



## REVISED AGENDA - COMMITTEE OF THE WHOLE

Thursday, June 7, 2018, 9:00 A.M.

COUNCIL CHAMBERS, CITY HALL, 1 CENTENNIAL SQUARE

Located on the traditional territory of the Esquimalt and Songhees People

Pages

A. APPROVAL OF AGENDA

B. CONSENT AGENDA

C. READING OF MINUTES

D. Presentation

**\*D.1 First Quarter 2018 Update**

1

*A report providing information and recommendations regarding City of Victoria's activities and accomplishments on major projects, initiatives, and programs contained in the 2015-2018 Strategic Plan and the 2018 Financial Plan for the period of January 1 – March 31, 2018.*

**Addenda: Presentation and updated Attachment B**

**\*D.2 City of Victoria Youth Council**

78

*A presentation from the City of Victoria Youth Council.*

**Addenda: Presentation**

E. UNFINISHED BUSINESS

F. LAND USE MATTERS

**\*F.1 953 Balmoral Road - Rezoning Application No. 000598 and Development Permit with Variance Application No. 000506 (North Park)**

81

*A report providing information and recommendations regarding the Rezoning and Development with Variance Applications regarding the property located at 953 Balmoral Road in order to construct a four-storey, multi-unit building with a density of approximately 1.38:1 floor space ratio (FSR).*

**Addenda: Presentation & Letter**

**\*F.2 330 Irving - Development Permit Application No. 000524 for 330 Irving Road (Gonzales)**

157

*A report providing information and recommendations regarding the*

*Development Permit Application for the property located at 330 Irving Road in order to construct a one-storey single-family dwelling with a secondary suite on an existing panhandle lot.*

**Addenda: Presentation**

- \*F.3      1199 Government Street - Application for a Permanent Change to Hours of Service for a Food Primary License(0302087) Earl's Restaurant (Downtown)      190**

*A report providing information and recommendations regarding the application by Earl's Restaurant to change their Food Primary License services hours at 1199 Government Street.*

**Addenda: Presentation**

**G.      STAFF REPORTS**

- G.1      2018 My Great Neighbourhood Grants - Spring Intake      207**

*A report providing information and recommendations regarding the 2018 My Great Neighbourhoods Grant Spring intake applications.*

**H.      NOTICE OF MOTIONS**

**I.      NEW BUSINESS**

- I.1      Heritage Process Related Motions      341**

*A Council Member Motion regarding heritage related motions.*

- \*I.2      Housing, Community Space and Underground Parking Adjacent to Crystal Pool      342**

*A Council Member Motion regarding the possibilities of incorporating housing, community space and underground parking adjacent to Crystal Pool.*

**Addenda: Amended Appendix B to add ICA letter**

- \*I.3      Letter from BCSPCA regarding Horse Drawn Carriages      368**

*A Council Member Motion regarding a letter received from the BCSPCA.*

**Addenda: Council Member Motion and attachment**

**J.      ADJOURNMENT OF COMMITTEE OF THE WHOLE**





## Committee of the Whole Report For the Meeting of June 7, 2018

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**To:** Committee of the Whole **Date:** May 30, 2018  
**From:** Jocelyn Jenkyns, A/City Manager  
**Subject:** Q1 2018 Operational Plan Progress Report

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### 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 programs contained in the 2015-2018 Strategic Plan and the 2018 Financial Plan for the period of January 1 – March 31, 2018.

#### Quarterly Report Improvements for 2018

In February 2018, staff brought forward the 2018 Operational Plan which forms the foundation for the City's quarterly progress reports. The first quarter progress report continues to include a synopsis of major "key initiatives" across all areas of the organization, including transportation and neighbourhood planning, public realm and open space enhancements, citizen engagement, economic development, legislative services and policy. Additionally, the project listing for 2018 now also includes capital projects that are highly visible to the public, such as the Belleville Street improvements, Dallas Road Seawall rehabilitation, and the Gate of Harmonious Interest Design and Funding Strategy.

New in 2018 is an expanded scope of reporting to include major capital programs. The inclusion of these programs to the operational plan is intended to provide greater transparency and visibility on capital spending by capturing approximately 70% of the capital budget (compared to approximately 10% in 2017) within the quarterly report dashboard. These capital programs are:

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

#### Q1 Key Initiatives, Projects and Program Status

For 2018, the quarterly progress reports are tracking 52 projects and programs (as compared to 92 in 2017). The lower number of projects is a reflection of a refinement of project definitions to be included in the progress reports and the amalgamation of some projects (such as Wharf Street bike

lane and Wharf Street Revitalization). The breakdown of the status of the 52 projects at the end of the first quarter is as follows:

- On Track = 43
- Some Challenges = 6
- Major Challenges = 2
- Complete = 1

At the end of the first quarter, one project - the NACO Western Regional Angel Summit was completed. Of the eight projects/programs experiencing minor challenges, the cause for the challenge in all cases is a delay in meeting a major milestone that was previously noted in the Operational Plan that was presented to Council in February 2018 and include:

- Accessibility Framework
- Cecelia Park Improvement Plan
- Inclusionary Policy
- Local Area Planning
- Stormwater Main Replacement Program
- Sewer Main Replacement Program
- Sustainable Mobility Strategy
- Bike Master Plan

More detailed information on the nature of the individual project or program challenge are contained in Attachment A).

#### Operational Accomplishments and Highlights

In addition to project individual project status, major accomplishments to deliver on the thirteen 2015-2018 Strategic Plan objectives is also contained in Appendix A. These accomplishments range include completion of significant public engagement events, progress toward individual project milestones and major decisions and/or direction received from Council, such as the allocation of funds for the purchase of a new Fire Hall.

#### Trends and Performance Metrics Highlights

Continuing with the City's commitment to introduce, track and report on trends and improved performance metrics, additional measures have been added to the Quarterly Operational Plan Progress report. The expansion of these measures will continue throughout 2018. Highlights of some of the performance indicators and trends include:

- Work days lost (during the year of injury) was significantly lower in Q1 2018 as compared to Q1 2017 with 99 days lost compared to 802 in the previous year.
- Almost 8000 people were engaged through in person attendance at events, email and surveys in Q1 2018 through 8 events compared to 2100 in 2017 through 29 events. 2018 includes 4,300 votes in the Participatory Budgeting initiative and reflects a significant increase in outreach to residents.
- Compared to Q1 2017, the total combined social media audience (Twitter, Facebook, Instagram) increased by 13,500 (18%) in 2018.

- Both parkade and Park Victoria app transactions increased significantly in Q1 2018 over 2017, by 36,000 (10%) and 43,000 (23%) respectively. Street parking transactions experienced a slight decline of 20,000 (3%).
- During Q1, the City's Strategic Real Estate negotiated a lease renewal resulting in an annual increase in revenue of \$20,953 compared to the prior year.
- Delegate days at the Victoria Conference Centre in Q1 2018 increased by 17,000 over Q1 2017.
- The Business Hub had 109 inquiries (63 related to starting a new business). Home-based business inquiries were the most common at 34%, followed by a mix of innovative entrepreneurial ideas, retail, and restaurants. 45% of inquiries related to business licensing.
- The City launched a new registration and reservation software system. Online registration increased by 10%, to nearly 30% of total registrations, compared to last year.
- Total volume of waste has been slowly increasing over the past few years, however, in Q1 the total volume of residential waste was 345 tons less than 2017.
- As of the end of the quarter, there were over 59,000 Vic Alert subscribers, an increase of over 52,000 subscribers since Q4 of 2017. This is primarily the result of the tsunami warning which occurred on Jan 23, 2018 and activation of Vic-Alert to notify residents and activation of the City's Emergency Operations Centre.
- In Q1 2018, there were 154 fewer calls for emergency service than 2017.

#### Budget Update

As noted in Attachment B, as of March 31, 2018, the overall operating revenues and expenditures/transfers are 8% and 18% respectively, of the annual budgeted amount. This compares to 9% and 17% to the prior fiscal period.

Revenues are expected to meet or exceed budget; revenues from parking, permits and inspections and rezoning are trending higher than expected for the first quarter. The overall low percentage of actual to budgeted revenue is directly related to the property tax and payment in lieu of tax payments that are generally collected in the latter half of the year. Conversely, dog licences and business licenses are collected in the first half of the year resulting in a higher percentage of actual to budgeted revenue in those departments.

Expenditures/transfers are expected to be within budget. Seasonal variations in municipal operations and accounting processes that occur outside the quarterly basis affect the proportion of revenues received or expenditures incurred to March 31, 2018. Seasonal impacts are reflected in Parks, Recreation, Sustainable Planning and Community Development and Corporate budgets due to work programs that will commence in the second and third quarter such as the Parks Boulevard program, summer recreation programs, Official Community Plan, Downtown Area Core Plan, Conference and Canada Day celebrations.

As of March 31, 2018, the actual capital expenditures are at 6% spent of total budgeted expenditures for the year, compared to 5% in the prior year. Capital projects have varying schedules and the majority of the work planned for 2018 is scheduled to start in Q2 and Q3 with the exception of the Crystal Pool Replacement project that will span over multiple years.

An update on grant application activity up to the end of Q1 is Attachment C. This includes a list of grant applications that have been awarded, rejected or pending approval.

### **Motions/Resolutions Referred to the Quarterly Report Update**

Since January 2018, City Council has referred three motions to the Q1 Progress Report update. The responses to these motions contained below.

#### City Role in Childcare Solutions

On February 22, 2018 Council passed the following motion:

*“....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....”*

Island Health, under the *Community Care Facility Act*, may authorize a daycare for up to 8 children within a residential unit, regardless of whether the use is permitted within the *Zoning Regulation Bylaw*. There are numerous other requirements related to the physical structure as well as special building code requirements that are considered and regulated by Island Health as part of the licensing process, which are outside of the City’s jurisdiction.

The *Zoning Regulation Bylaw* also allows larger scale daycares (no limit on number of children) in:

- Most commercial zones;
- Accessory usage in association with public buildings (schools, community centres, churches, libraries, etc.); and
- Through the House Conversion Regulations (under the category of kindergarten) which apply in most low density residential zones.

If Council adopts the proposed Schedule C – Off Street Parking, the parking requirements for daycare uses will be reduced from the current rate which would decrease the likelihood of parking variances being triggered. With regard to Council’s enquiry regarding, “what work would be required to expedite the rezoning process for childcare spaces and/or amend the Zoning Bylaw to include childcare for up to a certain number of spaces in all zones unless specifically noted otherwise,” given that the Zoning Regulation Bylaw rarely regulates the number of children permitted, updating Schedule C to reduce the parking requirement may be the best solution. If Council feels additional measures are warranted, they may wish to pass a resolution directing staff to prioritize the processing of daycare applications.

#### Right of Way Improvements on Greenways

On February 22, 2018, City Council passed the following resolution:

*“That staff report to Council with the following information at the next Quarterly Update:*

- 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.”*

Attachment D contains a listing of all city blocks and laneways that do not have curbs and gutter installed as of March 31, 2018. The City of Victoria currently has an established processes for

working with land use and development applicants on right of way improvement for any location of the City, including those included in Appendix D. If Council would like a review of alternative options to the current process, additional resources will be required through the 2019 Financial Plan to undertake this work in the coming year and/or a re-allocation of existing resources could be undertaken later this year, which would result in a deferral of other projects and initiatives.

#### Back-Up Beepers in the Downtown

On April 19, 2018, City Council passed the following resolution on the resources needed to explore what other cities are doing in terms of replacing their fleets' back up beepers with new technologies due to noise concerns:

*“... direct staff to report at the next quarterly update on the resources needed to explore what other cities are doing, whether there are policies that the City can implement and whether there are other costs needed to have this considered.”*

Staff will provide an update on the status of this motion passed in Q2 as part of the second quarter Operational Plan Progress Report in early September.

#### **CONCLUSIONS**

City staff are continuing work outlined contained in the 2015-2018 Strategic Plan; a number of items are carrying forward to 2019-2022. A status report of these actions will be included in the next Quarterly Operational Plan Progress Report in September 2018.

Within the Operational Plan for 2018, all staff resources are fully committed and any new additional work plan items or emerging needs may be accommodated pending trade-off discussions with Council on deferring existing work plan items. 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**

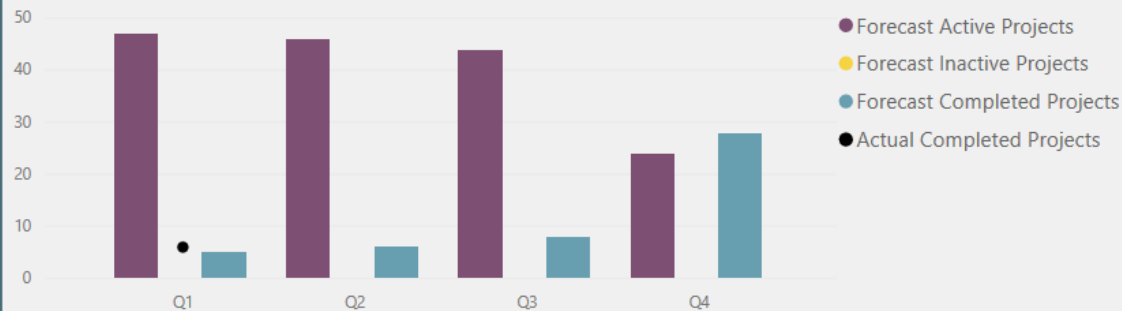
- A. Operational Plan Progress Report Q1 2018
- B. Budget Update Q1 2018
- C. Grants Update
- D. List of Streets and Lanes without Curbs and Gutters
- E. Victoria Police Department Q1 Report
- F. Victoria Police Department Q1 Presentation
- G. Q1 2018 Operational Progress Report Presentation



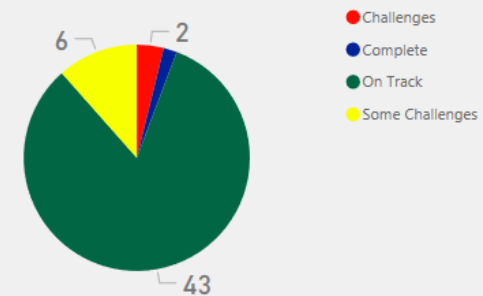
## Operational Plan - Progress Report

As of Q1 2018

### Project Completion



### Projects by Status



Total Projects

52

Active Projects

51

Completed Projects

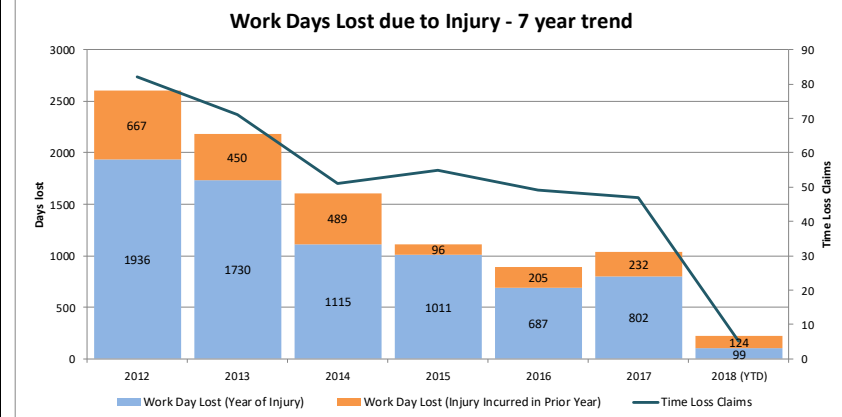
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### Support Department

- ☐ Create Prosperity through Economic Development
- ☐ Engage and Empower the Community
- ☐ Enhance and Steward Public Places, Green Spaces and Food Systems
- ☐ Facilitate Social Inclusion and Community Wellness
- ☐ Innovate and Lead
- ☐ Make Victoria More Affordable
- ☐ Steward Water Systems and Waste Streams Responsibly
- ☐ Strive for Excellence in Planning and Land Use

## STRATEGIC OBJECTIVE #1: INNOVATE AND LEAD

- Significant technology improvements were implemented this quarter to improve efficiency and effectiveness of internal operations:
  - Implementation of eScribe the new Agenda Management and Webcasting platform for Council and Committee Meetings consolidating two separate systems into one.
  - Implementation of Worldox a new document and records management system for the Legal Department that improves case management and efficiencies for all legal records.
  - Office 365 deployment commenced, including training to Engagement, Human Resources and Emergency Management to promote document collaboration.
- The City launched the new on-line digitized Archives database. The searchable database is available to the public and contains more than 10,000 archival photos and records.



Work days lost (during the year of injury) was significantly lower in Q1 2018 as compared to Q1 2017 with 99 days lost compared to 802 in the previous year (Source: WorkSafe BC).

## Attachment A: 2018 Q1 Operational Plan Progress Report

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

| Objective #1: Innovate and Lead – Operations and Capital Projects |   |  |   |  |    |        |
|---|---|--|---|--|----|--------|
| Initiative  | Description   | Q1   | Q2  | Q3   | Q4 | Status |
| <b>Bylaw and Licencing Service Review</b>                         | A project to review the mandate, functions and operations of the Bylaw and Licencing Division to identify improvements to service efficiency and effectiveness. | Scope  | Develop detailed project plan and release RFP |  |    | ●      |
| <b>JSB Federal Land Securement</b>                                | Secure land rights from Transport Canada for Johnson Street Bridge abutments and fendering as required.   | Secure final terms of license agreements for abutments and fendering with Transport Canada for medium-term |   | Secure additional long term land instruments for abutments where permissible |    | ●      |

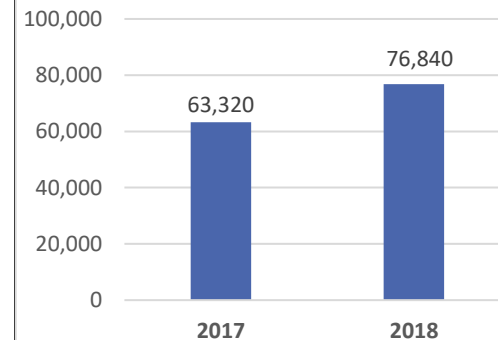
| Objective #1: Innovate and Lead – Capital Programs |   |   |        |
|--|---|---|--------|
| Initiative   | Description   | Q1 Highlights   | Status |
| <b>Vehicle and Heavy Equipment Replacement</b>     | Purchase and replace 15 vehicles in the City fleet including: Pickup trucks, Vector trucks, Class 5 and 6 medium/heavy duty trucks, waste trailer, and Parks Tractor. | Tender award to Berks Intertruck for eight (8) class 5 medium duty trucks - Purchase of one (1) service pickup truck. | ●      |



## STRATEGIC OBJECTIVE #2: ENGAGE AND EMPOWER THE COMMUNITY

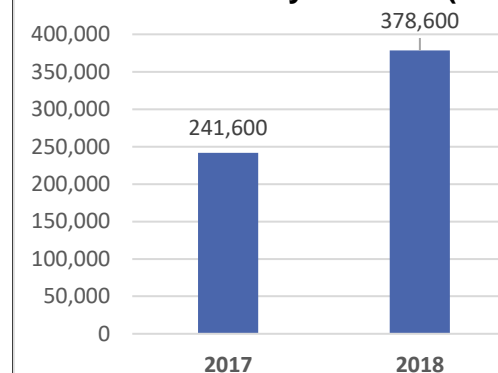
- The Participatory Budgeting Steering Committee developed a model to empower the community in budget decision-making. Twenty-eight project proposals were submitted by individuals and organizations with ideas on how best to spend a portion of the City's budget. Ideas were vetted to ensure they were viable and worked to improve life in Victoria, and were then put to a community vote. Over 4,300 votes were received and in January, three proposals were selected for a total of \$52,500 in funding.
- The City launched a new open data portal internally for testing. The portal is a step forward for public accessibility to the City's open data, and the first major enhancement since the launch of the City's Open Data catalogue in 2013. The new portal provides access to more than 300 raw data sets and allows users to browse data that is more functional, including visualized and customized data views based on sorting functions by permits, year, neighbourhood, value and property type.
- The City, along with community partners hosted the "My Great Neighbourhood Block Party". The event included a key note speaker, showcase of projects recently funded through the City's grant program, as well as interactive and social activities for all ages.
- Almost 8000 people were engaged through in person attendance at events, email and surveys in Q1 2018 through 8 events compared to 2100 in 2017 through 29 events. 2018 includes 4,300 votes in the Participatory Budgeting initiative and reflects a significant increase in outreach to residents.

**Social Media Audience (Q1)**






Compared to Q1 2017, the total combined social media audience (Twitter, Facebook, Instagram) increased by 13,500 (18%) in 2018. (Source: City of Victoria)





**Vists to City Website (Q1)**



In 2018, there was an increase of 137,000 (36%) visits to the City's website compared to Q1 2017. Some of this increase is likely a result of the Tsunami warning on Jan 23.

## Attachment A: 2018 Q1 Operational Plan Progress Report

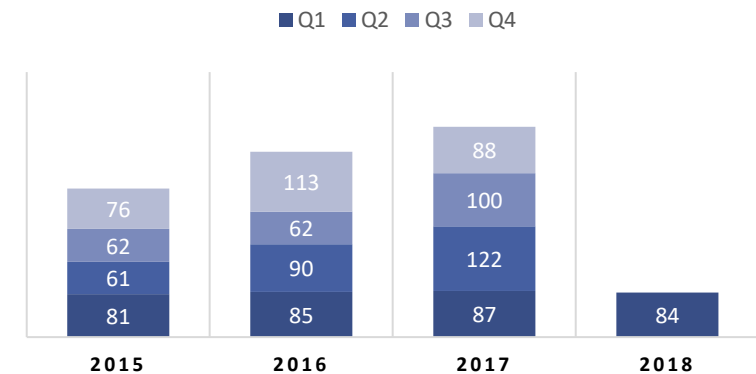
Legend:  On Track  Some Challenges  Major Challenges  Complete

| Objective #2: Engage and Empower the Community |  |   |   |    |   |   |
|--|--|---|---|----|---|---|
| Initiative                                     | Description  | Q1  | Q2  | Q3 | Q4  | Status  |
| Neighbourhoods Advisor Program                 | Introduce initiatives to further involve residents in community development.   | Restructure neighbourhood web pages<br>Facilitate neighbourhood ideas block party | Finalize recommendations for Great Neighbourhood grant awards; Implementation of Neighbour Day outreach                     |    |   |    |
| 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. Feedback from the Summit will be used to inform the annual review and update of the City's Engagement Framework | Engagement Summit Held  |   |    | Assess feedback from the Summit to inform annual review of Engagement Framework |    |
| Participatory Budgeting                        | Complete and evaluate the 2017 Participatory Budgeting initiative which provides community members 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 |    |   |  |
| Open Government Data Portal                    | Launch a tool to provide better access and usability to the City's open data information for all citizens.   | Test new Tool   | Launch Tool Externally  |    |   |  |

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

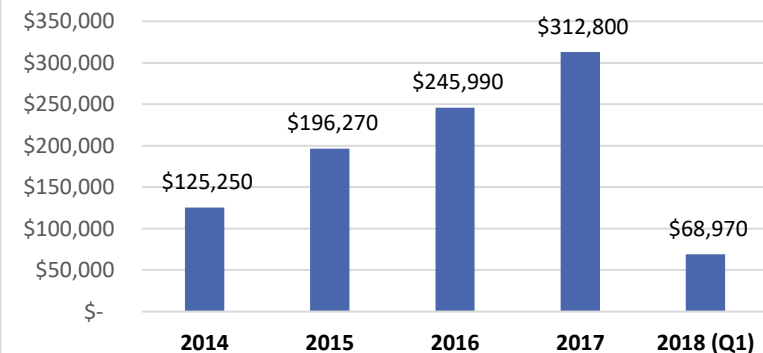
- Staff consulted with industry on ways to implement BC Energy Step Code and brought forward a proposed approach to Council. The approach was based on criteria developed from industry feedback, including considerations for regional coordination, industry capacity and readiness, climate action, housing affordability and cost implications. Council directed staff to further consult with industry on the approach prior to adoption.
- In January and February, the final engagement phase was held for the draft Victoria West Neighbourhood Plan and associated Official Community Plan amendments. Staff compiled the engagement results and made another round of revisions to the plan in response to public feedback. The final plan will be brought forward to Council for consideration of approval in quarter two.
- Two Council workshops were held on the draft Fairfield Neighbourhood Plan in February and March. Council directed an extension to the timelines for Fairfield and Gonzales to allow opportunities for further engagement and conversations on specific topics in the next phase of the planning processes.

**Permit Application Volumes (2015-18)**



Total application volumes for all types of permits applications has stayed relatively constant in Q1 as compared to previous years. (Source: City of Victoria)

**Total Construction Permit Value (\$000)**



Construction Permit Values (Residential, Commercial, Industrial and Government) at the end of Q1 was approximately 22% of the total permit value compared to 2017. (Source: City of Victoria)

## Attachment A: 2018 Q1 Operational Plan Progress Report

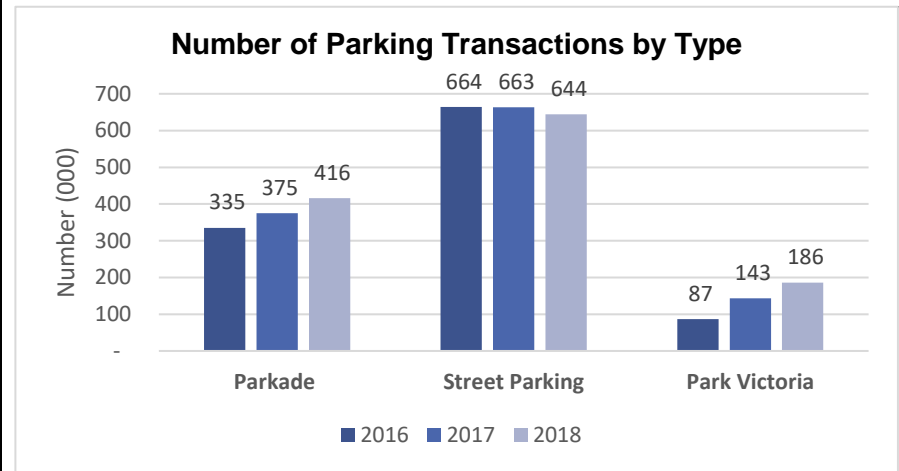
**Legend:** ● On Track ● Some Challenges ● Major Challenges ● Complete

| Objective #3: Strive for Excellence in Land Use Planning |   |  |  |  |   |        |
|--|---|--|--|--|---|--------|
| Initiative   | Description   | Q1   | Q2                                       | Q3   | Q4  | Status |
| 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. | Draft Vic West, Gonzales and Fairfield Neighbourhood Plans Presentation to Council | Vic West Plan Approval                   | Additional Engagement on Fairfield and Gonzales plans<br><br>Gonzales Plan Revisions Back to Council | Phase 2 Neighbourhood Plan Pre-Planning<br><br>Fairfield Plan Revisions Back to Council | ●      |
| Heritage Conservation Initiatives                        | Project to establish new approaches for adding properties to the Heritage Register and a process for citizen-initiated Heritage Conservation Areas.   | Heritage Planner position recruitment  |  | Approach to Council  |   | ●      |
| Downtown Core Area Plan – Five Year Review and           | Project to update the Downtown Core Area Plan as part of adaptive management focused on a review of commercial policies and design guidelines   |  | Engagement On Old Town Design Guidelines | Report to Council  |   | ●      |
| 2018 Zoning Bylaw  | Report to Council on Bylaw consolidation and seek consideration for first and second reading  |  | Report to Council                        | Bylaw readings and public hearing pending Council direction  |   | ●      |

| Key Initiative      |   | Challenge Details  |
|---------------------|---|--|
| Local Area Planning | ● | Based on Council direction staff are assessing options adjusting timelines for current and future neighbourhood plans. |

## STRATEGIC OBJECTIVE #4: BUILD FINANCIAL CAPACITY OF THE ORGANIZATION

- Upon completion of public consultation, Council allocated the 2017 surplus and 2018 new property tax revenue from new construction to initiatives within the Draft 2018-2022 Financial Plan before final approval of the Bylaw prior to May 15.
- The City's 2017 Financial Statements received an unqualified [clean] opinion from the City's external auditors. The City won the Government Finance Officers Association's award for excellence in financial reporting for 13 consecutive years, and the 2017 annual report will be submitted for consideration in Q2.
- Council approved the allocation of \$35.9 million from the City's Debt Reduction Reserve for the procurement of a new Fire Department Headquarters to be located at a new parcel fronting Johnson Street, near Cook Street. If the rezoning of the overall development is approved, a new Victoria public safety building will be built downtown under an agreement reached with a local developer.
- The City of Victoria has received conditional approval of \$6 million in Federal Gas Tax Funding to support the Crystal Pool and Wellness Centre Replacement Project.
- During Q1, the City's Strategic Real Estate negotiated a lease renewal resulting in an annual increase in revenue of \$20,953 compared to the prior year.



*Both parkade and Park Victoria app transactions increased significantly in Q1 2018 over 2017, by 36,000 (10%) and 43,000 (23%) respectively. Street parking transactions experienced a slight decline of 20,000 (3%). (Source: City of Victoria)*

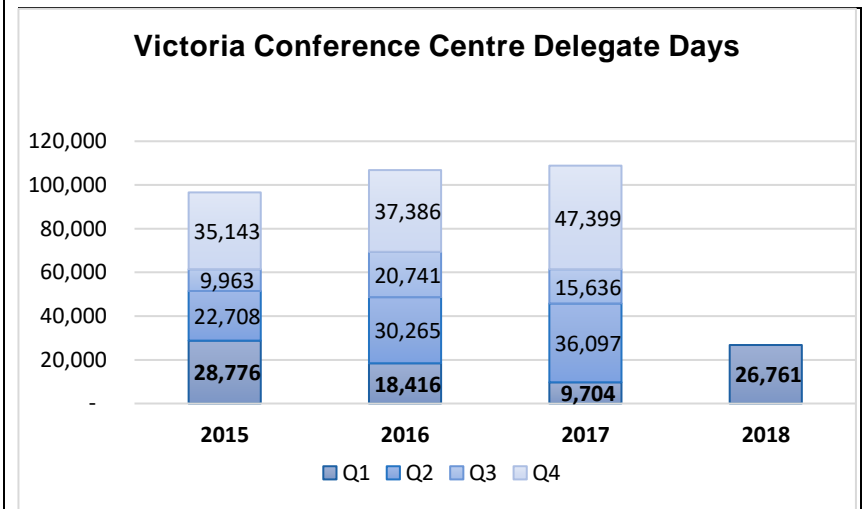
## Attachment A: 2018 Q1 Operational Plan Progress Report

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

| Objective #4: Build the Financial Capacity of the Organization          |   |   |  |  |  |        |
|---|---|---|--|--|--|--------|
| Initiative  | Description   | Q1  | Q2   | Q3   | Q4   | Status |
| 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) 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 | ●      |
| Strategic Property Acquisitions, Disposals, Lease Agreements and Tenure | Completion of Affordable Housing project(s), Transportation Pilot Project, Fire Hall #1 Replacement, Transport Canada Project and Northern Junk Project.  |   |  |  |  | ●      |

## STRATEGIC OBJECTIVE #5: CREATE PROSPERITY THROUGH ECONOMIC DEVELOPMENT

- The Business Hub had 109 inquiries (63 related to starting a new business). Home-based business inquiries were the most common at 34%, followed by a mix of innovative entrepreneurial ideas, retail, and restaurants. 45% of inquiries related to business licensing.
- Business Hub attended the ICSC Conference, SOHO Tradeshow and several local business events and activities.
- The former Executive Director of the San Francisco Entertainment Commission gave a presentation to staff and the Late Night Advisory Committee on strategies used to manage late night noise and transportation issues in San Francisco.
- CityStudio welcomed a new co-op student Program Coordinator to oversee operations for 2018. UVic had several courses, workshops, meet-ups and events, Yates Street Community Garden project continues, Cascadia Collaborative-Emerging Green Builders, and SFU Urban Studies were just a few of the programs.
- The NACO Summit welcomed 122 registrants (77 were from the mainland and across the country). They were exposed to our local talent, innovation, livability, and natural beauty through a variety of activities and events.
- Ten contracts for future conferences were executed in Q1, including four city-wide events:
  - Government Finance Officers' Association Conference 2021; 900 Delegate Days
  - American Contract Bridge League Tournament 2019; 7,000 Delegate Days
  - Nova Clinical Infectious Diseases Update 2018; 1,000 Delegate Days
  - CANO/ACIO Annual Conference 2020; 2,750 Delegate Days



Delegate days at the Conference Centre in Q1 2018 increased by 17,057 over Q1 in 2017. (Source: Victoria Conference Centre)

## Attachment A: 2018 Q1 Operational Plan Progress Report

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

| <b>Objective #5: Create Prosperity through Economic Development</b> |  |   |  |  |   |               |
|---|--|---|--|--|---|---------------|
| <b>Initiative</b>   | <b>Description</b>   | <b>Q1</b>   | <b>Q2</b>  | <b>Q3</b>  | <b>Q4</b>   | <b>Status</b> |
| 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. | ICSC Conference, SOHO Tradeshow, 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-Emerging Green Builders |  | Develop a longer term business plan and funding model with post-secondary partners |   | ●             |
| 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   | ●             |
| Completion of Apex Land Competition                                 | Completion of a Request for Qualifications for Apex Land.  | Complete land conditions assessment and PSA negotiations  | Report to Council  |  |   | ●             |
| Late Night Program  | Sustain initiatives that provide strategic support for a safe, functional and vibrant evening and late night economy.  | On-going monitoring of the downtown activities.   |  |  |   | ●             |



## STRATEGIC OBJECTIVE #6: MAKE VICTORIA MORE AFFORDABLE

- Progress was made on implementing key Victoria Housing Strategy actions, including:
  - The Market Rental Revitalization Strategy (MaRRS) project, where major progress was achieved, including development of a rental building inventory, conducting condition assessments of buildings, hosting several focus groups with stakeholders (landlords, property managers, tenants and tenant advocates), and undertaking energy efficiency and seismic upgrade analysis on key building types in the city. An emerging directions report was distributed to stakeholders to receive feedback on the proposed program elements.
  - Staff brought forward a report to seek strategic direction from Council on how to approach updates to the existing City Inclusionary Housing and Density Bonus policy that will respond to changing market conditions and best meet Council's objectives to achieve affordable housing units in developments.
  - Council approved in principle partnership with School District 61 and Pacific Housing to see the development of 88 new affordable housing units for moderate income families as well as new community space to be built on City and School Board-owned lands adjacent to the Burnside School.
- Council approved a Victoria Housing Fund grant in the amount of \$30,000 to the North Park Manor Society. The grant will assist in the construction of three new affordable rental units for low and medium income seniors at the North Park Manor located at 875 North Park Street.



North Park Manor located at 875 North Park Street received a grant for \$30 thousand from the Victoria Housing Funding in Q1.



Sixty-eight unit affordable housing units to be developed on the School District 61 site next to Burnside School.

## Attachment A: 2018 Q1 Operational Plan Progress Report

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

| Objective #6: Make Victoria More Affordable |  |  |  |  |    |        |
|---|--|--|--|--|----|--------|
| Initiative                                  | Description  | Q1   | Q2   | Q3   | Q4 | Status |
| 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 | Inclusionary Housing Draft Policy to Council |    | ●      |

## STRATEGIC OBJECTIVE #7: FACILITATE SOCIAL INCLUSION AND COMMUNITY WELLNESS

- The City partnered with the Rick Hansen Foundation on the Crystal Pool and Wellness Centre Replacement Project, to help ensure objectives relating to inclusivity are achieved. The project team is seeking the Foundation's new Accessibility Certification Program, the first of its kind, for the new recreation centre. The guidance and support from experts at the Rick Hansen Foundation, Recreation Integration Victoria and other community stakeholders, is being integrated into the design of the new facility.
- The City launched a new registration and reservation software system. Online registration increased by 10%, to nearly 30% of total registrations, compared to last year.
- The City's recreation access program for citizens facing financial barriers to participation (Leisure Involvement for Everyone), continued to meet high demand. Approximately 1,600 residents enrolled in the program, including 451 children and 1,150 adults.
- Public engagement on the Crystal Pool and Wellness Centre Replacement Project continued in Quarter 1. Citizen input to further inform the design of the facility was facilitated through public engagement sessions, meetings with stakeholders and an online survey.



*Public engagement on the Crystal Pool and Wellness Centre Replacement Project.*

## Attachment A: 2018 Q1 Operational Plan Progress Report

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

| Objective #7: Facilitate Social Inclusion and Community Wellness |   |   |   |  |                                 |        |
|--|---|---|---|--|---------------------------------|--------|
| Initiative   | Description   | Q1  | Q2  | Q3   | Q4                              | Status |
| 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         |   |  |                                 | ●      |
| 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. | Support Social Procurement Hub pending AVICC Grant Application Approval                             |  |                                 | ●      |
| Crystal Pool and Wellness Centre Replacement Project             | Develop a plan for replacement of the Crystal Pool and Wellness Centre.   | Progress Report to Council  |   | Progress Report to Council on Schematic Design, Funding Strategy   | Progress 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 | ●      |

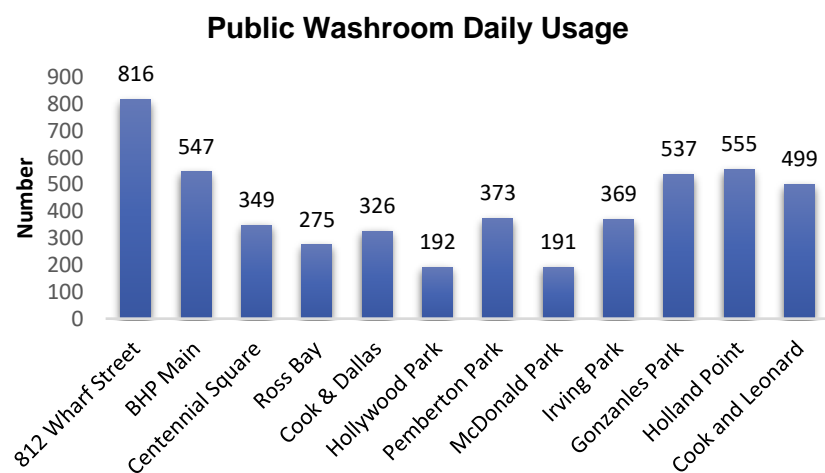
| Key Initiative      |   | Challenge Details   |
|---------------------|---|---|
| Inclusionary Policy | ● | Release of the Request for Proposal advertisement is pending Council Advisory Committee review and comment. |

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

- Progress was made on implementing the Visual Victoria wayfinding system, including development of content for phase 1 finger post, flag and finger board signs, and installation of the first two pylon signs in the Inner Harbour and Chinatown. A First Nations blessing ceremony was held in March when the pylon signs were unveiled.
- Two design concepts were shared with the community for feedback as part of the planning process for the Topaz Park Improvement Plan. Feedback has been used to create a final concept plan.
- Five mason bee houses were installed in Beacon Hill Park. The mason bee houses are located along Bridge Way, and near the Rose Garden. City staff is developing educational pollinator signage and online content.
- The City's annual spring bulb and flower displays showcased 16,981 bulbs and 18,482 annuals this year.












New Wayfinding Signage on Wharf Street (Source: City of Victoria)



Public washroom use is remaining consistent with winter season projections.

## Attachment A: 2018 Q1 Operational Plan Progress Report

Legend:  On Track  Some Challenges  Major Challenges  Complete

| Objective 8 #: Enhance and Steward Public Spaces, Green Spaces and Food Systems |  |  |  |                    |   |   |
|---|--|--|--|--------------------|---|---|
| Initiative  | Description  | Q1   | Q2   | Q3                 | Q4                                      | Status  |
| Cecelia 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 |    |
| 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                       |    |
| Topaz Park Improvement Plan   | Develop a Park Improvement Plan for Topaz Park to inform future investment.  | 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 |  |                    |   |    |
| Securement of David Foster Pathway Lands  | Support the David Foster Harbour Pathway development through completion of strategic acquisitions of required land rights.   |  |  |                    |   |   |
| Ship Point Master Plan  | Prepare a master plan to guide redevelopment of Ship Point, including an implementation strategy and detailed design.  |  | Master Plan, including implementation strategy to Council; Pier Assessment Report 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 |  |



## Attachment A: 2018 Q1 Operational Plan Progress Report

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

|                 |   |  |  |  |  |   |
|-----------------|---|--|--|--|--|---|
| 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 |  |  | ● |
|-----------------|---|--|--|--|--|---|

| Key Initiative                |   | Challenge Details  |
|-------------------------------|---|--|
| Cecelia Park Improvement Plan | ● | Council Report delayed from Q1 to Q2 due to additional analysis required by the engineering consultant and their geo-technical sub-consultant. |

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

- A community celebration of the new Johnson Street Bridge to say “hello new, goodbye blue” marked the grand opening of Victoria’s new bridge. Citizens of all ages took the opportunity to be one of the first to stroll across the new bridge before it officially opened to traffic. This milestone in Victoria’s history included an official ribbon cutting and a community picnic, complete with food trucks, picnic benches, multicultural performances, with live music and dancing under a disco ball.
- Fort Street - work continued through Q1 on Fort Street, the City’s second protected bike lane project. Primary area of work was between Blanshard Street and Wharf Street. Completion of the project is on schedule for May 2018.
- Douglas Street Transit Priority Lanes – work started on a southbound transit-priority lane on Douglas Street between Tolmie Avenue and Hillside Avenue. Work is scheduled for completion by Q3.
- The Active Transportation Advisory Committee, a 12-member Council-appointed community committee, activities included a member-initiated “fishbowl” activity, review of the 2017 Active & Safe Routes to School Program results, capital project design input (various including Wharf & Humboldt AAA routes), climate leadership plan consultation, school crossing guard recommendations to Council, and 2019 early budget engagement.



*Community celebration of the opening of the Johnson Street Bridge.*



*Fort Street bike lane construction.*














- Council approved the allocation of \$70,000 from the Accessibility Reserve Fund to install audible/accessible pedestrian signals at several locations throughout the City, as per an Accessible Working Group recommendation.
- Belleville Street construction continued in Q1 between Oswego Street and Menzies Street, including Inner Harbour plaza improvements (near the Belleville/Menzies intersection). Final paving scheduled for Q2.



*Belleville Street improvement project construction.*

## Attachment A: 2018 Q1 Operational Plan Progress Report

Legend:  On Track  Some Challenges  Major Challenges  Complete

| Objective #9: Complete a Multi-Modal and Active Transportation Network |  |   |   |  |          |   |
|--|--|---|---|--|----------|---|
| Initiative   | Description  | Q1  | Q2  | Q3   | Q4       | Status  |
| 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.        |   | Issue RFP   |  |          |    |
| 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  |          |    |
| Accessibility Framework  | Develop an Accessibility Framework to guide improvements to facilities and public spaces.  | Issue RFP   |   |  |          |  |
| 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;<br>Develop scope for Harbour Pathway Plan update | Start underpass construction;<br>Draft Pathways Inspections & Maintenance Policy to Council; Issue RFP for Harbour Pathway Plan | Updated Harbour Pathway Plan drafted;<br>Complete Mermaid Wharf upgrades and Underpass;<br>Complete design investigations for upgrades at F1/F2/F3 lands |          |  |

## Attachment A: 2018 Q1 Operational Plan Progress Report

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

| Objective #9: Complete a Multi-Modal and Active Transportation Network – Capital Programs |   |  |        |
|---|---|--|--------|
| Initiative  | Description   | Q1 Highlights  | Status |
| Pedestrian Master Plan  | Install new or upgrade approximately 500 metres of sidewalk and pedestrian amenities annually.  | <ul style="list-style-type: none"> <li>700 block Fort sidewalk replacement under construction, in concert with Fort Street Bike Lane project.</li> <li>Higgins sidewalk design completed – construction scheduled for Q3</li> <li>Brighton sidewalk engagement process underway – resident-led design exercise ongoing.</li> </ul> | ●      |
| 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. | <ul style="list-style-type: none"> <li>Wharf and Humboldt streets design, analysis and consultation</li> <li>Cook Street design, analysis and consultation</li> </ul>  | ●      |
| Major Street Rehabilitation   | Rehabilitate or resurface annually approximately 0.5km of the approximately 100 km of existing arterial, collector and downtown roadways.   | <ul style="list-style-type: none"> <li>Douglas/Belleville intersection rehabilitation completed.</li> <li>Douglas Street bus lane project underway – completion scheduled for October.</li> </ul>  | ●      |
| Minor Street Rehabilitation   | Rehabilitate or resurface annually approximately 1 km of 160 km of existing local roadways.   | <ul style="list-style-type: none"> <li>Beta Street construction underway – completion scheduled for June.</li> </ul>   | ●      |

| Key Initiative                |   | Challenge Details   |
|-------------------------------|---|---|
| Bike Master Plan              | ● | Committee of the Whole report for Wharf/Humboldt delayed to May 2018.   |
| Accessibility Framework       | ● | No proposals received from RFP advertisement process in March. Re-tendering and other alternatives being explored.          |
| Sustainable Mobility Strategy | ● | Terms of Reference under development – project delayed due to staffing vacancies. Request for Proposals to be issued in Q2. |

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


- Agartu Ali was appointed as the 2018 Youth Poet Laureate in the first quarter.
- One of the Indigenous Artist in Resident projects, *Pendulum: An Indigenous Performance Showcase* took place at the Belfry Theatre.
- The City released a Calls to Artists for two emerging artists' opportunities – the annual *Commercial Alley Outdoor Art Gallery* installation and *Commute* a bus shelter based exhibit.
- The 28 Bastion Square Working Group began stakeholder engagement on options to re-purpose the building into a shared Arts Hub.
- The City's Musician Roster was updated through an adjudication of 199 musician applications by a volunteer jury.
- The City facilitated a number of new events, including the inaugural *Capital City Comic Con*.



Public Art Events in Q1.

## Attachment A: 2018 Q1 Operational Plan Progress Report

Legend:  On Track  Some Challenges  Major Challenges  Complete

| Objective #10 Nurture Our Arts, Culture and Learning Capital |  |                          |   |                        |   |   |
|--|--|--------------------------|---|------------------------|---|---|
| Initiative   | Description  | Q1                       | Q2  | Q3                     | Q4  | Status  |
| 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. | Revise Public Art Policy | Info Session: Special Event City Services | Mural Toolkit Complete | Vacant Storefront Project Launch<br>Continue to explore Creative Hub at 28 Bastion Square |  |

## STRATEGIC OBJECTIVE #11: STEWARD WATER SYSTEMS AND WASTE STREAMS

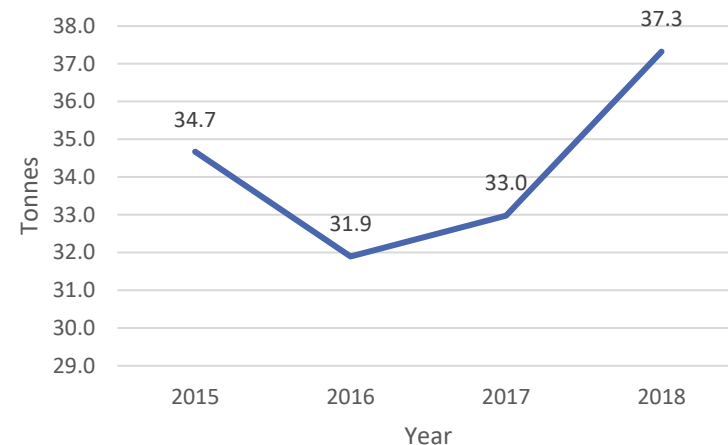
- The Checkout Bag Regulation Bylaw was approved by Council. City staff began development of a toolkit to support businesses to communicate the changes associated with the new bylaw.
- City staff began the development of a waste management strategy.

