child care centres as an amenity for employees. See side bar on Andrew Sheret Limited's experience.

Third, ensure affordability: BC needs a universal program similar to the one Quebec started in 1995. It has increased the percentage of parents in the workforce, their after tax income, their contribution to tax revenue and the number of children in regulated child care. Some assessments say it has returned more to the government in tax revenue than it has cost.¹
https://www.oise.utoronto.ca/atkinson/UserFiles/File/News/Fortin-Godbout-St_Cerny_eng.pdf).

¹ Impact of Quebec's Universal Low-Fee Childcare Program by Professor of Economics Pierre Fortin and Professor of Taxation Luc Godbout.

Ontario plans \$1.6 billion for 45,000 new spaces in public schools, public buildings and in workplaces by 2022. Its objective is “a universally accessible child-care system for Ontario families.”² In BC, the NDP election platform promised affordable, accessible, quality child care: “Together with the federal government, municipalities, businesses, First Nations and others, the BC NDP will create a \$10 a day child care plan....Over time, the plan will pay for itself by empowering parent with the choice to continue their careers and boost our economy.” <https://www.bcndp.ca/affordability>)

Finally, Canada finishes a shameful dead last in federal funding for child care among 20 developed countries in the Organization for Economic Cooperation and Development (OECD). We spend \$82 a year per child, the US spends about \$150 and the median is almost \$300. The International Monetary Fund (IMF) suggests Canada reduce average child care costs by 40 percent by spending \$8 billion a year – which would pay for itself through increased economic activity and taxes from more women working.³

The new federal plan is for under \$700 million a year and only for low-income families.

Child care has lingered on the fringes of government programming and funding because, rather than an economic issue, it has been characterized as a women’s and children’s issue with archaic undertones about whether or not women should be in the workforce or at home. A fully functioning modern economy ensures safe, regulated child care is available so a working life is possible for every mother and father and the future generation is given a leg up on life.

Sidebar to Article

The Face of Child Care in Business

Many of The Chamber’s businesses face challenges related to child care. We’ve included two case studies from members on the issues and solutions that they’ve used to address the problem. Andrew Sheret Ltd. has been in business for over 120 years and specializes in plumbing, kitchen and bath and a wide variety of methods for heating and cooling including solar. Andrew Sheret has a history of innovating, being one of the first in the industry to implement a pension plan. Eric Findlay, President continued that innovative approach when they designed their new Splashes Bath and Kitchen Centre in Victoria.

“When we were designing our new building we knew we would only need half the space. We recognized there is difficulty finding child care downtown and selfishly thought it would be a good amenity for the building and fill a need for our own employees,” indicated Eric. Research was done to find an excellent child care operator and they were provided with a sub-market rate rent and the space was designed to meet the stringent requirements for daycare licensing.

When asked about the experience, Eric replied, “It’s been fantastic. The daycare expanded when they opened and they filled up fast but they allocate a few spaces to meet the needs of our staff and the other tenants in the building,... I would certainly encourage other landlords and businesses to consider it as an amenity for staff.” The biggest challenge to date has been finding sufficient qualified staff.

Coldstar Solutions Inc. specializes in transporting food products throughout southern BC with a workforce of 185 employees. Jennifer Hawes, VP Human Resources and Community Development has seen a disturbing trend with both staff and family failing to find – and afford – child care.

² Toronto Star June 6, 2017

³ IMF Working Paper. Women Are Key for Future Growth: Evidence from Canada, WP/17/166, July 2017

“The staff member wants to come back. ColdStar wants them back. And yet, what do I hear more often than not? That the staff member can’t find the care they are seeking. If they can, it’s often at a price that is outrageous,” indicated Jennifer. For those who find a way to come back, employers and employees are still facing hurdles. Employees may require time shifts so each partner takes a shift doing childcare, becoming “ships passing in the night”. Or for those who find affordable childcare options, there can be significant employee downtime due to sudden staffing changes with their provider.

Universally funded daycare addresses many of these issues, but Jennifer is concerned that low pay scales for child care providers will continue to be an obstacle in providing reliable, well-staffed care. “If child care providers make a living wage they tend to stay in their job longer. Less turnover is good for the employer of the child care provider, great consistency for the child, perfect for the parent to make relationships,” states Jennifer. “Providing accessible, affordable, quality based childcare is a complex issue. It will take all sectors to make it happen, including the business sector. Like the saying goes, ‘it takes a community to raise a child’.”

For the Committee of the Whole Meeting of February 15, 2018

Subject: Making Victoria City Hall a 'Stigma Free Zone'

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