### Bring Your Own Bag

Eco-Friendly reusable bags are best!

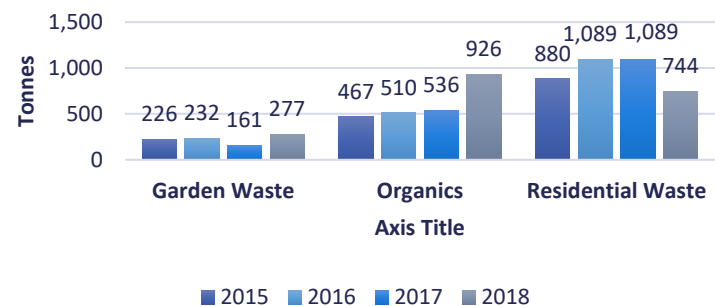


#### Average Organic Waste Diversion (Q1)



The average organic waste diversion at the end of the first quarter was significantly higher than previous years, potentially due to more public education and awareness.


#### Garden, Organic and Residential Waste Streams - (Q1)










Total volume of waste has been slowly increasing over the past few years, however, in Q1 the total volume of residential waste was 345 tons less than 2017.

## Attachment A: 2018 Q1 Operational Plan Progress Report

Legend:  On Track  Some Challenges  Major Challenges  Complete

| Objective #11: Steward Water Systems and Waste Streams Responsibly |   |                    |                    |                                  |    |   |
|--|---|--------------------|--------------------|----------------------------------|----|---|
| Initiative   | Description   | Q1                 | Q2                 | Q3                               | Q4 | Status  |
| 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 |    |  |

| Objective #11: Steward Water Systems and Waste Streams Responsibly |  |   |   |
|--|--|---|---|
| Initiative   | Description  | Q1 Highlights   | Status  |
| Sewer System Upgrades  | Major upgrades to the sewer system to add capacity and optimize the system.                              | <ul style="list-style-type: none"> <li>Design work by consultant began.</li> </ul>  |    |
| Sewer Main Replacement   | Replacement or rehabilitation of sanitary sewer mains having system deficiencies or end of service life. | <ul style="list-style-type: none"> <li>Design work by consultant started; sanitary mains replacement on Esquimalt Road and Shelbourne Road were completed.</li> <li>Sanitary Sewer System Master Plan was completed.</li> </ul>   |    |
| Waterworks Main Replacement  | Replacement or rehabilitation of water mains having system deficiencies or end of service life.          | <ul style="list-style-type: none"> <li>Watermains installed on Beta Street, Herald Street, Tillicum Road and Prior Street.</li> <li>85% of work on Broughton Street completed; design work for 2018 watermain projects was at the 80% stage.</li> <li>Contract awarded for watermain lining on Wharf Street, Courtenay Street and Dallas Road.</li> </ul> |    |
| Stormwater Main Replacement  | Replacement or rehabilitation of stormwater mains having system deficiencies or end of service life.     | <ul style="list-style-type: none"> <li>Design work by consultant has started.</li> <li>Completed Stormdrain on Denman Street.</li> </ul>  |    |
| Stormwater Brick Main Replacement                                  | Rehabilitation of brick stormwater mains having system deficiencies or end of service life.              | <ul style="list-style-type: none"> <li>2018 brick storm drain design Issue for Tender (IFT) - prequalification of contractors completed.</li> </ul>   |  |

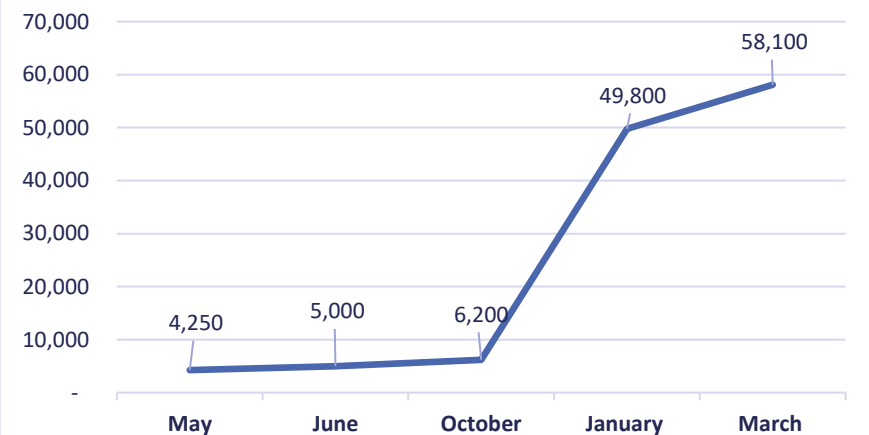
| Key Initiative              |   | Challenge Details   |
|-----------------------------|---|---|
| Stormwater Main Replacement |  | Start of work on Grant Street scheduled for mid-February; work delayed to late April. |
| Sewer Main Replacement      |  | Start of work on Grant Street scheduled for mid-February; work delayed to late April. |



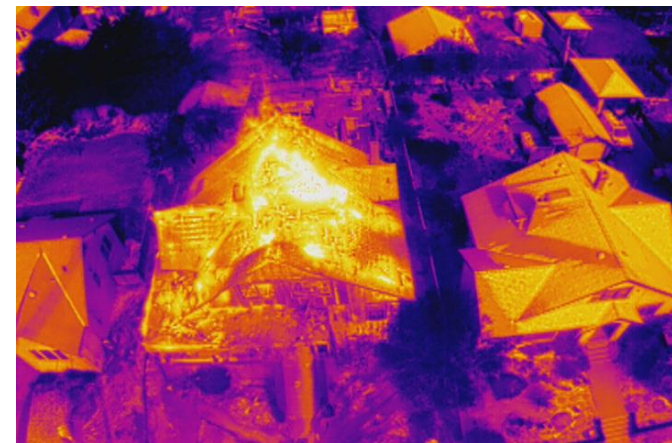
## STRATEGIC OBJECTIVE #12: TAKE CLIMATE ACTION AND PREPARE FOR EMERGENCIES

- The City of Victoria's Emergency Plan was been updated and approved by Council. Now that the Hazards, Risks, Vulnerabilities Analysis, Business Continuity Plans, Emergency Program Bylaw, and Updated Emergency Plan have all been completed, the next step is training and exercising of the plans and continuous review and improvement.
- Vic-Alert, the City of Victoria's Emergency Notification System, has continued to experience great success since its introduction in May 2017. As of the end of the quarter, there were over 59,000 subscribers, an increase of over 52,000 subscribers since Q4 of 2017. This is primarily the result of the tsunami warning which occurred on Jan 23, 2018 and activation of Vic-Alert to notify residents and activation of the City's Emergency Operations Centre.
- An EOC Essentials course was hosted at City Hall in which 18 City staff received Emergency Operations Centre training to prepare them for an operational event. Staff training and awareness will continue this quarter and an EOC exercise will be conducted next quarter to practice and test staff's new skill sets.
- The City hosted an Emergency Operations Centre (EOC) open house to familiarize staff with the EOC space and functionality at the Capital Regional District.
- Staff and volunteers attended a Disability Alliance of BC workshop in which they learned how to plan for people with physical disabilities or functional needs in a reception centre or group lodging centre in an emergency.

**Vic Alert Subscriptions (May 2017-March 2018)**



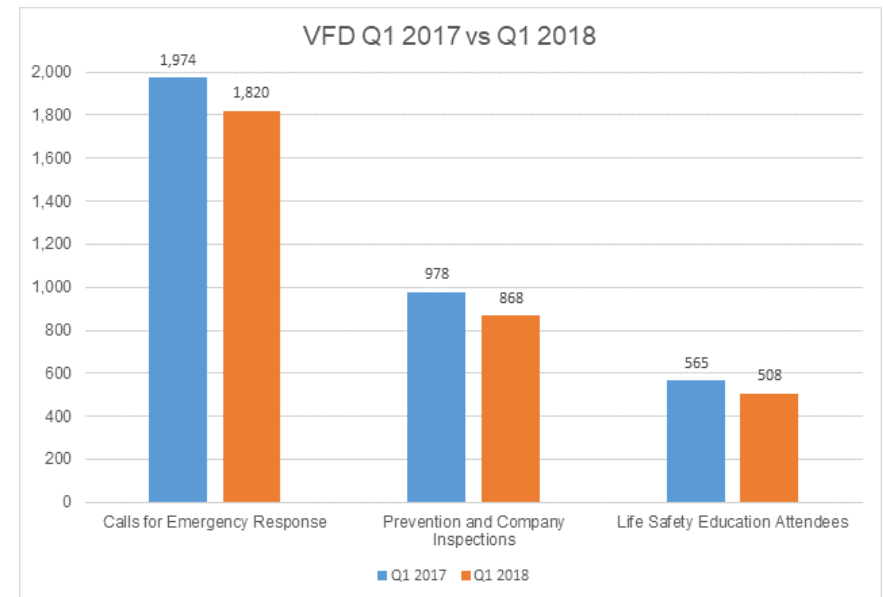
Subscriptions to Vic Alert experienced a dramatic increase in January due to the Tsunami warning on January 23.



Infrared photo of the 1150 McClure fire taken by an Unmanned Aerial Vehicle (UAV). (Source: Victoria Fire Department)



- A very successful media information session was held in collaboration with the Regional Emergency Management Partnership (REMP) with approximately 12 media outlets in attendance, resulting in greater coordination and collaboration around public messaging during emergencies or disasters.
- Partnered with City Studio and Resilient Streets for *Connect and Prepare* pilot project which delivered education and training to three communities at the block or building level to increase community connectedness and preparedness. Approximately 25 expressions of interest were received from different communities to participate in the pilot project.
- The Victoria Fire Department responded to a structure fire at 1150 McClure and this provided the first opportunity to deploy one of the Unmanned Aerial Vehicles (UAVs). This was a valuable tool to assist in fire operations as it provided an overhead view with a live feed aerial providing views in high definition and infrared. These views enabled crews to more efficiently identify hot spots and other hazards around the property.
- Substantial progress on completing the final Climate Leadership Plan, including public and stakeholder engagement with presentations, workshops and meetings took place in the first quarter.



*In Q1 of 2018, the number of inspections were less in comparison to 2017, primarily due to staff vacancies. (Source: Victoria Fire Department)*


## Attachment A: 2018 Q1 Operational Plan Progress Report

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

| Objective #12: Take Climate Action and Plan for Emergencies |  |   |  |    |    |        |
|---|--|---|--|----|----|--------|
| Initiative  | Description  | Q1  | Q2   | Q3 | Q4 | Status |
| 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<br>Step code implementation |    |    | ●      |
| Fire Hall #1 Replacement                                    | Replace Fire Hall #1.  | Finalize approach and provide public report on next steps |  |    |    | ●      |
| 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                 |  |    |    | ●      |

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

STRATEGIC OBJECTIVE #13: DEMONSTRATE REGIONAL LEADERSHIP

|  |   |
|--|---|
| <ul style="list-style-type: none"><li>• The City committed to consulting with representatives of the development community on the proposed adoption of the BC Energy Step Code. The Step Code is an amendment to the B.C. Building Code that establishes performance-based energy efficiency requirements for new residential and commercial construction with the ultimate goal that all new buildings will be “net-zero energy ready” by 2032.</li><li>• The Regional Growth Strategy was brought forward for final acceptance following a mediation process which resulted in a variety of revisions that was agreed to by all participating municipalities, including Victoria. Council advised the Capital Regional District that it accepted the Regional Growth Strategy, 2018.</li></ul> |  |
|--|---|

## **Attachment B: Q1 BUDGET STATUS REPORT**

### Overview

This report outlines the actual results compared to the budget for operating and capital budgets and staffing levels for the first quarter ending March 31, 2018.

Council approves a five year financial plan bylaw annually in accordance with Section 165 of the Community Charter. The financial plan allocates the financial and human resources required to achieve the objectives of the City's Strategic Plan.

The City performs monthly variance analyses of the revenues and expenditures as they compare to the approved financial plan and reports the progress quarterly to Council.

If unanticipated events occur during the year that impact the approved five-year financial plan, staff recommend amendments to the financial plan bylaw to authorize the changes. All budgetary amendments require Council's approval.

### Operating Budget

As of March 31, 2018, the overall operating revenues and expenditures/transfers are 8% and 18% respectively, of the annual budgeted amount. This compares to 9% and 17% to the prior fiscal period. A summary of the actual operating revenues and expenditures/transfers compared to the budget is attached.

Revenues are expected to meet or exceed budget; revenues from parking, permits and inspections and rezoning are trending higher than expected for the first quarter. The overall low percentage of actual to budgeted revenue is directly related to the property tax and payment in lieu of tax payments that are generally collected in the latter half of the year. Conversely, dog licences and business licenses are collected in the first half of the year resulting in a higher percentage of actual to budgeted revenue in those departments.

Expenditures/transfers are expected to be within budget. Seasonal variations in municipal operations and accounting processes that occur outside the quarterly basis affect the proportion of revenues received or expenditures incurred to March 31, 2018. Seasonal impacts are reflected in Parks, Recreation, Sustainable Planning and Community Development and Corporate budgets due to work programs that will commence in the second and third quarter such as the Parks Boulevard program, summer recreation programs, Official Community Plan, Downtown Area Core Plan, and Canada Day celebrations.

We continue to improve our accounting processes to better align the quarterly actual to budget reporting.

### Capital Budget

As of March 31, 2018, the actual capital expenditures are at 6% spent of total budgeted expenditures for the year, compared to 5% in the prior year. Capital projects have varying schedules and the majority of the work planned for 2018 is scheduled to start in Q2 and Q3 with the exception of the Crystal Pool Replacement project that will span over multiple years. A summary of capital programs and projects are attached.

## **Attachment B: Q1 BUDGET STATUS REPORT**

At present, capital projects are expected to be completed according to schedule.

The following projects have been completed:

- Opening of the Johnson Street Bridge
- Water main replacement at the following locations:
  - Prior, Summit to Vista Heights, Broughton
  - Tillicum, Craigflower to Gosper
  - Broughton, Blanshard to Douglas
  - Fort, Wharf to Government
  - Belleville, Menzies to Oswego
- Sewer main replacement at the following locations:
  - Esquimalt, Robert to Maitland
  - Shelbourne to Kings

Should adjustments be required, reports providing details and options will be brought to Council for consideration.

Staff are working diligently to complete the capital work plan according to schedule, however unplanned or unforeseen factors could arise and delay the completion date. Requests to move the budget forward into next year can be made as part of the regular year-end budget process.

### Staff Levels

The City's full-time equivalent employees for 2018 is 816.03 as attached.

**City of Victoria - Operating Budget Revenues/Funding Sources**  
**For the Three Months Ending March 31, 2018**

|   | Q1 2017<br>Actual    | Q1 2018<br>Actual    | 2018<br>Budget        | Variance              | %         | Explanation   |
|---|----------------------|----------------------|-----------------------|-----------------------|-----------|---|
| <b>Deputy City Manager</b>                            |                      |                      |                       |                       |           |   |
| Deputy City Manager                                   | -                    | -                    | 3,000                 | 3,000                 | 0%        | Licence fee received in the fall  |
| Arts, Culture and Events                              | 206,880              | 5,553                | 579,405               | 573,852               | 1%        | Seasonal revenues   |
| Special Events Third Party Billings                   | 4,324                | 417                  | -                     | (417)                 |           | Full cost recovery of related expenses  |
| Economic Development                                  | -                    | 10,000               | 40,000                | 30,000                | 25%       |   |
| Legislative and Regulatory Services                   | 155,957              | 233,644              | 850,925               | 617,281               | 27%       | Dog licenses  |
| Bylaw Enforcement Third Party Billing                 | 1,431                | 5,418                | -                     | (5,418)               |           | Full cost recovery of related expenses  |
| Real Estate   | 435,322              | 452,207              | 1,921,085             | 1,468,878             | 24%       |   |
| Victoria Conference Centre (VCC)                      | 557,859              | 660,394              | 3,987,405             | 3,327,011             | 17%       | Seasonal revenues, majority of fees recognized between May - September  |
| VCC Event Costs Paid by Clients                       | 662,086              | 1,092,486            | 3,460,000             | 2,367,514             | 32%       | Full recovery of related expenses   |
| <b>Engagement</b>                                     | -                    | -                    | 54,143                | 54,143                | 0%        | Funding for Participatory Budgeting carried over from previous year; offsetting expenses  |
| <b>Engineering and Public Works</b>                   |                      |                      |                       |                       |           |   |
| Engineering and Public Works                          | 163,958              | 151,136              | 1,339,245             | 1,188,109             | 11%       | Transfer from reserve entries not recorded yet, grant payments not yet received   |
| Third Party Billings                                  | 200,309              | 178,836              | 528,400               | 349,564               | 34%       | Full cost recovery of related expenses  |
| Solid Waste and Recycling                             | 782,715              | 544,299              | 3,144,079             | 2,599,780             | 17%       | Timing of billings  |
| Sewer Utility   | 1,562,931            | 1,233,738            | 7,874,200             | 6,640,462             | 16%       | Timing of billings  |
| Water Utility   | 4,423,222            | 3,298,317            | 19,925,763            | 16,627,446            | 17%       | Timing of billings  |
| Storm Drain Utility                                   |                      |                      | 6,613,491             | 6,613,491             | 0%        | Billing is in September   |
| <b>Finance</b>  |                      |                      |                       |                       |           |   |
| Parking Services                                      | 4,124,087            | 4,586,003            | 16,912,800            | 12,326,797            | 27%       | Total parkade transactions increased by 11% and ParkVictoria transactions increased by 30% compared to Q1 2017  |
| <b>Parks, Recreation and Facilities</b>               | 494,807              | 521,228              | 3,051,946             | 2,530,718             | 17%       | Boulevard Tax due in July and transfer from reserve entries not yet done, seasonal programs   |
| <b>Sustainable Planning and Community Development</b> | 1,879,249            | 1,902,073            | 4,018,740             | 2,116,667             | 47%       | Building permits, electrical and plumbing permits and rezoning revenues are trending higher   |
| <b>Victoria Fire Department</b>                       | 27,355               | 13,705               | 128,750               | 115,045               | 11%       | Mechanic program revenue, confined space and fire technical high angle rope rescue cost sharing is received later in year.  |
| <b>Corporate</b>                                      |                      |                      |                       |                       |           |   |
| Payment in Lieu of Taxes/Special Assessments          | 37,837               | 28,031               | 7,586,400             | 7,558,369             | 0%        | Payments received later in the year   |
| Fees and Interest                                     | 760,667              | 494,337              | 3,490,000             | 2,995,663             | 14%       |   |
| Business and Other Licences                           | 1,442,880            | 1,477,750            | 1,501,340             | 23,590                | 98%       | Majority of business licenses revenue recognized in Q1  |
| Overhead Recoveries                                   | 609,750              | 610,152              | 3,319,109             | 2,708,958             | 18%       |   |
| Miscellaneous   | 1,008,855            | 861,380              | 8,275,910             | 7,414,530             | 10%       | Revenues received later in year; includes Traffic Fine Sharing, Gas Tax, lease revenue under operating agreement with RG Properties event and ticket surcharge revenue and Fortis |
| Prior Year's Surplus                                  | -                    | -                    | 3,809,825             | 3,809,825             | 0%        | Total City surplus is \$4.026 million; \$216,575 is in the Police budget  |
| <b>Victoria Police Department</b>                     | 2,098,094            | 2,074,854            | 8,562,712             | 6,487,858             | 24%       |   |
| <b>Property Taxes</b>                                 | -                    | -                    | 130,761,783           | 130,761,783           | 0%        |   |
| <b>Total</b>  | <b>\$ 21,640,576</b> | <b>\$ 20,435,956</b> | <b>\$ 241,740,456</b> | <b>\$ 221,304,500</b> | <b>8%</b> |   |

**City of Victoria - Operating Budget Expenditures/Transfers to Reserve  
For the Three Months Ending Ending March 31, 2018**

|   | Q1 2017<br>Actual    | Q1 2018<br>Actual    | 2018<br>Budget        | Variance              | %          | Explanation   |
|---|----------------------|----------------------|-----------------------|-----------------------|------------|---|
| <b>City Manager's Office</b>                          | 138,928              | 225,447              | 908,776               | 683,330               | 25%        |   |
| <b>Council</b>  | 149,840              | 166,720              | 614,595               | 447,874               | 27%        |   |
| <b>Deputy City Manager</b>                            | 97,514               | 31,128               | 424,470               | 393,342               | 7%         | Vacancy   |
| Arts, Culture and Events                              | 513,468              | 243,518              | 1,786,243             | 1,542,725             | 14%        | Events are seasonal   |
| Third Party Billing - Special Events                  | 4,164                | 354                  | -                     | (354)                 |            | Full cost recovery; offsetting revenues   |
| Economic Development                                  | 55,709               | 306,783              | 513,320               | 206,536               | 60%        | Grant to SIPP paid in March   |
| Human Resources                                       | 367,077              | 466,795              | 1,985,666             | 1,518,872             | 24%        |   |
| Legislative and Regulatory Services                   | 550,085              | 665,325              | 3,991,241             | 3,325,916             | 17%        | Vacancy   |
| Third Party Billing - Bylaw Enforcement               | 2,147                | 4,213                | -                     | (4,213)               |            | Full cost recovery; offsetting revenues   |
| Neighbourhoods  | 119,876              | 134,506              | 559,865               |                       | 24%        |   |
| Real Estate   | 176,868              | 212,784              | 1,742,018             | 1,529,234             | 12%        | Transfer to reserve for 812 Wharf Street not done   |
| Victoria Conference Centre (VCC)                      | 638,854              | 647,351              | 3,528,113             | 2,880,763             | 18%        | Timing of debt payments for Crystal Garden  |
| VCC Event Costs Paid by Clients                       | 348,632              | 510,828              | 3,460,000             | 2,949,172             | 15%        | Full cost recovery; offsetting revenues   |
| <b>Engagement</b>                                     | 287,299              | 312,690              | 1,638,125             | 1,325,435             | 19%        | Participatory budgeting projects paid in Q2   |
| <b>Engineering and Public Works</b>                   |                      |                      |                       |                       |            |   |
| Engineering and Public Works                          | 3,251,378            | 3,540,309            | 15,858,861            | 12,318,552            | 22%        |   |
| Third Party Billings                                  | 217,762              | 258,963              | 428,400               | 169,437               | 60%        | Full cost recovery; offsetting revenues   |
| Solid Waste & Recycling                               | 627,576              | 621,468              | 3,144,079             | 2,522,611             | 20%        |   |
| Water Utility   | 3,083,859            | 2,298,129            | 19,925,763            | 17,627,634            | 12%        | Transfer to capital & reserves not done yet   |
| Sewer Utility   | 805,714              | 832,149              | 7,874,200             | 7,042,052             | 11%        | Transfer to capital & reserves not done yet   |
| Stormwater Utility                                    | 671,996              | 645,527              | 6,613,491             | 5,967,964             | 10%        | Transfer to capital & reserves not done yet   |
| <b>Finance</b>  |                      |                      |                       |                       |            |   |
| Finance   | 1,737,987            | 2,042,688            | 7,597,396             | 5,554,708             | 27%        |   |
| Parking Services                                      | 1,666,320            | 2,260,935            | 8,535,473             | 6,274,538             | 26%        |   |
| <b>Legal Services</b>                                 | 159,087              | 154,376              | 744,184               | 589,808               | 21%        |   |
| <b>Parks, Recreation and Facilities</b>               |                      |                      |                       |                       |            |   |
| Parks   | 2,249,458            | 2,179,969            | 11,556,987            | 9,377,018             | 19%        | Seasonal work programs that start in Q2 & Q3 include the Parks Boulevard Program, BHP Management Plan, Natural Resources and Boulevard Improvements |
| Recreation  | 772,864              | 910,117              | 4,391,884             | 3,481,766             | 21%        | Seasonal programs will start in Q2 & Q3 include Summer Camps ,Outdoor Recreation and RAP  |
| Facilities  | 1,325,688            | 1,163,438            | 5,892,862             | 4,729,425             | 20%        |   |
| <b>Sustainable Planning and Community Development</b> | 1,073,658            | 1,317,971            | 6,453,272             | 5,135,301             | 20%        | The majority of the Downtown Core Area Plan, Official Community Plan and Victoria Housing Strategy work is scheduled for later in the year          |
| <b>Victoria Fire Department</b>                       | 3,621,206            | 4,153,019            | 17,118,498            | 12,965,480            | 24%        |   |
| <b>Corporate</b>                                      |                      |                      |                       |                       |            |   |
| Contingencies   | -                    | -                    | 1,847,672             | 1,847,672             | 0%         |   |
| Debt Principal, Interest and Reserve Transfer         | 1,539,506            | 1,690,706            | 7,827,583             | 6,136,877             | 22%        | Timing of debt payments; and transfer to reserve not done yet   |
| Grants  | 425,813              | 351,716              | 3,026,081             | 2,674,366             | 12%        | Majority of grants are paid in July   |
| Miscellaneous   | 152,589              | 476,887              | 2,126,284             | 1,649,397             | 22%        | Canada Day and Crest Levy expenses not recorded yet, project pending include the Gorge Waterway and Witness Reconciliation Program                  |
| Transfer to VCC                                       | -                    | -                    | 300,000               | 300,000               | 0%         | Transfer not recorded yet   |
| Transfers to Reserve                                  | -                    | -                    | 19,462,046            | 19,462,046            | 0%         | Transfers to reserve not recorded yet   |
| Transfer to Capital Budget                            | -                    | -                    | 10,165,000            | 10,165,000            | 0%         | Year end transfer not recorded yet  |
| <b>Greater Victoria Public Library</b>                | 1,163,356            | 1,287,466            | 5,387,720             | 4,100,254             | 24%        |   |
| <b>Victoria Police Department</b>                     | 10,521,221           | 13,253,534           | 54,310,286            | 41,056,752            | 24%        |   |
| <b>Total</b>  | <b>\$ 38,517,498</b> | <b>\$ 43,367,808</b> | <b>\$ 241,740,456</b> | <b>\$ 198,372,648</b> | <b>18%</b> |   |

**City of Victoria - Capital Budget Expenditures**  
**For the Month Ending March 31, 2018**

|                                     | Q1 2018<br>Actual   | 2018<br>Budget        | Variance              | %         | Explanation  |
|-------------------------------------|---------------------|-----------------------|-----------------------|-----------|--|
| <b>Active Transportation</b>        | 1,111,457           | 18,431,000            | 17,319,543            | 6%        | Fort Street bike lanes in progress and scheduled to be complete in Q2. Majority of other projects are scheduled for Q2 and Q3  |
| <b>Complete Streets</b>             | 524,690             | 6,347,000             | 5,822,310             | 8%        | In progress with a majority of projects scheduled throughout the year; Belleville Street underway  |
| <b>Neighbourhoods</b>               | 14,383              | 266,000               | 251,617               | 5%        | In progress with projects scheduled throughout the year  |
| <b>Parks</b>                        | 69,283              | 2,032,000             | 1,962,717             | 3%        | Carryforward projects in progress; majority of the 2018 projects are in the planning phase and Cecelia Ravine Park is tracking on schedule. Summit Park planning will occur in 2018, though the construction will most likely be deferred                    |
| <b>Street Infrastructure</b>        | 405,106             | 1,884,000             | 1,478,894             | 22%       | In progress with majority of projects to start throughout the remaining year   |
| <b>Retaining Walls and Railings</b> | 1,953               | 1,312,000             | 1,310,047             | 0%        | Dallas Road Seawall is underway, other projects to start throughout the remaining year   |
| <b>Bridges</b>                      | 2,305,436           | 9,398,000             | 7,092,564             | 25%       | Johnson Street Bridge opened in Q1; continuing decommission of the old bridge and public realm pathway connections   |
| <b>Facilities</b>                   | 641,030             | 78,325,000            | 77,683,970            | 1%        | Carryforward projects in progress; planning in progress with projects to start Q2 and Q3. Planning for Crystal Pool and Firehall Replacement is underway - multiyear projects  |
| <b>Equipment</b>                    | 609,501             | 9,363,000             | 8,753,499             | 7%        | Vehicle and Heavy Equipment procurement underway, majority of projects to start in Q2 and Q3   |
| <b>Environmental Remediation</b>    | 92,610              | 730,000               | 637,390               | 13%       | Laurel Point Park environmental testing in progress. Portion of budget only spent if needed  |
| <b>Sanitary Sewers</b>              | 619,262             | 7,825,000             | 7,205,738             | 8%        | Carryforward projects in progress; Shelbourne and Esquimalt mains replacement complete and lift station replacement complete. Majority of projects are to start Q2 and Q3  |
| <b>Stormwater</b>                   | 142,175             | 6,558,000             | 6,415,825             | 2%        | Carryforward main projects in progress and the Linden Avenue brick main project complete; majority of 2018 main replacements to start Q2 and Q3 and lining projects to start in Q2. 2018 brick main replacement projects are to start Q2 and be completed Q3 |
| <b>Waterworks</b>                   | 1,358,280           | 6,197,000             | 4,838,720             | 22%       | Majority of main replacement carryforward projects are complete including the Fort, Wharf to Government, Broughton, Blanshard to Douglas and Belleville, Menzies to Oswego. Majority of 2018 projects to start Q2 and Q3                                     |
| <b>Contingency</b>                  | -                   | 364,000               | 364,000               | 0%        |  |
| <b>Victoria Police</b>              | 478,862             | 2,118,000             | 1,639,138             | 23%       | Vehicle replacement underway and projects scheduled throughout the year  |
| <b>Total</b>                        | <b>\$ 8,374,030</b> | <b>\$ 151,150,000</b> | <b>\$ 142,775,970</b> | <b>6%</b> |  |








**City of Victoria - Budgeted Full-Time Equivalent Employees  
For the Three Months Ending March 31, 2018**

|   | FTE 2018      |
|---|---------------|
| <b>City Manager's Office</b>                          | 6.00          |
| <b>Deputy City Manager</b>                            | 2.00          |
| Arts, Culture & Events                                | 7.29          |
| Economic Development                                  | 1.00          |
| Legislative and Regulatory Services                   | 22.88         |
| Neighbourhoods  | 3.00          |
| Real Estate   | 3.00          |
| Victoria Conference Centre                            | 13.62         |
| <b>Engagement</b>                                     | 13.00         |
| <b>Engineering &amp; Public Works</b>                 | 279.72        |
| <b>Finance</b>  | 102.26        |
| <b>Human Resources</b>                                | 11.00         |
| <b>Legal Services</b>                                 | 4.00          |
| <b>Parks, Recreation and Facilities</b>               | 179.74        |
| <b>Sustainable Planning and Community Development</b> | 43.43         |
| <b>Victoria Fire Department</b>                       | 124.09        |
| <b>Total</b>  | <b>816.03</b> |

## Attachment C: Grant Summary

### Grant Summary

As of March 31, 2018

| Status |  Application review and/or writing |  Award decision pending |  Awarded |  Not awarded |  Withdrawn |
|--------|---|--|---|---|---|
|--------|---|--|---|---|---|





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   | Grant Expiry 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         | \$24,750       |
| 2.                               | 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                              | March 2019        | \$     | \$25,000         | \$25,000       |




## Attachment C: Grant Summary

| Current Grant Application Status |  |  |   |                   |        |                  |                |
|----------------------------------|--|--|---|-------------------|--------|------------------|----------------|
|                                  | Grant Program  | Project  | Description   | Grant Expiry Date | Status | Amount Requested | Amount Awarded |
| 3.                               | 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     | \$     | \$250,000        | \$48,000       |
| 4.                               | 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      | \$6 million    |
| 5.                               | 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        | \$150,000      |
| 6.                               | Canadian Tire JumpStart                                  | Swim Lessons   | To support 80 students from George Jay Elementary School to come in for 6 swim lessons each   | March 15, 2018    | \$     | \$2,376          | \$2,376        |
| 7.                               | FCM Municipalities for Climate Innovation –              | 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  | February 2021     | U      | 45,000           | N/A            |

## Attachment C: Grant Summary



| Current Grant Application Status |  |  |   |                   |   |                  |                |
|----------------------------------|--|--|---|-------------------|---|------------------|----------------|
|                                  | Grant Program  | Project  | Description   | Grant Expiry Date | Status  | Amount Requested | Amount Awarded |
|                                  | <i>Plans and Studies</i>   |  | emissions in all operations   |                   |   |                  |                |
| 8.                               | 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            |
| 9.                               | 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 | June 2019         |    | \$895,000        | N/A            |
| 10.                              | Jumpstart Accessibility Grants- <i>Inclusive Design Innovation Grants</i>                      | Crystal Pool and Wellness Centre Replacement Project     | Funding to replace the Crystal Pool   | July 1, 2021      |  | \$1,000,000      | N/A            |
| 11.                              | Canada Summer Jobs Program   | Crystal Pool Summer Camps Employment                     | Provides funding for the City of Victoria to hire students for summer camp programs   | August 31, 2018   |  | \$40,000         | N/A            |

## Attachment C: Grant Summary

| Current Grant Application Status |   |                                    |   |                   |   |                  |                |
|----------------------------------|---|------------------------------------|---|-------------------|---|------------------|----------------|
|                                  | Grant Program   | Project                            | Description   | Grant Expiry Date | Status  | Amount Requested | Amount Awarded |
| 12.                              | Canadian Heritage - Celebrate Canada Grant              | Victoria Celebrates Canada Day     | Federal funding for July 1 <sup>st</sup> Celebrations   | July 1, 2018      |  | \$50,000         | N/A            |
| 13.                              | UBCM Gas Tax Strategic Priorities Fund – <i>Capital</i> | AAA Cycling Network Implementation | Funding to support cycling network implementation   | 2024              | X   | \$6 million      | \$0            |
| 14.                              | BCRPA – Give it a Try                                   | New Sports for Seniors             | Introduce seniors to four new sports for subsequent competition in the upcoming Seniors Games | N/A               |  | \$750            | \$750          |
| 15.                              | Island Health-Community Wellness                        | Get Moving Victoria                | Health promotion event at Royal Athletic Park including dozens of exhibitors                  | N/A               |  | \$12,000         | 12,000         |

## Attachment C: 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.                        | USDN - Partners for Places  | Love Food Hate Waste Campaign | To reduce food waste in Victoria, the Victoria Foundation and the City will develop a Love Food Hate Waste campaign. | No                     |  | \$150,000                     | July 31, 2018        | No                          |
| 2.                        | Infrastructure Canada -Smart Cities Challenge<br><i>(submitted through South Island Prosperity Project)</i> | Innovative Transportation     | Under development  | No                     |  | Initial application \$250,000 | April 24, 2018       | No                          |

## Attachment C: 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   | Program Description  | Program Intake and/or Application Deadline |
| 1.                      | Enabling Accessibility Fund   | Funding will support the construction, renovation and retrofit of accessible facilities or venues  | May 24, 2018                               |
| 2.                      | Low Carbon Economy Challenge  | Two streams; Champions and Partnership to reduce greenhouse gas emissions and generate clean growth in support of Canada's clean growth and climate action plan. | May 14, 2018                               |
| 3.                      | Green Municipal Fund – Capital Projects                                   | Funding for capital projects in the following areas - energy efficiency, transportation, waste management and water  | August 1, 2018                             |
| 4.                      | 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.   | June 29, 2018                              |
| 5.                      | FCM- <i>Municipalities for Climate Innovation -Transition 2050</i>        | Grant funding for non-profit organizations to provide training, peer-learning, knowledge resources and support implementation activities                         | May 25, 2018                               |
| 6.                      | Vancouver Foundation – Community Poverty Reduction Grants                 | Up to \$75,000 for projects that focus on using social innovation to solve pressing community issues   | July 2018                                  |
| 7.                      | BC Accessibility Grants Program   | Up to \$20,000 for accessibility improvement projects.   | July 1, 2018                               |

## Attachment D: List of Streets and Lanes without Curbs and Gutters

### List of Streets and Lanes without Curbs and Gutters in Victoria (Current as of March 31, 2018)

| Street Name    | Block Name               | Length (metres) |
|----------------|--------------------------|-----------------|
| Acton St       | 1200 block Acton St      | 378             |
| Alston St      | 600 block Alston St      | 157             |
| Alston St      | 800 block Alston St      | 213             |
| Alston St      | 700 block Alston St      | 217             |
| Amphion St     | 1000 block Amphion St    | 520             |
| Arthur Ave     | Arthur Ave               | 110             |
| Bakery Mews    | 2600 block Bakery Mews   | 436             |
| Balfour Pl     | 200 block Balfour Pl     | 175             |
| Barkley Terr   | 100 block Barkley Terr   | 203             |
| Bella St       | 300 block Bella St       | 187             |
| Blackwood St   | 3000 block Blackwood St  | 127             |
| Blackwood St   | 3000 block Blackwood St  | 173             |
| Bowlsby Pl     | 500 block Bowlsby Pl     | 196             |
| Brighton Ave   | 1900 block Brighton Ave  | 148             |
| Captain St     | Captain St               | 135             |
| Carberry Gdns  | 1000 block Carberry Gdns | 249             |
| Cedar Hill Rd  | 2700 block Cedar Hill Rd | 786             |
| Chadwick Pl    | 400 block Chadwick Pl    | 221             |
| Court Alley    | Court Alley              | 91              |
| Denison Rd     | 300 block Denison Rd     | 153             |
| Denison Rd     | 300 block Denison Rd     | 318             |
| Despard Ave    | 1500 block Despard Ave   | 848             |
| Dobinson St    | 0 block Dobinson St      | 97              |
| Doncaster Dr   | 2600 block Doncaster Dr  | 193             |
| Evans St       | Evans St                 | 190             |
| Fairfield Rd   | 1100 block Fairfield Rd  | 691             |
| Foul Bay Rd    | 1500 block Foul Bay Rd   | 259             |
| Foul Bay Rd    | 1600 block Foul Bay Rd   | 259             |
| Foul Bay Rd    | 1000 block Foul Bay Rd   | 387             |
| Frewing Lane   | Frewing Lane             | 316             |
| Fullerton Ave  | 800 block Fullerton Ave  | 422             |
| Gaudin Rd      | 100 block Gaudin Rd      | 146             |
| Glasgow St     | 3000 block Glasgow St    | 169             |
| Gonzales Ave   | 1700 block Gonzales Ave  | 655             |
| Gosworth Rd    | 2700 block Gosworth Rd   | 188             |
| Gosworth Rd    | 2800 block Gosworth Rd   | 452             |
| Granite St     | 1900 block Granite St    | 156             |
| Grant St       | 1100 block Grant St      | 449             |
| Harling Lane   | 1000 block Harling Lane  | 234             |
| Helmcken Alley | Helmcken Alley           | 130             |
| Henry St       | 400 block Henry St       | 194             |
| Henry St       | 300 block Henry St       | 202             |
| Hespler Pl     | 2700 block Hespler Pl    | 169             |



**Attachment D: List of Streets and Lanes without Curbs and Gutters**

| <b>Street Name</b> | <b>Block Name</b>          | <b>Length (metres)</b> |
|--------------------|----------------------------|------------------------|
| Higgins St         | 2700 block Higgins St      | 349                    |
| Highview St        | 3000 block Highview St     | 201                    |
| Highview St        | 3100 block Highview St     | 532                    |
| Hillside Ave       | 300 block Hillside Ave     | 262                    |
| Hipwood Lane       | 2900 block Hipwood Lane    | 200                    |
| Holly St           | 1500 block Holly St        | 247                    |
| Irma St            | 2900 block Irma St         | 436                    |
| Ivy Pl             | 1300 block Ivy Pl          | 394                    |
| Jackladder Lane    | 2900 block Jackladder Lane | 408                    |
| Julia St           | 1800 block Julia St        | 104                    |
| Kings Rd           | 1200 block Kings Rd        | 171                    |
| Kings Rd           | 1400 block Kings Rd        | 191                    |
| Kings Rd           | 1500 block Kings Rd        | 199                    |
| Kings Rd           | 1300 block Kings Rd        | 214                    |
| Kings Rd           | 1400 block Kings Rd        | 214                    |
| Kings Rd           | 1300 block Kings Rd        | 214                    |
| Kings Rd           | 1200 block Kings Rd        | 235                    |
| Lane 009-1         | Lane 009-1                 | 273                    |
| Lane 010-3         | Lane 010-3                 | 53                     |
| Lane 067-2         | Lane 067-2                 | 122                    |
| Lane 105-1         | Lane 105-1                 | 134                    |
| Lane 124-1         | Lane 124-1                 | 427                    |
| Lane 125-1         | Lane 125-1                 | 112                    |
| Lane 126-1         | Lane 126-1                 | 191                    |
| Lane 127-1         | Lane 127-1                 | 165                    |
| Lane 163-1         | Lane 163-1                 | 125                    |
| Lane 182-1         | Lane 182-1                 | 134                    |
| Lane 182-2         | Lane 182-2                 | 141                    |
| Lane 182-3         | Lane 182-3                 | 235                    |
| Lane 185-3         | Lane 185-3                 | 413                    |
| Lane 192-1         | Lane 192-1                 | 219                    |
| Lane 213-1         | Lane 213-1                 | 206                    |
| Lane 219-1         | Lane 219-1                 | 498                    |
| Lane 228-1         | Lane 228-1                 | 593                    |
| Lane 229-2         | Lane 229-2                 | 609                    |
| Lane 240-1         | Lane 240-1                 | 36                     |
| Lane 250-1         | Lane 250-1                 | 341                    |
| Lane 282-1         | Lane 282-1                 | 438                    |
| Lane 309-1         | Lane 309-1                 | 234                    |
| Lane 314-1         | Lane 314-1                 | 249                    |
| Lane 342-1         | Lane 342-1                 | 458                    |
| Lane 352-2         | Lane 352-2                 | 249                    |
| Lane 352-3         | Lane 352-3                 | 417                    |
| Lane 353-1         | Lane 353-1                 | 419                    |
| Lane 363-1         | Lane 363-1                 | 179                    |
| Lane 365-1         | Lane 365-1                 | 276                    |
| Lane 424-1         | Lane 424-1                 | 187                    |

# Attachment D: List of Streets and Lanes without Curbs and Gutters

| Street Name    | Block Name                | Length (metres) |
|----------------|---------------------------|-----------------|
| Lane 505-1     | Lane 505-1                | 310             |
| Lane 506-1     | Lane 506-1                | 309             |
| Lane 561-1     | Lane 561-1                | 34              |
| Lane 583-1     | Lane 583-1                | 80              |
| Lane 587-1     | Lane 587-1                | 228             |
| Lane 640-1     | Lane 640-1                | 117             |
| Lane 658-1     | Lane 658-1                | 204             |
| Lane 658-2     | Lane 658-2                | 204             |
| Lane 658-3     | Lane 658-3                | 259             |
| Lane 661-1     | Lane 661-1                | 471             |
| Lane 663-1     | Lane 663-1                | 439             |
| Lane 679-1     | Lane 679-1                | 185             |
| Lane 679-2     | Lane 679-2                | 104             |
| Lane 735-2     | Lane 735-2                | 551             |
| Laurel Lane    | 1500 block Laurel Lane    | 274             |
| Maddison St    | 900 block Maddison St     | 713             |
| Marifield Ave  | 600 block Marifield Ave   | 215             |
| Masters Rd     | 300 block Masters Rd      | 556             |
| Mcgregor Ave   | 1000 block Mcgregor Ave   | 259             |
| Merritt Pl     | 1400 block Merritt Pl     | 223             |
| Milne St       | 400 block Milne St        | 172             |
| Montrose Ave   | 1200 block Montrose Ave   | 354             |
| Montrose Ave   | 1200 block Montrose Ave   | 504             |
| Mt Stephen Ave | 2700 block Mt Stephen Ave | 395             |
| Oak Shade Lane | 1700 block Oak Shade Lane | 483             |
| Oswald Rd      | 2800 block Oswald Rd      | 108             |
| Pearl St       | 1600 block Pearl St       | 163             |
| Pearl St       | 1500 block Pearl St       | 912             |
| Princess Ave   | 700 block Princess Ave    | 350             |
| Queen Anne Hts | 400 block Queen Anne Hts  | 318             |
| Rebecca St     | 1600 block Rebecca St     | 113             |
| Rebecca St     | 1500 block Rebecca St     | 131             |
| Redfern St     | 1700 block Redfern St     | 398             |
| Redfern St     | 1000 block Redfern St     | 514             |
| Regents Pl     | 1500 block Regents Pl     | 495             |
| Richardson St  | 1500 block Richardson St  | 147             |
| Robleda Cres   | 700 block Robleda Cres    | 416             |
| Rockland Pl    | 600 block Rockland Pl     | 163             |
| Romney Rd      | 2000 block Romney Rd      | 328             |
| Royal Terr     | 900 block Royal Terr      | 450             |
| Sherk St       | 800 block Sherk St        | 66              |
| Sherk St       | 700 block Sherk St        | 305             |
| Slater Pl      | 1400 block Slater Pl      | 317             |
| Somenos St     | 800 block Somenos St      | 320             |
| Spruce Ave     | 900 block Spruce Ave      | 174             |
| St Charles St  | 900 block St Charles St   | 214             |
| Stelly St      | 1200 block Stelly St      | 190             |

**Attachment D: List of Streets and Lanes without Curbs and Gutters**

| <b>Street Name</b> | <b>Block Name</b>        | <b>Length (metres)</b> |
|--------------------|--------------------------|------------------------|
| Stevenson Pl       | 3000 block Stevenson Pl  | 127                    |
| Stevenson Pl       | 3000 block Stevenson Pl  | 133                    |
| Store St           | 2100 block Store St      | 172                    |
| Summit Ave         | 1100 block Summit Ave    | 293                    |
| Summit Ave         | 1300 block Summit Ave    | 546                    |
| Sunnyside Ave      | 1200 block Sunnyside Ave | 271                    |
| Terrace Ave        | 900 block Terrace Ave    | 442                    |
| Terrace Ave        | 1000 block Terrace Ave   | 574                    |
| The Rise           | 2700 block The Rise      | 187                    |
| The Rise           | 2800 block The Rise      | 188                    |
| The Rise           | 2800 block The Rise      | 189                    |
| Thetis Lane        | 100 block Thetis Lane    | 240                    |
| Tolmie Ave         | 1200 block Tolmie Ave    | 159                    |
| Tolmie Ave         | 1400 block Tolmie Ave    | 382                    |
| Tolmie Ave         | 1300 block Tolmie Ave    | 518                    |
| Tolmie Ave         | 1100 block Tolmie Ave    | 705                    |
| Tolmie Lane        | 500 block Tolmie Lane    | 702                    |
| Tovido Lane        | 1400 block Tovido Lane   | 113                    |
| Turner St          | 2700 block Turner St     | 194                    |
| Turner St          | 2600 block Turner St     | 198                    |
| Turner St          | 2400 block Turner St     | 267                    |
| Tyee Rd            | 800 block Tyee Rd        | 451                    |
| Violet Lane        | 600 block Violet Lane    | 214                    |
| William St         | 700 block William St     | 445                    |
| Windermere Pl      | 300 block Windermere Pl  | 158                    |
| Windermere Pl      | 300 block Windermere Pl  | 499                    |



Framework Agreement  
Quarterly Report to the City of Victoria  
*January 1<sup>st</sup> to March 31<sup>st</sup>, 2018*

**April 23, 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 first quarter of 2018.

During this period, VicPD supported a number of community-focussed initiatives including the Special Olympics Polar Plunge, the Coldest Night of the Year Walk, the Moose Hide campaign and march, serving Easter Meal at Our Place, and attending the latest "building community" event with members of the Aboriginal Coalition to End Homelessness. These important community events saw the participation of members of our Senior Management Team,

VicPD officers, civilian staff, and our Volunteers and Reserves.

During this quarter, we also hosted our first Watch Commander's Town Hall community meeting, which offered citizens the opportunity to meet with our on-duty watch commander and learn how decisions are made regarding the deployment of policing resources at the neighbourhood level. Based on the success of this session, we plan to hold more of these engagement sessions throughout 2018.

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,



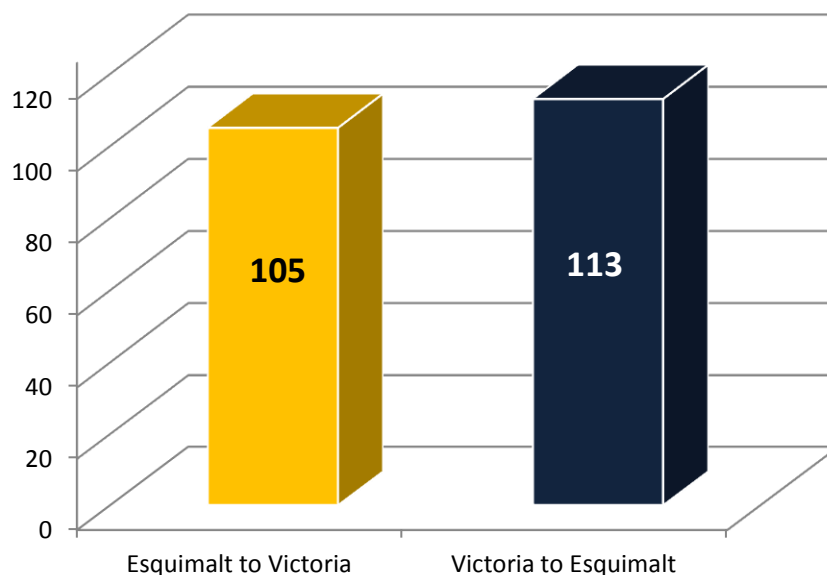
Del Manak  
Chief Constable

The following represents the performance of VicPD related to the identified performance metrics for the time period January 1 to March 31, 2018.

## Number of dispatched calls in each municipality

| Dispatched Calls for Service by Municipality                             |            |         |            |         |            |         |            |         |              |         |
|--|------------|---------|------------|---------|------------|---------|------------|---------|--------------|---------|
|  | Priority 1 |         | Priority 2 |         | Priority 3 |         | Priority 4 |         | Grand Totals |         |
|  | Q1 2018    | Q1 2017 | Q1 2018    | Q1 2017 | Q1 2018    | Q1 2017 | Q1 2018    | Q1 2017 | Q1 2018      | Q1 2017 |
| VICTORIA   | 577        | 557     | 1951       | 1981    | 4405       | 4027    | 1275       | 1236    | 8208         | 7801    |
| ESQUIMALT  | 110        | 101     | 195        | 225     | 368        | 409     | 109        | 87      | 782          | 822     |
| Outside Jurisdiction   | 3          | 2       | 6          | 4       | 23         | 4       | 2          | 4       | 34           | 14      |
| Grand Total  | 690        | 660     | 2152       | 2210    | 4796       | 4440    | 1386       | 1327    | 9024         | 8637    |
| 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.*

## 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.                                | 52%      | 51%       |
| 5.1 - 10 min.                             | 8%       | 8%        |
| 10.1 - 15 min.                            | 28%      | 28%       |
| Other*                                    | 12%      | 13%       |

\* "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                 | Q1 2018      | Rank | Q1 2017      | Rank |
| ABANDONED 911                    | 1681         | 1    | 1618         | 1    |
| UNWANTED PERSON                  | 1414         | 2    | 1144         | 2    |
| CHECK WELLBEING                  | 912          | 3    | 878          | 3    |
| THEFT                            | 693          | 4    | 669          | 4    |
| PROPERTY LOST                    | 597          | 5    | 533          | 6    |
| <b>Grand Total</b>               | <b>11967</b> |      | <b>11247</b> |      |
| Esquimalt                        |              |      |              |      |
| Top 5 Call Types                 | Q1 2018      | Rank | Q1 2017      | Rank |
| ABANDONED 911                    | 136          | 1    | 122          | 1    |
| CHECK WELLBEING                  | 73           | 2    | 108          | 2    |
| ASSIST POLICE / FIRE / AMBULANCE | 71           | 3    | 77           | 4    |
| THEFT                            | 51           | 4    | 43           | 7    |
| ASSIST GENERAL PUBLIC            | 50           | 5    | 67           | 5    |
| <b>Grand Total</b>               | <b>1091</b>  |      | <b>1157</b>  |      |

### Examples of call types in each category:

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

*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                      |             |      |             |      |
|-------------------------------|-------------|------|-------------|------|
|                               | Q1 2018     | Rank | Q1 2017     | Rank |
| ASSIST PUBLIC/UNWANTED PERSON | 1851        | 1    | 1868        | 1    |
| SUSPICIOUS CIRCUMSTANCES      | 461         | 2    | 505         | 2    |
| THEFT FROM VEHICLE            | 329         | 3    | 322         | 3    |
| PROPERTY-FOUND                | 301         | 4    | 218         | 6    |
| PROPERTY-LOST                 | 289         | 5    | 302         | 4    |
| <b>Grand Total</b>            | <b>8150</b> |      | <b>7905</b> |      |

| Esquimalt                     |            |      |            |      |
|-------------------------------|------------|------|------------|------|
|                               | Q1 2018    | Rank | Q1 2017    | Rank |
| ASSIST PUBLIC/UNWANTED PERSON | 166        | 1    | 224        | 1    |
| SUSPICIOUS CIRCUMSTANCES      | 65         | 2    | 67         | 2    |
| DOMESTIC DISPUTE - NO ASSAULT | 35         | 3    | 40         | 4    |
| MENTAL HEALTH/ATTEMPT SUICIDE | 31         | 4    | 28         | 5    |
| THEFT FROM VEHICLE            | 30         | 5    | 25         | 7    |
| <b>Grand Total</b>            | <b>833</b> |      | <b>878</b> |      |

### 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**

The Strategic Operations Council, comprised of representatives of each operational area of the police department, meets every 28 days to discuss crime and disorder trends in the communities and set strategic priorities for the coming 4 weeks. The Strategic Operations Council process underwent an evolution this quarter. Supporting the Strategic Operations Council is the Criminal Intelligence Group and the Mental Health/Social Disorder group. Each group meets weekly and sets our plans to address immediate community issues of concern identified via the use of intelligence, community feedback and crime/disorder data analysis. We have found that these changes have significantly increased our ability to be responsive to changing conditions and specific crime and disorder trends and reduced the number of specific geographic priority areas due that emerging concerns are address before they become entrenched. Issues that cannot be resolved by the individual groups, or require a more broad spectrum approach, are referred to Strategic Operations Council.

The Patrol Division and the Community Services Division continued to focus on bike thefts and theft from vehicles this quarter. Uniformed members also spent time patrolling the areas of Rock Bay, the 2900-block of Douglas Streets, and 800- and 900-blocks of Johnson Street and Pandora Avenue in an effort to suppress any criminal activity and disorder near the local shelters.

## **Number of community events attended**

The number of community meetings and community celebrations were recorded for the time period spanning January 1 to March 31, 2018. For reporting purposes, “community meetings” were defined as “all meetings with any community stakeholders including community groups, schools, boards, councils, neighbourhood 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 84 community and partner meetings and 21 community events. The events and meetings included;

- Special Olympics Polar Plunge at Willows Beach
- Serving Easter Meal at Our Place
- Boys and Girls Club anti-bullying film festival
- Breakfast service at 844 Johnson Street with Chief’s Youth Council
- Aboriginal Coalition to End Homelessness’s Building Community events

- Meal event
- Victoria Royals hockey game
- Mentor meeting with the Victoria Royals players and police members
- BC Women's Curling Championship
- First Watch Commander Town Hall community meeting
- Strategic engagement event at the Boys and Girls Club
- Moose Hide campaign and march
- AHAVI "Africa Celebrates" community event
- Coldest Night of the Year Walk



**VicPD officers team up with the Aboriginal Coalition to End Homelessness at a Victoria Royals game**

## 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 provided support for:

- Successfully supported the first Watch Commander open house on January 15<sup>th</sup>
- Successfully supported the Block Watch engagement event held in Esquimalt on March 14<sup>th</sup>
- Assisted with the Reserve Graduation on Feb 3<sup>rd</sup>
- Participated in the Distracted Driving launch with Saanich Police and ICBC
- Continued to distribute information about theft from vehicles downtown, especially in parkades
- Informed our communities about road closures, urgent incidents and public safety concerns
- Conducted Public Affairs support for numerous high-profile public safety issues
- Conducted a “tweet-along” with the Patrol Division on St. Patrick’s Day
- Distributed job postings for Communications centre staff and other VicPD career opportunities.

In addition to answering 421 media requests between January and March, the Public Affairs Section issued 66 media releases and sent out hundreds of tweets and other social media posts during this quarter.



**VicPD officers “get freezin’ for a reason” at the Special Olympics Polar Plunge**



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. There are currently 111 active Block Watch groups in the City of Victoria.

During the first quarter of 2018, VicPD hosted our first Watch Commander's Open House. S/Sgt. Randhawa led a group of citizens through a discussion on how VicPD's Patrol Division works and took questions from the public.



**A full house at VicPD's first Watch Commander's Open House**

The first quarter also saw VicPD's Community Programs Coordinator host a Block Watch Community Engagement event at the Archie Browning Sports Arena. Block Watch participants and members of the public gathered to hear how the VicPD Block Watch program works and then had an opportunity to work in small groups to discuss how VicPD and Block Watch participants can improve communication and work together to create safe and connected neighbourhoods.

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 in the first quarter of 2018.

Crime Watch volunteers conducted patrols in response to Operations Council priorities, engaging with community members and raising awareness of crime prevention initiatives. During the first quarter of 2018, volunteers conducted 68 deployments in the City of Victoria. Including the following

- Auto Crime Reduction patrols saw Volunteers checking 3,320 vehicles during this quarter, focusing on the high volume of the theft from vehicles in the downtown core and parkades.
- At the request of investigators, Volunteers distributed posters appealing for public information regarding the movements and whereabouts of a person in the days and hours before his death three years ago.



**VicPD Community Programs Coordinator Kimberly Kelley provides an update at the Block Watch Community Engagement event on March 14<sup>th</sup>**

- Volunteers responding to community concerns by deploying the Speed Watch program on five occasions to address traffic safety issues in school and playground zones.
- Volunteer support at the Front Desk of VicPD Headquarters is an important part of our service delivery to the public. Front Desk volunteers must be knowledgeable, professional and adaptable. During this quarter, Front Desk volunteers provided 550 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 80 hours of service during this term.

For the VicPD Reserve Program, 19 new Reserves Constables completed the Reserve Constable Tier 1 Training Program from the Justice Institute of British Columbia. These new Reserve constables bring our total number to 65. Plans are underway for a Reserve recruitment process to start in June. As of March 31, Reserves have volunteered 1,968 hours to the community.

## **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:

|                   |                  |
|-------------------|------------------|
| Cst. Sean Hand    | - Burnside/Gorge |
| Cst. Jose Bingham | - Downtown       |
| Cst. Terri Healy  | - 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 reduce recidivism. 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 councillors.

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

Insp. McGregor has been at the forefront working with our community partners to bring about action and understanding for our homeless population in Victoria. Insp. McGregor represents VicPD at the Island Health “Priority One Population” working committee meeting. This group addresses immediate and urgent concerns of high risk clients by providing wrap



**Members of the Housing Action team offer their services in Beacon Hill Park**

around support including hospitalization, housing, tertiary care, outreach, and criminal justice support. Insp. McGregor is also on the steering committee for the Housing Action Response Team and the Coalition to End Homelessness.

Cst. Hand is VicPD's representative on HART – the Housing Action Response Team. Insp. McGregor and Heidi Harman from BC Housing were largely responsible for creating this multi-disciplinary team to identify the chronically homeless and support them through the process to obtain shelter bed support or housing. HART now includes representatives from Island Health, Bylaw, and staff from the housing providers. HART goes out every week into the parks and streets of Victoria to identify homeless encampments and to identify the specific barriers to housing that these folks are facing. HART has housed 13 chronically homeless people this year.

As an example of the work of the HART team, in February, Cst. Hand located an elderly homeless man sleeping in Beacon Hill Park. Cst. Hand began speaking with this man and learned that he had been homeless for two years but had just begun collecting Old Age Pension. Cst. Hand asked the man why he was not housed, and it was obvious that the man simply did not know how to navigate the system and was fearful of the process. Within two days, Cst. Hand and HART had this gentleman placed in a local motel and he is now in the process of being placed in more permanent housing.

Cst. Hand's role in HART is not to be underestimated. He has excelled in this role and he is now known affectionately throughout Victoria's street community as the "housing cop."

## **Departmental Financial Update**

At the end of the first quarter, the net financial position of the Department was at 21.9% of the annual budget, slightly below the approved budget. Operating expenditures represented 21.3% of the total budget, and capital expenditures at 33.6%. Salary and benefit expenditures were slightly below budget at 22.4%. We expect payroll expenditures to remain in line with the approved budget throughout the year. Expenditures for other categories remained either within or below budget. Certain expenditures such as HQ facilities, fleet overhead and corporate support are annual allocations, which have not been reflected in expenditures at this time.





## Quarterly Report Q1 2018

June 7, 2018

**Chief Constable Del Manak**

### Highlights

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



VICTORIA  
POLICE

## Community Engagement Efforts

- 84 community meetings and 21 community events
- Highlights:
  - Special Olympics Polar Plunge
  - Coldest Night of the Year Walk
  - Moose Hide campaign and march
  - Easter Meal at Our Place
  - Aboriginal Coalition to End Homelessness's "Building Community" event



## Crime Prevention

- Lock Out Auto Crime
- St. Patrick's Night "Tweet Along"
- Block Watch



## Operational Update

- Strategic Operations Council
- Focus on bike thefts and theft from vehicles
- Patrol focus on:
  - Rock Bay
  - 2900-block of Douglas Street
  - 800- and 900-blocks of Johnson Street and Pandora Avenue



## Operational Update

Important files in Victoria this quarter:

- Cash and fentanyl seized in warrant
- Assault in alley
- Weapons seizure at health facility



## Questions?



# 2018 Operational Plan Progress Report First Quarter

Committee of the Whole Meeting  
June 7, 2018



## Tracking Our Progress

First Quarter: January 1 – March 31, 2017



## Key Initiatives – Project Status



## Project Tracking

At the end Q1, the status of the 52 major projects included in the 2018 Operational Plan were:

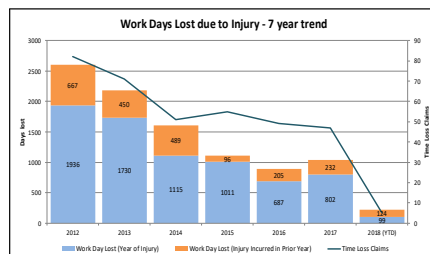
- 1 complete
- 43 on track
- 6 some challenges
- 2 challenges

Expansion of project tracking to include capital programs.

A number of projects and initiatives are carrying forward from the 2017 Operational Plan.

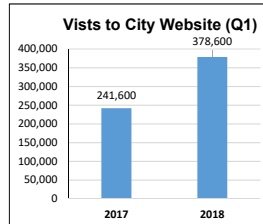
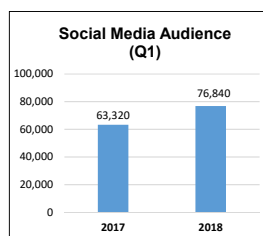
## Innovate and Lead

- Launched the new on-line searchable digitized Archives database that contains over 10,000 archival photos and records.
- Implementation of eScribe, a new Council Agenda Management and Webcasting platform.
- Introduced a new document and records management system that improves case management and efficiencies for all legal records.



## Engage and Empower the Community

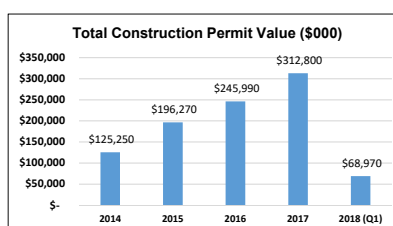
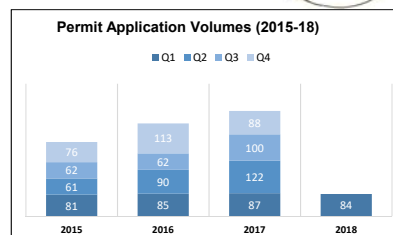
- The Participatory Budgeting initiative received 28 project proposals from individuals and organizations. Over 4,300 votes were received; three proposals were selected for a total of \$52,500 in funding.
- Launched a new open data portal internally for testing.
- The City, along with community partners hosted, the "My Great Neighbourhood Block Party".



## Strive for Excellence in Planning and Land Use

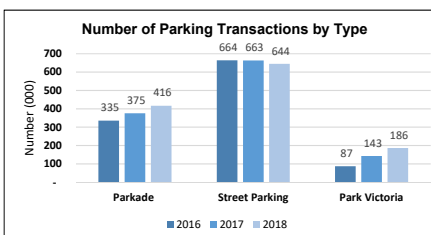


- Staff consulted with industry on ways to implement BC Energy Step Code and brought forward a proposed approach to Council. Council directed staff to further consult with industry on the approach prior to adoption.
- Final engagement was held for the draft Victoria West Neighbourhood Plan and associated Official Community Plan amendments. Staff compiled the engagement results in response to public feedback.
- Two Council workshops were held on the draft Fairfield Neighbourhood Plan.



## Build the Financial Capacity of the Organization

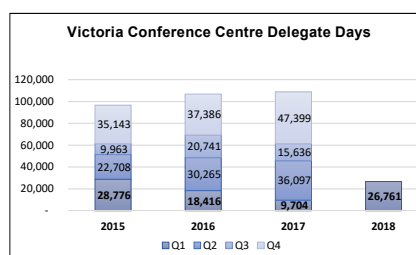
- The City won the Government Finance Officers Association's award for excellence in financial reporting for 13 consecutive years.
- Council approved the allocation of \$35.9 million from the City's Debt Reduction Reserve for the procurement of a new Fire Department Headquarters.
- The City received conditional approval of \$6 million in Federal Gas Tax Funding to support the Crystal Pool and Wellness Centre Replacement.
- Strategic Real Estate negotiated a lease renewal resulting in an annual increase in revenue of \$20,953 compared to the prior year.





## Create Prosperity Through Economic Development

- The former Executive Director of the San Francisco Entertainment Commission gave a presentation to staff and the Late Night Advisory Committee on strategies used to manage late night noise and transportation issues.
- CityStudio welcomed a new co-op student Program Coordinator to oversee operations for 2018.
- The NACO Summit welcomed 122 registrants that were exposed to local talent, innovation, livability, and natural beauty through a variety of activities and events.



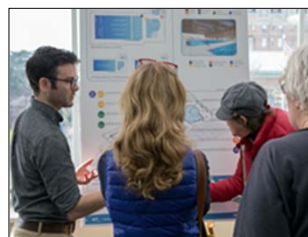
## Make Victoria More Affordable

- The Market Rental Revitalization Strategy progress included development of a rental building inventory, conducting condition assessments of buildings, hosting several focus groups, and undertaking energy efficiency and seismic upgrade analysis.
- Council approved-in-principle a partnership with School District 61 and Pacific Housing for the development of 88 new affordable housing units on lands adjacent to the Burnside School.
- Council approved a Victoria Housing Fund grant in the amount of \$30,000 for construction of three new affordable rental units for low and medium income seniors at North Park Manor.



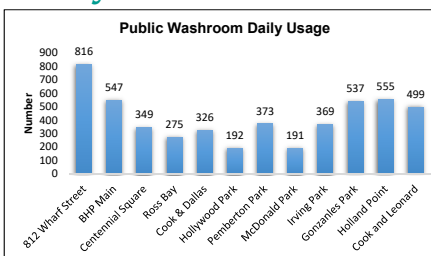
## Facilitate Social Inclusion and Community Wellness

- The City partnered with the Rick Hansen Foundation on the Crystal Pool and Wellness Centre Replacement Project to help ensure objectives relating to inclusivity are achieved.
- The City launched a new registration and reservation software system. Online registration increased by 10%, to nearly 30% of total registrations, compared to last year.
- The City's Leisure Involvement for Everyone (L.I.F.E.) continued to meet high demand. Approximately 1,600 residents enrolled in the program, including 451 children and 1,150 adults.



## Enhance and Steward Public Spaces, Green Spaces and Food Systems

- The wayfinding strategy implementation included installation of the first two pylon signs in the Inner Harbour and Chinatown, and included a First Nations blessing ceremony.
- Two design concepts were shared with the community for feedback for the Topaz Park Improvement Plan.
- Five mason bee houses were installed in Beacon Hill Park.
- The City's annual spring bulb and flower displays showcased 16,981 bulbs and 18,482 annuals.



## Complete a Multi-Modal and Active Transportation Network

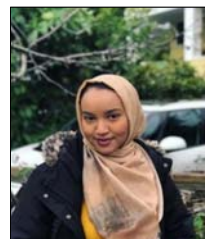


- A community celebration of the new Johnson Street Bridge to say “hello new, goodbye blue” marked the grand opening of the new bridge.
- Work continued on Fort Street, the City's second protected bike lane.
- Douglas Street Transit Priority Lane work started on the southbound lane.
- Council approved the allocation of \$70,000 from the Accessibility Reserve Fund to install audible/accessible pedestrian signals at several locations throughout the City.



## Nurture Our Arts, Cultural and Learning Capital

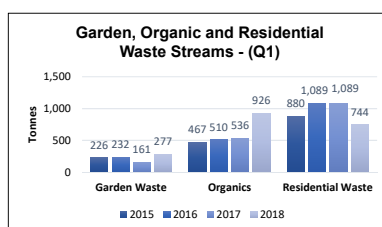
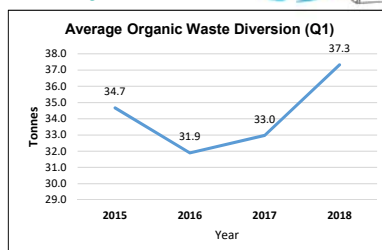
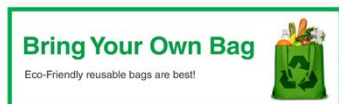
- Agartu Ali was appointed as the 2018 Youth Poet Laureate in the first quarter.
- An Indigenous Artist in Resident project, *Pendulum: An Indigenous Performance Showcase*, took place at the Belfry Theatre.
- The City released a Calls to Artists for two emerging artists' opportunities – the annual *Commercial Alley Outdoor Art Gallery* installation and *Commute* a bus shelter based exhibit.
- The 28 Bastion Square Working Group began engagement on options to re-purpose the building into a shared Arts Hub.



## Steward Water Systems and Waste Streams Responsibly

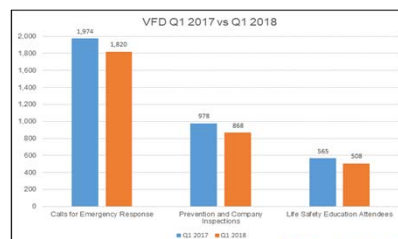
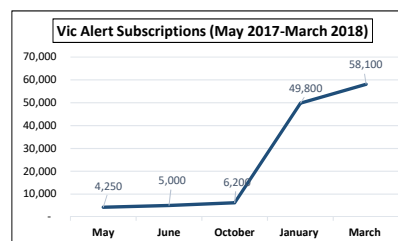


- The Checkout Bag Regulation Bylaw was approved by Council. City staff began development of a toolkit to support businesses to communicate the changes associated with the new bylaw.
- City staff began the development of a waste management strategy.



## Take Climate Action and Prepare for Emergencies

- The City of Victoria's Emergency Plan was updated and approved by Council.
- An Emergency Operations Centre open house to familiarize staff with the space and functionality at the Capital Regional District was held.
- There were over 59,000 Vic Alert subscribers, an increase of over 52,000 subscribers since Q4 2017, primarily due to the tsunami warning on January 23.
- Climate leadership planning included public and stakeholder engagement through presentations, workshops and meetings.



## Demonstrate Regional Leadership

- The Regional Growth Strategy was brought forward for final acceptance following a mediation process which resulted in a variety of revisions that was agreed to by all participating municipalities, including Victoria.



## 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*.



# City of Victoria Youth Council

A Year in Review 2017-2018

## Overview

- We acknowledge the communities and nations on whose territory we live, work, learn, and play including the Lekwungen, Esquimalt and WSÁNEĆ peoples.
- The City of Victoria Youth Council (CVYC) is a youth-driven, grassroots program that offers opportunities for civic and community engagement to youth who live, work, hang out or go to school in the City of Victoria



BC Healthy Communities  
People. Places. Partners.





## 2017-2018 by the numbers

48 applications received

18 members

33 social justice and capacity building workshops

20 guest speakers/facilitators

\$26,000 budget



BC Healthy Communities  
People. Places. Potential.



## Youth Allies

Administered by BC Healthy Communities

Funded by the City of Victoria

Delivered and facilitated by CVYC  
Coordinator: Tahia Ahmed

City Council Liaison: Margaret Lucas

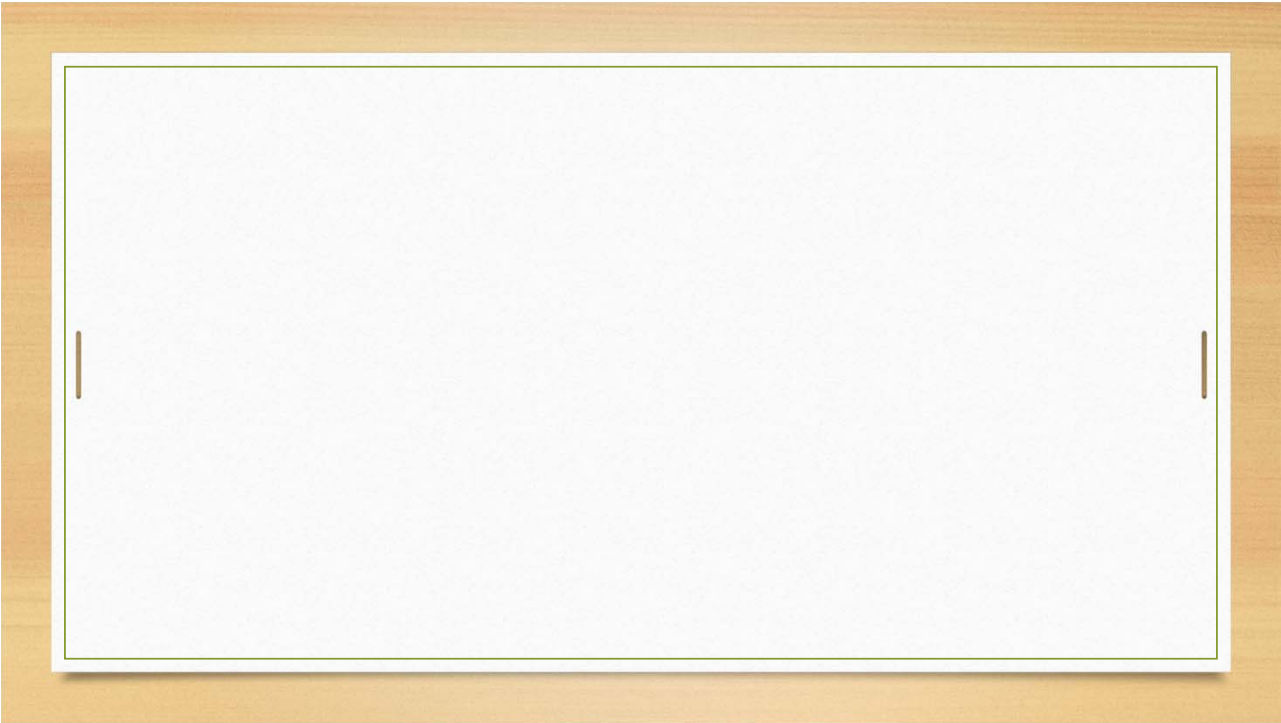
City Staff Liaison: Gary Pemberton



BC Healthy Communities  
People. Places. Potential.









## Committee of the Whole Report

### For the Meeting of June 7, 2018

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**To:** Committee of the Whole **Date:** May 24, 2018

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

**Subject:** **Rezoning Application No. 000506 and Development Permit with Variance Application No. 000506 for 953 Balmoral Road**

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### RECOMMENDATION

That Council decline Rezoning Application No. 00598 and Development Permit with Variance Application No. 000506 for the property located at 953 Balmoral Road.

### EXECUTIVE SUMMARY

The purpose of this report is to present Council with an update regarding the Rezoning and Development Permit with Variance Applications for the property located at 953 Balmoral Road. The proposal is to rezone the property from the R-2 Zone, Two Family Dwelling District, to a new zone in order to construct a four-storey, multi-unit building with a density of approximately 1.38:1 floor space ratio (FSR).

Council considered both applications at the Committee of the Whole meeting on April 18, 2018 and passed the following motion:

#### **Rezoning Application No. 00598**

*"That Council direct staff to work with the applicant to refine the proposal to encourage a better fit with the current neighbourhood context and to minimize potential negative impacts associated with a piecemeal approach to development in this area."*

#### **Development Permit with Variances Application No. 000506**

*"That Council:*

- 1. Direct staff to work with the applicant to revise the proposal to comply with the design guidelines and*
  - i. minimize the impact of the east side yard setback by reducing the requested variance and by introducing additional design interventions to mitigate potential concerns related to privacy and overlook*
  - ii. reduce the site coverage and increase the open site space in order to provide private open space and high quality soft landscaping.*

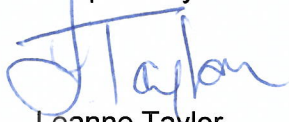
- iii. *provide a landscaping strip along the side and rear property lines to screen the parking.*
  - iv. *address Council's issue of the lack of affordability in this application and revisit discussions of entering into a housing agreement.*
2. *Refer the application to the Advisory Design Panel and report back to the Committee of the Whole following a review by the panel."*

## COMMENTS


The applicant has provided a letter dated May 7, 2018 (attached) addressing Council's motion above. The applicant is willing to enter a Housing Agreement ensuring that the proposed 11 dwelling units would remain as rental housing for a 25-year term. In the letter, the applicant has indicated that it is not feasible from their perspective to make any design and onsite landscaping changes to the current proposal as required in Council's motion.

Staff's recommendation is to decline the Rezoning and Development Permit with Variance Applications for the same reasons discussed in the original Committee of the Whole reports (attached). The OCP encourages the logical assembly of development sites to enable the best realization of development potential for the area. Ideally, the subject site would be consolidated with one or both of the properties on either side of it in order to realize a better site plan with fewer impacts to the adjoining properties, while achieving the overall density supported by policy. If developed on its own under the current proposal, it would compromise future redevelopment along this block of Balmoral Road.

Respectfully submitted,



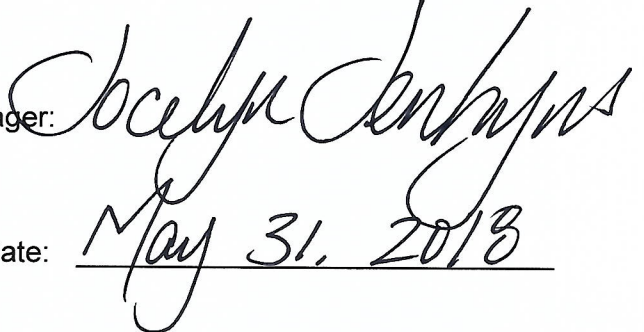
Leanne Taylor  
Senior Planner  
Development Services



Jonathan Tinney, Director  
Sustainable Planning and Community  
Development Department

Report accepted and recommended by the City Manager:

Date:



May 31, 2018

## List of Attachments

- Attachment A: Letter to Mayor and Council
- Attachment B: Committee of the Whole Reports dated April 19, 2018.

07 May 2018

Method Built Homes Ltd.  
The Garage  
4566 Cordova Bay Road  
Victoria, British Columbia  
V8X 3V5



**Attn: Mayor and Council**  
City of Victoria  
1 Centennial Square  
Victoria, British Columbia  
V8W 1P6

Dear Ms. Mayor and Members of Council,

Re: 953 Balmoral Avenue – 11-unit purpose-built workforce apartment building

Further to my letters of 10 November 2017 and 20 March 2018 (enclosed herein for reference) and the Committee of the Whole meeting of 19 April 2018 and subsequent council meeting, please amend the proposal to include a Housing Agreement to provide rental accommodation for **25 years**.

I understand that a Housing Agreement was a critical issue when council considered this proposal. The vote was 4-4 at COTW and at the subsequent council meeting for this proposal to advance to public hearing. With a commitment now of a Housing Agreement, thereby securing 11 additional and much needed and workforce apartment units at the edge of the downtown core, I trust this proposal will proceed to public hearing.

With respect to the request to refine the proposal to address staff concerns regarding height, setbacks, density, site coverage, and design, please note that although Staff's feedback has evolved over the past five years with ambiguous, subjective and moving goalposts, the following can be distilled from the most recent feedback:

- 1) Reducing the height to 2-3 stories ~ 2.5 stories;
- 2) Increasing the setbacks substantially;
- 3) Decreasing the density;
- 4) Decreasing the site coverage; and
- 5) Proposing a design that retains the character of a single-family residence.

The take-away from this feedback is that Staff would likely support a proposal that looked like a single-family residence, but had increased density from the current duplex zoning; a triplex or, at best, four-plex is the likely outcome of these preferences.

Constructing such a proposal, with the cost of construction where it is in the current market, would force this developer to build stratified townhomes for sale, as opposed to building a purpose-built workforce apartment building. This is not a market that we are interested in catering to.

As a consequence of the above, of the alternatives to develop a stratified triplex (or possibly fourplex) to the satisfaction of Staff and Council, with the related development and enhanced engineering costs versus a stratified modern duplex, which the subject site is currently zoned for, we would build a modern duplex that could be complete for occupancy within six months of today. Ironically, such a duplex would have a site coverage of 0.5:1, which is more than the current proposal. Additionally, such a duplex, with a walk-out basement, would have density that is approximately 70% of the current proposal. The setbacks for such a duplex would be substantially similar, with the exception of the front yard setback, to the current proposal. Finally, depending on the final design, not subject to municipal oversight, the height would be approximately 1-1.5 stories shorter than the current proposal.

I trust the foregoing is of assistance as you consider the revised proposal.

Yours very truly,

A handwritten signature in dark ink, consisting of the letters 'RS' in a stylized, cursive-like font.

Rajinder S. Sahota

30 May 2018

Method Built Homes Ltd.  
The Garage  
4566 Cordova Bay Road  
Victoria, British Columbia  
V8X 3V5

**Attn: Mayor and Council**  
City of Victoria  
1 Centennial Square  
Victoria, British Columbia  
V8W 1P6

Dear Ms. Mayor and Members of Council,

Re: 953 Balmoral Avenue – 11-unit purpose-built workforce apartment building

Further to my letter of 07 May 2018 and the amendment to the proposal to include a 25-year Housing Agreement, please note that after further consultation with various stakeholders, the Developer would like to include a commitment to affordability by providing two (2) low end of market (8% below market) units for the duration of the Housing Agreement; this amounts to 18% of the units at below market.

I trust the foregoing is of assistance as you consider the revised proposal.

Yours very truly,



Rajinder S. Sahota



## Committee of the Whole Report For the Meeting of April 19, 2018

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**To:** Committee of the Whole **Date:** February 22, 2018

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

**Subject:** Rezoning Application No. 00598 for 953 Balmoral Road

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### RECOMMENDATION

That Council decline Rezoning Application No. 00598 for the property located at 953 Balmoral Road.

### 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.

In accordance with Section 482 of the *Local Government Act*, a zoning bylaw may establish different density regulations for a zone, one generally applicable for the zone and the others to apply if certain conditions are met.

### 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 953 Balmoral. The proposal is to rezone from the R-2 Zone, Two Family Dwelling District to a new zone in order to construct a four storey multiple dwelling with a density of approximately 1.38:1 floor space ratio (FSR).

The following points were considered in assessing this application:

- the subject property is designated *Core Residential* in the Official Community Plan (OCP), which supports a diverse range of housing types including low and mid-rise multi-unit residential buildings.
- the Downtown Core Area Plan (DCAP) identifies this property within the Residential Mixed-Use District, which supports multi-residential development up to six storeys and a floor space ratio up to 2:1.
- The OCP encourages the logical assembly of development sites to enable the best



realization of development envisioned for the area. The proposed site area is approximately 671.5m<sup>2</sup>, which is a standard lot size for a duplex. The property to the west is an existing parking lot tied to a building on a different lot and there is a rooming house to the east. Given the existing neighbourhood context and the site's redevelopment potential, land assembly with the adjacent properties is strongly encouraged.

- the site being only 672m<sup>2</sup> cannot comfortably support a development at this proposed density, size and scale without significantly impacting the development potential of adjacent properties and achieving the densities that are supported in DCAP.
- the applicant is proposing to construct purpose-built rental; however they are unwilling to register a Housing Agreement to ensure that the building remains rental in perpetuity, or for a given time period. Instead the applicant notes that Council approval to strata title the building in the future would be required if the vacancy rate is less than 4%.

## **BACKGROUND**

### **Description of Proposal**

This Rezoning Application is to allow a four-storey multi-unit building with a density of approximately 1.38:1 floor space ratio (FSR).

The following differences from the existing R-2 Zone, Two Family Dwelling District, are related to increasing the floor space ratio, floor area, reducing setbacks and open site space requirements, and increasing the site coverage.

### **Affordable Housing Impacts**

The applicant proposes the creation of 11 new residential rental units which would increase the overall supply of housing in the area. The applicant is proposing to construct purpose-built rental; however they are unwilling to register a Housing Agreement to ensure that the building remains rental in perpetuity, or for a given time period. Instead the applicant notes that Council approval to strata title the building in the future would be required if the vacancy rate is less than 4%.

### **Sustainability Features**

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

### **Active Transportation Impacts**

The application proposes 16 Class 1 (secure and enclosed) and seven Class 2 (one bike rack) bicycle parking spaces to support active transportation.

### **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 area is characterized by a mix of commercial, institutional and residential land uses.

## Existing Site Development and Development Potential

The site is presently a vacant lot. Under the current R-2 Zone, the property could be developed as a duplex.

### Data Table

The following data table compares the proposal with the existing R-2 Zone, Two Family Dwelling District, as well as the R3-1 Zone, Multiple Dwelling District, which is seen as a comparable zone as it anticipates similar uses at a similar density. However, there are still numerous aspects of the proposal that would still not meet this zone's requirement. An asterisk is used to identify where the proposal is less stringent than the R3-1 Zone.

| Zoning Criteria                              | Proposal | Existing R-2 Zone               | Zone Standard R3-1 Zone         |
|--|----------|---------------------------------|---------------------------------|
| Site area (m <sup>2</sup> ) - minimum        | 671.50*  | 555.00                          | 920.00                          |
| Density (Floor Space Ratio) - maximum        | 1.38:1*  | 0.50:1                          | 1.20:1                          |
| Total floor area (m <sup>2</sup> ) - maximum | 929.50*  | 280.00                          | 805.80                          |
| Lot width (m) - minimum                      | 15.48    | 15.00                           | n/a                             |
| Height (m) - maximum                         | 12.19    | 7.60                            | 18.50                           |
| Storeys - maximum                            | 4.00     | 2                               | 6                               |
| Site coverage % - maximum                    | 43.00*   | 40.00                           | 30.00                           |
| Open site space % - minimum                  | 15.30*   | 30.00                           | 30.00                           |
| <b>Setbacks (m) – minimum:</b>               |          |                                 |                                 |
| Front  | 2.00*    | 7.50                            | 10.50                           |
| Rear   | 10.85    | 15.20                           | 6.10                            |
| Side (east)                                  | 1.52*    | 1.55                            | 6.10                            |
| Side (west)                                  | 3.64*    | 3.00                            | 6.10                            |
| <b>Parking – minimum</b>                     |          |                                 |                                 |
| Existing Schedule C                          | 5*       | 14                              | 12                              |
| Proposed Schedule C                          | 5*       | 8 (7 residential and 1 visitor) | 8 (7 residential and 1 visitor) |
| <b>Bicycle parking stalls - minimum</b>      |          |                                 |                                 |
| Class 1                                      | 16       | 11                              | 11                              |
| Class 2                                      | 6        | 6                               | 6                               |

## Community Consultation

Consistent with the *Community Association Land Use Committee (CALUC) Procedures for Processing Rezoning and Variance Applications*, the applicant has consulted the North Park CALUC at a community meeting held on June 7, 2017. At this meeting, the applicant presented a proposal for a six-storey multi-unit residential building consisting of approximately 17 rental dwelling units. Minutes from the June 7, 2017 CALUC meeting are attached to this report. On June 15, 2017, the applicant submitted a rezoning application for a four-storey multi-unit residential building which caused some confusion; therefore, a second community meeting was held on August 15, 2017 to present the four-storey option. Minutes from the second community meeting are attached to this report.

## ANALYSIS

### Official Community Plan

The subject property is designated Core Residential in the *Official Community Plan, 2012* (OCP), which supports a diverse range of housing types including low and mid-rise multi-unit residential buildings. The subject property is within Development Permit Area 3(HC): Core Mixed-use Residential, which encourages higher density residential development on the edge of the Central Business District.

The OCP also encourages the logical assembly of development sites to enable the best realization of development potential for the area. The site area of the subject property is 671.5m<sup>2</sup>, which is a standard lot size for a duplex. The property to the west (949 Balmoral Road) is an existing parking lot tied to a building on a different lot and there is a rooming house located on the property to the east (959 Balmoral Road). Given the existing neighbourhood context and development potential, land assembly with the adjacent properties is strongly encouraged. All three properties have similar lot areas and lot widths. This approach would avoid mid-block, piecemeal development and achieve higher density residential development more consistent with the policies and objectives in the OCP. The property on the corner of Balmoral Road and Vancouver Street (one property to the east the subject site) is a large site which is occupied by a four-storey apartment building and could easily be redeveloped on its own in the future. Additionally, there are a number of scenarios that could see the lots to the west of the subject site being consolidated and redeveloped. Ideally, the subject site would be consolidated with one or both of the properties on either side of it in order to realize a better site plan with fewer impacts to the adjoining properties while achieving the overall density supported by policy.

If developed on its own, the subject property could handle some additional residential density; however, this would still compromise future redevelopment along this block of Balmoral Road and limit the future redevelopment of the area.

### Density Bonus Policy

In October 2016 Council adopted the *City of Victoria Density Bonus Policy*, which would apply to this proposal. The Policy identifies an amenity contribution target (fixed rate target) for standard rezoning of properties designated "Core Residential (less than 30,000ft<sup>2</sup> of bonus density)" in the OCP of \$129.17 per m<sup>2</sup>. Based on the bonus density calculation, the applicant would be required to provide an amenity contribution in the amount of \$76,694.69 towards the Local Amenities Reserve Fund and to the satisfaction of City Staff.

## **Downtown Core Area Plan**

The subject property is within the Residential Mixed-Use District in the *Downtown Core Area Plan* (DCAP), which supports multi-residential development up to six-storeys and a floor space ratio up to 2:1. The proposal for a four-storey multi-unit residential building with a FSR of 1.38:1 complies with the policies outlined in DCAP; however, staff have concerns with the overall design of the proposal, which will be discussed further in the concurrent report associated with the Development Permit with Variance Application.

## **Tree Preservation Bylaw and Urban Forest Master Plan**

There are no impacts to public trees with this application; however, there is one Horse chestnut tree protected by a Tree Preservation Bylaw on the neighbouring property at 959 Balmoral Road. The applicant provided an arborist report (attached) prepared by Talbot Mackenzie & Associates, which includes a tree assessment and tree impact mitigation measures. The report concluded that the tree may be impacted by the proposed construction; however, the impacts would be minor if floating pavement is installed where the proposed parking spaces overlap with the tree's critical root zone. Pruning would be required to lift the lower canopy above the nearest parking space at the property line and may be required to provide clearance for building construction.

The applicant is not proposing to plant additional trees on the subject property.

## **Statutory Right-of-Way**

A Statutory Right-of-Way (SRW) of 1.22m is required on Balmoral Road in order to achieve the standard width of a secondary collector street of 20.0m in the Highway Access Bylaw. The applicant will provide the SRW and has shown it on the site plan.

## **Regulatory Considerations**

Proposing a four-storey building on a lot with a site area of 671.5m<sup>2</sup> is tight and compromises the site planning with respect to providing sufficient landscaping and open site space, and will also impact the relationship with adjacent properties in the short-term and influence the redevelopment of those lots in the future.

By comparison, the standard R3-1 Zone requires a minimum lot area of 920.00m<sup>2</sup> and allows a maximum FSR of 1.2:1 for a four storey building. The zone also incorporates larger setbacks to allow for some breathing room between neighbouring buildings. If the subject property were consolidated with adjoining lots, the lot area would be approximately 2081.77m<sup>2</sup> which is a similar lot area to the nearby property at 975 Balmoral Road occupied by a four-storey apartment building. A larger site area could easily accommodate a six-storey building with adequate open site space, landscaping, appropriate setbacks, and underground parking. It would also provide more options for site planning and building footprint, and reduce impacts on the Horse chestnut tree. Allowing the subject property to redevelop on its own would limit the redevelopment potential of adjacent lots in the future.

## **CONCLUSIONS**

The proposal to construct a four-storey multi-unit building consisting of 11 rental units is consistent with the OCP and DCAP with respect to the proposed land use and density. The subject property is suitable for some additional higher density residential development,

although, preferably through a land assembly with adjacent properties to enable the best realization of development potential. Staff recommend for Council's consideration that this Rezoning Application is declined.

#### **ALTERNATE MOTION 1 (Amend Proposal)**

That Council direct staff to work with the applicant to refine the proposal to encourage a better fit with the current neighbourhood context and to minimize potential negative impacts associated with a piecemeal approach to development in this area.

#### **ALTERNATE MOTION 2 (advance application as presented)**

That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00598 for 953 Balmoral Road, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council, and a Public Hearing date be set once the following conditions are met:

1. Preparation of the following documents, executed by the applicant to the satisfaction of City Staff:
  - a. Statutory Right-of-Way of 1.22m on Balmoral Road.
2. The applicant provide an amenity contribution in the amount of \$76,694.69 toward the Local Amenities Reserve Fund in accordance with the *City of Victoria Density Bonus Policy* to the satisfaction of City Staff.
3. Following consideration of Rezoning Application No. 00487, if approved, that Council authorize staff to prepare and enter into an Encroachment Agreement for a fee of \$750 plus \$25 per m<sup>2</sup> of exposed shored face during construction, to the satisfaction of the City staff.

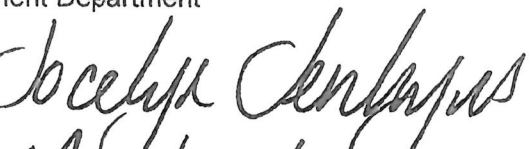
Respectfully submitted,

  
Leanne Taylor  
Senior Planner  
Development Services Department

  
Jonathan Tinney, Director  
Sustainable Planning and Community  
Development Department

Report accepted and recommended by the City Manager:

Date:

  
March 6, 2018

#### **List of Attachments:**

- Attachment A: Subject Map
- Attachment B: Aerial Map
- Attachment C: Plans date stamped January 18, 2018
- Attachment D: Package from applicant date stamped November 22, 2017 including Letter To Mayor and Council, correspondence, and Parking Study dated October 27, 2017, prepared by Watt Consulting Group
- Attachment E: Community Association Land Use Committee Comments dated June 7, 2017 and August 15, 2017
- Attachment F: Arborist Report prepared by Talbot Mackenzie & Associates.



## Committee of the Whole Report For the Meeting of April 19, 2018

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**To:** Committee of the Whole **Date:** February 22, 2018

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

**Subject:** Development Permit with Variances Application No. 000506 for 953 Balmoral Road

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### RECOMMENDATION

That Council decline Development Permit with Variance Application No. 000506 for the property located at 953 Balmoral Road.

### 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 *Official Community Plan*. A Development Permit with Variance 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.

### 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 953 Balmoral Road. The proposal is to construct a four-storey multi-unit building consisting of approximately 11 rental units. The variances are related to parking, setbacks, site coverage and open site space.

The following points were considered in assessing this application:

- The subject property is within Development Permit Area 3 (HC): Core Mixed-Use Residential, which supports a *"high-quality of architecture, landscape and urban design that reflects the function of a major residential centre on the edge of a central business district in scale, massing and character."*
- The *Downtown Core Area Plan* designates the subject property as Residential Mixed-Use, which supports multi-residential development appropriate to the context and function of each neighbourhood. The neighbourhood has a mix of low density residential buildings mid-block on the south side of the street; and a mix of commercial, residential and institutional on the north side of the street. To realize the full development potential of the site and to achieve higher density multi-unit residential development as supported in the Plan, land consolidation is strongly encouraged.
- The design guidelines contained in the *Downtown Core Area Plan (DCAP)*, *Advisory Design Guidelines for Buildings, Signs and Awnings (1981)* and *Guidelines for Fences*,



*Gates and Shutters (2010)* apply to the proposed building. There are aspects of the proposed contemporary design that are consistent with the design guidelines such as a flat roof, choice of materials, and stepping back the third and fourth storeys; however, staff have concerns with the overall size, scale and massing; window placement; lack of soft landscaping and outdoor open space; the transition between the public and private realm; and the lack of prominent entryways and articulation along the building base.

- A vehicle parking variance is required to facilitate this development. The applicant is requesting to reduce the required number of parking spaces from 12 to 5. Under the new draft Schedule C, only eight parking spaces (seven residential and one visitor) would be required; therefore, the shortfall would only be three parking spaces.
- Given the proposed Transportation Demand Management (TDM), the parking variance is supportable. To offset the parking shortfall, the applicant is willing to:
  - purchase a MODO car share vehicle and memberships, and dedicate a MODO car share parking space onsite in case the dedicated parking space on the street is removed in the future
  - provide additional secured and enclosed bicycle parking and purchase one bicycle for each unit
  - provide transit passes for the residents.
- The existing building and parking layout does not allow for a minimum 0.6m landscape strip required under Schedule C. Providing a landscape strip is a bylaw requirement and it will add some soft landscaping and additional screening around the perimeter of the site.
- Should Council support this application, a new zone would likely be created and variances for setbacks, site coverage and open site space would be required rather than entrenching relaxed standards in the zone, which could be applied to future and different development schemes.

## BACKGROUND

### Description of Proposal

The proposal is for a four-storey multi-unit building. Specific details include:

- low-rise building form containing contemporary-style design features, including a flat roofline, larger windows on the third and fourth storeys, and modern finishes
- exterior materials include brick, wood siding, stucco and aluminium privacy screen
- third and fourth storeys stepped back 2m
- one ground floor unit with a front entrance facing the street
- recessed main entrance into the building
- gated entryway into the site and to access the parking in the rear yard
- permeable pavers for driveway and surface parking lot
- no soft landscaping
- a bike room for 16 Class 1 bicycle parking spaces, and a bicycle rack for six bikes near the front entrance.

The variances that would be required if the R3-1 Zone, Multiple Dwelling District, was adapted to allow a higher density are related to:

- reducing the required number of parking spaces from 12 to 5
- reducing the front yard setback from 10.50m to 2m
- reducing the side (west) yard setback from 6.10m to 3.64m
- reducing the side (east) yard setback from 6.10m to 1.52m
- increasing the site coverage from 30% to 43%



- reducing the open site space from 30% to 15.30%

### **Sustainability Features**

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

### **Active Transportation Impacts**

The application proposes 16 Class 1 (secure and enclosed) and seven Class 2 (one bike rack) bicycle parking spaces to support active transportation.

### **Public Realm Improvements**

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

### **Accessibility Impact Statement**

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

### **Existing Site Development and Development Potential**

The site is presently a vacant lot. Under the current R-2 Zone, the property could be developed as a duplex.

### **Community Consultation**

Consistent with the *Community Association Land Use Committee (CALUC), Procedures for Processing Rezoning and Variance Applications*, the applicant has consulted the North Park CALUC at a Community Meeting held on June 7, 2017. At this meeting, the applicant presented a proposal for a six-storey multi-unit residential building consisting of approximately 17 rental dwelling units. Minutes from the June 7, 2017 CALUC meeting are attached to this report. Following the CALUC meeting, the applicant submitted a rezoning application for a four-storey multi-unit residential building, which caused some confusion; therefore, a second community meeting was held on August 15, 2017 to present the four-storey option. Minutes from the second community meeting are attached to this report.

This application proposes variances; therefore, in accordance with the City's *Land Use Procedures Bylaw*, it requires notice, sign posting and a meeting of Council to consider the variances.

## **ANALYSIS**

### **Development Permit Area and Design Guidelines**

The *Official Community Plan (OCP)* identifies this property within Development Permit Area 3 (HC): Core Mixed Use Residential, which supports a "*high-quality of architecture, landscape and urban design that reflects the function of a major residential centre on the edge of a central business district in scale, massing and character.*" The design guidelines contained in the *Downtown Core Area Plan (DCAP), Advisory Design Guidelines for Buildings, Signs and Awnings (1981)*, and *Guidelines for Fences, Gates and Shutters (2010)*, apply to the proposed building.

There are aspects of the proposed contemporary design that are consistent with the design guidelines such as a flat roof, choice of materials and stepping back the upper storeys. Staff have concerns with the overall size, scale and massing, window placement, lack of soft landscaping and outdoor open space, the transition between the public and private realm, and the lack of prominent entryways and articulation along the building base.

The OCP contains design guidelines that speak to the overall massing of a building and its visual impact on the site and adjacent properties. The site being only 672m<sup>2</sup> cannot comfortably support a development of this size and scale. The building is long and presents a large volume with substantial glazing along the east and west elevations. The side yard setback along the east side is only 1.5m from the property line, which would impact future development, window placement, and access to sunlight on the adjacent property. There are windows on the west elevation of the existing building on the neighbouring property at 959 Balmoral Road, and there is no indication in the proposal if this was taken into consideration when designing window placement on the east elevation of the proposed building to mitigate any concerns of privacy and overlook onto the adjacent property.

The design guidelines encourage *"visually articulated designs and quality architectural materials and detailing in building bases to enhance visual interest for pedestrians."* Staff have expressed concerns to the applicant about the lack of prominent entryways and articulation along the building base. Staff have encouraged the applicant to enhance the ground floor entryways and street relationship of the building by redesigning the building to have two dwelling units facing Balmoral Road with prominent residential entryways. To distinguish between the public and private realm, staff also encouraged the applicant to raise the building slightly to allow for one or two steps at the front entrances.

There is no soft landscaping being proposed onsite. The applicant is proposing hard surface treatment throughout the site with permeable pavers along the driveway and in the surface parking lot in the rear yard. Should Council support this application, staff recommend for Council's consideration that a landscaping strip be provided along the side and rear property lines to screen the parking, and that the applicant incorporate some high quality soft landscaping which may require a reduction in the building footprint to achieve these results.

### **Tree Preservation Bylaw and Urban Forest Master Plan**

There are no impacts to public trees with this application; however, there is one Horse chestnut tree protected by a Tree Preservation Bylaw on the neighbouring property at 959 Balmoral Road. The applicant provided an arborist report (attached) prepared by Talbot Mackenzie & Associates, which includes tree assessment and tree impact mitigation measures. The report concluded that the tree may be impacted by the proposed construction; however, the impacts would be minor if floating pavement is installed where the proposed parking spaces overlap with the tree's critical root zone. Pruning would be required to lift the lower canopy above the nearest parking space at the property line, and may be required to provide clearance for building construction.

The applicant is not proposing to plant additional trees on the subject property.

## **Regulatory Considerations**

### **Parking Variance**

The applicant is requesting a reduction in the required number of parking spaces from 12 to 5. Under the new draft Schedule C, only eight parking spaces (seven residential and one visitor) would be required so the shortfall would only be three parking spaces. A parking study prepared by WATT Consulting Group confirms that the peak site parking demand is expected to be eight vehicles – seven resident vehicles and one visitor vehicle (three more than the proposed parking supply).

To offset this parking shortfall, the applicant is willing to purchase a MODO car-share vehicle and dedicate a MODO car-share parking space onsite; and to purchase car-share memberships for each unit (valued at \$500 each). The applicant is willing to commit funds to fully subsidize one monthly transit pass for each unit over a period of three years (396 monthly passes). According to the parking study, uptake of this type of transit program is typically in the range of 20%, therefore, there will likely be funds available for transit passes beyond the three year term committed by the applicant.

The applicant will also provide additional secured and enclosed bicycle parking and purchase one bicycle for each unit. According to the parking study, the Transportation Demand Management measures being proposed would reduce the resident parking demand by two vehicles (approximately 25%). Parking demand reduction values have not been assigned to the added bike parking, and free bicycles; however, the study states that these initiatives are expected to further encourage multi-modal travel and reduce parking demand. The subject property is also within walking distance to downtown and frequent transit service. Given the above parking justification, the parking variance is recommended as being supportable.

### **Setbacks, Site Coverage and Open Site Space**

Should Council support this application, a new zone would likely be created and variances for setbacks, site coverage and open site space would be required rather than entrenching relaxed standards in the zone, which could be applied to a future and different development proposal.

The regulations in the new zone would be similar to the R3-1 Zone, Multiple Dwelling District, except for the density provisions. The following variances would be required:

- reduce the front yard setback from 10.50m to 2m
- reduce the side (east) yard setback from 6.10m to 1.52m
- reduce the side (west) yard setback from 6.10m to 3.64m
- increase site coverage from 30% to 43%
- reduce open site space from 30% to 15.30%.

Reducing the front yard setback is supportable as it would create a better building and street relationship. Reducing the east side yard setback would impact the future development, window placement, and access to sunlight on the adjacent property. A larger setback on the west side is a result of the proposed driveway and could allow for some breathing room between buildings if the property to the west is redeveloped in the future. The proposed site coverage of 43% and open space of 14.30% are not supportable and result in a lack of soft landscaping and private open space onsite.

## CONCLUSIONS

The proposed four-storey multi-unit building at 953 Balmoral Road is consistent with some of the design guidelines pertaining to the roof, choice of materials and stepping back the upper storeys; however, Staff have concerns with the overall size, scale and massing; window placement; lack of soft landscaping and outdoor open space; the transition between the public and private realm; and the lack of prominent entryways and articulation along the building base. The parking variance is supportable given the TDM measures being proposed to offset the parking shortfall. The front and side yard (west) setbacks are supportable; however, staff have concerns with the proposed site coverage, minimal open site space and small side yard setback on the east property line. Staff recommend for Council's consideration that this application is declined.

## ALTERNATE MOTION 1

That Council:

1. Direct staff to work with the applicant to revise the proposal to comply with the design guidelines and:
  - i. minimize the impact of the east side yard setback by reducing the requested variance and by introducing additional design interventions to mitigate potential concerns related to privacy and overlook
  - ii. reduce the site coverage and increase the open site space in order to provide private open space and high quality soft landscaping
  - iii. provide a landscaping strip along the side and rear property lines to screen the parking.
2. Refer the application to the Advisory Design Panel and report back to the Committee of the Whole following a review by the panel.

## ALTERNATE MOTION 2 (SUPPORT APPLICATION AS PRESENTED)

That, subject to review by the Advisory Design Panel and report back to the Committee of the Whole, that Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, and after the Public Hearing for Rezoning Application No. 00598, if it is approved, consider the following motion:

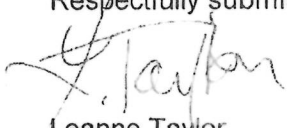
"That Council authorize the issuance of Development Permit with Variance Application No. 000506 for 953 Balmoral Road, in accordance with:

1. Plans date stamped January 18, 2018
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:
  - i. reduce the required number of parking spaces from 12 to 5
  - ii. Part 3.3(10): reduce the front yard setback from 10.50m to 2.00m
  - iii. Part 3.3 (10): reduce the side (east) yard setback from 6.10m to 1.52m
  - iv. Part 3.3(10): reduce the side (west) yard setback from 6.10m to 3.64m
  - v. Part 3.3(4)(1): increase the site coverage from 30% to 43%
  - vi. Part 3.3(4)(6)(1): reduce the open site space from 30% to 15.30%
3. Registration of legal agreements on the property's title to secure the MODO Car Share Vehicle and parking space, car share memberships, one monthly transit pass for each unit over a period of three years (396 monthly passes), and one bicycle for

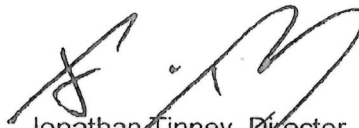
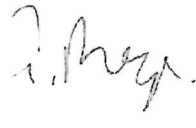
each unit to the satisfaction of City Staff.

4. Revise the landscape plan to indicate floating pavement where the proposed parking spaces overlap with the tree's critical root zone in accordance with the arborist report prepared by Talbot Mackenzie & Associates.
5. The Development Permit lapsing two years from the date of this resolution."

Respectfully submitted,



Leanne Taylor  
Senior Planner  
Development Services Division



Jonathan Tinney, Director  
Sustainable Planning and Community  
Development Department

Report accepted and recommended by the City Manager:



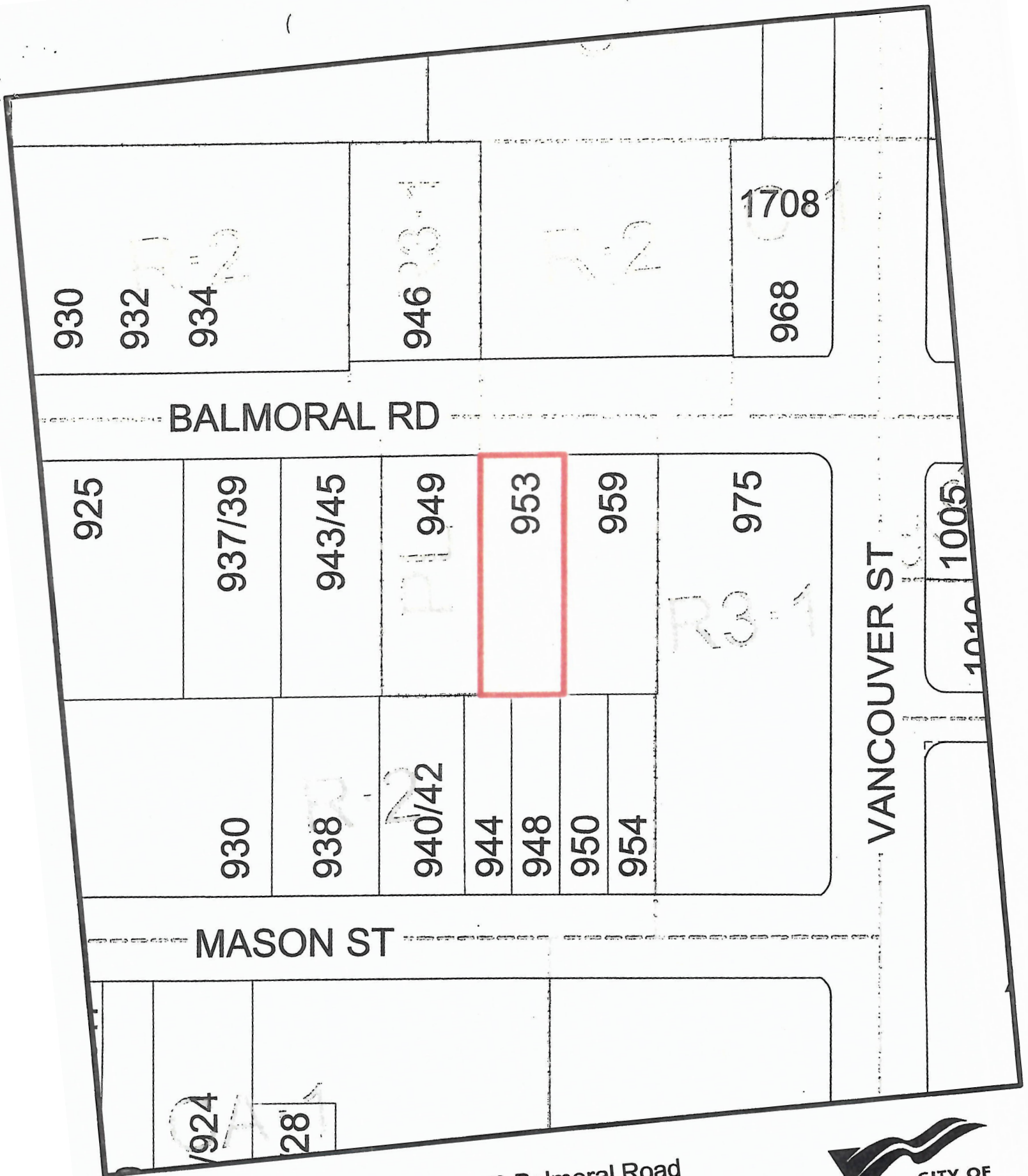
Date:

March 6, 2018

**List of Attachments:**

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- Attachment B: Aerial Map
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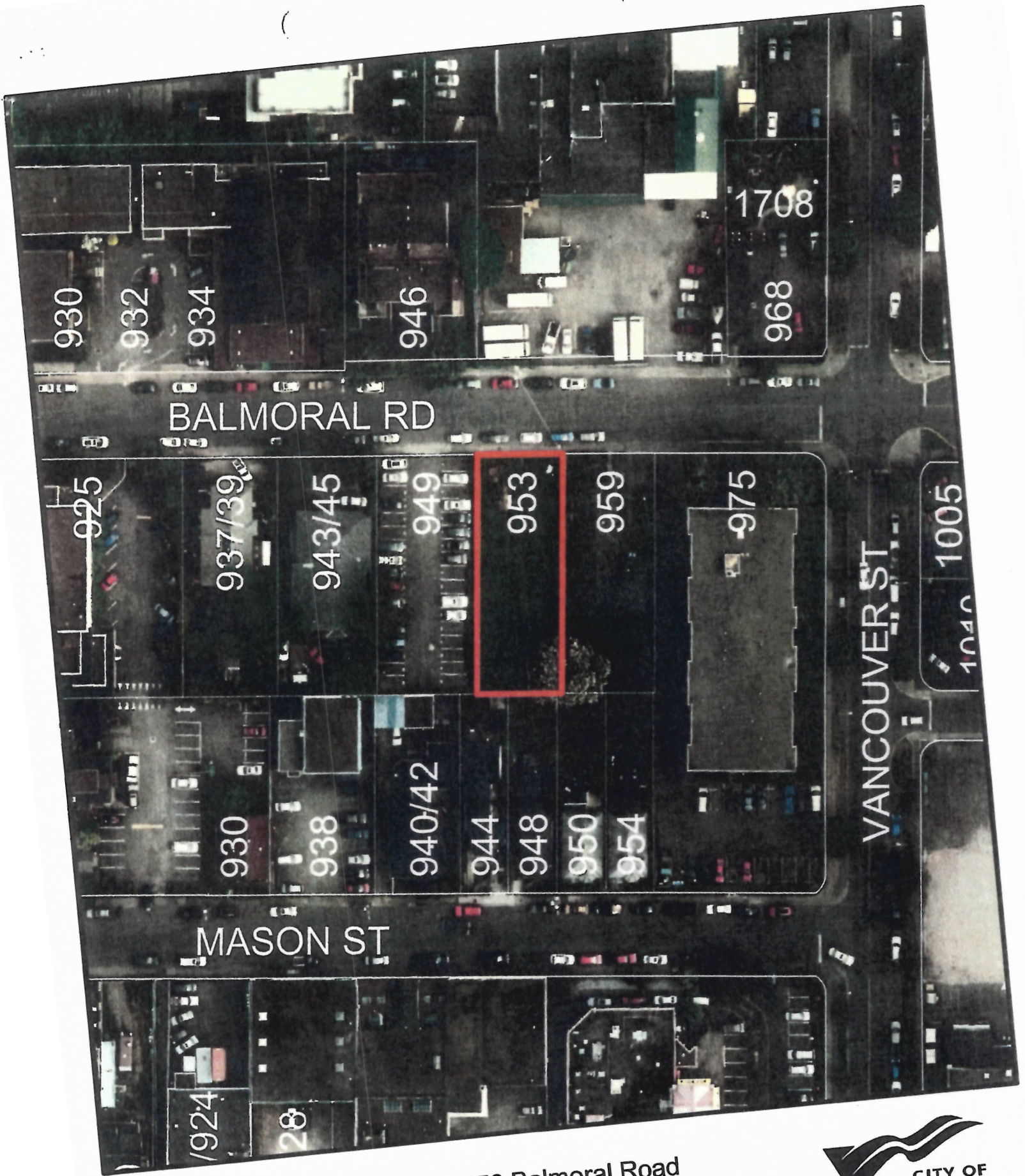




953 Balmoral Road  
Rezoning No. REZ00598 &  
Development Permit No. DP000506



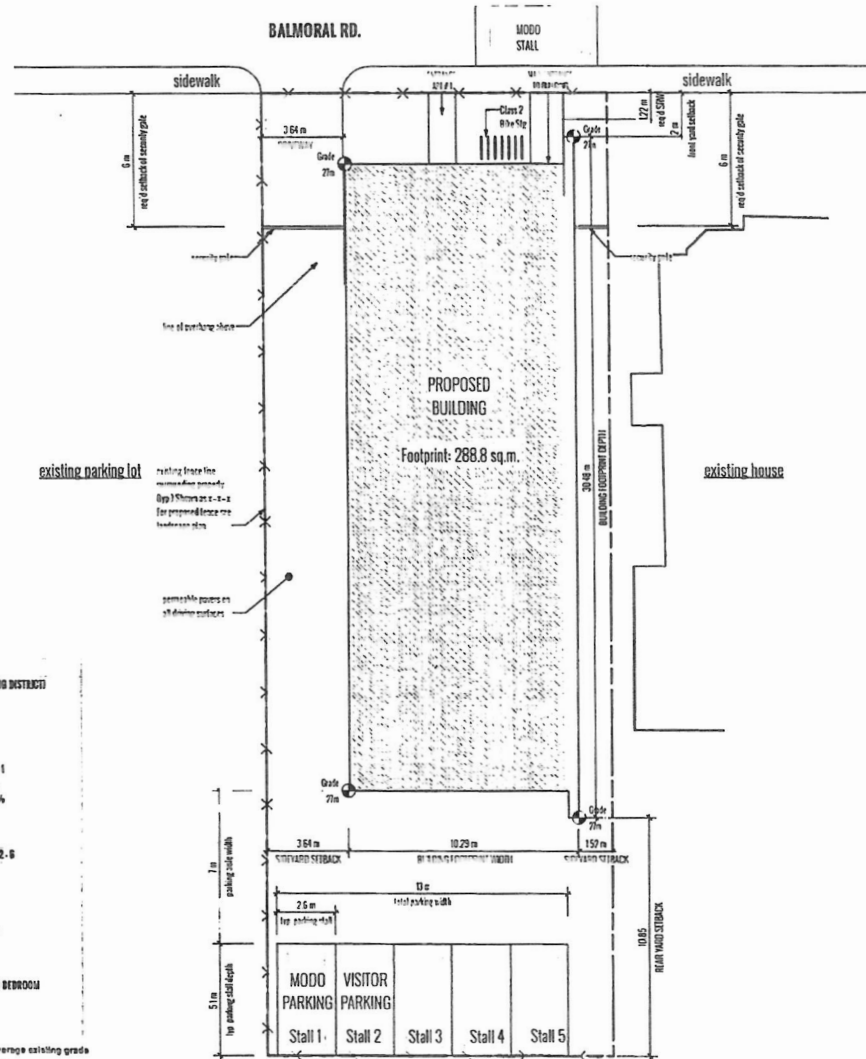




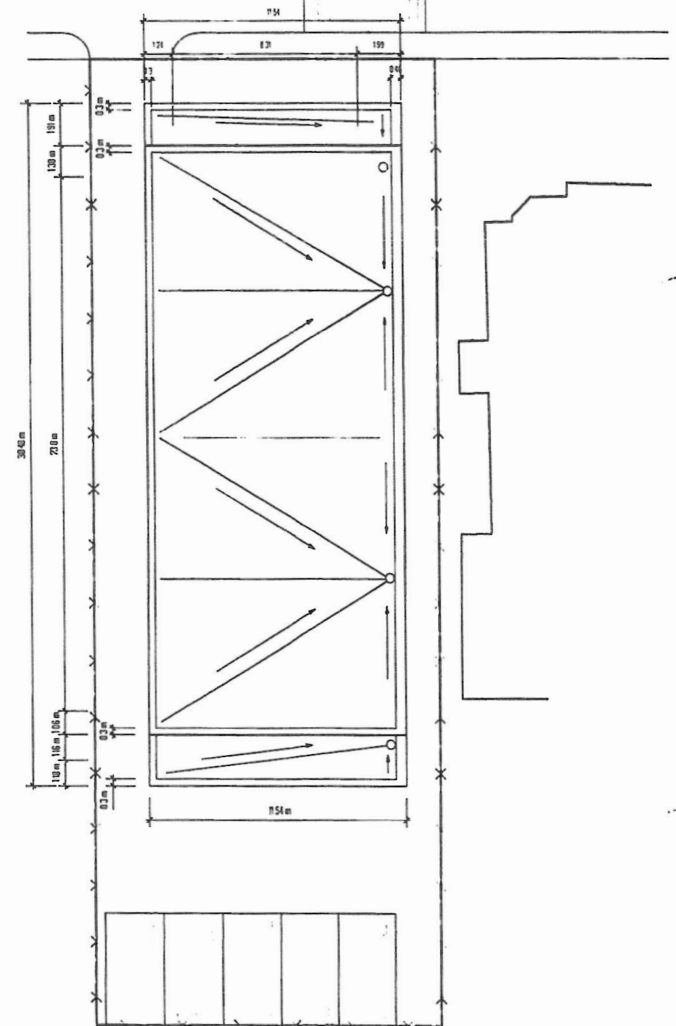
953 Balmoral Road  
Rezoning No. REZ00598 &  
Development Permit No. DP000506







### SITE PLAN

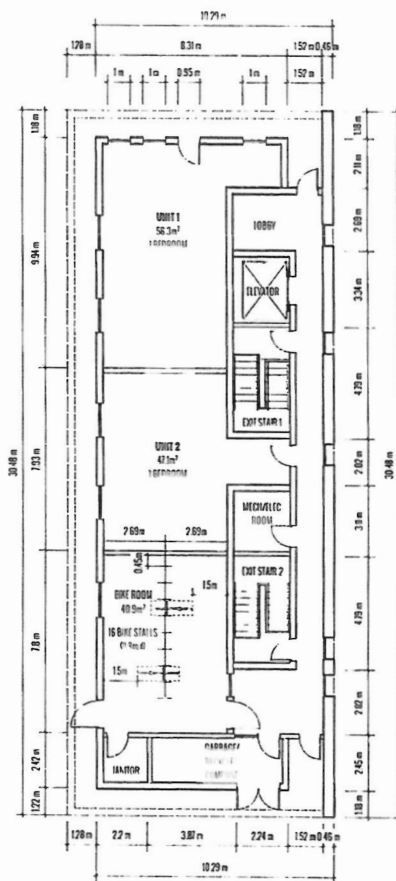


**ROOF PLAN**

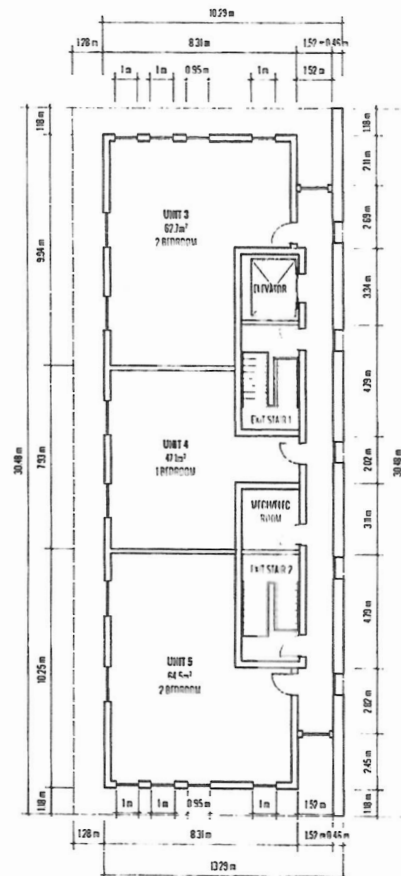


JAN 19 2018

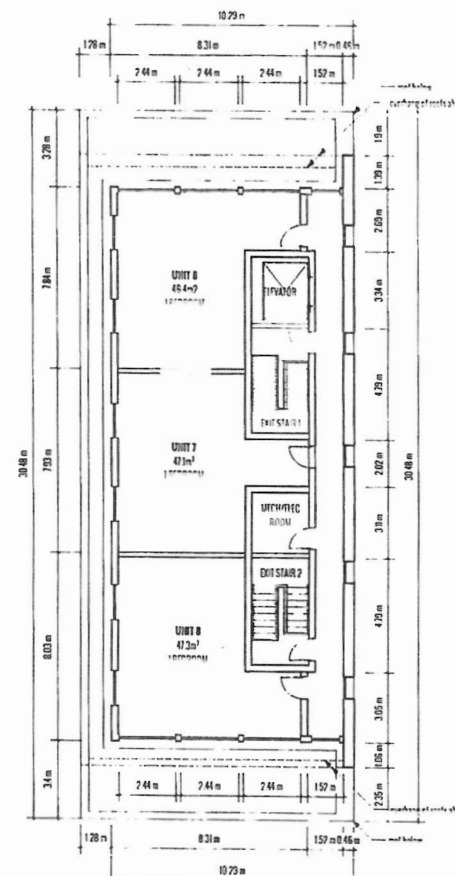
Planning & Development Department  
Community Planning Division



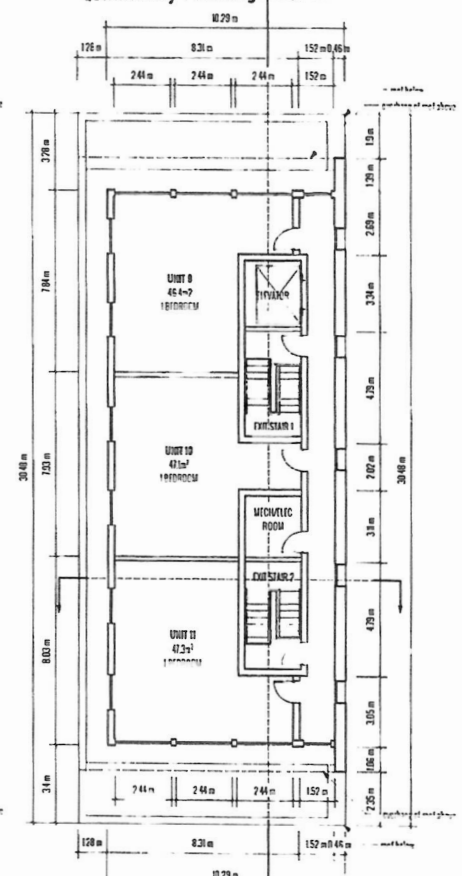
GROUND FLOOR PLAN



SECOND FLOOR PLAN



THIRD FLOOR PLAN



FOURTH FLOOR PLAN

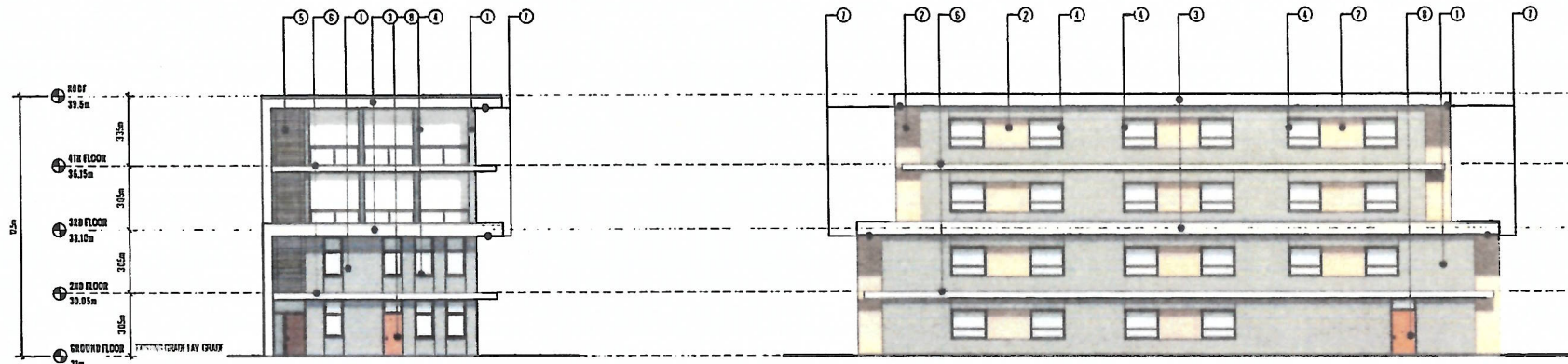
COAST  
+ BEAM

FLOOR PLANS | APARTMENTS @ 953 BALMORAL | SCHEMATIC DESIGN FOR DEVELOPMENT PERMIT & REZONING APPLICATION | JANUARY 16 2018 | SCALE 1:100



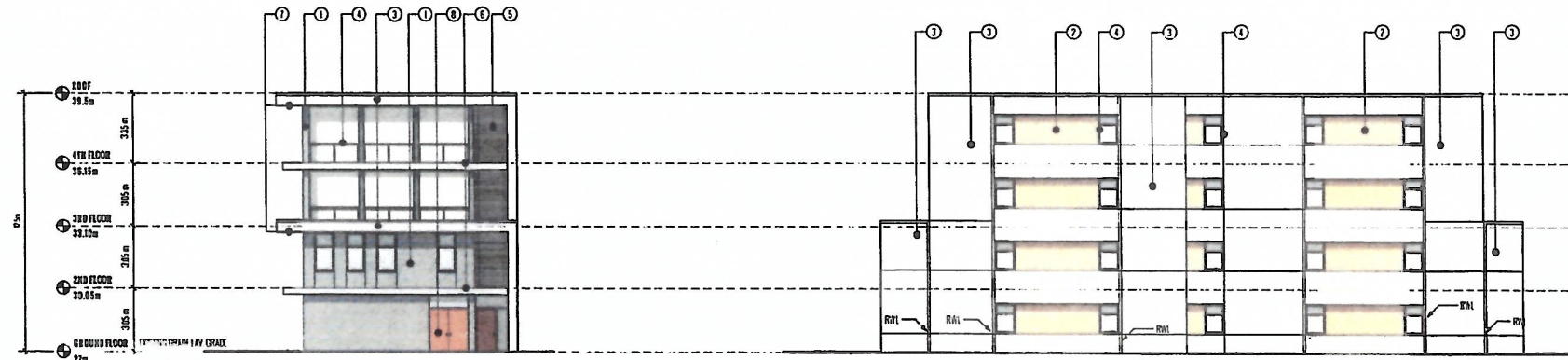
JAN 19 2018

Planning & Development Department  
Community Planning Division



**NORTH ELEVATION**

**WEST ELEVATION**



**SOUTH ELEVATION**

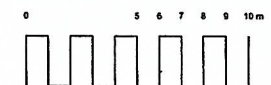
**EAST ELEVATION**

**MATERIALS**

- ① Pink Bricking Bond Channel
- ② Wood Siding above finished ground level (FGL), horizontal siding
- ③ Stone White Smooth Finish
- ④ Glazing Frames Vinyl Chloride
- ⑤ Privacy Screens Aluminum Channel
- ⑥ Sea Shade Slats Aluminum White
- ⑦ All exterior doors and windows are 180° opening
- ⑧ All exterior doors and windows are 180° opening

**COAST  
+ BEAM**

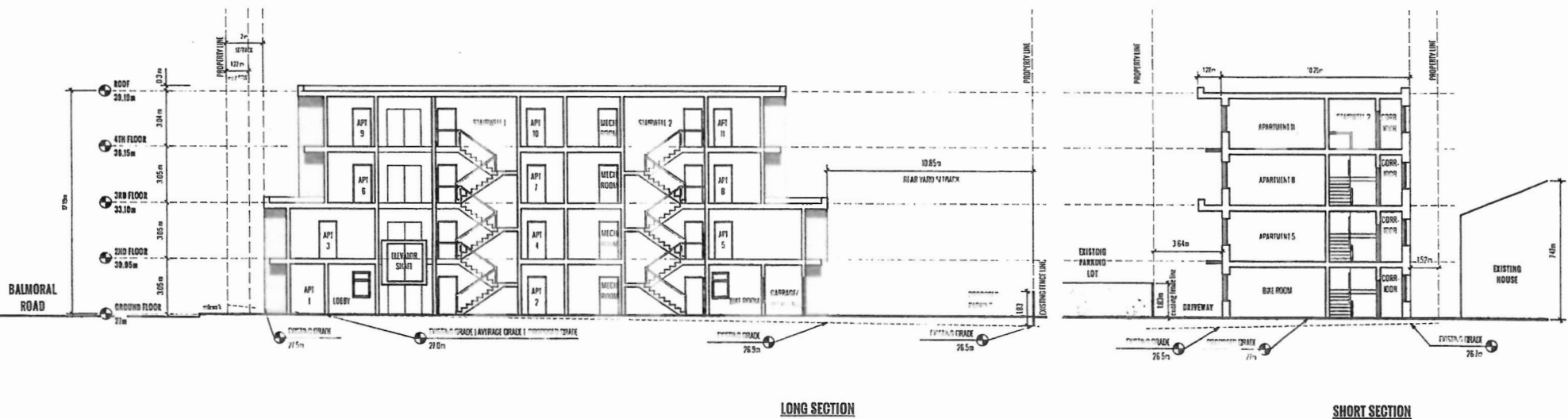
ELEVATIONS | APARTMENTS @ 953 BALMORAL | SCHEMATIC DESIGN FOR DEVELOPMENT PERMIT & REZONING APPLICATION | JANUARY 16 2018 | SCALE 1:100



Received  
City of Victoria

JAN 19 2018

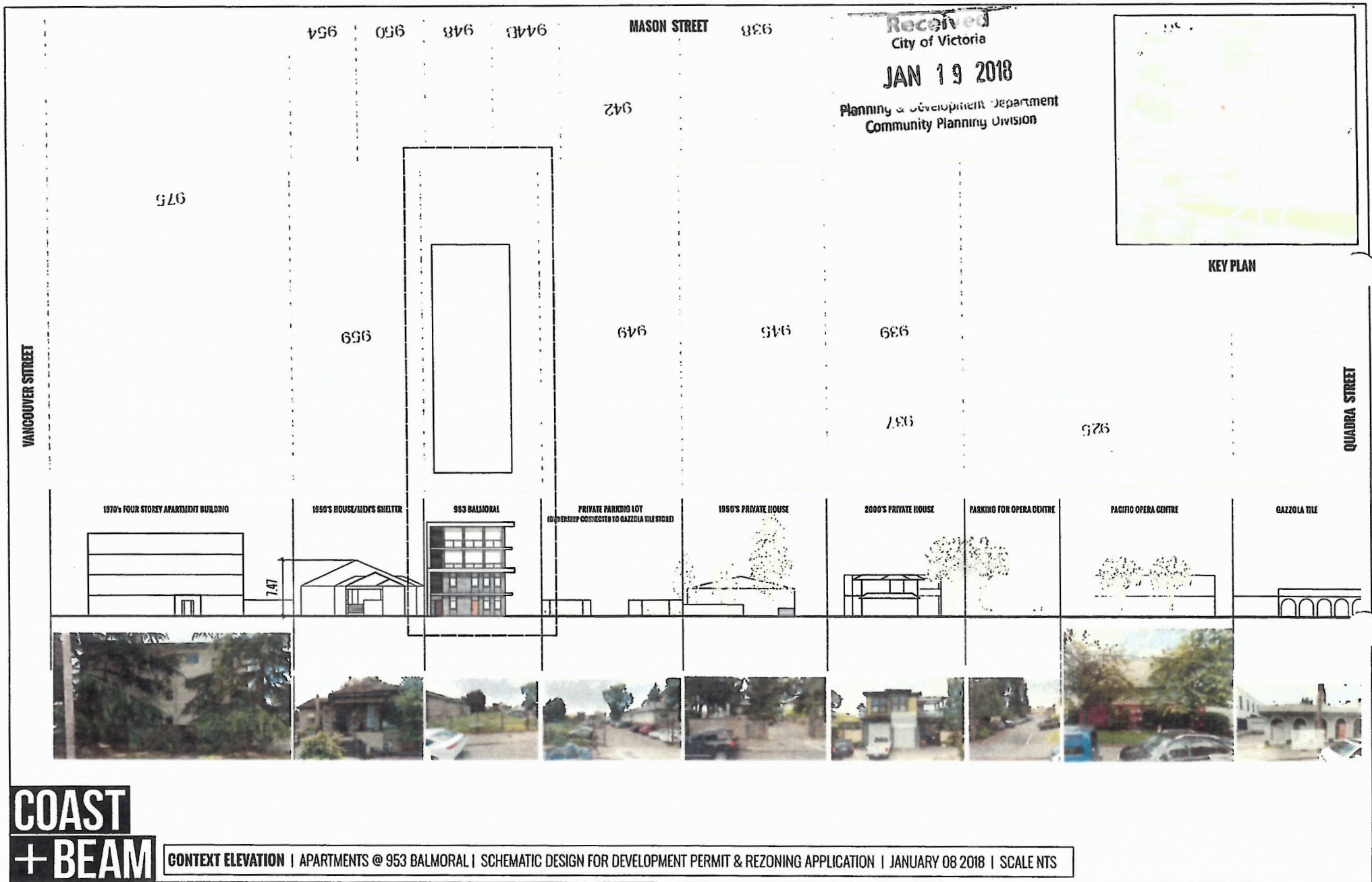
Planning & Development Department  
Community Planning Division



**COAST  
+ BEAM**

SECTIONS | APARTMENTS @ 953 BALMORAL | SCHEMATIC DESIGN FOR DEVELOPMENT PERMIT & REZONING APPLICATION | JANUARY 16 2018 | SCALE 1:100







Received  
City of Victoria

JAN 19 2018

Planning & Development  
Community Planning Division  
CANADIAN LIVEN AND UNIFORM  
HOLLIS HEALTH SERVICES

INTER CULTURAL ASSOCIATION OF GREATER VICTORIA

PRIVATE APARTMENT BUILDING



QUADRA STREET

1701

Inter Cultural  
Association of  
Greater Victoria

930

932

934

946

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968

VANCOUVER STREET

953 BALMORAL

1627

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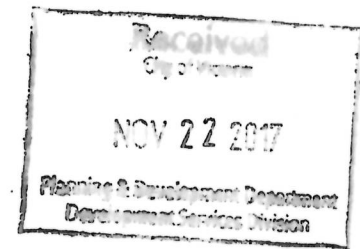
**COAST  
+ BEAM**

CONTEXT ELEVATION | APARTMENTS @ 953 BALMORAL | SCHEMATIC DESIGN FOR DEVELOPMENT PERMIT & REZONING APPLICATION | JANUARY 08 2018 | SCALE NTS

107



10 November 2017



Method Built Homes Inc.  
The Garage  
4566 Cordova Bay Road  
Victoria, British Columbia  
V8X 3V5

**Attn: Mayor and Council**  
City of Victoria  
1 Centennial Square  
Victoria, British Columbia  
V8W 1P6

Dear Ms. Mayor and Members of Council,

Re: 953 Balmoral Road (the "Proposal" or "Site")

Please accept this application for the approval of a rezoning and development permit application for the Site.

The design and development of the Site began over five years ago in late October 2012. At that time, it was recommended by the former Local Area Planner Mr. Mike Wilson that this proposal proceed as a joint rezoning and development permit application and that a site-specific zone would be created for the Site. Mr. Wilson advised the following:

- 1) "[T]he highest-level plan is the Official Community Plan (OCP). The OCP designated the site as Core Residential. This designation generally envisions **multi-unit residential buildings.**" (emphasis added)
- 2) "At a more detailed level, the Downtown Core Area Plan is also relevant to the site. For this site the plan envisions an **FSR of 2:1** (page 37) and a **maximum building height of 20m** (six residential stories) (page 89)." (emphasis added)
- 3) "A new zone for this site would have to contemplate up to **2:1 FSR** as per the guiding policy. It would be best to base your proposal on the guiding policies and design guidelines rather than an existing zone. **We would then craft a zone based on your proposal.**" (emphasis added)

Attached hereto at **Addendum A** is a copy of Mr. Wilson's email of 24 October 2012.

It is with this background and context that we undertook to design and develop a purpose-built **workforce rental apartment**. By way of background, we have worked diligently over the last five years with new Local Area Planner Ms. Leanne Taylor and Assistant Director of Development Services Ms. Allison Meyer on this application package.

We have undertaken three complete redesigns of this Proposal over the course of ongoing consultations and conversations with Ms. Taylor and the North Park Neighbourhood Association. In addition, we have conducted three separate CALUC meetings in relation to this Proposal.

#### First Concept

After initial informal discussions with the North Park Neighbourhood Association, our first concept proposed a four to six story brick Brownstone themed **workforce rental apartment** with underground parking. To offset the increased cost of underground parking for this concept, the building was designed to the property lines with no setbacks and contained an interior outdoor courtyard for the residents. Ms. Taylor expressed a concern with the density, height and setbacks of this proposal and was not overly impressed with the Brownstone concept.

#### Second Concept

Our second concept proposed a six-story modern **workforce rental apartment** with significant front, rear, and side yard setbacks and a **1.9:1 FSR**. As a result of much reduced density, this proposal included at grade parking at the rear of the proposal. This proposal was presented to the North Park Neighbourhood Association through a CALUC hearing. There were some concerns raised at the CALUC by one single-family residence owner to the South of the Site with respect to the height of the proposal and more generally with respect to the modern design aesthetic. Following similar concerns raised by Staff, and the economic climate at the time, we determined that reducing the proposal to four stories would render the proposal economically unviable as a workforce rental apartment building.

The owners of the adjacent properties to the East and West both support this six-story purpose built **workforce rental apartment** as the optimal proposal. Attached hereto at **Addendum B** are copies of such letters of support.

### Third Concept

Given the change in the economic landscape related to housing, we determined that reducing the proposal to four stories would now be viable. We remained of the view, however, that a six-story proposal was best for the area as it had the added benefit of offering **three, 3-bedroom units** on the top two floors for **working families**. We presented this proposal once again at a CALUC and the response was generally quite positive, with the exception of the same neighbour to the South. Nevertheless, the support was not unanimous and Staff concerns with respect to height and setbacks remained. As a result, we finalized a third concept that proposed a four-story **workforce rental apartment** with significant front, rear, and side yard setbacks and with additional setbacks at the third and fourth floors as requested by Staff. This proposal envisions 11 one- and two-bedroom rental apartment units. The **FSR is 1.38:1**, well short of the 2:1 FSR referenced above.

### Sister Purpose Built Rental Building

It is important to note that we recently designed, developed and completed an 11-unit purpose built **workforce rental apartment** at 1032 North Park Street ("North Park Project"), approximately one block from the Site. This project was completed in December 2016 and consists of a four-story building constructed on a 4930 square foot (458m<sup>2</sup>) site. The current Site is 7233 square foot site (672m<sup>2</sup>) or approximately **47% larger** than the site of the North Park Project.

The target renters for both the North Park Project and this Site are blue-collar, working class individuals/couples/families. The one bedrooms at the North Park Project **start at \$1100/month** and average \$1200/month; the two bedrooms start at \$1400/month and average \$1550/month. At the top end, there is one townhouse renting for **\$2000/month**.

Contrasting this Proposal with higher scale purpose built rental buildings or condominium buildings encompassing half- or full-city blocks may lead to improved design through the use of more expensive materials and/or the provisioning of better amenities for residents; however, the economics of such proposals will also inevitably lead to this becoming a condominium proposal (with stratified units for sale) and and/or a professional rental apartment with higher rents as opposed to workforce rental units.

Based on publicly available information, Hudson Walk Two, for example, rents one bedroom units that **start at \$1510/month** with an average rent much higher; two bedroom units rent for as high as **\$3095/month**. Clearly there is a demographic of professionals in Victoria who are prepared to pay these rents for apartment units in high-end purpose built rental apartments. However, these rents are **approximately 30% - 55% higher** than those we are setting and targeting, and as such make it difficult for blue-collar workers to live within

Victoria. Both our sister North Park Project and this Proposal target a workforce who provide invaluable services within Victoria.

### Proposal

This application is being brought forward after careful review of the Official Community Plan and the provisions thereof dealing with the North Park Neighbourhood and the 900 block of Balmoral Road. The OCP envisages projects of a larger scale and scope than the one being proposed. For example, a 2:1 floor space ratio is envisaged in the OCP for this location. This Proposal is for an FSR of 1.38:1. Additionally, there is a need in Victoria for more **affordable** housing.

As you are no doubt aware, the North Park Neighbourhood is a rich and vibrant part of the City of Victoria. New, affordable housing, particularly an apartment building geared towards non-professional renters is precisely what this neighbourhood requires. There are other apartment projects that are targeting a more affluent demographic, but this project is vital to ensuring a diverse socio-economic mix within Victoria. This Proposal is being advanced after several re-designs over the course of nearly five years and after lengthy consultations with staff.

The only concern with this project lies with the parking ratio being proposed. There are 11 units proposed for this Proposal and servicing these units are five general parking stalls and one dedicated MODO stall. As outlined in a report from Boulevard Transportation Group, the significant transportation demand management (TDM) measures proposed are sufficient to offset the off-site parking that would otherwise be generated. Attached hereto at **Addendum C** is such report. In other words, the: (a) proximate location of the Proposal to downtown Victoria, including its immediate access to major bicycle routes, (b) substantial number of bicycle lockers provided to each unit, (c) provision of bicycles to each unit, (d) public transit passes provided to each unit, (e) public information provided to residents of the Proposal relating to TDM measures, and (f) purchase of a vehicle for the dedicated MODO stall respecting this Proposal, cumulatively offset the off-site parking demand created by this Proposal.

The need for quality, affordable housing in the City of Victoria is ever-present. Despite the provision of new high-quality, purpose-built apartments, the rents associated with those projects have been inaccessible to a significant segment of our population. The North Park Neighbourhood is an eclectic community that is looking to avoid further gentrification. This Proposal has been designed after taking into account the results of consultation with the North Park Neighbourhood Association. As a purpose-built **workforce rental apartment**, this Proposal is designed to meet the long-term needs of the local area and the City of Victoria more broadly.

There are certainly buildings being proposed and developed that offer more amenities and are generally more expensive. I recently submitted and spoke to Mayor and Council with respect to a proposed LEED GOLD office building which has broken ground at Dockside Green with an expected completion date of December 2018. However, the intended occupants of such buildings spend a lot more per square foot to occupy these spaces than the occupants of this Proposal; a Proposal that is geared for working people.

In addition to letters of support from the adjacent neighbours to the east and west of the Proposal, attached for your review at **Addendum D**, is a letters of support from a local community leader in the area of affordable housing, generated after an informal meeting held at the Parsonage Café in North Park (see **Addendum E**).

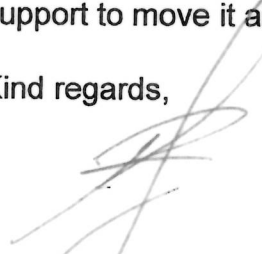
The environmental benefits of Victoria's workforce living within or adjacent to the same community within which it works cannot be overstated. By eliminating the need for single vehicle ownership, the Proposal contributes to environmental sustainability. By targeting Victoria's workforce, the Proposal contributes to social sustainability.

### Summary

This Proposal has been designed specifically for this neighbourhood in accordance with the OCP, after consultation with the North Park Neighbourhood Association, and after consultation with the City of Victoria. The building's design and mass has been modified to accommodate the concerns of the NPNA. This includes a recent reduction in floors from six to four and a unit reduction from 17 to 11. Unfortunately, this has come with the elimination of three, 3-bedroom units geared towards families on the top two floors of the Proposal.

The only objective non-compliance concern is with respect to on-site parking. The provision of significant TDM measures more than offsets the potential off-site parking impact of this Proposal. This Proposal has been custom-designed to address specific needs identified by our community and warrants our strong support to move it along expeditiously to completion.

Kind regards,



Rajinder S. Sahota  
Principal  
Method Built Homes Inc.  
[www.methodbuilt.ca](http://www.methodbuilt.ca)



## ADDENDUM A

From: Rajinder Sahota [mailto:[rajinder@methodbuilt.ca](mailto:rajinder@methodbuilt.ca)]  
Sent: Tuesday, Oct 23, 2012 9:52 PM  
To: Mike Wilson  
Subject: Re: 953 Balmoral Rd.

Hi Mike,

Would you be able to give me an initial impression of your thoughts on possible development of this site and what the City would like to see here? I see from the OCP that this is likely a similar growth strategy as North Park but the current zoning may be different.

Please let me know.

Kind regards,

Rajinder Sahota

---

From: Mike Wilson <[MWilson@victoria.ca](mailto:MWilson@victoria.ca)>  
To: "Rajinder Sahota" <[rajinder@methodbuilt.ca](mailto:rajinder@methodbuilt.ca)>  
Cc:  
Bcc:  
Date: Wed, 24 Oct 2012 16:07:38 +0000  
Subject: RE: 953 Balmoral Rd.  
Hi Raj,

With respect to planning policies for the area, the highest level plan is the Official Community Plan (OCP). The OCP designated the site as Core Residential. This designation generally envisions multi unit residential buildings. A detailed breakdown of the designation can be found here (Page 41): [http://www.shapeyourfuturevictoria.ca/wp-content/uploads/2012/09/OCP\\_BOOK\\_WEB.pdf](http://www.shapeyourfuturevictoria.ca/wp-content/uploads/2012/09/OCP_BOOK_WEB.pdf) <[http://www.shapeyourfuturevictoria.ca/wp-content/uploads/2012/09/OCP\\_BOOK\\_WEB.pdf](http://www.shapeyourfuturevictoria.ca/wp-content/uploads/2012/09/OCP_BOOK_WEB.pdf)>

At a more detailed level, the Downtown Core Area Plan is also relevant to the site. For this site the plan envisions an FSR of 2:1 (Page 37) and maximum building height of 20 m (six residential storeys) (page 89). See: <http://www.victoria.ca/EN/main/departments/planning-development/community-planning/downtown-plan.html> <<http://www.victoria.ca/EN/main/departments/planning-development/community-planning/downtown-plan.html>>

This property is also located within Development Permit Area 3: Core Mixed Use Residential. This DP Area provides design guidelines to be used when developing the design of the building. See Page 183/184: [http://www.shapeyourfuturevictoria.ca/wp-content/uploads/2012/09/OCP\\_Part4\\_WEB.pdf](http://www.shapeyourfuturevictoria.ca/wp-content/uploads/2012/09/OCP_Part4_WEB.pdf) <[http://www.shapeyourfuturevictoria.ca/wp-content/uploads/2012/09/OCP\\_Part4\\_WEB.pdf](http://www.shapeyourfuturevictoria.ca/wp-content/uploads/2012/09/OCP_Part4_WEB.pdf)> . Many of the relevant design guidelines are included in the Downtown Core Area Plan.

## ADDENDUM A

A new zone for the site would have to contemplate up to 2:1 FSR as per the guiding policy. It would be best to base your proposal on the guiding policies and design guidelines rather than an existing zone. We would then craft a zone based on your proposal.

The foregoing is given for your convenience only and it should be clearly understood that you must satisfy yourself as to whether the existing or any proposed development would be in conformity with all applicable bylaws and policies of the City or any provincial or federal statutes or regulations.

If you require any further information please don't hesitate to give me call or e-mail.

Regards,

Mike

Mike Wilson, MCIP, RPP  
Senior Planner - Urban Design  
Development Services Division  
Planning and Development Department  
City of Victoria  
1 Centennial Square, Victoria, BC, V8W 1P6  
Phone: 250.361.0384 Fax: 250.361.0386  
www.victoria.ca <http://www.victoria.ca/>



## **ADDENDUM B**

July 24, 2017

Michael Rowe  
949 Balmoral Road  
Victoria, BC V8T 1A7

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

**Re: 953 Balmoral Road**

I am writing to express my unqualified support for the development proposed by Method Built Homes at 953 Balmoral Road. I have owned the property adjacent to this site at 949 Balmoral Road for many years. In addition, I have owned and operated a prominent business on this block of Balmoral Road for many years.

I initially reviewed the six-story proposal Method Built Homes proposed for the site and supported that proposal. It was sensitive to the needs of the neighbourhood and was geared towards families by providing an additional three, 3-bedroom units over the top two floors. It was attractive, modern and current. The revised four-story proposal does not maximize the full potential the six-story proposal brought to the neighbourhood, and the region more generally, by offering additional accessible rental accommodations. This neighbourhood has had difficulty attracting investment capital for developments, and these proposals are welcomed.

As a result, I am fully supportive of the current four-story proposal from Method Built Homes, with the only reservation being that I would prefer the more densified six-story proposal that was an earlier concept.

Please feel free to contact me should you have any further questions.

Respectfully yours,



Michael Rowe

July 23, 2017

Michael Forbes  
959 Balmoral Road  
Victoria, British Columbia  
V8T 1A7

**Mayor and Council**  
City of Victoria  
1 Centennial Square  
Victoria, British Columbia  
V8W 1P6

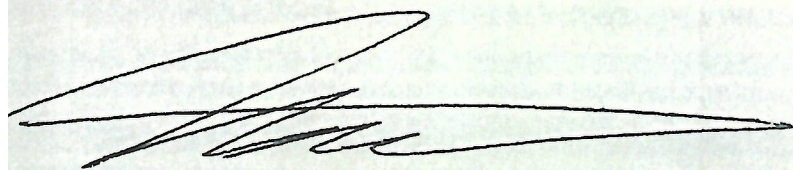
Re: 953 Balmoral Road

I write with respect to the Development Permit application submitted for 953 Balmoral Road. I understand the application submitted is for an 11-unit rental apartment building covering 6 floors.

I own the property immediately adjacent to this proposal and to the East. I believe the No. 1000 Park neighbourhood and the 900-block of Balmoral in particular would benefit tremendously from this development. In fact, I prefer the earlier six-floor proposal as it also included 3, 3-bedroom units on the top two floors. The proposal falls within the Official Community Plan for this block and neighbourhood and would improve the area tremendously while bringing additional life and vibrancy with more residents. The block is within the downtown core and needs density to provide more affordable housing options for Victoria residents.

Please feel free to contact me should you have any further questions.

Respectfully yours,



Michael Forbes Bsc Pharm  
0.882.3784

## **ADDENDUM C**



953 BALMORAL ROAD

Parking Study

Prepared for: **Method Built**

Prepared by: **Watt Consulting Group**

Our File: **1906**

Date: **October 27, 2017**



## 1.0 INTRODUCTION

In November 2015, Watt Consulting Group was retained by Method Built to undertake a parking study for the proposed development at 953 Balmoral Road in the City of Victoria. The proposed development has undergone several architectural changes over the last several months. As a result, the content presented herein is an updated parking study from the report submitted on December 7, 2015.

The purpose of this study is to assess site parking demand and any off-site impacts. The study considers parking demand at representative multi-family residential sites, on-street parking conditions, and transportation demand management (TDM) programs.

### 1.1 LOCATION

The development site is located at 953 Balmoral Road in the City of Victoria. See Map 1.

MAP 1. SUBJECT SITE



TABLE 1. VEHICLE OWNERSHIP AT REPRESENTATIVE SITES

| Site                   | No. Units | Owned Vehicles | Ownership Rate<br>(vehicles/unit) |
|------------------------|-----------|----------------|-----------------------------------|
| 975 Balmoral Road      | 38        | 10             | 0.26                              |
| 1635 Cook Street       | 72        | 30             | 0.42                              |
| 1035 North Park Street | 79        | 21             | 0.27                              |
| 1022 Pandora Avenue    | 40        | 13             | 0.33                              |
| 1130 Pandora Avenue    | 45        | 24             | 0.53                              |
| 1020 Pembroke Street   | 109       | 75             | 0.69                              |
| 1630 Quadra Street     | 121       | 67             | 0.55                              |
| 2310 Quadra Street     | 19        | 14             | 0.74                              |
| 1017 Queens Avenue     | 27        | 11             | 0.41                              |
| 1110 Queens Avenue     | 17        | 9              | 0.53                              |
|                        |           | <b>Average</b> | <b>0.47</b>                       |

## 4.2 PREVIOUS STUDIES

Site observations and vehicle ownership information has been obtained for previous studies that are representative of the subject site. All study sites are rental and in representative context (i.e. location, access to transportation options) as the subject site. See Table 2. Results suggest average parking demand is 0.49 vehicles per unit and average vehicle ownership information is 0.50 vehicles per unit. Applied to the subject site, this results in approximately six resident vehicles.

TABLE 2. PARKING DEMAND FROM PREVIOUS STUDIES

| Area  | Observations                  | Vehicle Ownership             |
|---|-------------------------------|-------------------------------|
| North Park <sup>1</sup>                     | 0.56 vehicles per unit        | 0.53 vehicles per unit        |
| Oak Bay <sup>2</sup>                        | 0.54 vehicles per unit        | 0.61 vehicles per unit        |
| Outside of Downtown/North Park <sup>3</sup> | 0.39 vehicles per unit        | 0.37 vehicles per unit        |
| Victoria West <sup>4</sup>                  | 0.46 vehicles per unit        | 0.49 vehicles per unit        |
| <b>Average</b>                              | <b>0.49 vehicles per unit</b> | <b>0.50 vehicles per unit</b> |

<sup>1</sup> Previous parking study completed in 2012 on North Park Street

<sup>2</sup> "The Clive" - See [http://www.theclive.ca/pdfs/Clive%20Oak%20Bay%20Parking%20Study\\_FINAL\\_Feb4.pdf](http://www.theclive.ca/pdfs/Clive%20Oak%20Bay%20Parking%20Study_FINAL_Feb4.pdf)

<sup>3</sup> "The Azzurro" - previous parking study completed in 2014 on Blanshard Street for affordable housing. Sites selected may have a lower parking demand

<sup>4</sup> "Wilson's Walk" - previous parking study completed in 2014 on Wilson Street for affordable housing



## 5.0 TRANSPORTATION DEMAND MANAGEMENT

Transportation demand management (TDM) is the application of strategies and policies to influence individual travel choice, most commonly to reduce single-occupant vehicle travel. TDM measures should adopted be where possible to enhance travel options, minimize parking demand, and facilitate sustainable transportation.

The following summarizes the TDM options that are proposed and estimated impact of each in reducing parking demand.

### 5.1 CARSHARE

As discussed in Section 2.1, the subject site has immediate access a dedicated MODO carshare parking space / vehicle on Balmoral Road. The site plan identifies an on-site resident parking space for a MODO carshare vehicle in the future, should the on-street space be removed. The vehicle will be purchased by the proponent and memberships (valued at \$500 each) will be provided to each unit. Residents will be responsible for usage fees. With immediate access to a carshare vehicle, it is anticipated that carsharing will reduce resident parking demand.

Research has shown that carsharing programs have a significant impact on reducing vehicle ownership and thereby lowering parking demand. Below is a summary of key findings:

- One of the most comprehensive North American studies to date surveyed 6,281 households in carsharing organizations across the continent. The study found a statistically significant decrease in average vehicle ownership from 0.47 to 0.24 vehicles per household among households that joined carshare services, an approximately 50% reduction in vehicle ownership<sup>6</sup>.
- A study of carshare programs in the City of Toronto found that vehicle ownership rates at condominium sites without carshare vehicles was 1.07 vehicles per unit, whereas buildings with one or more carshare vehicles had significantly lower rates at 0.53 vehicles per unit, which represents a 50% reduction in vehicle ownership rates<sup>7</sup>.
- A 2013 study from the City of Toronto looked at the relationship between the presence of carsharing in a residential building and its impact on vehicle ownership. This was one of the first studies to examine this relationship at the building level as previous research explored impacts at the neighbourhood or city level. The study surveyed residents of buildings with and without dedicated carshare vehicles. According to the author's

<sup>6</sup> Martin & Shaheen. (2011). The Impact of Carsharing on Household Vehicle Ownership. Access Magazine, Spring 2011. Available online at: [http://sfpark.org/wp-content/uploads/carshare/access38\\_carsharing\\_ownership.pdf](http://sfpark.org/wp-content/uploads/carshare/access38_carsharing_ownership.pdf)

<sup>7</sup> City of Toronto. (2009). Parking Standards Review: Examination of Potential Options and Impacts of Car Share Programs on Parking Standards. Available online at: [https://www1.toronto.ca/city\\_of\\_toronto/city\\_planning/zoning\\_environment/files/pdf/car\\_share\\_2009-04-02.pdf](https://www1.toronto.ca/city_of_toronto/city_planning/zoning_environment/files/pdf/car_share_2009-04-02.pdf)

are provided and a vehicle easily accessible, and a similar reduction of 5-10% is recommended in *Parking Management Best Practices*<sup>16</sup>.

Residents of the subject site will have access to a Modo carshare vehicle and provided with free memberships. Given the research and discussion above, it is recommended that resident parking demand will be reduced by 15% (i.e. one vehicle) as a result of proximity to the carshare vehicle and free membership.

## 5.2 PUBLIC TRANSIT

The subject site is well served by public transit, as follows:

- The subject site is located within walking distance of bus stops on Pandora Avenue (approximately 260m from westbound bus stops and 370m from eastbound bus stops). These stops are served by the no.27 – Gordon Head / Downtown and no.28 – Majestic / Downtown frequent routes, as well as the no.1, no.2, no.24<sup>17</sup>, and no.25<sup>13</sup> local routes.
- The no.6 – Royal Oak / Downtown route offers service between downtown Victoria and Royal Oak. Bus stops on Quadra Street are approximately 180m from the subject site.
- Bus stops on Douglas Street are approximately 600m from the subject site, providing access to an additional nine transit routes with service throughout Greater Victoria.

A transit pass subsidy is proposed to facilitate transit use among residents. The proposal is to commit funds to fully subsidize one monthly transit pass for each unit over a period of three years (396 monthly passes)<sup>18</sup>. In the event that not all committed monthly passes have been acquired after three years, remaining funds will be made available to residents to purchase monthly passes beyond the three-year timeframe up to amount of the total committed budget. Uptake on similar transit pass programs has been in the range of 20%, suggesting that subsidized passes will likely be available to residents that request them well beyond the three-year timeframe. The proponent and City may wish to agree on a mechanism to commit the identified funds and ensure the program is administered as proposed.

Studies<sup>19</sup> have found that sites with transit access and free transit passes experience approximately 10% reduced parking demand (one study suggests 5-10%, another 11%). Accordingly, it is recommended that resident parking demand will be reduced by 10%, or one vehicle (0.7, rounded) as a result of the free transit pass and proximity to transit service.

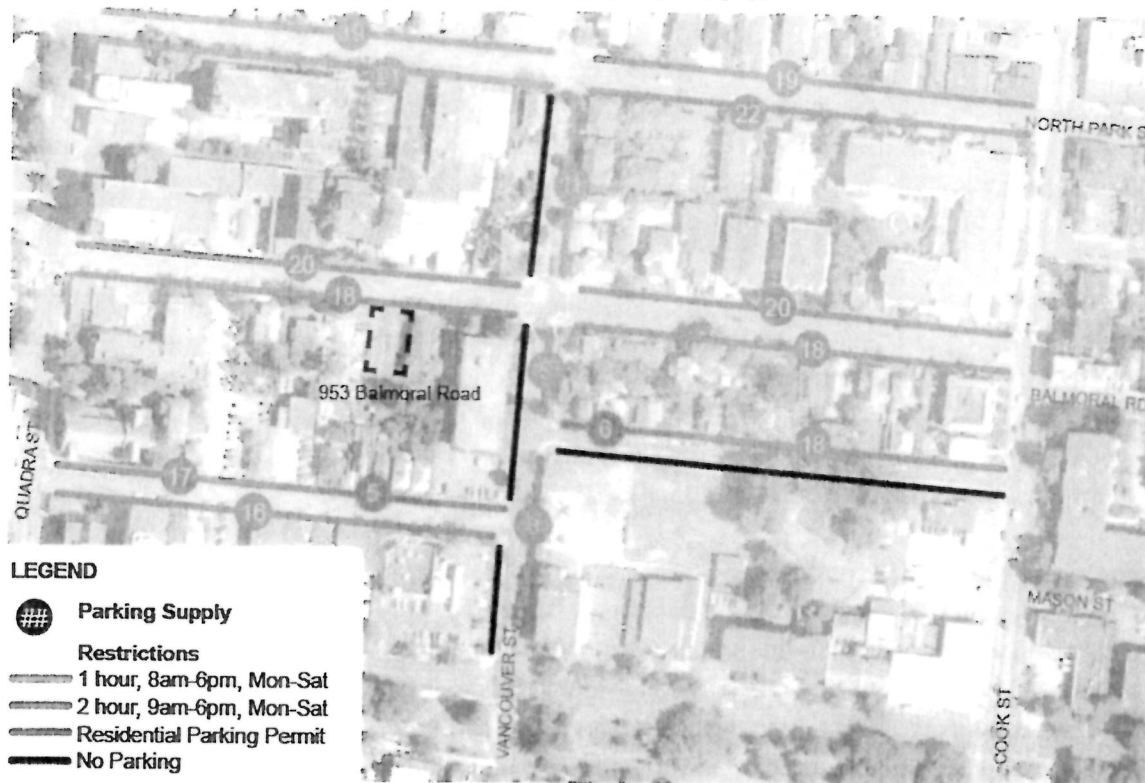
<sup>16</sup> T Litman, *Parking Management Best Practices*, American Planning Association, 2007

<sup>17</sup> Eastbound only (westbound routes via Yates Street)

<sup>18</sup> Total contribution estimated at approximately \$52,000 assuming \$85 monthly pass rate. Proponent may negotiate reduced rate with BC Transit through Developer Pass Program.

<sup>19</sup> Bort, J., *Reforming Parking Policies to Support Smart Growth, Parking Best Practices & Strategies for Supporting Transit Oriented Development*, 2007; and Tumlin, J., *Tools for Creating Vibrant, Health, and Resilient Communities*, Transportation Planning, 2012

MAP 2. ON-STREET PARKING SUPPLY + RESTRICTIONS



## 6.1 ON-STREET PARKING SUPPLY

A total of 243 spaces were observed. The 38 parking spaces directly adjacent the site on Balmoral Road (between Quadra Street and Vancouver Street) are restricted for a maximum stay of 2 hours from 9:00am to 6:00pm, Monday to Saturday. The majority of parking that was observed has either a 1- or 2-hour time restriction Monday to Saturday daytime, with the exception of residential permit parking adjacent specific residential properties.

## 6.2 ON-STREET PARKING CONDITIONS

On-street parking conditions were considered over seven observation periods. A summary of observations is provided in [Appendix B](#). Observation periods were as follows:

- Saturday October 17 at 8:15pm
- Sunday October 18 at 2:00pm
- Monday October 19 at 8:00pm
- Wednesday October 21 at 9:30pm
- Sunday October 25 at 2:00pm
- Tuesday November 17 at 10:30am<sup>21</sup>
- Thursday November 19 at 2:00pm<sup>8</sup>

<sup>21</sup> Observation area limited to immediately adjacent the subject site – Balmoral Street from Quadra St to Vancouver St (both sides)

## 7.0 SUMMARY

The proposed development is for a four-storey residential rental building with 11 units. The proposed parking supply is five spaces; 9 spaces less than the City's parking requirement.

Expected peak resident parking demand was determined to be seven vehicles based on vehicle ownership information from representative sites and previous studies. A significant TDM program is proposed (see below) that is expected to reduce resident parking demand by two vehicles. Peak visitor parking demand is expected to be one additional vehicle. The total site parking demand is anticipated to be eight vehicles, three more than the proposed supply.

The site is expected to contribute one resident vehicle to on-street parking during the residential peak period (evenings, weekends). On-street parking on the block of Balmoral Road immediately adjacent the subject site could accommodate the expected spillover at approximately 58% occupancy (16 vacant spaces), and would not prevent others in the neighbourhood from accessing available parking. On-street parking on Balmoral Road was observed near full occupancy during weekday daytime periods when site parking demand will be met by on-site parking supply. Parking spaces must be "shared" in order to be utilized by all site users.

A comprehensive TDM program is proposed to enhance sustainable travel options and support reduced parking demand. TDM options include a MODO carshare vehicle on-site with memberships provided for each unit; monetary contribution for monthly transit passes for each unit over a three-year period; 1.4 secure bike parking spaces per unit; a free bicycle for each unit; and a travel information package provided at move-in. The TDM provisions are expected to reduce resident parking demand by approximately 25% (2 vehicles).

## 7.1 RECOMMENDATIONS

1. The proponent should commit to adopting the proposed TDM provisions, especially the carshare vehicle / memberships and transit passes, which are expected to reduce parking demand by 25%;
2. Parking demand is expected to exceed off-street parking supply by one vehicle during weekday evenings and weekends; and
3. The addition of one vehicle to adjacent on-street parking will not negatively impact the ability for others to access available parking.



- ① 2310 Quadra Street
- ② 1110 Queens Avenue
- ③ 1017 Queens Avenue
- ④ 1020 Pembroke Street
- ⑤ 1035 North Park Street

- ⑥ 1630 Quadra Street
- ⑦ 975 Balmoral Road
- ⑧ 1635 Cook Street
- ⑨ 1022 Pandora Avenue
- ⑩ 1130 Pandora Avenue

On-Street Parking Observations  
953 Balmoral Road Parking Study

| Section                                  | Side | Restrictions               | No. Parking Stalls | Saturday October 17, 8:15pm |                | Sunday October 18, 2:00pm |                | Monday October 19, 8:00pm |                | Wednesday October 21, 9:30pm |                | Sunday October 25, 2:00pm |                |
|--|------|----------------------------|--------------------|-----------------------------|----------------|---------------------------|----------------|---------------------------|----------------|------------------------------|----------------|---------------------------|----------------|
|  |      |                            |                    | Observed Vehicles           | Occupancy Rate | Observed Vehicles         | Occupancy Rate | Observed Vehicles         | Occupancy Rate | Observed Vehicles            | Occupancy Rate | Observed Vehicles         | Occupancy Rate |
| North Park Street, Quadra to Vancouver   | N    | 1 Hour, 8am-6pm, Mon-Sat   | 19                 | 9                           | 47%            | 11                        | 58%            | 9                         | 47%            | 5                            | 26%            | 11                        | 58%            |
|  | S    |                            | 21                 | 10                          | 48%            | 12                        | 57%            | 11                        | 52%            | 12                           | 57%            | 6                         | 29%            |
| North Park Street, Vancouver to Cook     | N    | 2 Hour, 9am-6pm, Mon-Sat   | 19                 | 9                           | 47%            | 10                        | 53%            | 6                         | 32%            | 10                           | 53%            | 4                         | 21%            |
|  | S    |                            | 22                 | 9                           | 41%            | 11                        | 50%            | 7                         | 32%            | 10                           | 45%            | 8                         | 36%            |
| Balmoral Road, Quadra to Vancouver       | N    | 2 Hour, 9am-6pm, Mon-Sat   | 20                 | 10                          | 50%            | 9                         | 45%            | 5                         | 25%            | 11                           | 55%            | 9                         | 45%            |
|  | S    |                            | 18                 | 7                           | 39%            | 12                        | 67%            | 8                         | 44%            | 10                           | 56%            | 10                        | 56%            |
| Balmoral Road, Vancouver to Cook         | N    | 2 Hour, 9am-6pm, Mon-Sat   | 20                 | 11                          | 55%            | 9                         | 45%            | 6                         | 30%            | 6                            | 30%            | 9                         | 45%            |
|  | S    |                            | 18                 | 7                           | 39%            | 13                        | 72%            | 9                         | 50%            | 8                            | 44%            | 11                        | 61%            |
| Mason Street, Quadra to Vancouver        | N    | 2 Hour, 9am-6pm, Mon-Sat   | 17                 | 8                           | 47%            | 6                         | 35%            | 11                        | 65%            | 9                            | 53%            | 8                         | 47%            |
|  |      | Residential Parking Permit | 5                  | 4                           | 80%            | 5                         | 100%           | 3                         | 60%            | 7                            | 140%           | 3                         | 60%            |
|  | S    | 2 Hour, 9am-6pm, Mon-Sat   | 16                 | 10                          | 63%            | 8                         | 50%            | 10                        | 63%            | 11                           | 69%            | 14                        | 88%            |
| Mason Street, Vancouver to Cook          | N    | Residential Parking Permit | 6                  | 2                           | 33%            | 4                         | 67%            | 4                         | 67%            | 5                            | 83%            | 5                         | 83%            |
|  |      | 2 Hour, 9am-6pm, Mon-Sat   | 18                 | 11                          | 61%            | 9                         | 50%            | 11                        | 61%            | 9                            | 50%            | 10                        | 56%            |
|  | S    |                            |                    |                             |                |                           |                |                           |                |                              |                |                           |                |
| Vancouver Street, North Park to Balmoral | E    | 1 Hour, 8am-6pm, Mon-Sat   | 11                 | 8                           | 73%            | 4                         | 36%            | 5                         | 45%            | 3                            | 27%            | 4                         | 36%            |
|  | W    |                            |                    |                             |                |                           |                |                           |                |                              |                |                           |                |
| Vancouver Street, Balmoral to Mason      | E    | 1 Hour, 8am-6pm, Mon-Sat   | 5                  | 3                           | 60%            | 3                         | 60%            | 2                         | 40%            | 0                            | 0%             | 2                         | 40%            |
|  | W    |                            |                    |                             |                |                           |                |                           |                |                              |                |                           |                |
| Vancouver Street, Mason to Pandora       | E    | 1 Hour, 8am-6pm, Mon-Sat   | 8                  | 6                           | 75%            | 5                         | 63%            | 4                         | 50%            | 0                            | 0%             | 4                         | 50%            |
|  | W    |                            |                    |                             |                |                           |                |                           |                |                              |                |                           |                |
| Total Occupancy                          |      |                            | 243                | 124                         | 51%            | 131                       | 54%            | 111                       | 46%            | 116                          | 48%            | 118                       | 49%            |



ADDENDUM D

September 8, 2017

Sasha Kvakic  
9-103 Wilson Street  
Victoria, BC  
V9A 6X1

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

Dear Mayor and Council,

I would like to register my enthusiastic support for the proposed redevelopment of 953 Balmoral Road. In the midst of a housing crisis driven by record low vacancy rates the city can ill afford to miss the opportunity to improve an underutilized space and add new rental housing units to the local market.

The only issue I have with the project is its reduced size from the originally proposed 6 story, 17 unit building down to 4 stories and 11 units. The public interest lies with encouraging the most socially responsible use of this property, which in this case is as affordable rental housing; the more units the better. Neither the current nor the original proposal are out of character with the surrounding neighbourhood, which is transitioning from a rough mix of light industrial/commercial, surface parking, and aging single family housing stock to a vibrant urban residential district on the edge of downtown. I hope that the city will embrace the opportunity presented by this project to improve the North Park neighbourhood for future generations.

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'Sasha Kvakic', written in dark ink.

Sasha Kvakic

ADDENDUM E

**953 Balmoral Road**

**Which purpose-built workforce rental apartment building do you prefer and why?**

**Open Discussion with the Developer at Parsonage Café on Saturday 05 August 2017 at 10AM**



**17 units over six floors, includes three, 3-bedroom units on the top two floors**



**11 units over four floors**

## NORTH PARK NEIGHBOURHOOD ASSOCIATION

### Minutes of Community Association Land Use Committee (CALUC) Meeting June 7, 2017

#### **Present:**

Board members: Pam Hartling, Christopher Fleming, Penny Bond,

Members: Michael Rowe, Lori Nielson, Anne Moon, Stacey Ness, Anthony Colyn, Julie Poskitt, Gillian Hurwood (Girl Guide House), Jim Harlick (represented by proxy Steve Blumberg)

Guests: Curtis Knichel, Tommy Ngo, Jim Aalders (HDR CEI Architecture); Carly Abrahams, Biki Kang (Kang & Gill Construction); Rajinder Sahota (Method Built Homes); Kevin DeCoste, Lucy Poskitt, Michele Blumberg, Steve Blumberg, Helene Beaudvin, Holly Rockery, Nona Dyck

**Call to Order:** Christopher Fleming, NPNA CALUC Co-chair, called the meeting to order at 7:00 p.m.

#### **Process:**

This meeting will present two land use proposals, with one hour allotted to each. The developer will present the proposal, then the floor will be open for questions and discussion. The NPNA secretary will record the minutes of the meeting. After the conclusion of the meeting, NPNA's Land Use Committee will write a separate letter to the City for each proposal reporting on decisions and recommendations from the meeting; the minutes will accompany this letter. The NPNA letters and minutes will be sent to all NPNA members and to those who were guests at the meeting.

Based on the conclusions from the meeting, the developer would send modified plans to the City.

Individuals who have particular opinions about the development proposal may send their own letters to the City.

#### **A. Proposal:**

**926 - 932 Pandora Ave. — Kang & Gill Construction;  
HDR CEI Architecture Associates**

##### **1. Presentation**

- The Pandora Ave. side of the proposal is for the maximum height permitted by the Official Community Plan (OCP):
  - 30 m. on Pandora Ave. (10 storeys); 20 m. on Mason St. (six storeys)
- Current zoning is CA-1 (up to 15.5 m. or 5 storeys); OCP supports up to 10 storeys. This development, as planned, would create a site specific zone.
- There are 147 units: studio; several versions of 1-bedroom; 2-bedroom; and 3-bedroom to level 8.
- Level 9 has a common rooftop garden.

- Levels 9 and 10 have the larger suites.
- Floor to space ratio (FSR) is 4.78
- There will be maintenance of good light and view for everybody.
- Plan includes better street right of way on Mason St.
- Five townhouses on Mason St. respond to same landscape as existing houses on the north side of the street. Townhouses are two storeys with patio and second floor balcony.
- Building mass is broken up into three components of differing configuration.
- There is a strict set of rules. The developer is working with City Planning.
- Building is L-shaped with a courtyard on Mason St., heights stepping back from six to 10 storeys from Mason towards Pandora.
- Main entrance on Mason St. has landscaping, courtyard.
  - Secondary access to entry lobby by exterior walkway from Pandora Ave.
- Common amenity room for all tenants adjacent to entry lobby.
- Bylaw dictates that traffic access and egress must be on the less busy street, which is Mason St.
- Underground parking is on two levels with 81 residential stalls; seven commercial.
- First floor is commercial space.
- Coloured glass on outer aspect of west side stairwell echoes stained glass in the many churches in the area.
- There will be a direct access point to the Pandora bike lane.

## 2. Q&A

Q: Is the building all strata?

A: Yes.

Q: Does it include low cost accommodation?

A: Not at this point.

Q: Shadowing of Mason St. is a concern. How much shadow will fall on the north side of the street?

A: A shadow study was done and will be made available.

Q: The building is "monstrously tall". It will negatively affect quality of life of the houses on Mason St. Shadow, noise, night-time deliveries are great concerns.

A: Commercial loading zone, including garbage collection, is in place on Pandora. The plan is to maintain a quiet, pleasant atmosphere.

Q: Traffic flow is a major concern in the vicinity of St. John's Church. There is a fear of being clogged with cars. Additionally, access off Mason St. removes the "eyes on



the street” on the Pandora side, which is a sociological concern. People who live in the building should have a connection to Pandora Ave.

A: Commercial activity all day, and the height of the units will provide eyes on the street. People who live or do business in the building are more likely to travel southward towards Pandora and downtown, rather than away from Pandora.

Q: Drug activity nearby is a concern.

A: The building is solidly commercial on ground level, which should prevent activity from sprawling across Pandora. Our Place is good about engaging and working with the developers.

Q: What impact will the building have on the neighbourhood during construction, in terms of noise, dust, etc? This already is a problem with current construction in the next block.

A: The developers are doing their best to control this aspect of construction. They will try to keep the bulk of the work towards Pandora, not Mason. Due to many factors, it is hard to know when construction will start. The proposal requires full re-zoning, requiring public hearing, so it may take some time for approval of the project.

Q: Does it have to be built to the maximum height?

A: Zoning is in place but looking at the OCP, development is supported for up to 10 storeys. Looking at the long-term vision, there likely will be further development with maximum allowable height all along this block of Pandora. The developer is trying to be sensitive to Mason St. by stepping the height. They will do shadow studies of both the current and proposed heights.

Comment: Victoria Conservatory of Music (VCM) is appreciative of developers looking to improve the neighbourhood. VCM is supportive of these plans.

Q: What materials will be used?

A: Glass, brick on lower floors, south-facing metal screens, wood soffit (overhang). There is an effort to complement the VCM stone.

Q: What will be the impact on the street itself on the Mason St. side?

A: No changes at the stop signs. The street will be widened. There is no talk of changing the parking limits.

## **B. Proposal**

### **953 Balmoral Rd. — Method Built Homes**

This proposal originally was presented to NPNA on July 28, 2016.

#### **1. Original Proposal:**

- The property at 953 Balmoral currently is a 7,200 sq.ft empty lot.
- Zoning is R2 (duplex). The developer is seeking zoning change to R3 (multiple dwelling).
- The proposal is for a purpose-built rental building with six storeys.
  - The building itself takes up one-third of the site.
  - There are 17 units — six one-bedroom, 10 two-bedroom, one three-bedroom.
  - There are five vehicle parking stalls.
  - Each residential unit has storage for two bicycles.
  - There is one parking stall for a Modo car share vehicle, located at the front of the building. Each residential unit would have, in perpetuity, a Modo membership acquired by the developer.
- Affordability is directly relational to amenities.
  - This building offers Modo car share, bike stalls, proximity to downtown, green roof.

## 2. Possible Revision:

Since originally proposal last year, which was not supported due to height and limited number of parking stalls, the market has changed and it is more feasible now to revise to a four storey plan.

## 3. Q & A:

Q: What is the building's relationship to Pacifica Housing?

A: The developer is on the board of Pacifica Housing. Pacifica interest in another Method Built project on North Park St. fell through.

Q: What is the size of the one-bedroom suites?

A: 500 - 600 sq.ft.

Q: Is this the same as last year's proposal?

A: Yes, but market rents change all the time and a subsequent change has made reducing height to four storeys more feasible.

Q: If the height is reduced to four storeys will the building cover more land?

A: No, the number of units would be reduced with no change in the footprint.

Q: There is a lack of space between the back of the building, where the parking is situated, and the neighbouring house on Mason St. This causes a privacy issue. Could there be a green wall to visually separate the two properties?

A: As information, the similar North Park St. building has been rented since January 2017 and not many tenants need or use the parking. However, the city insists on a certain number of stalls.

The OCP guidelines mean that there will be density. The plan has tried to maintain as much set-back as possible. The units are stepped back from the decks and would not permit vision into neighbours' homes. The decks themselves are small and more for air circulation than occupation.

Q: Can LEED standards be looked at as a possibility?

A: What LEED offered as progressive in 2012 has been incorporated into the building code. About two-thirds of LEED standards now are in the building code. Further such progress is happening.

Comment: A neighbour who opposed the original proposal would be happy with the four storey option.

**Adjournment:**

The meeting adjourned at 8:17 p.m.

Recorder: Penny Bond, NPNA Secretary

**Record of the North Park Land Use Committee Public Meeting**  
*August 15, 2017*

Raj Sahota, on August 15<sup>th</sup>, 2017, presented Method Built Homes' four-storey revision of their proposal for 953 Balmoral Rd. A similar six-storey proposal by Method Built Homes was presented to the North Park community in June 2017, but since the application submitted to the City of Victoria was a four-storey building, a second community meeting was held.

There was not a lot of concern with the building specifically, other than a comment that exterior of the building should be of good quality; the discussion largely focussed on the grounds surrounding the building. It was proposed that any hard surface that surrounds the building should be permeable, which Mr. Sahota was supportive of. There were questions as to whether five parking stalls would be sufficient for the building, to which Raj stated that the target demographic for the units would be carless, either utilizing the Modo ride sharing stall or the ample bike stalls in the building.

There were several questions about the landscape design of the proposal, to which Raj stated that the landscape designs had not be finalized yet, but there would be a landscape company maintaining the property. There was support for a green wall along the permeable hard surfaces to shield the adjacent properties from the parking area as well as a wish to retain a line of trees along the back property line. There was also concern about the root system of a chestnut tree that may or may not be a part of the back of the 953 Balmoral property. In addition, due to a lot of trespassing taking place in the neighbourhood, there was a request that any fence, as a part of the green wall, not be climbable.

Raj anticipated that the build time would be roughly 18 months, and that the property during construction would be monitored by video but would not be patrolled. It was estimated that the rents for the one-bedroom would be \$1,200 a month and the two-bedroom was estimated to \$1,525, although the rents would depend on the market at the time of rental.



Chris Fleming  
Co-Chair  
North Park Land Use Committee



Talbot Mackenzie & Associates  
Consulting Arborists

# **953 Balmoral Rd, Victoria**

## **Construction Impact Assessment & Tree Preservation Plan**

PREPARED FOR: Method Built Homes Inc.  
The Garage  
4566 Cordova Bay Road  
Victoria BC  
V8X 3V5

PREPARED BY: Talbot, Mackenzie & Associates  
Tom Talbot – Consulting Arborist  
ISA Certified # PN-0211A  
TRAQ – Qualified

Noah Borges – Consulting Arborist  
ISA Certified # PN-8409A

DATE OF ISSUANCE: January 29, 2018

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## Talbot Mackenzie & Associates

Consulting Arborists

Jobsite Property: 953 Balmoral Rd, Victoria  
Date of Site Visit: January 19, 2018  
Site Conditions: Empty residential lot. No construction activity present.

**Summary:** One (1) Horse chestnut (*Aesculus hippocastanum*) tree on the east neighbour's property may be impacted by the proposed construction. The impacts to the tree's health will be minor if our recommended mitigation measures are followed, namely that a floating driveway be constructed where the proposed parking stalls overlap with the tree's critical root zone. Small roots are expected to be encountered during excavation at the southeast corner of the building. Pruning will also be required to lift the lower canopy above the nearest parking stall and may be required for clearance for building construction.

**Scope of Assignment:** To inventory the existing bylaw protected trees and any trees on neighbouring properties that could be potentially impacted by construction or that are within 3 meters of the property line. Review the proposal to construct an 11 unit building with 5 parking stalls, and comment on how construction activity may impact existing trees. Prepare a tree retention and construction damage mitigation plan for those trees deemed suitable to retain given the proposed impacts.

**Methodology:** We visually examined the trees on the property and prepared an inventory in the attached Tree Resource Spreadsheet. Each by-law protected tree was identified using a numeric metal tag attached to its lower trunk. Municipal trees and neighbours' trees were not tagged. Information such as tree species, DBH (1.4m), crown spread, critical root zone (CRZ), health, structure, and relative tolerance to construction impacts were included in the inventory. The by-law protected trees with their identification numbers were labelled on the attached Site Plan. The conclusions reached were based on the information provided within the attached plans from Coast + Beam.

**Limitations:** No exploratory excavations have been requested and thus the conclusions reached are based solely on our visual examination, critical root zone calculations and our best judgement using our experience and expertise. However, the location, size and density of roots are often difficult to predict without exploratory excavations and thus root growth larger than anticipate may be encountered. The tree is however located a sufficient distance from the tree that roots that are encountered within the building footprint can be pruned without having a detrimental impact on the tree. It will be necessary to raise the parking grade to avoid the loss of critical root structures.



**Summary of Tree Resource:** One tree was inventoried, a 52/99 cm Horse chestnut (*Aesculus hippocastanum*) on the east neighbouring property (959 Balmoral Rd). The tree is in good health but has a number of structural deficiencies (e.g. previously topped, weak and narrow unions, decay in its scaffold limbs).

**Trees to be Removed:** No trees will require removal as a result of the proposed construction.

**Potential Impacts on Trees to be Retained and Mitigation Measures**

- **Building Footprint:** The Horse chestnut is approximately 6.5m from the southeast corner of the proposed building. Provided 1m of additional working room, excavation will occur in only one quadrant of the tree's root zone about 5.5m from the base of the tree. At this distance, we anticipate there are likely to be roots encountered, but the health impacts should be minor, as the roots are likely to be small and the majority of the tree's critical root zone will remain undisturbed.
- **Parking Stalls:** We estimate the nearest parking stall will be located approximately 3m from the base of the Horse chestnut tree. In order to preserve the tree's critical roots, a portion of the parking area will have to be elevated. Where the parking stalls overlap with the tree's CRZ, we recommend constructing a floating parking area. If the parking area is not elevated, several large structural roots are likely to be damaged resulting in a significant decline in the tree's health. The "floating parking area" specifications are attached. The objective is to avoid any excavation resulting in root loss and to instead raise the base layer of the paved surface above the roots to be preserved. This may result in the grade of the parking stalls being 15-30cm above the existing grade (depending on how close roots are to the surface of the existing grade). It may also mean that some of the A horizon soil layer (rich in organic material and roots) will be left intact below the driveway.

To allow sufficient water to drain into the root systems below, we would also recommend that the parking stalls not be made of solid concrete or asphalt. Instead the surface should be made of a permeable material such as permeable asphalt, paving stones, Gravelpave, Grasscrete, or Grasspave. An arborist should be on site to supervise any excavation within the tree's CRZ.

- **Landscaping:** According to the landscape plans provided, pavers are to be installed in the area between the proposed building and parking stalls. If the area within the tree's critical root zone cannot be retained as is or designed with 'softscape' elements, we recommend the pavers be permeable to maximize water percolation to the tree's roots. The grade of these pavers must also be installed in a manner that limits excavation below the existing site grade.
- **Pruning:** The tree's canopy extends 4-5m over the property line and approximately 7m north towards the proposed building. The tree's crown extends nearly to ground level. Pruning will be required for clearance above the parking lot and may be required for clearance for the building construction, but such pruning should not significantly impact the tree's health or stability.

- **Barrier fencing:** The areas surrounding the trees to be retained should be isolated from the construction activity by erecting protective barrier fencing. Where possible, the fencing should be erected at the perimeter of the critical root zones. On this site, the entire designate critical root zone area that is outside the building footprint should be protected by erecting barrier fencing including the area designate for parking. This fencing can be relocated at the direction of the project arborist at the time the floating parking area is constructed. The barrier fencing must be a minimum of 4 feet in height, of solid frame construction that is attached to wooden or metal posts. A solid board or rail must run between the posts at the top and the bottom of the fencing. This solid frame can then be covered with plywood, or flexible snow fencing. The fencing must be erected prior to the start of any construction activity on site (i.e. demolition, excavation, construction), and remain in place through completion of the project. Signs should be posted around the protection zone to declare it off limits to all construction related activity. The project arborist must be consulted before this fencing is removed or moved for any purpose.
- **Arborist Supervision:** All excavation occurring within the critical root zones of protected trees should be completed under supervision by the project arborist. Any roots encountered must be pruned back to sound tissue to reduce wound surface area and encourage rapid compartmentalization of the wound. In particular, the following activities should be completed under the direction of the project arborist:
  - Any excavation within the critical root zone of horsechestnut NT1.
- **Methods to avoid soil compaction:** In areas where construction traffic must encroach into the critical root zones of trees to be retained, efforts must be made to reduce soil compaction where possible by displacing the weight of machinery and foot traffic. This can be achieved by one of the following methods:
  - Installing a layer of hog fuel or coarse wood chips at least 20 cm in depth and maintaining it in good condition until construction is complete.
  - Placing medium weight geotextile cloth over the area to be used and installing a layer of crushed rock to a depth of 15 cm over top.
  - Placing two layers of 19mm plywood.
  - Placing steel plates.
- **Irrigation Systems:** The installation of any in-ground irrigation system must take into account the critical root zones of the trees to be retained. Prior to installation, we recommend the irrigation technician consult with the project arborist about the most suitable locations for the irrigation lines and how best to mitigate the impacts on the trees to be retained. This may require the project arborist supervise the excavations associated with installing the irrigation system. Excessive frequent irrigation and irrigation which wets the trunks of trees can have a detrimental impact on tree health and can lead to root and trunk decay.
- **Arborist Role:** It is the responsibility of the client or his/her representative to contact the project arborist for the purpose of:
  - Locating the barrier fencing

Talbot Mackenzie & Associates

- Reviewing the report with the project foreman or site supervisor
  - Locating work zones, where required
  - Supervising any excavation within the critical root zones of trees to be retained
  - Reviewing and advising of any pruning requirements for machine clearances
- **Review and site meeting:** Once the project receives approval, it is important that the project arborist meet with the principals involved in the project to review the information contained herein. It is also important that the arborist meet with the site foreman or supervisor before any demolition, site clearing or other construction activity occurs.

Please do not hesitate to call us at (250) 479-8733 should you have any further questions. Thank you.

Yours truly,  
Talbot Mackenzie & Associates  
ISA Certified Consulting Arborists

Encl. 1-page tree resource spreadsheet, 1-page site plan with trees, 4-page building plans, 1-page landscape plans, 1-page floating driveway specifications, 1-page barrier fencing specifications

**Disclosure Statement**

Arborists are professionals who examine trees and use their training, knowledge and experience to recommend techniques and procedures that will improve their health and structure or to mitigate associated risks.

Trees are living organisms, whose health and structure change, and are influenced by age, continued growth, climate, weather conditions, and insect and disease pathogens. Indicators of structural weakness and disease are often hidden within the tree structure or beneath the ground. It is not possible for an Arborist to identify every flaw or condition that could result in failure or can he/she guarantee that the tree will remain healthy and free of risk.

Remedial care and mitigation measures recommended are based on the visible and detectable indicators present at the time of the examination and cannot be guaranteed to alleviate all symptoms or to mitigate all risk posed.

January 19, 2018

953 Balmoral Rd  
Tree Resource

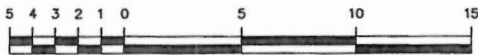
| Tag | Common Name    | Latin Name                        | DBH<br>(cm) | CRZ (m) | Crown<br>Spread (m) | Health | Structure | Relative Tolerance | Remarks and Recommendations  |
|-----|----------------|-----------------------------------|-------------|---------|---------------------|--------|-----------|--------------------|--|
| NT1 | Horse chestnut | <i>Aesculus<br/>hippocastanum</i> | 99, 52      | 13      | 13                  | Good   | Fair/poor | Good               | Neighbour's tree. 1m from root collar to property line. Topped. Weak and narrow unions. Decay in scaffold limbs. |

Prepared by:  
Talbot Mackenzie & Associates  
ISA Certified, and Consulting Arborists  
Phone: (250) 479-8733  
Fax: (250) 479-7050  
email: Treehelp@telus.net

Site Plan Of:

Lot 15, Suburban Lot 9, Victoria City.

Except That Part In Parcel A (DD 209667i).



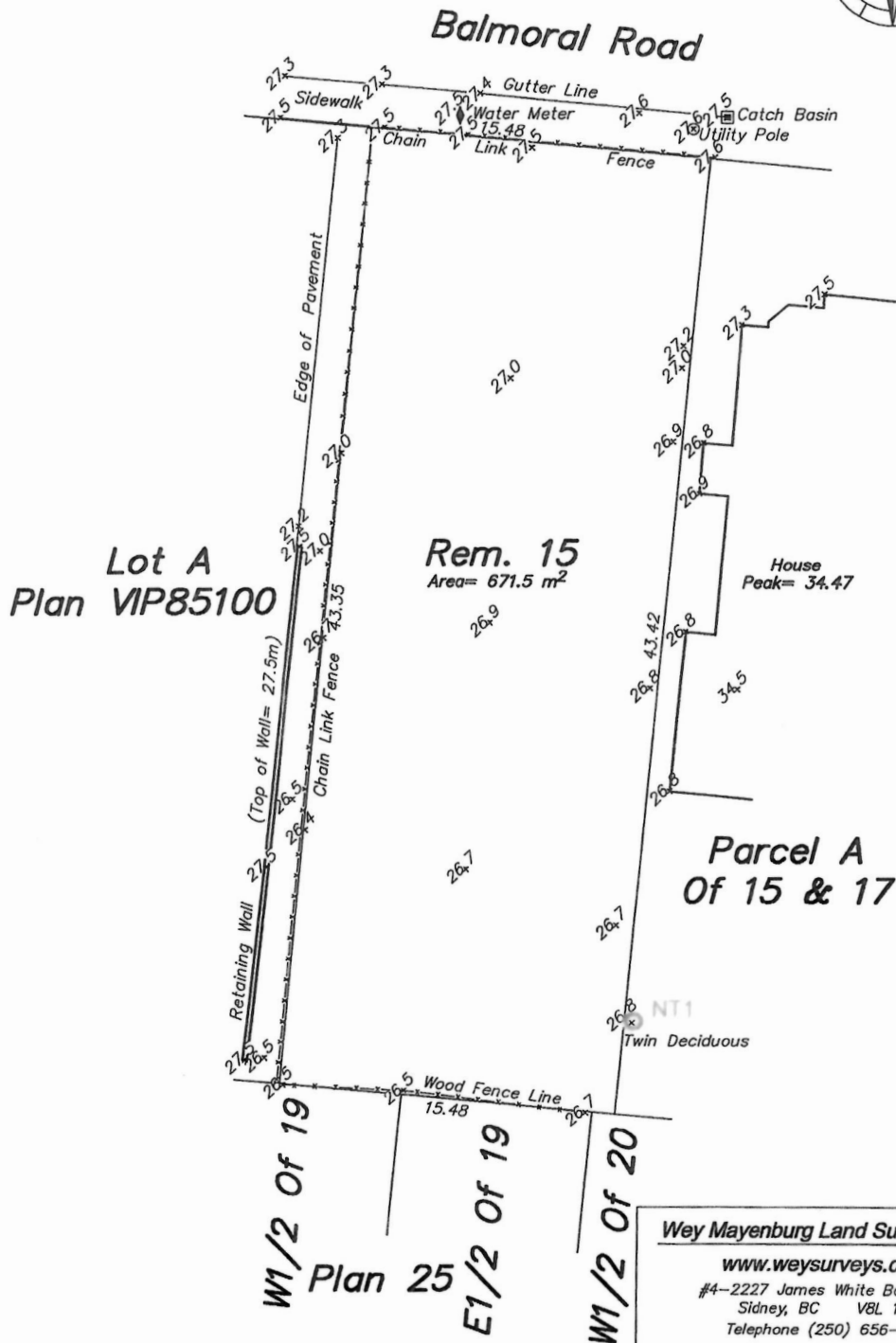
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This document is prepared for municipal purposes only.

Dated this 3rd day of March, 2015.

Distances and elevations shown are in metres.

Elevations are geodetic and referenced from OCM 16-138.



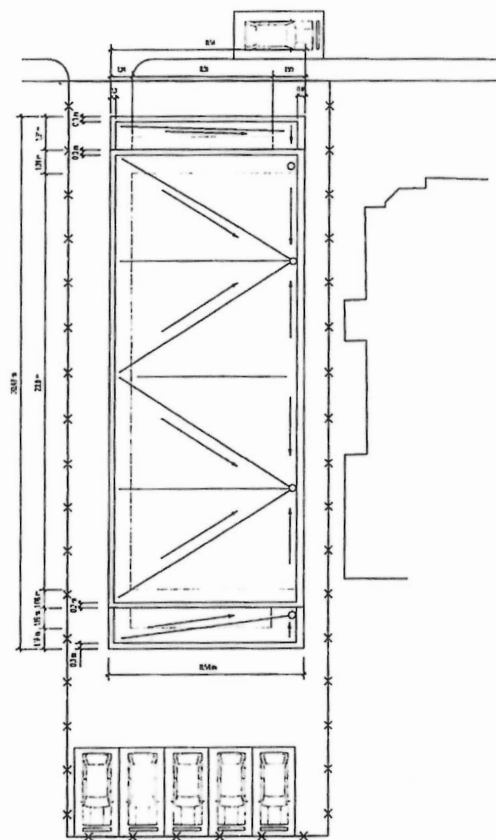
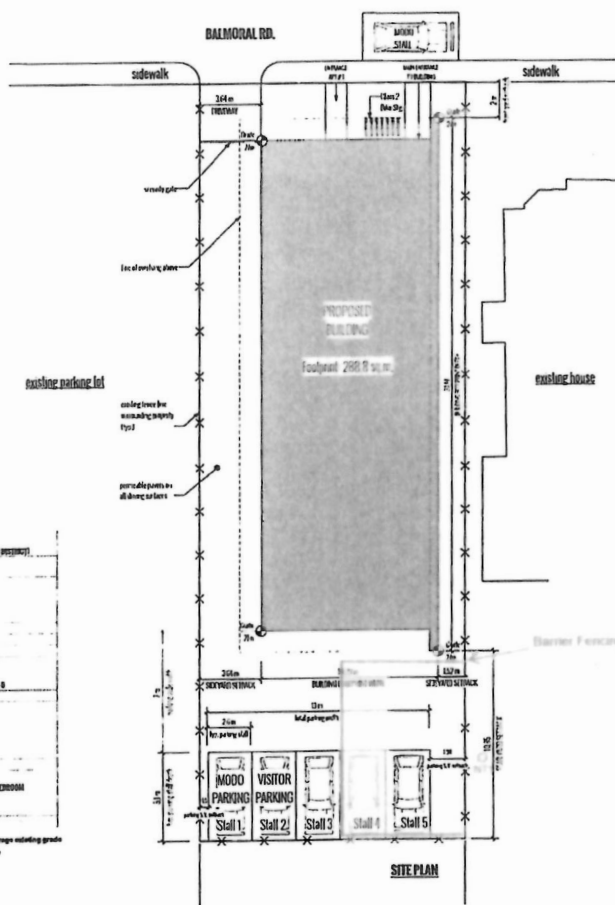
Wey Mayenburg Land Surveying Inc.

[www.weysurveys.com](http://www.weysurveys.com)

#4-2227 James White Boulevard  
Sidney, BC V8L 1Z5

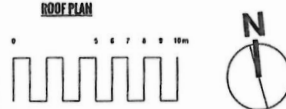
Telephone (250) 656-5155

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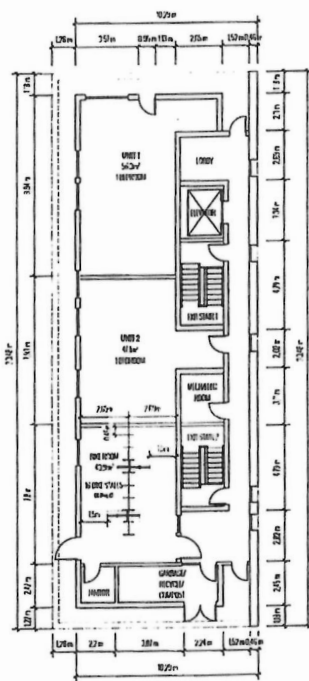


**COAST  
+ BEAM**

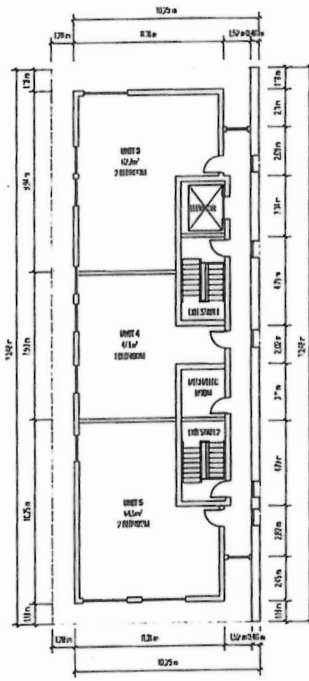
**SITE PLAN & ROOF PLAN | APARTMENTS @ 953 BALMORAL | SCHEMATIC DESIGN FOR DEVELOPMENT PERMIT & REZONING APPLICATION | SEPTEMBER 2017 | SCALE 1:100**



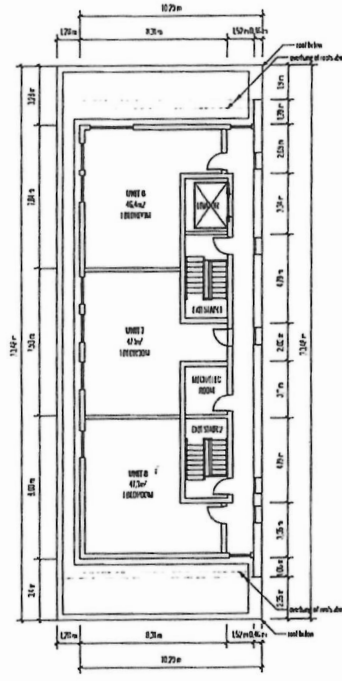




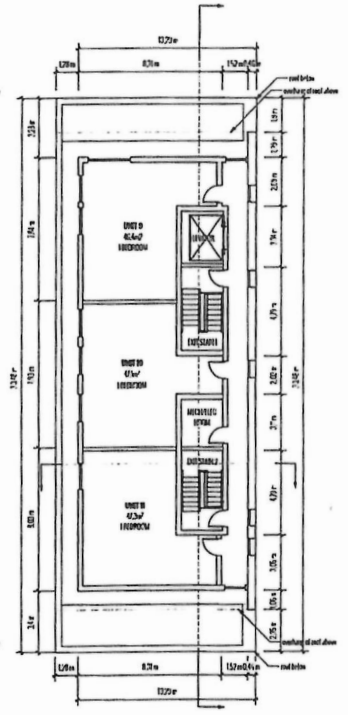
GROUND FLOOR PLAN



SECOND FLOOR PLAN

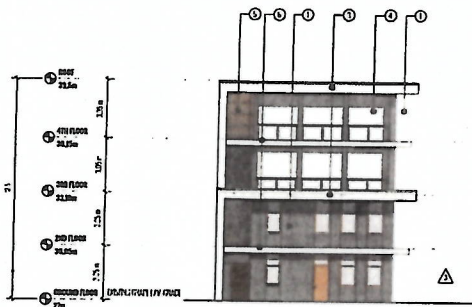


THIRD FLOOR PLAN

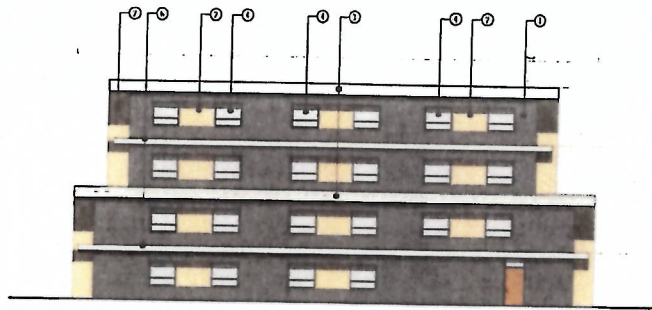


FOURTH FLOOR PLAN

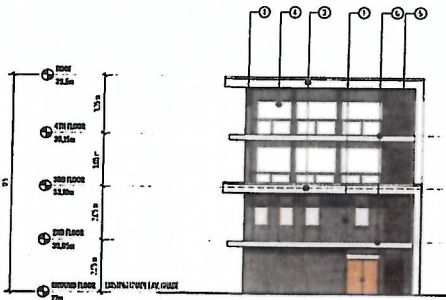




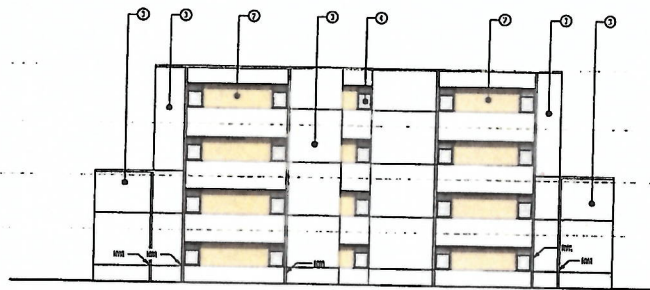
NORTH ELEVATION



WEST ELEVATION



SOUTH ELEVATION



EAST ELEVATION

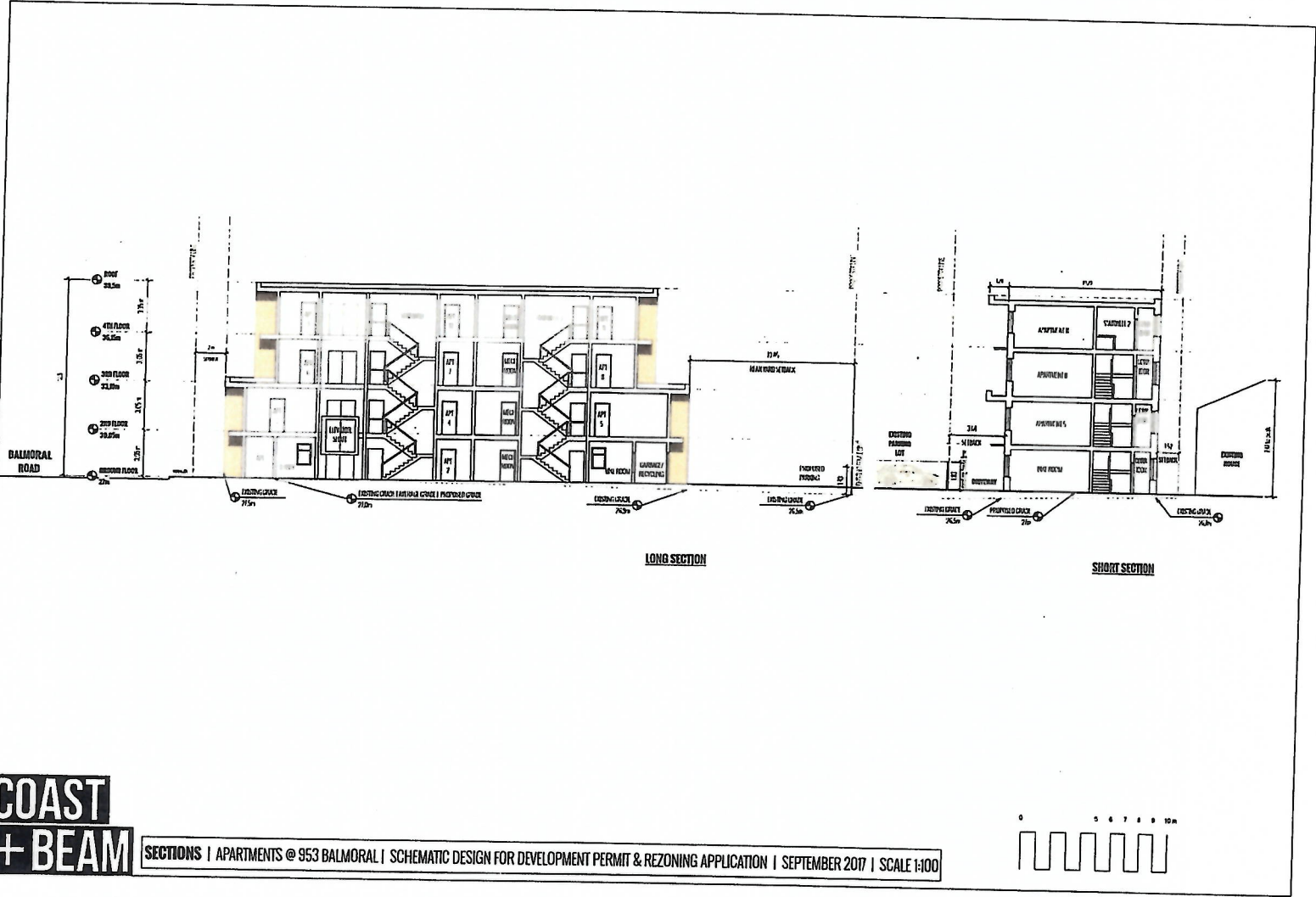
#### MATERIALS

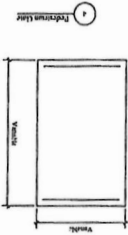
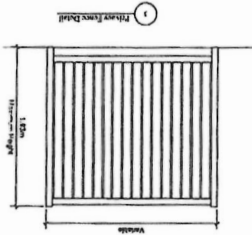
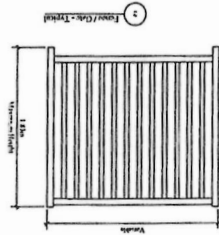
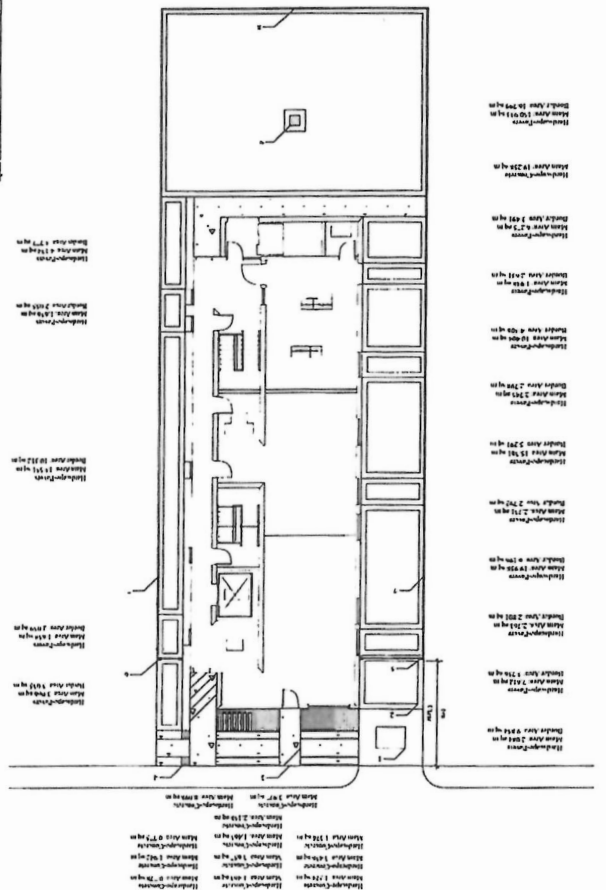
- ① Variable Charcoal Brick
- ② Stained Wood Siding
- ③ Stucco
- ④ Glazing
- ⑤ Screen
- ⑥ Brise Soleil

**COAST  
+ BEAM**

ELEVATIONS | APARTMENTS @ 953 BALMORAL | SCHEMATIC DESIGN FOR DEVELOPMENT PERMIT & REZONING APPLICATION | SEPTEMBER 2017 | SCALE 1:100





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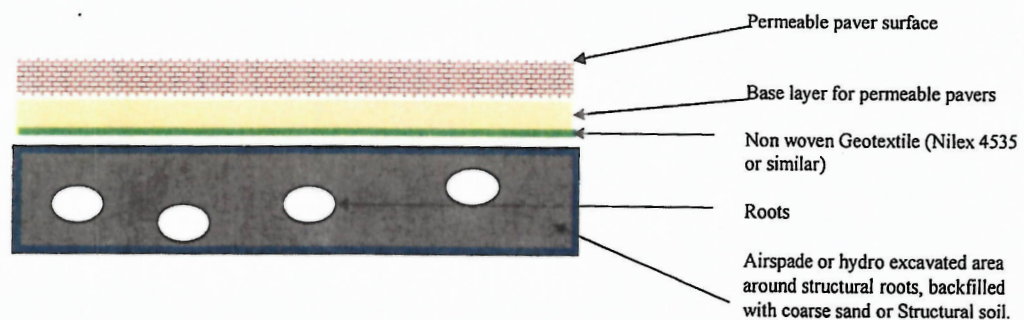
1. That he constructed on a hard bearing substrate with a minimum and capacity of 3000PSI. Concrete shall be placed on a suitable granular aggregate, placed in 25mm min. sized and compacted. Concrete shall be 4000PSI, 25mm (1" max) (3000PSI 17 days) Cement shall be a minimum of 160mm maximum. Slab shall be finished with a minimum of 66 mm maximum bar at 600mm grid spacing of bottom. Rebar must be placed mid depth of concrete.

21. Aluminum is the most common metal used in the construction of buildings. It is a silvery-white metal that is lightweight and corrosion-resistant. It is often used in the form of alloys, such as aluminum-magnesium or aluminum-silicon. Aluminum is also used in the form of pure metal, but it is less common.
22. Steel is a common material used in the construction of buildings. It is an alloy of iron and carbon. Steel is a strong and durable material that is used in a wide variety of applications, including structural steel, reinforcement steel, and sheet piling.
23. Concrete is a common material used in the construction of buildings. It is a composite material made of cement, sand, and gravel. Concrete is a strong and durable material that is used in a wide variety of applications, including structural concrete, foundation concrete, and floor concrete.
24. Brick is a common material used in the construction of buildings. It is a fired clay product that is used in a wide variety of applications, including walls, floors, and roofs.
25. Timber is a common material used in the construction of buildings. It is a natural material that is used in a wide variety of applications, including structural timber, flooring, and cladding.
26. Insulation is a common material used in the construction of buildings. It is a material that is used to reduce the transfer of heat between the interior and exterior of a building. Insulation is used in a wide variety of applications, including walls, floors, and roofs.
27. Windows are a common feature in buildings. They are used to provide natural light and ventilation to the interior of a building. Windows are made of glass and are framed by a material such as wood, metal, or plastic.
28. Doors are a common feature in buildings. They are used to provide access to the interior of a building. Doors are made of wood, metal, or plastic and are framed by a material such as wood, metal, or plastic.
29. Floors are a common feature in buildings. They are used to provide a surface for walking and standing. Floors are made of a variety of materials, including wood, tile, carpet, and concrete.
30. Ceilings are a common feature in buildings. They are used to provide a surface for lighting and ventilation. Ceilings are made of a variety of materials, including wood, plaster, and acoustic tiles.
31. Walls are a common feature in buildings. They are used to provide a barrier between the interior and exterior of a building. Walls are made of a variety of materials, including brick, concrete, and wood.
32. Roofs are a common feature in buildings. They are used to provide protection from the weather. Roofs are made of a variety of materials, including asphalt, metal, and tile.
33. Basements are a common feature in buildings. They are used to provide additional space for storage or living. Basements are made of a variety of materials, including concrete and brick.
34. Attics are a common feature in buildings. They are used to provide additional space for storage or living. Attics are made of a variety of materials, including wood and brick.
35. Staircases are a common feature in buildings. They are used to provide access between different levels of a building. Staircases are made of a variety of materials, including wood, metal, and concrete.
36. Elevators are a common feature in buildings. They are used to provide access between different levels of a building. Elevators are made of a variety of materials, including metal and wood.
37. Hallways are a common feature in buildings. They are used to provide access between different rooms of a building. Hallways are made of a variety of materials, including wood, tile, and carpet.
38. Restrooms are a common feature in buildings. They are used to provide facilities for personal hygiene. Restrooms are made of a variety of materials, including wood, tile, and metal.
39. Kitchens are a common feature in buildings. They are used to provide facilities for food preparation and cooking. Kitchens are made of a variety of materials, including wood, tile, and metal.
40. Living rooms are a common feature in buildings. They are used to provide a space for relaxation and socializing. Living rooms are made of a variety of materials, including wood, tile, and carpet.
41. Bedrooms are a common feature in buildings. They are used to provide a space for sleeping. Bedrooms are made of a variety of materials, including wood, tile, and carpet.
42. Bathrooms are a common feature in buildings. They are used to provide facilities for personal hygiene. Bathrooms are made of a variety of materials, including wood, tile, and metal.
43. Garages are a common feature in buildings. They are used to provide a space for parking a car. Garages are made of a variety of materials, including wood, tile, and concrete.
44. Porch is a common feature in buildings. It is a covered outdoor space that is used for relaxation and entertainment. Porches are made of a variety of materials, including wood, tile, and concrete.
45. Deck is a common feature in buildings. It is an outdoor space that is used for relaxation and entertainment. Decks are made of a variety of materials, including wood, tile, and concrete.
46. Pool is a common feature in buildings. It is a body of water that is used for swimming and recreation. Pools are made of a variety of materials, including concrete, tile, and metal.
47. Spa is a common feature in buildings. It is a body of water that is used for relaxation and recreation. Spas are made of a variety of materials, including concrete, tile, and metal.
48. Hot tub is a common feature in buildings. It is a body of water that is used for relaxation and recreation. Hot tubs are made of a variety of materials, including wood, tile, and metal.
49. Sauna is a common feature in buildings. It is a room with a high temperature and low humidity, used for relaxation and recreation. Saunas are made of a variety of materials, including wood, tile, and metal.
50. Yoga room is a common feature in buildings. It is a room used for yoga practice. Yoga rooms are made of a variety of materials, including wood, tile, and carpet.
51. Gym is a common feature in buildings. It is a room used for exercise and fitness. Gyms are made of a variety of materials, including wood, tile, and carpet.
52. Office is a common feature in buildings. It is a room used for work and business. Offices are made of a variety of materials, including wood, tile, and carpet.
53. Conference room is a common feature in buildings. It is a room used for meetings and conferences. Conference rooms are made of a variety of materials, including wood, tile, and carpet.
54. Break room is a common feature in buildings. It is a room used for taking breaks and eating. Break rooms are made of a variety of materials, including wood, tile, and carpet.
55. Storage room is a common feature in buildings. It is a room used for storing items. Storage rooms are made of a variety of materials, including wood, tile, and concrete.
56. Mechanical room is a common feature in buildings. It is a room used for housing mechanical equipment. Mechanical rooms are made of a variety of materials, including concrete and brick.
57. Electrical room is a common feature in buildings. It is a room used for housing electrical equipment. Electrical rooms are made of a variety of materials, including concrete and brick.
58. Water treatment plant is a common feature in buildings. It is a facility used for treating water. Water treatment plants are made of a variety of materials, including concrete and steel.
59. Wastewater treatment plant is a common feature in buildings. It is a facility used for treating wastewater. Wastewater treatment plants are made of a variety of materials, including concrete and steel.
60. Landfill is a common feature in buildings. It is a site used for disposing of waste. Landfills are made of a variety of materials, including soil and rock.
61. Incinerator is a common feature in buildings. It is a facility used for burning waste. Incinerators are made of a variety of materials, including steel and concrete.
62. Composting facility is a common feature in buildings. It is a facility used for composting organic waste. Composting facilities are made of a variety of materials, including wood and concrete.
63. Recycling facility is a common feature in buildings. It is a facility used for recycling materials. Recycling facilities are made of a variety of materials, including steel and concrete.
64. Water supply system is a common feature in buildings. It is a system used for providing water to a building. Water supply systems are made of a variety of materials, including pipes and valves.
65. Wastewater collection system is a common feature in buildings. It is a system used for collecting wastewater from a building. Wastewater collection systems are made of a variety of materials, including pipes and valves.
66. Stormwater management system is a common feature in buildings. It is a system used for managing stormwater runoff from a building. Stormwater management systems are made of a variety of materials, including pipes and valves.
67. Fire alarm system is a common feature in buildings. It is a system used for detecting and alerting about fires. Fire alarm systems are made of a variety of materials, including sensors and sirens.
68. Security system is a common feature in buildings. It is a system used for protecting a building from theft and vandalism. Security systems are made of a variety of materials, including cameras and sensors.
69. Access control system is a common feature in buildings. It is a system used for controlling access to a building. Access control systems are made of a variety of materials, including locks and sensors.
70. Energy management system is a common feature in buildings. It is a system used for managing energy consumption in a building. Energy management systems are made of a variety of materials, including sensors and controllers.
71. Building information system is a common feature in buildings. It is a system used for managing building information. Building information systems are made of a variety of materials, including software and hardware.
72. Facilities management system is a common feature in buildings. It is a system used for managing building facilities. Facilities management systems are made of a variety of materials, including software and hardware.
73. Asset management system is a common feature in buildings. It is a system used for managing building assets. Asset management systems are made of a variety of materials, including software and hardware.
74. Financial management system is a common feature in buildings. It is a system used for managing building finances. Financial management systems are made of a variety of materials, including software and hardware.
75. Human resources management system is a common feature in buildings. It is a system used for managing building human resources. Human resources management systems are made of a variety of materials, including software and hardware.
76. Marketing management system is a common feature in buildings. It is a system used for managing building marketing. Marketing management systems are made of a variety of materials, including software and hardware.
77. Sales management system is a common feature in buildings. It is a system used for managing building sales. Sales management systems are made of a variety of materials, including software and hardware.
78. Customer relationship management system is a common feature in buildings. It is a system used for managing building customer relationships. Customer relationship management systems are made of a variety of materials, including software and hardware.
79. Supply chain management system is a common feature in buildings. It is a system used for managing building supply chains. Supply chain management systems are made of a variety of materials, including software and hardware.
80. Procurement management system is a common feature in buildings. It is a system used for managing building procurement. Procurement management systems are made of a variety of materials, including software and hardware.
81. Contract management system is a common feature in buildings. It is a system used for managing building contracts. Contract management systems are made of a variety of materials, including software and hardware.
82. Legal management system is a common feature in buildings. It is a system used for managing building legal matters. Legal management systems are made of a variety of materials, including software and hardware.
83. Compliance management system is a common feature in buildings. It is a system used for managing building compliance. Compliance management systems are made of a variety of materials, including software and hardware.
84. Risk management system is a common feature in buildings. It is a system used for managing building risks. Risk management systems are made of a variety of materials, including software and hardware.
85. Insurance management system is a common feature in buildings. It is a system used for managing building insurance. Insurance management systems are made of a variety of materials, including software and hardware.
86. Disaster recovery system is a common feature in buildings. It is a system used for managing building disaster recovery. Disaster recovery systems are made of a variety of materials, including software and hardware.
87. Business continuity system is a common feature in buildings. It is a system used for managing building business continuity. Business continuity systems are made of a variety of materials, including software and hardware.
88. Information security system is a common feature in buildings. It is a system used for managing building information security. Information security systems are made of a variety of materials, including software and hardware.
89. IT management system is a common feature in buildings. It is a system used for managing building IT. IT management systems are made of a variety of materials, including software and hardware.
90. Facilities management system

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**Diagram –Permeable paver driveway crossing over Critical Root Zone**



**Specifications for permeable paver driveway crossing over critical root zone**

1. Excavate to a 6-8 inch depth, for the required permeable driveway surface, under the supervision of an ISA Certified Arborist.
2. Excavation for area around structural roots with an Airspade or by Hydro Excavation to bearing layer of soil if required.
3. Backfill area around roots with coarse sand or a structural soil mix
4. A layer of medium weight non woven Geotextile (Nilex 4535 or similar) is to be installed over the backfilled area of the driveway.
5. Construct base layer and permeable surface over Geotextile layer to required grade.

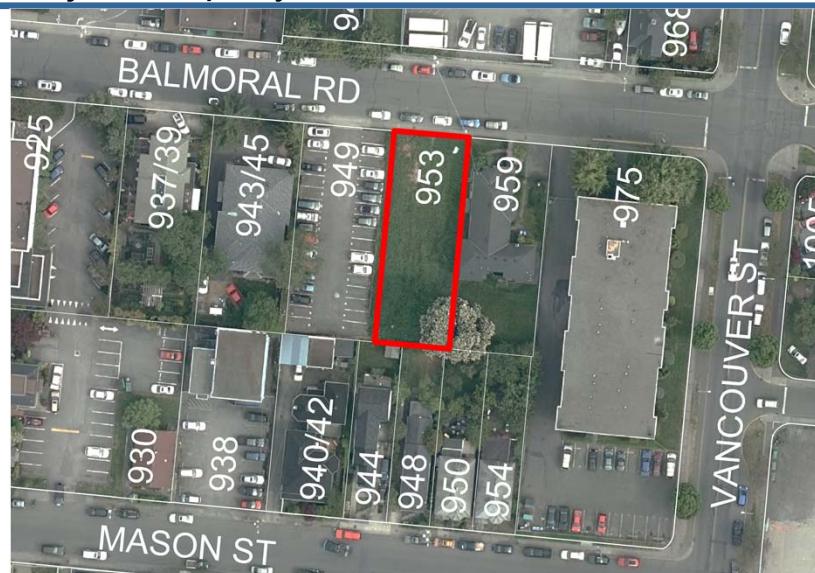


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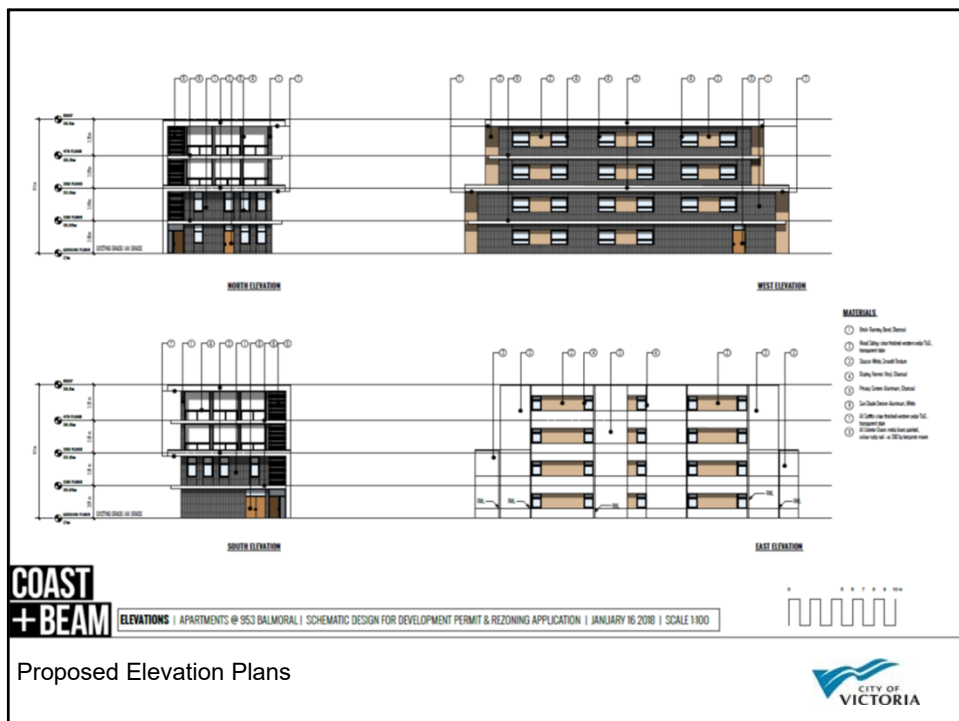
Rezoning Application No. 00598  
and Development Permit with  
Variance Application No. 000506  
for 953 Balmoral Road



Subject Property – 953 Balmoral Road







[illegible]

## Proposed Housing Agreement

- Proposed 11 dwelling units would remain as rental housing for a 25-year term
- Rent two units 8% below market for the duration of the Housing Agreement (25 years)



## OCP Policy – “Logical Assembly of Land”



## Leanne Taylor

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**From:** Deanna Bhandar <[REDACTED]>  
**Sent:** June 7, 2018 9:03 AM  
**To:** Leanne Taylor  
**Subject:** 953 Balmoral  
**Attachments:** northpark\_959Balmoral\_17may2018.pdf

Hello Leanne,

It's just come to my attention that 953 Balmoral is on the CoW agenda today. As the new neighbour to this property, we would like to advise Council that we oppose this form of development and the impacts that it will have on the existing tenants of the affordable housing at 959 Balmoral. The proposed setbacks and height of the current proposal will all but eliminate natural light for 10 of the units on our property and it is concerning to us that no revisions to the current proposed plans were considered in relation to impacts on the neighbouring properties. As stated in the attached letter, our broader objective in purchasing 959 Balmoral was to preserve affordable housing in the downtown area and to seek out opportunities to further increase affordable housing there.

Thanks,  
Deanna

Deanna Bhandar MSc  
Director, Real Estate Development



Victoria Cool Aid Society  
T: 250. 383.1977 ext 143  
[REDACTED]  
101-749 Pandora Avenue  
Victoria, BC V8W 1N9

[www.CoolAid.org](http://www.CoolAid.org)

*Together we will end homelessness.*

Victoria Cool Aid Society acknowledges the Lekwungen and WSÁNEĆ peoples of the Songhees and Esquimalt Nations, on whose traditional territories we build homes, lives, and community. HÍSWŨE.



May 17, 2018

North Park Neighbourhood Association  
PO Box 661  
#185-911 Yates Street  
Victoria, BC V8Y 4Y9

Dear North Park Neighbourhood Association Board,

We are writing to advise the North Park Neighbourhood Association that Victoria Cool Aid Society has purchased the rental building located at 959 Balmoral. Our interest in purchasing this building came about as we feel there is a strong need to preserve affordable rental housing within the downtown area.

Cool Aid is celebrating our 50th Anniversary this year, of providing housing, health and support programs for some of our most marginalized community members. Our organization began its operations in the North Park and Fernwood neighbourhoods. In fact, Cool Aid's very first youth hostel opened its doors at 953 Balmoral in 1968 – 50 years ago!

Cool Aid intends to continue operating this building with the existing tenants, and as vacancies arise we will continue to offer affordable rents to tenants on fixed incomes.

As Cool Aid continues to operate our Next Steps housing program in the North Park neighbourhood, we are pleased to expand our relationship with the community association and look for ways to work together on housing affordability and ending homelessness.

Should you have any questions or concerns about the operations at 959 Balmoral, please don't hesitate to contact Cool Aid's manager responsible for property management, Andrew McNamara:

[Redacted] or [Redacted]

Yours sincerely,

Kathy Stinson CPA, CMA, CIHCM  
Chief Executive Officer

Copy: Council Liaison, Jeremy Loveday [jloveday@victoria.ca](mailto:jloveday@victoria.ca)  
City of Victoria Downtown Coordinator – Michael Hill [mhill@victoria.ca](mailto:mhill@victoria.ca)

*Victoria Cool Aid Society acknowledges the Lekwungen and WSÁNEĆ peoples of the Songhees and Esquimalt Nations, on whose traditional territories we build homes, lives, and community. HÍŠWŪKE*

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#101 – 749 Pandora Avenue, Victoria, BC, V8W 1N9  
Phone: (250) 414-4792 Fax: (250) 383-1639 CoolAid.org kstinson@CoolAid.org  
Charitable Tax No. 12820 5069 RR0001



## Committee of the Whole Report For the Meeting of June 7, 2018

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**To:** Committee of the Whole **Date:** May 24, 2018  
**From:** Jonathan Tinney, Director, Sustainable Planning and Community Development  
**Subject:** Development Permit Application No. 000524 for 330 Irving Road

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### RECOMMENDATION

That Council authorize the issuance of Development Permit Application No. 000524 for 330 Irving Road, in accordance with:

1. Plans date stamped May 2, 2018.
2. Development meeting all *Zoning Regulation Bylaw* requirements.
3. Revised landscape plan to identify two replacement trees, as per the Tree Preservation Bylaw, to the satisfaction of the Director of Parks, Recreation and Facilities.
4. 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 *Official 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 establishment of objectives for the form and character of intensive residential development, 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 330 Irving Road. The proposal is to construct a one-storey single-family dwelling with a secondary suite on an existing panhandle lot.



The following points were considered in assessing this application:

- the proposed development is consistent with the land use policies of the *Official Community Plan*, 2012, for properties designated Traditional Residential
- the proposed development meets all of the panhandle lot regulations in the Zoning Regulation Bylaw
- the design of the proposed single-family detached dwelling is consistent with the applicable design guidelines under Development Permit Area 15B: Intensive Residential – Panhandle Lot

## **BACKGROUND**

### **Description of Proposal**

The proposal is for a one-storey single-family dwelling with a secondary suite on an existing panhandle lot. Specific details include:

- total floor area of 276m<sup>2</sup> (172 m<sup>2</sup> on the main level)
- incorporation of a partially sunken single-car garage and front yard parking pad
- low retaining walls, landscape berm and grading to manage the low grade of the site
- enhanced landscaping including: a rear yard rain garden, perimeter hedges, permeable pavers
- small pool located at the front of the building
- contemporary building design with curved roofline
- cladding materials include: stained cedar panelling, smooth stucco, tongue and groove cedar siding, standing seam metal siding, exposed concrete, cedar soffits, metal and cedar fascia.

### **Sustainability Features**

As indicated in the applicant's letter dated April 23, 2018 the following sustainability features are associated with this application:

- siting and design to take advantage of passive solar heating
- green roof above the partially sunken garage
- permeable pavers within the critical root zone of the neighbour's bylaw protected tree
- solar ready design and construction
- rain water collection system and rain garden
- thermal windows
- energy efficient heating system, lighting
- electric vehicle and bike charging station
- low maintenance exterior materials.

### **Active Transportation Impacts**

The application proposes the following features which support active transportation:

- electric bike charging station
- bike racks for secondary suite and visitors.

### **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 and Development Potential

The site is presently undeveloped. Development Permit with Variances No. 000419 for a panhandle subdivision and construction of a single-family dwelling was approved by Council on October 15, 2015. The panhandle lot was subdivided and was subsequently purchased by the current owner. Construction of the single-family dwelling never commenced and the development permit expired on October 15, 2017.

Note: A Development Permit was approved by Council on December 12, 2013 to permit a panhandle lot with a new single-family detached dwelling on 328 Irving Road, the neighbouring property to the south.

## Data Table

The following data table compares the proposal with the Schedule H: Panhandle Lot Regulations for properties in the R1-G Zone, Gonzales Single Family Dwelling District.

| Zoning Criteria                              | Proposal   | R1-G Zone Panhandle                |
|--|--|------------------------------------|
| Site area (m <sup>2</sup> ) - minimum        | 762.63<br>(not including panhandle driveway)         | 600                                |
| Lot width (m) - minimum                      | 24.38  | 18.00                              |
| Total floor area (m <sup>2</sup> ) - maximum | 276.00   | 280.00                             |
| Height (m) - maximum                         | 4.98   | 5.00                               |
| Storeys - maximum                            | 1  | 1                                  |
| Site coverage % - maximum                    | 24.90  | 25.00                              |
| <b>Setbacks (m) – minimum:</b>               |  |                                    |
| Front  | 4.50 (to raised patio)<br>7.72 (to habitable window) | 4.00<br>7.50 (to habitable window) |
| Rear   | 7.50 (to habitable window)                           | 7.50 (to habitable window)         |
| Side (north)                                 | 4.00   | 4.00                               |
| Side (south)                                 | 4.13   | 4.00                               |
| Parking - minimum                            | 1  | 1                                  |
| Bicycle parking stalls (minimum)             | 3 (class 2)  | N/A                                |

## ANALYSIS

### Development Permit Area and Design Guidelines

In the *Official Community Plan, 2012 (OCP)*, panhandle lot developments are included in Development Permit Area 15B: Intensive Residential – Panhandle Lot. The applicable design guidelines are the *Advisory Design Guidelines for Buildings, Signs and Awnings (1981)*, as well as the *Small Lot House Design Guidelines (2002)*.

The proposed house is consistent with the design guidelines and meets the more stringent height, setback and site coverage standards for a panhandle lot. The one-storey height and setbacks from the neighbouring properties, as well as the location of habitable rooms, minimizes the impacts on the privacy and overshadowing of yards.

### Local Area Plans

The *Gonzales Neighbourhood Plan, 2002*, encourages new housing that minimizes the impact on existing houses, and the density and green character of the neighbourhood. Furthermore, the Plan encourages the provision of affordable housing in the form of secondary suites. The proposed residential land use is consistent with the Plan.

### Tree Preservation Bylaw and Urban Forest Master Plan

A large white birch tree, which is protected by the Tree Preservation Bylaw, is located on the adjacent property to the east of the subject property. The project arborist has assessed the tree and provided an Arborist Report (attached) which outlines tree protection measures to retain the birch tree.

A Douglas fir tree located at the driveway access onto Irving Road was removed with a Tree Permit during the subdivision process; therefore, two bylaw replacement trees are required in accordance with the Tree Preservation Bylaw. Should Council choose to approve this Development Permit Application, the landscape plan will be updated to show the location of the replacement trees prior to issuance of the Development Permit. The appropriate language has been added to the recommended motion.

There are no impacts to public trees with this application. In total, there are 11 new privately owned trees proposed with this application.

## CONCLUSIONS

The proposed development is consistent with the land use policies of the *Official Community Plan, 2012*, and is designed to meet the design guidelines for DPA 15B: Intensive Residential – Panhandle Lot, the panhandle lot regulations in the *Zoning Regulation Bylaw*, and minimize privacy and overshadowing impacts on neighbouring properties. Staff recommend that Council consider supporting the application.

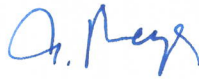
## ALTERNATE MOTION

That Council decline Development Permit Application No. 000524 for the property located at 330 Irving Road.

Respectfully submitted,

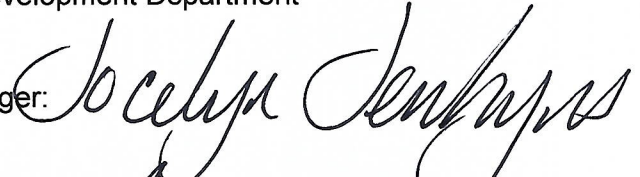


Alec Johnston  
Senior Planner  
Development Services Division



Jonathan Tinney, Director  
Sustainable Planning and Community  
Development Department

Report accepted and recommended by the City Manager:



Date:

May 31, 2018

### List of Attachments:

- Attachment A: Subject Map
- Attachment B: Aerial Map
- Attachment C: Plans date stamped May 2, 2018
- Attachment D: Letter from applicant to Mayor and Council dated April 23, 2018
- Attachment E: Arborist report dated April 12, 2018



330 Irving Road  
Development Permit #000524









Received  
City of Victoria  
  
MAY 02 2018  
  
Planning & Development Department  
Development Services Division



This is a copyright drawing and shall not be reproduced or revised without written permission of Daniel Boal

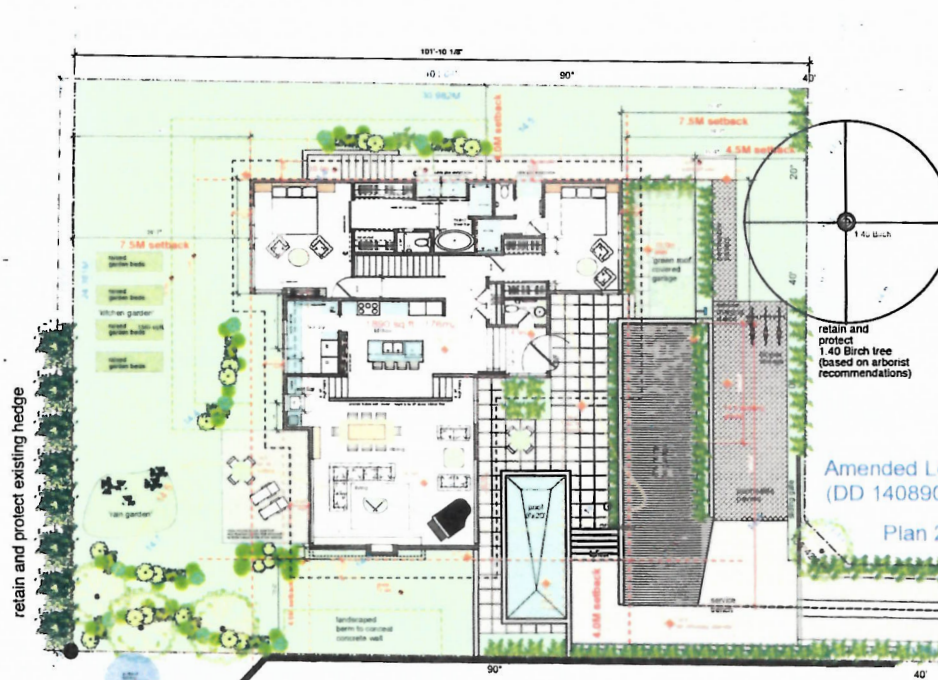
RESIDENTIAL  
DEVELOPMENT  
IRVING RD.  
VICTORIA BC

Jan 30/18

Legal Description:  
Lot B, 920 1m2  
Amended Lot 12,  
DD 140800-1  
Section 68  
Victoria District  
Plan 291-B

Scale 1:100  
A1.0

PAVILION ON IRVING RD.



The intended plot size of this plan is 560mm in width by 432mm in height (C size) when plotted at a scale of 1:300.

Distances are in metres, unless otherwise indicated.

Integrated Survey Area No. 17, City of Victoria  
NAD83 (CSRS) 3.0.0 BC 1 CRD

Grid bearings are derived from observations between geodetic control monuments 10-98 and 10-125.

This plan shows horizontal ground-level distances unless otherwise specified. To compute grid distances multiply ground-level distances by the average combined factor of 0.99960745 which has been derived from geodetic control monuments 10-98 and 10-125.

- Legend:**
- ⊙ Denotes Control Monument Found
  - Denotes Standard Iron Post Found
  - Denotes Lead Plug Found
  - Denotes Standard Iron Post Placed
- Note: This plan shows one or more witness posts which are not set on the true corners.

**Wey Mayenburg Land Surveying Inc.**  
www.weysurveys.com  
#4-2227 James White Boulevard  
Sidney, BC V8L 1Z5  
Telephone (250) 656-5155  
File: 140192/SUB/8M

**Architectural Specifications:**

**Elevation, Backfill and Grading:**  
Elevations shall be in feet above sea level. The minimum required height of the finished ground surface shall be 1.0m above the existing ground surface. The minimum required height of the finished ground surface shall be 1.0m above the existing ground surface. The minimum required height of the finished ground surface shall be 1.0m above the existing ground surface.

**Materials:**  
Concrete shall be 25 MPa. Reinforcing steel shall be 400 MPa. All materials shall be of the highest quality and shall be approved by the engineer.

**Foundation and Footings:**  
Foundations shall be designed to support the loads of the building. Footings shall be designed to support the loads of the foundation.

**Roofing and Siding:**  
Roofing shall be of a type approved by the engineer. Siding shall be of a type approved by the engineer.

**Grading:**  
Grading shall be to provide a finished ground surface that is suitable for the intended use of the property.

**Drainage:**  
Drainage shall be provided to remove water from the property.

**Utilities:**  
Utilities shall be located and marked as shown on the plan.

**Other:**  
Other specifications shall be as shown on the plan.

**Subdivision Plan 01**  
Amended Lot 12 (DD 140890-I), Section 88,  
Victoria District Plan 291-B

Plan EPP46313

**site data:**

**zoning R1-G - Schedule H**

**site area reps: 8209 sq ft 762.63m<sup>2</sup>**  
(excluding driveway)

**total site coverage: 25% allowed 2052 sq ft 191m<sup>2</sup>**  
**provided: 1846 sq ft 172m<sup>2</sup> reps 23%**

**FAR represents:**  
**floor areas allowed reps: 3014 sq ft 280m<sup>2</sup>**

**main floor area: 1846 sq ft 172m<sup>2</sup>**  
**lower floor area: 1118 sq ft 104m<sup>2</sup>**

**gross floor area provided: 2964 sq ft 276m<sup>2</sup>**

**garage area: 200 sq ft 19m<sup>2</sup>**

**average grade reps: 14.5m**

**Green Building Initiatives and Features:**

- Combination of permeable and hard driveway surfaces with a lawn panels separating the driveway
- Engineering for Hydro Grid Tie-in (voltage panel rough-in)
- Rain Collection System
- Passive Design - take advantage of sun angles
- On-demand hot water and 'high-mass' heating system
- Thermal window glazing
- Bicycle parking area
- Electric Car, Scooter and E-bike Charging Outlets
- Low maintenance - acrylic stucco
- LED lighting
- Kitchen Garden - raised beds for food production
- Rain Gardens - to impede the flow of rain water

**Design Philosophy:**

- Integration of the house and site
- Minimal use of the existing building
- Emphasis on the natural beauty of the site
- Use of local materials and construction techniques
- Use of sustainable materials and construction techniques
- Use of sustainable construction techniques



- General Notes:**
- Drawings and Specifications are the property of the Designer. The Contractor shall be responsible for obtaining all necessary permits and approvals.
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**Environmental Design:**

- Use of sustainable materials and construction techniques
- Use of sustainable construction techniques
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**Water Efficiency:**

- Use of water-saving fixtures and appliances
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**Energy:**

- Use of energy-saving fixtures and appliances
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**Received**  
City of Victoria  
MAY 02 2018  
Planning & Development Department

**studio DB3**

**RESIDENTIAL DEVELOPMENT**  
IRVING RD.  
VICTORIA BC

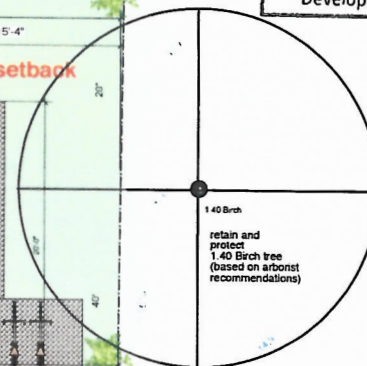
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Lot 8, 820 1m2  
Amended Lot 12,  
DD 140890-I  
Section 88  
Victoria District  
Plan 291-B

**Scale:** 1:300

**File:** A.1.1



Planning & Development Department  
Development Services Division



site data:

zoning R1-G - Schedule H

site area reps: 8209 sq ft. 762.63m2  
(excluding driveway)

total site coverage: 85% allowed 2052 sq ft. 191m2  
provided: 1846 sq ft. 172m2 reps: 23%

FAR represents:

floor areas allowed reps: 3014 sq ft. 280m2

main floor area: 1846 sq ft. 172m2  
lower floor area: 1118 sq ft. 104m2

gross floor area provided: 2964 sq ft. 276m2

garage area: 200 sq ft. 19m2

average grade reps: 14.5m

Amended Lot 12  
(DD 140890-i)  
Plan 291-B



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**RESIDENTIAL  
DEVELOPMENT  
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VICTORIA BC**

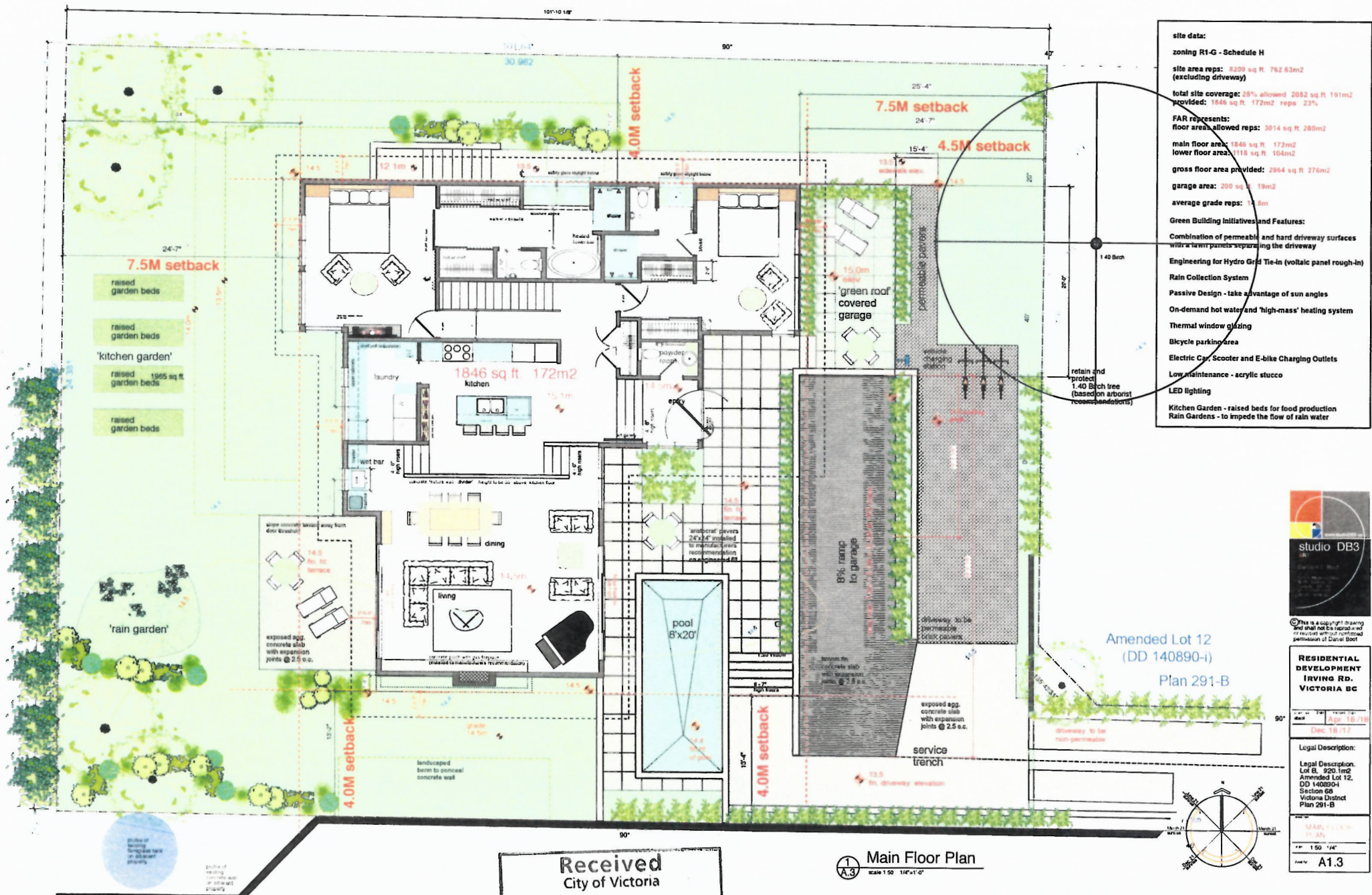
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| DATE | APR 16/18 |
| TIME | 12:18 PM  |

Legal Description:  
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 DD 140890-I  
 Section 68  
 Victoria District  
 Plan 291-B

LOWE'S FLOOR PLAN  
150 1/4"  
A1.2

1  
A.2 Lower Floor Plan  
scale 1/50 1/4"=1'-0"





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**RESIDENTIAL DEVELOPMENT**  
IRVING RD.  
VICTORIA BC

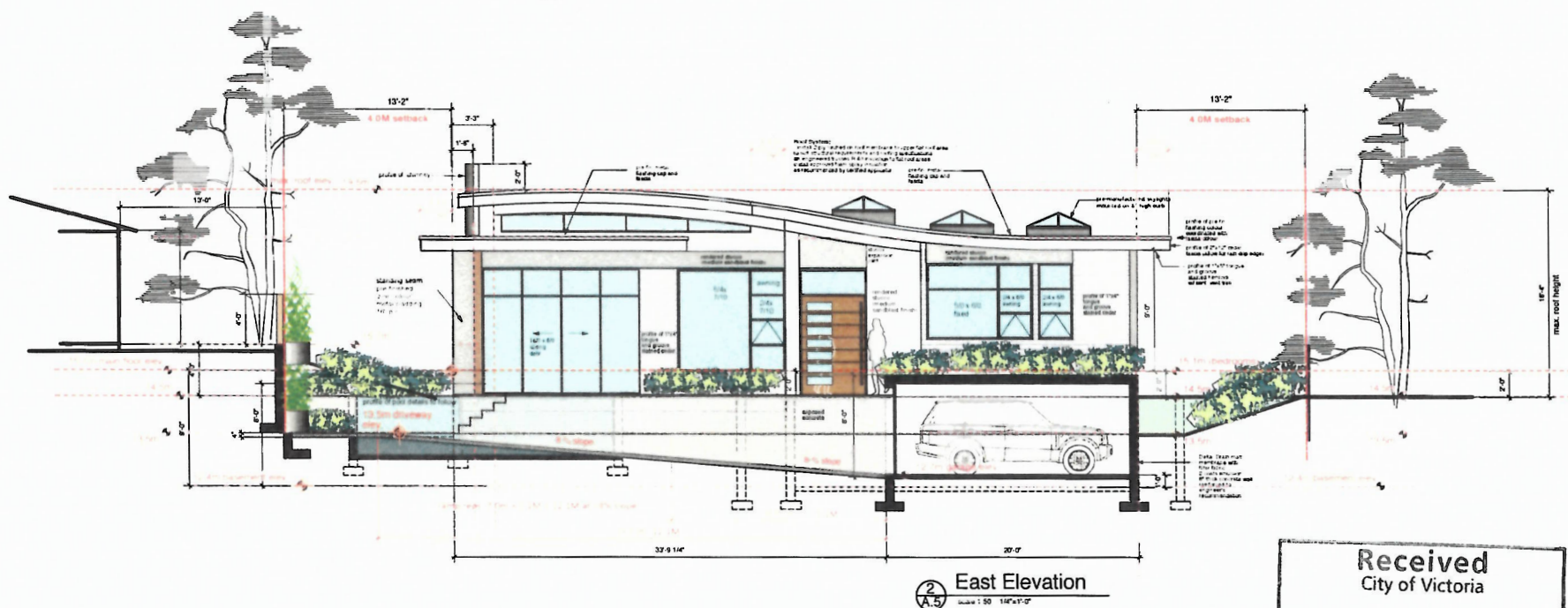
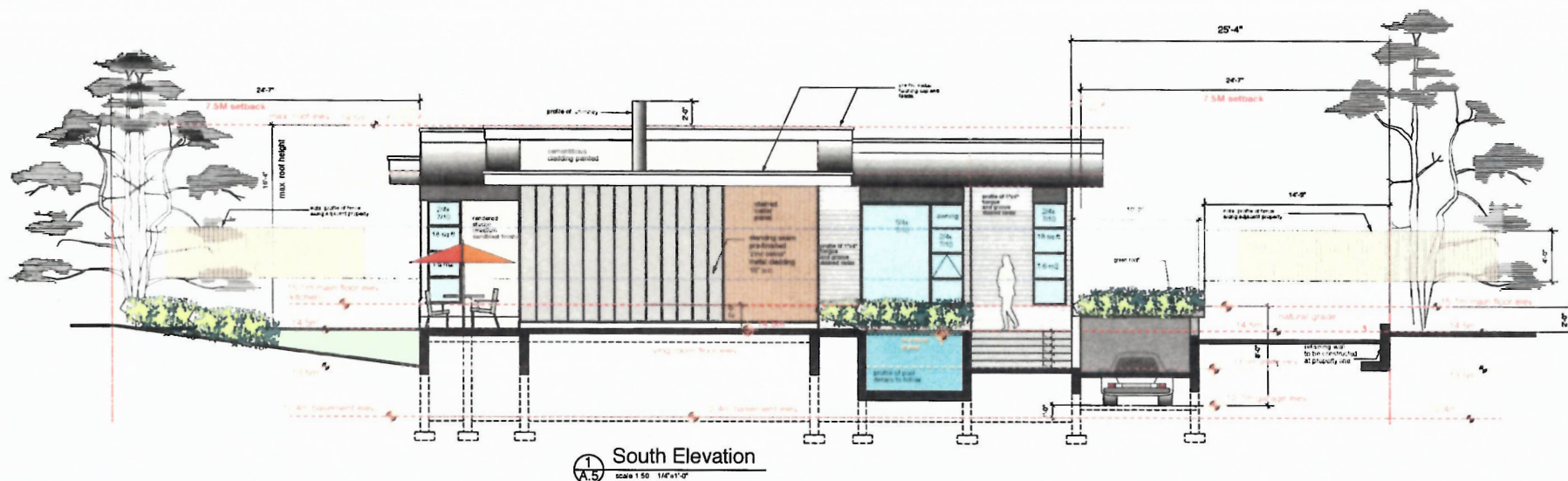
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DES: 18/17

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Amended Lot 12,  
DD 140890-1  
Section 68  
Victoria District  
Plan 291-B

Scale: 1:50 = 1/4" = 1'-0"  
Date: A1.3







Received  
City of Victoria  
MAY 02 2018  
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Development Services Division



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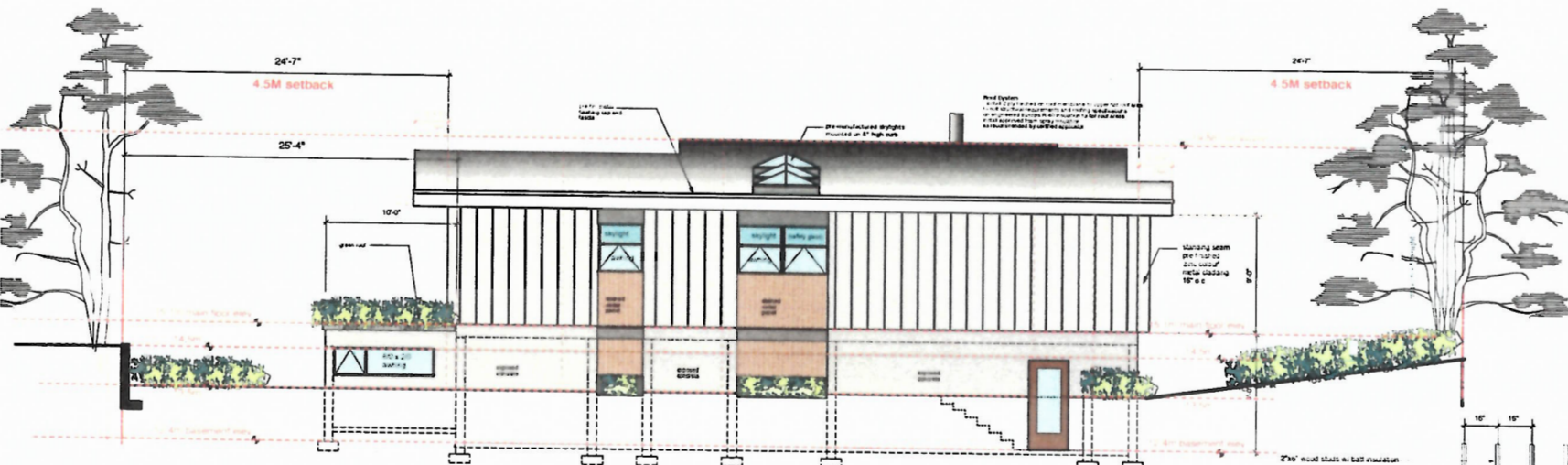
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Date: 18/1/17

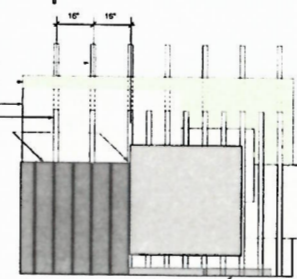
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Amended Lot 12,  
DD 140890-4  
Section 08  
Victoria District  
Plan 291-B

Scale:  
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1/4" = 1'-0"  
1/2" = 1'-0"  
A1.5

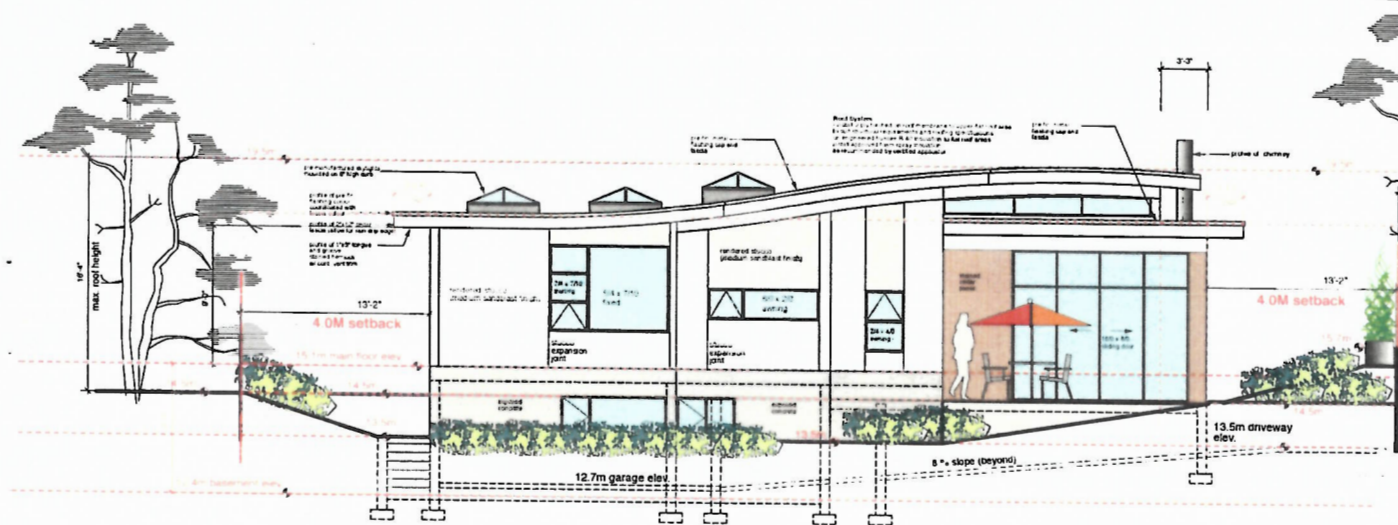




1 North Elevation  
Scale 1/50 1/4"=1'-0"



3 Rain Screen Details  
Scale 1/50 1/4"=1'-0"



2 West Elevation  
Scale 1/50 1/4"=1'-0"

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City of Victoria  
  
MAY 02 2018  
  
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Development Services Division



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RESIDENTIAL  
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IRVING RD.  
VICTORIA BC

Project No. 12-000001  
Date: April 16/18

Drawn: 18/17

Legal Description:  
Lot B, 920 1m2  
Amended Lot 12,  
DD 1400001  
Section 68  
Victoria District  
Plan 201-8


North arrow (approx)  
1:50 1/4"=1'-0"

Sheet No. A1.6





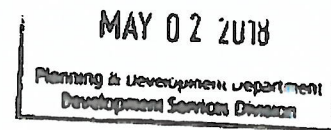
**RESIDENTIAL  
DEVELOPMENT  
IRVING RD.  
VICTORIA BC**

|     |   |     |               |
|-----|---|-----|---------------|
| 90° | Transit:  | to: | Arrival Date: |
|     | date:   |     | April 16/18   |
|     | Dec: 18/2017  |     |               |
|     | <b>Legal Description:</b>   |     |               |
|     | Legal Description:<br>Lot B, 920.1m <sup>2</sup><br>Amended Lot 12,<br>DD 140890-1<br>Section 69<br>Victoria District<br>Plan 291-B   |     |               |
|     | <div style="border: 1px solid black; padding: 5px;">           Roof Plan<br/><br/>  </div> |     |               |
|     | Area = 150 +/- m <sup>2</sup>   |     |               |
|     | Point To A1.7   |     |               |

**1**  
**A.7** **Roof Plan**  
Scale: 50' 1/4"=1'-0"







April 23/ 2018

Dear Mayor and members of Council,

**Re: Design Proposed Residence to 330 Irving Road, Victoria**

It is with pleasure that we are presenting this proposal for a Development Permit. We have had supportive comments from the planners regarding this 're-submitted' application. It must be noted this application was previously presented and approved in 2015. I am representing the new owners who purchased the property in June 15<sup>th</sup> of 2017. Unknown to the client was the fact that the original application had expired ... refer to the Planning and Land Use Committee Agenda dated July 23, 2015.

The application for Lot B is a new improved design with additional sustainable features such as:

- passive design features take advantage of sun angles
- flex-suite (mortgage helper or ageing in place suite)
- orientation of residence to take advantage of sun angles
- green roof above garage structure
- combination of permeable and hard driveway surfaces
- engineering for Hydro Grid Tie-in (voltaic panel rough-in)
- rain collection system
- on-demand hot water and 'high-mass' heating system
- sun shades and thermal window glazing
- bicycle parking area
- EV electric car, scooter and E-bike charging outlets
- low maintenance exterior finishes - acrylic stucco
- LED lighting
- kitchen garden - raised beds for food production
- 'rain gardens' designed to impede the flow of storm water

It is our intent to design a one of a kind and unique contemporary home that exemplifies a 'west coast' lifestyle. This development and unique setting in a panhandle lot will also take advantage of privacy of the surrounding neighbour's property and to protect the 1.4 birch tree.

As previously stated in the original application, this property forms part of the original bungalow that was built in 1931. The design of the original residence on Lot A (fronting Irving Road) has been known in the neighbourhood for its 'period' design appeal and articulate upgrades.

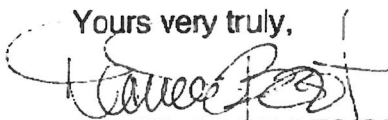
The design of the new residence to be constructed to the rear (Lot B) will be a contemporary design to contrast the design of the original home. Our application will not require variances. The design of our new application will have a low sloping roof featuring clerestory windows to draw natural light into the center of the home and also minimize the impact of over-shadowing to the adjacent properties. The property will be enhanced with extensive landscaping including an evergreen hedge lining the entry driveway. There will be no alterations to the streetscape other than a slightly increased driveway and keypad gate controlled entrance and new driveway with planting and lawn panel to enhance the panhandle access. We would follow the Tree Replacement Guidelines forming part of our submission.

Please refer to the attached drawings submitted.

We look forward to receiving a favourable response to our Development Permit application from the planning department and from council. It is my client's intension to proceed with the construction as soon as possible.

If you have any further queries or clarification, please don't hesitate to get in touch with me.

Yours very truly,

A handwritten signature in black ink, appearing to read 'Daniel Boot', with a stylized flourish extending from the end.

DANIEL BOOT DESIGN CONSULTANT  
Daniel A.L. Boot



Arborist Report & TPP – 330 Irving Rd., City of Victoria – White Birch @ 332 Irving Rd

April 12, 2018



***SouthShore Forest Consultants***

## **Arborist Report**

For

**Motion Construction Ltd.**

Site:

330 Irving Road  
Victoria, BC V8S 4A2

April 12, 2018

Prepared for:

Alan Stewart

alan@motionconstruction.com

Prepared by:

***SouthShore Forest Consultants***



**SouthShore Forest Consultants**

PO Box 2203, Sidney BC V8L-3S8

Phone: (250) 893-9056, email: butcherlodi@aol.com

GST # 777095324 RC001

Work Safe BC # 968408

Insurance/ Seafirst Brentwood (CFC Underwriting Ltd – 5 Million Dollar Liability- Policy PSG03515712)

Incorporation # BC1069996 Ltd.

**RE: Tree Assessment & Tree Protection Plan – (1) White Birch Species  
(Betula sp.)****Executive Summary**

ShoreShore Forest Consultants was retained by our client to provide a Basis Visual Tree Assessment (VTA) on a white birch (*Betula sp.*) sited on a neighbouring property. The tree is privately owned and scheduled to be retained. The tree is protected by a property line fence. Branching and roots are within the edge of the development zone. The tree is considered to be outside the primary development area of this site. The Tree is protected under the City of Victoria's tree preservation and protection policy. Our assessment has determined that the tree will require a Tree Protection Plan (TPP). Tree protection fencing will be required in this case. The existing fence is a suitable barrier, but additional protective fencing will be recommended to reduce the impacts of further soil compaction. Pruning to elevate low hanging limbs will be required. Assessment and direction by the Project Arborist is recommended. Root protection, pruning and removal must be performed by the Project Arborist. Under the current plan the client has indicated that a reduction in grade must occur to install the garage. A preliminary assessment has indicated that the impacts to the birch trees PRZ will be minor to insignificant. The birch tree is a magnificent tree and the clients are dedicated to the protection and preservation of this tree.

**Background/Scope of Work**

SouthShore Forest Consultants was contacted by Alan Stewart a Development Manager with Motion Construction. Alan had provided us with information concerning a residential lot in which they were planning on redeveloping. Alan Stewart and Daniel Boot, their Design Architect are concerned about a large white birch tree positioned on the neighbouring property at 332 Irving Road. Each have indicated that the tree is protected under the current Municipal Tree Preservation Bylaw and believes that a Tree Protection Plan will be required and put in place prior to development. Alan requested that representatives of SouthShore Forest Consultants meet on site and assess the tree. Michael Butcher, a consulting arborist agreed to meet on site and provide a preliminary assessment.

On April 10, 2018 the initial site assessment took place. Michael Butcher a Consulting Arborist with SouthShore Forest Consultants met with Alan and Daniel on site. Together each reviewed the site and proposed construction plans. Measurements and photographs were taken. The tree was considered to carry a “Risk Rating” of *LOW* during the assessment period. Post construction assessment should be considered following completion of the project.

## Tree Dynamics

|                            |  |
|----------------------------|--|
| Species:                   | White birch species  |
| DSH:                       | 114cm - Diameter Standard Height – Measured at 1.4 m above grade.    |
| Tree Height:               | 23m  |
| Crwn Sprd:                 | 25m  |
| Live Crwn RT:              | 95% - Live Crown Ratio: percent of live stem, leaf, bud vs. dead.    |
| Condition Rating:          | F/F - Extremely large “Specimen” tree. <i>Calendar Tree</i>          |
| Health:                    | (Fair) – Minimal dead branching, normal bud and branch development.  |
| Structure:                 | (Fair) – Scaffold branching exhibiting reactionary wood development. |
| Failure: Possible          | - Scaffold limb weight – tension and torsion from high wind events.  |
| Impact: Medium             | - Existing house & proposed house are potential “Targets”.           |
| Failure & Impact: Unlikely | - Unlikely over the next three (3) years when it was assessed.       |
| Consequences: Significant  | - Hitting Target, ie... the significant damage to house              |
| Risk Rating: LOW           | - Low probability that this could occur over three (3) years.        |

## Methodology

On April 10, 2018 the site was assessed by Bill Plant a representative of SouthShore Forest Consultants. The weather was overcast and dry with a high of 9+/- Celcius. The landscape was moist from recent precipitation.

The white birch was visually assessed only, and no forms of major diagnostic tools or invasive techniques were used. All measurements were made with the use of a standard metal forestry tape, mallet & probe. Measurements and observations were recorded with the intent to provide a static representation of the tree and its environment. The tree was not tagged for identification purposes.

Primary goal of the site assessment was to provide the client with a tree protection protocol utilized in reducing soil and root compaction.

## Observations/Discussion

The first observation of note regarding the birch tree is its size and crown spread. The tree is a magnificent specimen. A rather large tree, the birch tree is located in the neighbouring property addresses as 332 Irving Road. The trees appeared to be in “Fair” condition. The branch positioning, size and spread appeared to be normal for a tree of this size.

The birch tree was observed to have a wide crown spread which supported large extended scaffold branching. The upper canopy of the tree appeared to be multi-forked and stable. No signs of excessive bark inclusions, decay formations or cavities in the tree were observed. The bud expansion and seed set appeared to be normal. The root crown and surface area above the root plate appeared to be normal on either side of the property line.

During the assessment no form of insect or pathogen attack could be identified. The tree appeared to be stable in the environment during the assessment.

An existing footprint from a structural foundation was observed on the client’s side of the property. The foundation was observed to be flat with no indication of root expansion or heave. We believe that small, secondary feeder root types will be found below grade in this region of the site.

## Tree Protection Plan (TTP)

- Provide approve fencing detail approved by the City of Victoria.
- Install Tree Protection Fencing at a minimum of 3m from the outside of the existing fence along the eastern property line. Keep this fence in place and provide the required improvements to this section of the site in the final stages of the project.
- Confirm that fencing is installed to Municipal specifications with Project Arborist.
- Fencing can be constructed to form a square right angle or radius. The radius will tend to follow the extension of the trees canopy (drip-line).
- Provide pruning to remove 3 to 4 limbs from the tree which hang in and over the proposed project area. Utilize a qualified arborist who is familiar with ANSI A300 pruning standards for the Tree Care Industry. Limb reduction pruning and standard elevation pruning can be utilized to achieve clearances of 4 to metres above grade.
- Utilize small rubberized track type excavators while within the tree protected root zone.
- Provide Project arborist to provide assessment and direction when excavation occurs within the birch trees Protected Root Zone.

## Conclusions

- The white birch tree must be protected during the project.
- Tree Protection Mitigation should be utilized to minimize soil and root compaction.
- The white birch tree is considered to be of “Specimen Size”.
- Tree protection fencing shall be installed to reduce soil and root compaction. The tree protection fencing shall remain in place until the Project Arborist approves its removal to complete final stages of project.
- The Project Arborist shall be utilized to assess the excavation event for the proposed garage. A one (1) metre reduction in grade has been proposed. This may require pruning, removal and preservation techniques utilized to reduce impacts to tree root loss. Please call the Project arborist 72 hours prior to excavation (250.893.9056).
- The white birch tree has been assessed to have a “Low” hazard rating in the current landscape.

## Recommendations

- ✚ Provide Tree Protection Plan (TPP) for the neighbouring white birch.
- ✚ Provide pre and post construction inspection of protection fencing construction.
- ✚ Provide post development tree assessment for the white birch.
- ✚ Utilize the Project Arborist for assessment and technical advice/services.

Michael Butcher  
SouthShore Forest Consultants  
BSc Forestry  
ISA-ON-0583A  
TRAQ# 1401  
250.893.9056



## ATTACHMENTS

- Appendix A – Tree Protection Construction Photo

### Arborist Disclosure Statement:

Arborist are tree specialists who use their education, training and experience to examine trees, recommend measures to enhance the beauty and health of trees, and attempt to reduce the risks.

Arborist cannot detect every condition that could possibly lead to structural failure of a tree.

Trees are living organisms that fail in ways we do not fully understand. Conditions are often hidden within trees and below the ground.

Arborist cannot guarantee that the tree will be healthy and safe under all circumstances, or for a specific period of time. Trees are dynamic specimens, not static. Changes in conditions including the environment are unknown.

Remedial treatments cannot be guaranteed.

Trees can be managed, but they cannot be controlled. The only way to eliminate all risk is to eliminate all trees.

## Tree Assessment Condition Rating

- Good - A tree specimen which is exempt defects, branch dieback, moderate insect and fungal identification. This tree has evenly distributed branching, trunk development and flare. The root zone is undisturbed, leaf, bud and flower production and elongation are normal for its distribution.
- Fair - A tree specimen which has minor defects, branch dieback, previous limb failure, identification of cavities and insect, or fungal identification. This tree has multiple (2-3) primary stem attachments; previous utility pruning, callus growth and poor wound wood development. Minor root girdling, soil heave and identifiable mechanical damage to the root flare or root zone.
- Poor- A tree specimen where 30-40% of the canopy is identifiably dead, large dead primary branching, limited leaf production, bud development and stem elongation. Limb loss or failure, and heavy storm damage leading to uneven weight distribution. Large pockets of decay, multiple cavities, heavy insect and fungal infection. Root crown damage or mechanical severing of roots. Root plate shifting, heavy lean and movement of soil.
- Dead- Tree has been observed to be dead with no leaf, foliar and bud development. No stump sprouts and root suckers are present.



Attachment “A”

Photo #1 – Fencing Construction

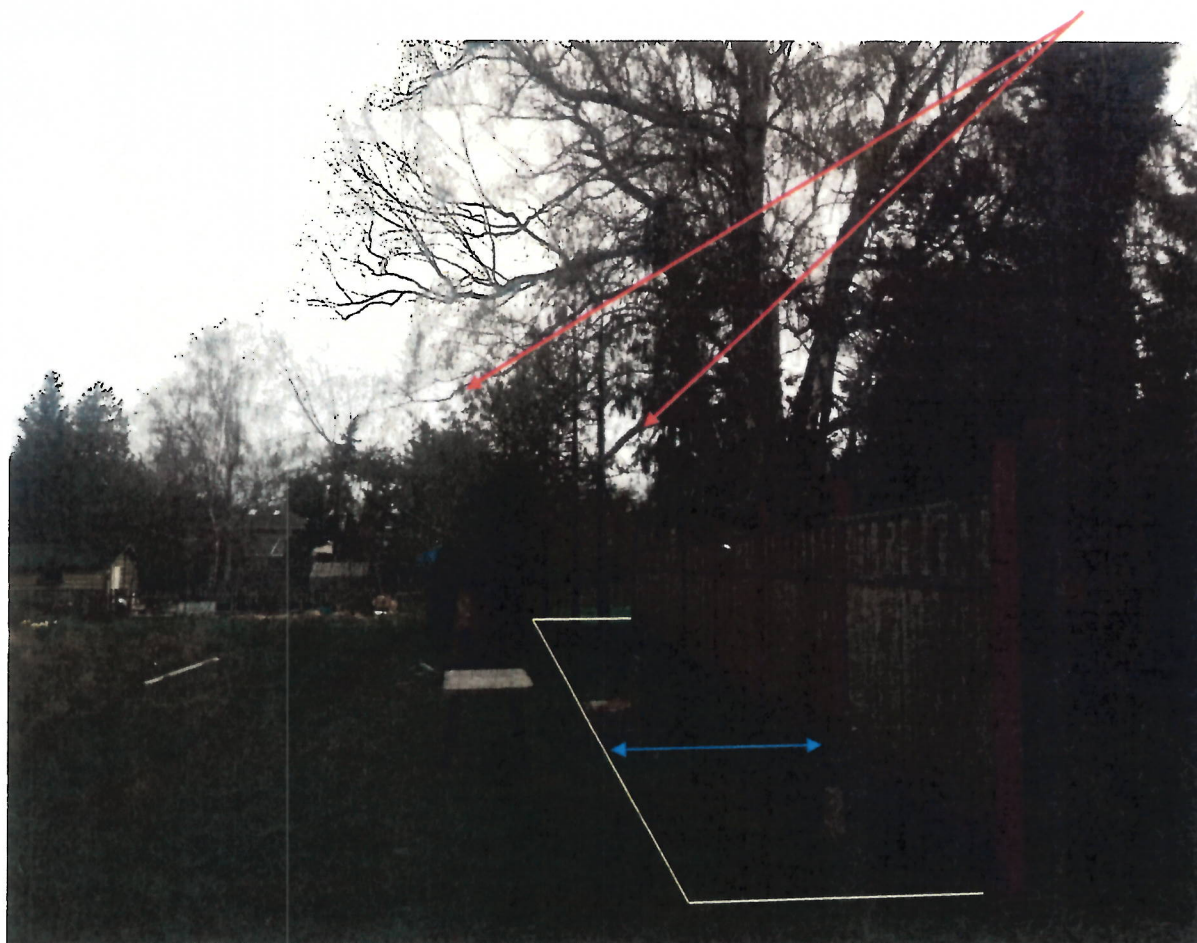


In this photo you can observed a typical Tree Protection Fence. This type of construction is considered to be square with right angles.



Photo # 2 – Property Line Fence  
White Birch

You can see the birch trees position on the neighbouring property. A few of the limbs are excessively long and overhang the client property. Pruning must occur to remove low limbs which may be damaged during the project.



In this photo you can see the blue arrow line which indicates the three (3) metre protection distance required from the existing fence. This fencing shall be installed and kept in place until the final stages of the project. Graphics are not to scale.

**Tree Protection Plan**

- i. Provide a detailed sign specifying that tree protection measures are in place and will be followed during the project. Fines will be posted for malicious acts and can be placed on individuals who disregard the tree protection plan and its guidelines. Signs will be placed at each entrance of the project detailing what is expected when working in potentially high impact tree protection zones.
- ii. Provide tree protection fencing for all trees identified with protection requirement in this report. This fencing shall be four (4ft) feet in height and made of orange plastic. If required, header and footer boards will be used to secure the protective fencing. Use the City of Victoria tree protection specifications.
- iii. Tree protection and root protection signs will be placed on the fencing. No entry will be allowed, unless specified by the project arborist and in their presents while on site.
- iv. Restrict vehicle traffic to designated access routes and travel lanes to avoid soil compaction and vegetation disturbances.
- v. Make all necessary precautions to prevent the storage of material, equipment, stockpiling of aggregate or excavated soils within tree protection areas. No dumping of fuels, oils or washing of concrete fluids will be allowed in tree protection zones.
- vi. Provide an onsite arborist when a risk of root damage, root cutting or limb removal is required within the tree protection zone.
- vii. Avoid alterations to existing hydrological patterns to minimize vegetation impacts to the site.
- viii. The use of a project arborist is required to provide layout of tree protection zones. The project arborist(s) will provide pre-construction information to all parties involved with the project. The arborist must be notified 24hrs prior to construction activities in sensitive areas. The project arborist should be used to provide root and branch pruning when diameters are greater than 6cm.
- ix. At no time will tree protection zones be removed from the project unless approved by the project arborist.

# Development Permit for 330 Irving Road





## Subject Site



## Neighbouring Properties



North



East



South



West



## Neighbouring Properties



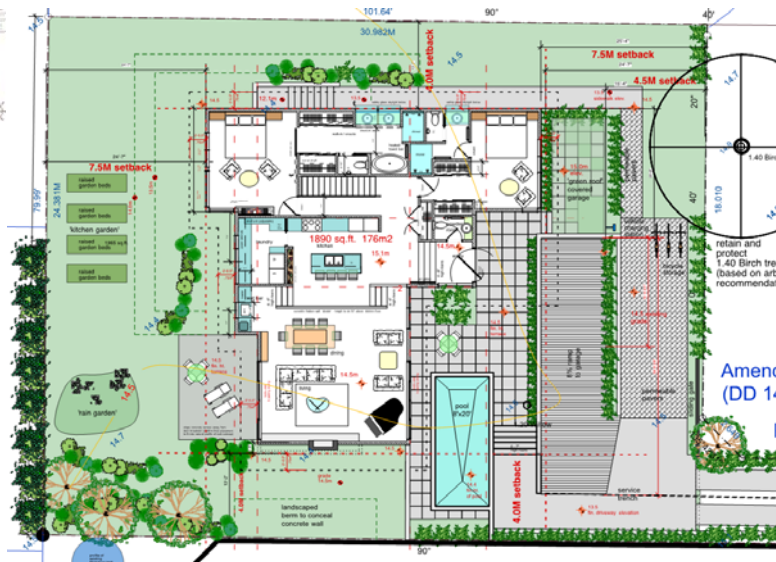
326 Irving Road



332 Irving Road



## Site Plan

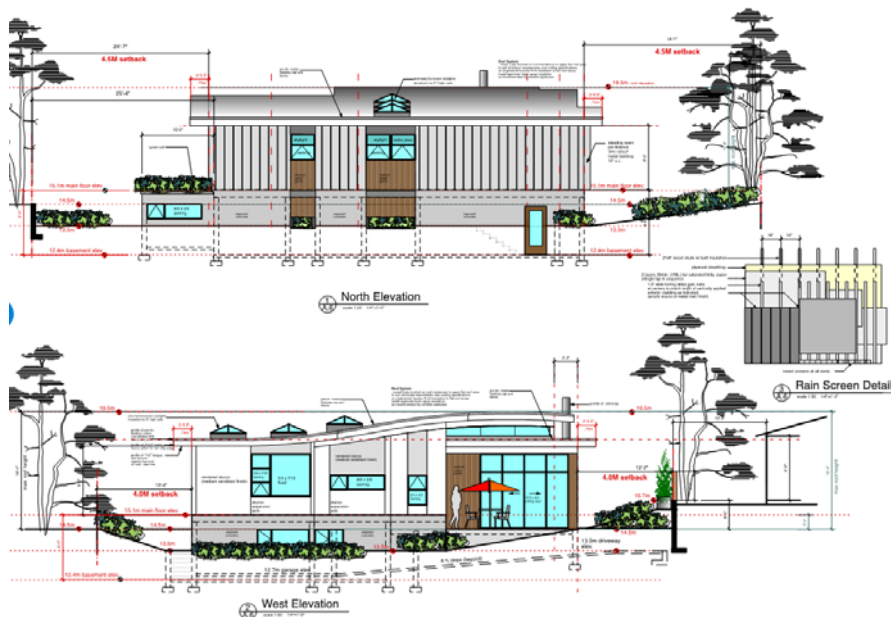




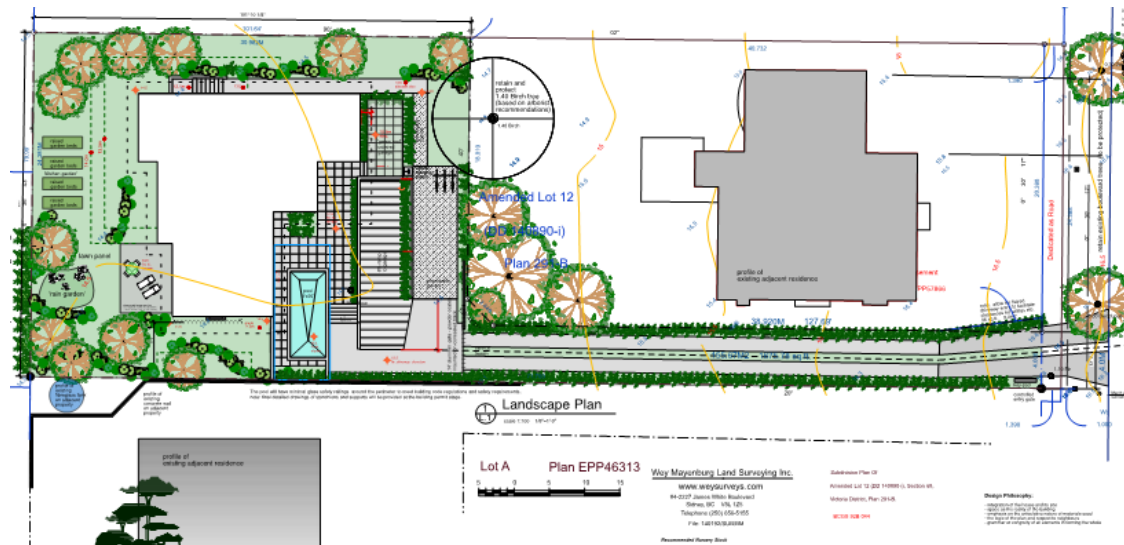




## Elevations



# Landscape Plan





## **Committee of the Whole Report**

**For the Meeting of June 7, 2018**

---

**To:** Committee of the Whole **Date:** May 11, 2018

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

**Subject:** Application for a Permanent Change to Hours of Service for a Food Primary License (0302087), Earl's Restaurant, 1199 Government Street.

---

### **RECOMMENDATION**

That Council direct staff to provide the following response to the Liquor Licensing Agency:

1. Council, after conducting a review with respect to noise and community impacts, does support the application of Earl's Restaurant, located at 1199 Government Street to change hours from 9:00 am to 12:00 am, Sunday through Thursday and 9:00 am until 1:00 am, Friday and Saturday to 9:00 am to 1:00 am, Sunday through Thursday, and 9:00 am until 2:00 am Friday and Saturday.

Providing the following comments on the prescribed considerations:

- a. The impact of noise on the community in the vicinity of the establishment has been considered. Consideration of the application with respect to potential to generate noise related issues has not resulted in specific concerns associated to the operator or the change in hours.
- b. If the application is approved, the net impact on the community is expected to be positive economically as the approval supports the request of the business and presumably their long term viability as a local business and employer.
- c. The views of residents were solicited via a mail out to neighbouring property owners and occupiers within 100 metres of the licensed location and a notice posted at the property. The City received two letters in support of the application and one letter from the Downtown Victoria Residents Association expressing neutrality. No letters were received in opposition.
- d. Council recommends support for approval to change the hours of operation for the licensee.

## PURPOSE

The purpose of this report is to seek Council resolution, in accordance with the requirements of the *Liquor Control and Licensing Act* (the Act), regarding an application by Earl's Restaurant to change their Food Primary License service hours at 1199 Government Street as follows.

### Current Hours of Liquor Service:

|       | Monday   | Tuesday  | Wednesday | Thursday | Friday  | Saturday | Sunday   |
|-------|----------|----------|-----------|----------|---------|----------|----------|
| Open  | 9:00 am  | 9:00 am  | 9:00 am   | 9:00 am  | 9:00 am | 9:00 am  | 9:00 am  |
| Close | 12:00 am | 12:00 am | 12:00 am  | 12:00 am | 1:00 am | 1:00 am  | 12:00 am |

### Proposed Hours of Liquor Service:

|       | Monday  | Tuesday | Wednesday | Thursday | Friday  | Saturday | Sunday  |
|-------|---------|---------|-----------|----------|---------|----------|---------|
| Open  | 9:00 am | 9:00 am | 9:00 am   | 9:00 am  | 9:00 am | 9:00 am  | 9:00 am |
| Close | 1:00 am | 1:00 am | 1:00 am   | 1:00 am  | 2:00 am | 2:00 am  | 1:00 am |

## BACKGROUND

The Liquor Control and Licensing Branch (LCLB) issues liquor licences under the authority of the *Liquor Control and Licensing Act* and regulations. Local governments are asked to provide comments and recommendations to the LCLB on all food-primary licence applications open past midnight regarding:

1. The potential for noise,
2. impact on the community if the application is approved, and
3. whether the amendment may result in the establishment being operated in a manner that is contrary to the primary purpose.

LCLB applications for a permanent change to hours of business for Food Primaries do not require the applicant to submit a corresponding letter of intent.

A map of the subject property and the immediate area is attached to this report (Appendix A).

As noted above, this application is for a permanent change of hours to an existing Food Primary license and, therefore, the LCLB is requesting a resolution from the City of Victoria regarding the application.

## ISSUES & ANALYSIS

The following sections will identify the key issues and provide analysis for Council's consideration.

### City Liquor Licensing Policy

The City's Liquor Licensing Policy directs staff to consider applications for Food Primaries having hours of operation not later than 2:00 am. The applicable Council Policy is attached to this report (Appendix B).

The hours of licensed service proposed in the application are within the parameters of the policy.



## City Referrals

An inter-departmental review of the project has been undertaken by City staff. The inter-departmental review includes circulation to Police, Bylaw, Planning, Community Development and Engineering. That review has resulted in the following feedback:

- The extension of hours contributes incrementally to the hours of licenced service available and in doing so, increases potential for issues associated with over-consumption to be perpetuated into the morning.

## Community Consultation

In accordance with the City's Liquor Licensing Fee Bylaw and Liquor Licensing Policy, all property owners and occupiers within 100 metres of the applicant's location were solicited by a mailed notice to provide input regarding this application. In addition, Earl's Restaurant displayed a notice poster at its entrance for 30 days which invited people to provide input to the City with respect to this application.

Two letters were received in support of the application and one letter from the Downtown Victoria Resident's Association expressed neutrality. No letters were received opposing the application to change the hours.

The Downtown Victoria Resident's Association submitted a letter stating neutrality on the application and attributed the inability to reach consensus to a lack of information in the application. Specifically, the DVRA would have liked a letter of intent from the applicant. LCLB applications vary and while some do have a requirement for a letter of intent to be submitted with the application, this is not the case for a change to hours of business for a food primary licensee.

All letters are available in Appendix C.

## Applicant Response

As is standard practice as a part of the liquor licence process, after City staff give input, the applicant has a chance to review the information (and this report) and respond prior to the report being forwarded to Council. After the applicant reviewed this report, the applicant declined on the opportunity to provide additional correspondence.

## IMPACTS

### Strategic Plan 2015 – 2018

The recommendation to support the application is likely to increase the business viability of the club, which is consistent with Strategic Plan Objective #5 - *Create Prosperity Through Economic Development*.

### Impacts to Financial Plan

None

### Official Community Plan

The existing and proposed uses of the liquor primary license are consistent with the *Official Community Plan* objectives for this neighbourhood.

## CONCLUSIONS

In summary, after conducting a review with respect to noise and community impacts and soliciting community views regarding Earl's Restaurant's application for a change to hours of licenced service, it is considered that the proposal is consistent with current City policy.

The establishment has a long history of responsible operation, and issues related to consumption of alcohol are not known. While moderate concern was expressed by staff, the application is supportable based on existing policy.

Therefore, staff recommend that Council consider directing staff to notify the Liquor Licensing Agency that Council supports the application for the change to hours of licenced service.

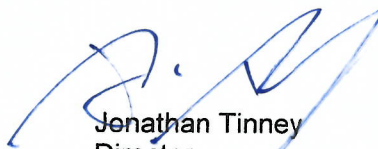
### ALTERNATE MOTION (No Support)

That Council, after conducting a review with respect to noise and community impacts regarding the application for a change to hours of licenced service, at Earl's Restaurant, 1199 Government Street, does not support the application for the change to hours of licensed service.

Respectfully submitted,



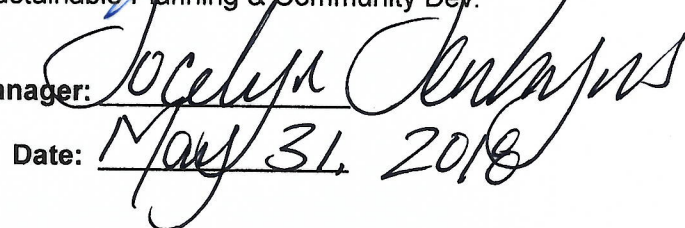
Ryan Morhart  
Manager  
Permits & Inspections



Jonathan Tinney  
Director  
Sustainable Planning & Community Dev.

Report accepted and recommended by the City Manager:

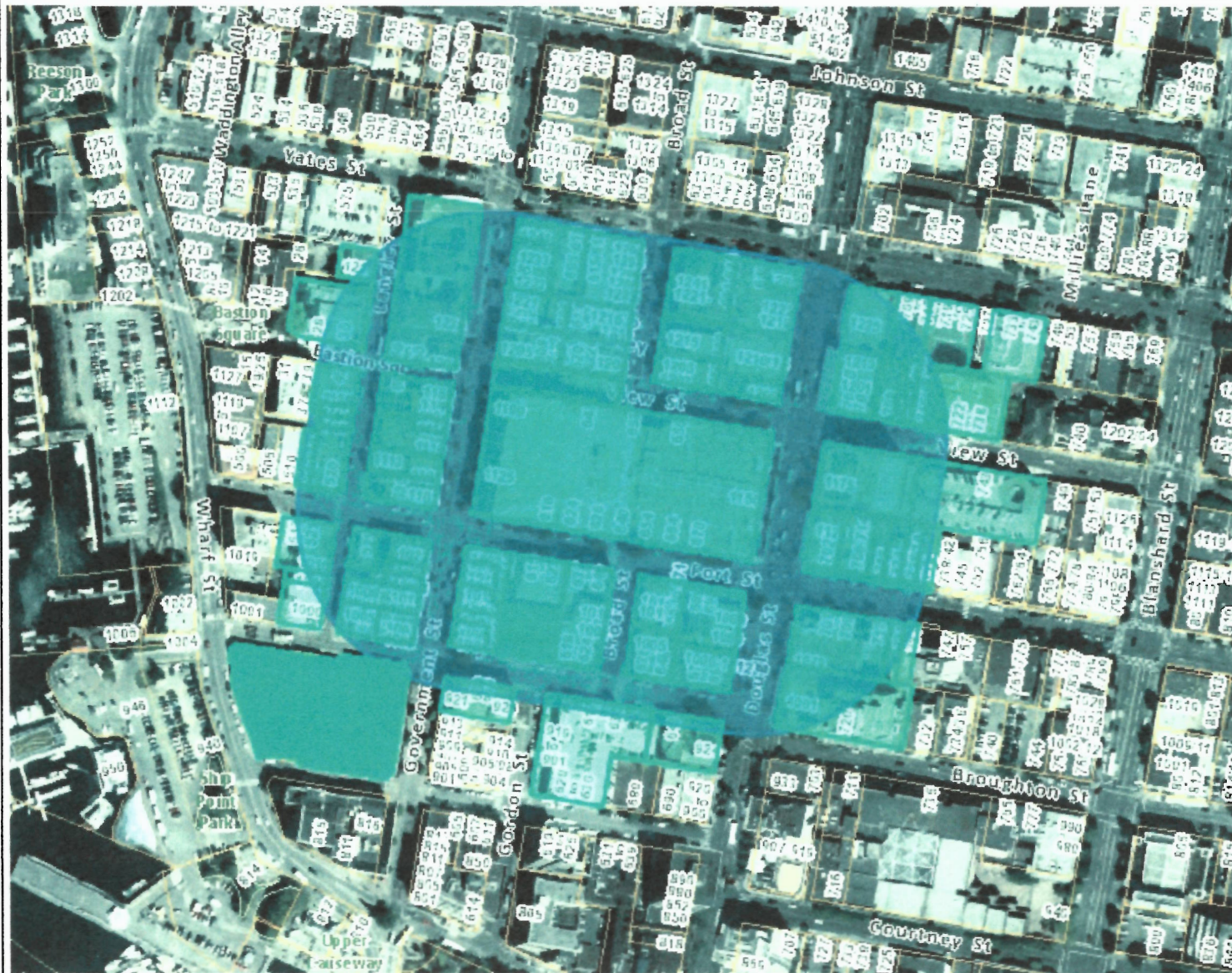
Date:

  
May 31, 2018

### List of Attachments

- Appendix A: Aerial photograph (map) of the establishment and surrounding area.
- Appendix B: Liquor Licencing Policy – October 12, 2017
- Appendix C: Letters from the public
- Appendix D: Provincial Liquor License Types





**Legend**

 Victoria Parcels

THIS MAP IS NOT TO BE USED FOR NAVIGATION

1: 3,318



**Notes**

169 0 84 169 Meters


NAD\_1983\_CSRS\_UTM\_Zone\_10N

Public domain: can be freely printed, copied and distributed without permission.

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This plan should be field confirmed by the user prior to beginning construction. BC Hydro, Fortis Gas, Telus, and Fibre Optics locations must be confirmed with the appropriate utility. For internal use only. Do not distribute.



## Appendix B

|   |  |  |
|---|--|--|
|  | <b>Liquor Licencing Policy</b>                 |  |
|   | Page 1 of 2                                    |  |
| <b>SUBJECT:</b>   | Liquor Licencing Policy                        |  |
| <b>PREPARED BY:</b>   | Sustainable Planning and Community Development |  |
| <b>AUTHORIZED BY:</b>   | City Council                                   |  |
| <b>EFFECTIVE DATE:</b>  | October 12, 2017                               |  |
| <b>REVIEW FREQUENCY:</b>  | Every three years                              |  |
|   | <b>REVISION DATE:</b>                          |  |


### A. PURPOSE

The purpose of the City of Victoria's Liquor Licensing Policy is to provide direction to the following parties:

1. Liquor licence applicants on the process and fees associated with City of Victoria review of applications;
2. Liquor Control and Licencing Board (LCBC) on the types of applications that the City will opt-out of providing comment on; and
3. City staff on application review and public notification criteria for those types of liquor licence applications that require review by Council and opportunity for the public to comment.

### B. POLICY STATEMENTS

1. This policy applies to liquor license applications in the City of Victoria.:
2. The city will opt out of the review and comment requirements for the following types of applications;
  - a. Liquor Primary with licensed service up to 10:00 pm and having an occupant load less than 31 persons.
  - b. Manufacturer with Lounge Endorsement, Special Event Area, or Picnic Area with licensed service up to 10:00 pm and having an occupant load less than 31 persons.
  - c. A temporary extension to hours of licensed service for all licence types up to 3:00 am on New Year's Eve.
  - d. The addition of an Entertainment Endorsement to any Food Primary with licensed service up to 12:00 am.
3. The City of Victoria generally does not approve the extension of liquor service past 2:00 am, with the exception of New Year's Eve, which allows for service up to 3:00 am. In extraordinary cases, the City may consider short term or one time provisions for allowing liquor service between 2:00 am and 9:00 am to accommodate international sporting or significant cultural events.

|   |   |             |
|---|---|-------------|
|  | <b>Council Policy</b><br>Liquor Licencing | Page 2 of 2 |
|---|---|-------------|

## C. PROCEDURES

A business engaging in the manufacture, sale or service of liquor must have a City of Victoria Business License to lawfully conduct its businesses.

The provincial government, through the Liquor Control and Licencing Branch, is the first and last point of contact for businesses interested in applying for a liquor licence.

The application process and related fees will be made available to any business or member of the public through the internet or by request.

For any liquor applications where the City of Victoria has not opted out of providing comment, the following provisions apply:

1. Public notification for comment will be placed at the site for a period no less than 30 days.
2. The City will provide public notification through mailed notice to all residents and businesses within a 100 metre radius.
3. The City will provide notification to the applicable community association.
4. When providing comment on an application, the City will include comments on those aspects within the parameters set by LCLB which currently include:
  - a. Noise impacts in the immediate vicinity of the establishment;
  - b. Impact on the community if approved (including the location of the establishment and person capacity and hour of liquor service of the establishment)
  - c. Confirm that the establishment is being operated in a manner that is consistent with its primary purpose (only for food primary)

## D. ENFORCEMENT POLICY

Businesses that have a history of non-compliance with local and provincial government bylaws and legislation or re-occurring nuisance issues may be subject to a Good Neighbour Agreement that will be reviewed along with the annual renewal of a business licence. Lack of adherence to this agreement may result in a business licence being revoked. This will be assessed by staff on a case by case basis.

## E. REFERENCES

Business License Bylaw (89-071)  
Land Use Procedures Bylaw (16-028)  
Noise Bylaw (03-012)  
Liquor Licensing Fee Bylaw (01-06)

## F. REVISION HISTORY

None



**Ryan Morhart**

---

**From:** Jordon Lowe [REDACTED]  
**Sent:** Thursday, April 5, 2018 7:34 PM  
**To:** Ryan Morhart  
**Subject:** Earls

I support the extension of earls's liquor licence to 2am.

Thank you,  
Jordon Lowe

## Ryan Morhart

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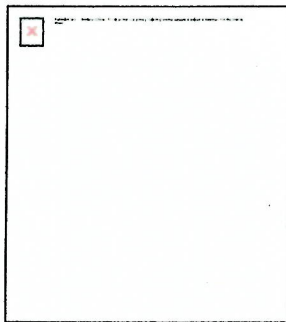
**From:** Rya Bartram <rya.bartram@flightcentre.ca>  
**Sent:** Thursday, April 5, 2018 4:35 PM  
**To:** Ryan Morhart  
**Subject:** Earl's Proposed Hours

Hi there!

I just received a letter asking for my comments on Earl's proposed extension of their liquor license.

I fully support more options for late night food and drinks in the area.

Their liquor license doesn't impact our business at all, we will probably be visiting them during their new later hours!



### **RYA BARTRAM**

**Team Leader**

**Flight Centre Broughton St**

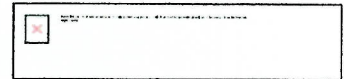
**Office: +1 250 412 0140 | Toll Free: +1 866 210 6135**

**Cell: +1 250 927 0467**

**@rya\_papaya**

**615 Broughton St  
Victoria British Columbia V8W 1C8  
Canada**

**After Hours Emergency Assist: +1 844 873 5491**



**Years in the industry: 1**

**Countries visited: 14**

**Favourite Destination: Japan**

**Next trip: Las Vegas - April 13th - 18th**



**I'm only a call, text or email away!**



CPBC #3550 | TICO #4671384 | OPC #702971



1715 Government Street  
Victoria, BC  
V8W 1Z4

Mayor Lisa Helps and Council  
City of Victoria  
c/o Mr. Ryan Morhart – Manager, Permits and Inspections  
No.1 Centennial Square  
Victoria, BC  
V8W 1P6

April 14, 2018

**Re: Application to Amend Liquor Licence – Extend Hours – Earl's Restaurant**

Dear Mayor Helps and Council,

The DRA Land Use Committee has reviewed the application to amend the Liquor Licence for Earl's Restaurant. It is our understanding that the scope of changes is to extend the hours of liquor service from 1:00 am to 2:00 am Friday and Saturday.

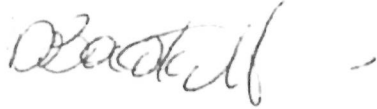
**Feedback from the committee is as follows:**

- There are no residences immediately nearby which makes this an appropriate spot for late operating hours.
- There are several other Liquor establishments in close proximity that currently operate until 2:00 am and the addition of another adds to this concentration.
- There are instances of Food Primary licences behaving as Liquor Primary Licences in the late hours
- Any proposed hours of operation beyond what is typical for downtown business of this type would create a "destination" establishment and corresponding public nuisance.
- This Food Primary has a large Patio and late operating hours may be incompatible with neighbours.
- The current COV noise bylaw is not suited to govern in cases of noise generated by liquor establishments.
- This application submitted no "cover letter" that explains the rationale for the request for the extension of hours or what type of food services (food service is required by the Food Primary Licence) or target clientele are proposed for the late hours. The lack of information makes it difficult for the public to assess if approval is in the public interest.

The DRA LUC points out those Food Primary establishments effectively acting like Liquor Primary establishments in the late hours as well as the concentration of many late night liquor establishments with the same closing hours is potentially problematic.

DRA LUC members strongly support a vibrant downtown that includes late night drinking establishments. There was not a consensus within the DRALUC on this application.

Sincerely,

A handwritten signature in cursive script, appearing to read "David H. -", followed by a short horizontal line.

Land Use Committee, Downtown Residents Association

## Types of Liquor Licences Issued in the Province of British Columbia

*Last updated: October 5, 2017*

The Liquor Control and Licensing Branch (LCLB) supervises over 10,200 licensed establishments and over 25,000 temporary special events per year in B.C.

The purpose of this document is to give a broad understanding of the types of liquor licences issued in B.C. Visit the LCLB's website at [www.gov.bc.ca/liquorregulationandlicensing](http://www.gov.bc.ca/liquorregulationandlicensing) and the hyperlinks below for the most up to date information.

### Licences:

Agent – for independent liquor agents who market products from liquor manufacturers outside of B.C.

Catering – for catering companies who wish to serve liquor in addition to food, with food service as the primary purpose.

Food Primary – for businesses where the primary purpose is to serve food (such as restaurants).

A Patron Participation Endorsement is an additional term and condition on a food primary licence that permits the active involvement of patrons in entertainment or results in patrons leaving their seats, such as dancing or karaoke. An application for this endorsement requires additional considerations beyond the routine assessment of an initial application. To ensure that community concerns about noise, nuisance and other impacts are considered, input from local government or First Nation authorities is required before patron participation entertainment will be approved for a food primary establishment.

Liquor Primary – for businesses where the primary purpose is to sell liquor (such as bars, pubs, and nightclubs, as well as stadiums, theatres, aircraft, etc.). Liquor primary licences are also for businesses that wish to serve liquor as an additional service to their primary business (such as spas, salons, art galleries, etc.)

*Liquor Primary Club* – a sub-class of the liquor primary licence for private clubs. To be eligible to apply, the club must be a society registered under the provincial Societies Act or a non-profit or veterans organization incorporated by special act of parliament. LP Clubs must have at least 50 members who pay annual fees. The service area of an LP Club is restricted to members and guests only.

Manufacturer – for businesses making wine, cider, beer (this includes brew pubs), or spirits (known as wineries, breweries, and distilleries). Manufacturers can also apply to add a lounge, special event area, and/or picnic area endorsement to their manufacturer licence.

UBrew/UVin (Ferment-on-Premises) – for businesses that sell ingredients, equipment and provide advice for customers to make their own beer, wine, cider or coolers.

Licensee Retail Store\* – for selling liquor by the bottle at retail stores (often called private liquor stores).



Wine Store\* – for wine stores including winery-operated stores, independent wine stores, VQA stores and tourist wine stores.

Special Wine Store – available to eligible grocery stores only, the special wine store licence permits the sale of 100% BC wine on grocery store shelves.

*\*No new licences are available at this time.*

## **Permits:**

Special Event Permit – for individuals and groups holding special events (such as community celebrations, weddings or banquets).

Ethyl Alcohol Purchase Permit – for purchasing ethyl alcohol for commercial and industrial use.

Charitable Auction Permit – for registered charities and non-profit organizations that wish to hold liquor auctions to raise funds for a charitable purpose.

## **What is the difference between a food primary and a liquor primary licence?**

A food primary licence is issued when the primary purpose of the business is the service of food (such as restaurants and cafes). A liquor primary licence is issued when the primary purpose of the business is the service of liquor, hospitality or entertainment (such as bars, pubs, spas, and art galleries).

The approval process is different for both types of licences, with the process for liquor primaries being more involved. Minors are generally prohibited from liquor primary establishments, unless the licence specifically allows them.

## **Additional Resources:**

Forms – access to all LCLB forms, including application forms and licence change forms.

Frequently Asked Questions – answers to common liquor-related questions.

Licensed Establishment Locations – a list of all licensed establishments in B.C.

Publications & Resources – access to the licensee terms and conditions handbooks, public consultations, and the Local Government/First Nations Guide page and more.

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## LCLB Application

Change to Hours of Liquor Service

Earl's Restaurant, 1199 Government Street



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## Liquor Control and Licensing Branch (LCLB)

- Restaurants
- Bars
- Pubs Retailers
- Manufacturers and
- Special Events.



## LCLB Approvals

- Criminal Background Checks
- Local Government
 

|                 |  |
|-----------------|--|
| Municipal Input | : potential for noise  |
| Public Input    | : potential for impact on the community, and   |
|                 | : whether the amendment may result in the establishment being operated in a manner that is contrary to the primary purpose |
- Occupant Load Approvals



## Local Government

### Staff Review:

- Police, Bylaw, Planning, Community Development and Engineering
- Zoning regulation, liquor policy and the Liquor Licencing Fee Bylaw

### Public Notification and Comment:

- Notice Posted at entrance to establishment
- Mailed Notice to within 100m of establishment
- 30 days to provide comment

### Local Government provides a resolution with comment on:

- Potential for Noise
- Potential for Impact on the Community, and
- whether the amendment may result in the establishment being operated in a manner that is contrary to the primary purpose.



## LCLB Application

|          | MON          | TUE          | WED          | THU          | FRI         | SAT         | SUN          |
|----------|--------------|--------------|--------------|--------------|-------------|-------------|--------------|
| EXISTING | 9 am – 12 am | 9 am – 12 am | 9 am – 12 am | 9 am – 12 am | 9 am – 1 am | 9 am – 1 am | 9 am – 12 am |
| PROPOSED | 9 am – 1 am  | 9 am – 1 am  | 9 am – 1 am  | 9 am – 1 am  | 9 am – 2 am | 9 am – 2 am | 9 am – 1 am  |



## Staff Review and Public Comment

### Staff Review:

- The extension of hours contributes incrementally to the hours of licenced service available and in doing so, increases potential for issues associated with over-consumption to be perpetuated into the morning

### Public Comment:

- Two letters were received in support of the application and one letter from the Downtown Victoria Resident's Association expressed neutrality. No letters were received opposing the application to change the hours.



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## Recommendation

That Council direct staff to notify the Liquor Licensing Agency that Council supports the application for the change to hours of liquor service.







**Committee of the Whole Report  
For the Meeting of June 7, 2018**

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**To:** Committee of the Whole **Date:** May 25, 2018  
**From:** Jocelyn Jenkyns, Acting City Manager  
**Subject:** 2018 My Great Neighbourhood Grants – Spring Intake

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**RECOMMENDATION**

That Council:

1. Approve 21 applications received for the spring intake of the 2018 My Great Neighbourhood Grant program as outlined in Tables 1 and 2.
2. Approve the following changes to the My Great Neighbourhood Grant Policy (Appendix A)
  - a. Applicants are limited to one placemaking and one activity grant application per annual intake
  - b. At the discretion of the Neighbourhood Team, a three-month extension may be granted for placemaking projects; a second three-month extension may be granted under extenuating circumstances. If after eighteen months (one year to complete and six months of extension) the project is not complete, the City will ask for the grant funds to be returned.
  - c. At the discretion of the Neighbourhood Team, one three-month grant extension for an activity may be granted under extenuating circumstances.

**EXECUTIVE SUMMARY**

This report presents the 2018 Spring applications for the My Great Neighbourhoods grant program for Council's consideration.

The City received 23 grant applications; 8 in the Activity category and 15 in the Placemaking category. One of the placemaking applications was ineligible and a second was pulled by the applicant, bringing the total number of eligible applications to 21.

The My Great Neighbourhood Grant budget is \$120,000 for 2018. The total amount of funds requested in this intake is \$56,300. Should Council approve all 21 applications, a balance of \$63,700 is available for the Fall intake, which will open September 1.

## **PURPOSE**

This report presents the 2018 My Great Neighbourhoods Grant Spring intake applications for Council's consideration of approval.

## **BACKGROUND**

In December, 2015, Council approved a new grant program aimed at facilitating community-initiated placemaking projects. The policy and guidelines were approved on May 12, 2016 and the program was open for applications from May 24 to July 24, 2016. The program was developed to support strong, connected neighbourhoods through funding for projects that would bring neighbours together and empower them to shape their local area. The City provides up to \$5,000 for placemaking projects to match the equivalent contribution from the neighbourhood. The matching contribution could be a combination of volunteer labour, donated services, materials and supplies and other funds raised. A budget of \$120,000 was approved in 2016 for this program. In April, 2017, the grant policy was amended to create a second stream of funding for community development activity grants of up to \$1,000 (matched funds).

The program is open to all not-for-profit organizations including community and neighbourhood associations and schools. Individuals, informal organizations and businesses may also apply for funding by partnering with a local not-for-profit group. The not-for-profit group is required to submit the application and, if approved, receives the funding and is the responsible party for ensuring the project meets agreed conditions.

The projects and activities must be located within the City of Victoria to be eligible for funding.

## **2018 GRANT PROGRAM**

The 2018 spring intake was open for six weeks between March 1 and April 15, 2018. Staff promoted the program through social media posts, email and verbal communications with stakeholders, a poster campaign and a community development event. As well, two radio interviews with CBC and CFAX and print media with Black News also promoted the event and grant program.

The My Great Neighbourhood Block Party was held the afternoon of March 14. It featured a keynote speaker (Paul Born, Co-CEO Tamarack Institute), an asset-mapping workshop, displays of many of the 2016 grant projects, external partner resources and support, demonstrations of potential placemaking and community development ideas, along with food, games and live music. One of the primary deliverables of the event was to show leadership in community development on the part of the City to the 70 community leaders, residents and members of local nonprofit organizations who attended the event. During the remainder of the intake period, staff worked closely with neighbourhood associations to consider projects and promote the opportunity within their neighbourhoods. Throughout the entire intake period, staff met with prospective applicants to shape their projects and support them in providing a high quality application.

Applications were received from nine of the 13 neighbourhoods. Multiple applications were received from Hillside Quadra, North Park and Oaklands, all neighbourhoods which have had comparatively lower applications in the past.

The total amount of matching funds requested is \$56,300, approximately 47% of the funds allocated for this program. This leaves a balance of \$63,700 for the Fall intake, which will open September 1.

Summary tables of the Placemaking and Activity applications are provided below. The evaluation matrix and individual evaluations have been included in Appendix B. The complete applications for Placemaking are attached in Appendix C and for Activities in Appendix D.

Table 1: 2018 Placemaking Grant applications

| Name of Project                                    | Neighbourhood   | Applicant/Sponsor          | Request         |
|--|-----------------|----------------------------|-----------------|
| <b>Placemaking Grants</b>                          |                 |                            |                 |
| Cecelia Cove Playspace enhancements                | Burnside Gorge  | Pacific Montessori Society | \$5,000         |
| DRA Outreach Project                               | Downtown        | DRA                        | \$5,000         |
| Christ Church Cathedral South Lawn Renewal Project | Fairfield       | Christ Church Cathedral    | \$5,000         |
| Denman Street Little Library                       | Fernwood        | Fernwood NRG               | \$485           |
| FNRG Childrens Native Plant garden                 | Fernwood        | FNRG                       | \$5,000         |
| Grant St Connect & Prepare                         | Fernwood        | Resilient Neighbourhoods   | \$2,000         |
| GVCC Portable bike track                           | Hillside Quadra | GV Cycling Coalition       | \$5,000         |
| Quadra Elem garden and nature play space           | Hillside Quadra | SD61                       | \$5,000         |
| Lewis St Park Little Library                       | James Bay       | GVPN                       | \$615           |
| Princess St "Words" Mosaic                         | North Park      | QVCC                       | \$2,200         |
| Oaklands Community Garden                          | Oaklands        | OCA                        | \$5,000         |
| Oaklands Elem Totem Legacy Project                 | Oaklands        | SD61                       | \$5,000         |
| Oaklands Park Safety & Placemaking                 | Oaklands        | OCA                        | \$3,000         |
| <b>Total Placemaking Applications</b>              |                 |                            | <b>\$48,300</b> |



Table 2: 2018 Activity Grant applications

| Activity Grants                   |            |                                      |         |
|-----------------------------------|------------|--------------------------------------|---------|
| Partnering for Pollinators        | Downtown   | DRA                                  | \$1,000 |
| Maddison St Block Party           | Fairfield  | FCGA                                 | \$1,000 |
| James Bay Happy Hour              | James Bay  | JB Community School Society          | \$1,000 |
| Victoria Health Co-op Café        | James Bay  | Victoria Health Cooperative          | \$1,000 |
| North Park Neighbourhood Festival | North Park | North Park Neighbourhood Association | \$1,000 |
| North Park Membership Drive       | North Park | North Park Neighbourhood Association | \$1,000 |
| Mariners Landing Lunch and Learn  | Vic West   | Resilient Neighbourhoods             | \$1,000 |
| Gorge Placemaking for Swimming    | Vic West   | Gorge Swimfest Society               | \$1,000 |
| Total Activity Applications       |            |                                      | \$8,000 |

Table 3: Applications by Neighbourhood

| Neighbourhood      | Total Applications | Total Requested Funds |
|--------------------|--------------------|-----------------------|
| Burnside Gorge     | 1                  | \$5,000               |
| Downtown           | 2                  | \$6,000               |
| Fairfield Gonzales | 2                  | \$6,000               |
| Fernwood           | 3                  | \$7,485               |
| Hillside Quadra    | 2                  | \$10,000              |
| James Bay          | 3                  | \$2,615               |
| North Park         | 3                  | \$4,200               |
| Oaklands           | 3                  | \$13,000              |
| Vic West           | 2                  | \$2,000               |
| Total              | 21                 | \$56,300              |

## ISSUES & ANALYSIS

As this grant program enters its third year, the processes for advertising the program, working with applicants and reviewing applications has been solidified. A communications plan and an event plan have been created for future reference. These will be modified as needed with each intake going forward. The pre-application meetings have resulted in higher quality applications and a reduction in the review period. The Neighbourhood Team works collaboratively with an interdepartmental team to review the applications and provide comments and technical feedback. The grant program also now has two established annual intake periods (March 1 – April 15 for a July/June project period; and September 1 – October 15 for a January/December project period).

A few minor issues arose during this intake, two of which have resulted in recommended policy changes.

First, the question of multiple applications from one applicant for the same activity in multiple neighbourhoods was discussed. Staff are recommending that an addition to the grant policy be added, limiting applicants to one application for placemaking and one per activity for the intake year. This does not affect non-profit agencies acting as financial sponsors for multiple projects and activities.

Second, a small handful of previous applicants have been running into some issues for



completing their projects in a timely fashion. As the policy is silent on granting time extensions, staff are recommending the following:

- a. At the discretion of the Neighbourhood Team, a three-month extension may be granted for placemaking projects; a second three-month extension may be granted under extenuating circumstances. If after eighteen months (one year to complete and six months of extension) the project is not complete, the City will ask for the grant funds to be returned.
- b. At the discretion of the Neighbourhood Team, one three-month grant extension for an activity may be granted under extenuating circumstances.

Finally, some clarity in language on the role of the financial sponsor has been introduced in the Letter of Agreement, separating and defining the responsibilities of both the financial sponsor and the applicant.

Staff have been tracking grants across neighbourhoods from 2016 to the current intake. Table 4 shows the distribution of approved grants and awards by neighbourhood to the end of 2017. Tracking the awards in this manner provides a view of how equitable the grants are being spread across neighbourhoods.

Table 4: Distribution of grants across neighbourhoods 2016-Fall 2017

| Neighbourhood         | 2016 recipients | 2016 Awards     | 2017 recipients | 2017 Awards      | Total applications | Total \$ awarded / requested | % of total funds | % of population |
|-----------------------|-----------------|-----------------|-----------------|------------------|--------------------|------------------------------|------------------|-----------------|
| Burnside Gorge        | 2               | \$7,060         | 4               | \$8,000          | 6                  | \$15,060                     | 7%               | 7.3%            |
| Downtown Harris Green | 4               | \$20,000        | 3               | \$10,400         | 7                  | \$30,400                     | 14%              | 5.7%            |
| Fairfield Gonzales    | 2               | \$9,400         | 7               | \$23,522         | 9                  | \$32,922                     | 16%              | 19.8%           |
| Fernwood              | 4               | \$18,490        | 6               | \$16,950         | 10                 | \$35,440                     | 17%              | 11.8%           |
| Hillside Quadra       | 0               | \$0             | 4               | \$6,678          | 4                  | \$6,678                      | 3%               | 9.1%            |
| James Bay             | 1               | \$5,000         | 4               | \$14,441         | 5                  | \$19,441                     | 9%               | 14.0%           |
| North Jubilee         | 1               | \$5,000         | 0               | \$0              | 1                  | \$5,000                      | 2%               | 4.0%            |
| North Park            | 0               | \$0             | 2               | \$8,000          | 2                  | \$8,000                      | 4%               | 3.8%            |
| Oaklands              | 1               | \$5,000         | 1               | \$5,000          | 2                  | \$10,000                     | 5%               | 8.5%            |
| Rockland              | 1               | \$5,000         | 0               | \$0              | 1                  | \$5,000                      | 2%               | 4.4%            |
| South Jubilee         | 1               | \$5,000         | 2               | \$6,000          | 3                  | \$11,000                     | 5%               | 2.5%            |
| Vic West              | 4               | \$14,765        | 2               | \$6,000          | 6                  | \$20,765                     | 10%              | 8.5%            |
| City wide             | 0               | \$0             | 2               | \$9,975          | 2                  | \$9,975                      | 5%               | 100%            |
|                       | <b>21</b>       | <b>\$94,715</b> | <b>37</b>       | <b>\$114,966</b> | <b>58</b>          | <b>\$209,681</b>             | <b>100%</b>      |                 |

If all the Spring 2018 applications are approved, this grant program will have initiated 79 placemaking projects and community development activities with \$265,981 of grant funds in just over two years.

## OPTIONS & IMPACTS

### 2015 - 2018 Strategic Plan

The applications received support the objectives and/or the action and outcome statements of the Strategic Plan, specifically:



- Objective 2: Engage and Empower the Community
- Objective 3: Strive for Excellence in Planning and Land Use
- Objective 7: Facilitate Social Inclusion and Community Wellness;
- Objective 8: Enhance and Steward Public Spaces, Green Spaces and Food Systems; and
- Objective 10: Nurture Our Arts, Culture and Learning Capital.

### **Impacts to Financial Plan**

The \$120,000 for this grant program was approved as part of the 2018 Financial Plan.

### **Official Community Plan Consistency Statement**

The My Great Neighbourhoods Grants program supports several of the OCP's broad objectives, including:

#### **Placemaking**

- 8 (d) That social vibrancy is fostered and strengthened through human scale and design of buildings, streetscapes and public spaces.
- 8 (g) That a sense of place is developed and enhanced through urban design features.

#### **Community Wellbeing**

- 15 (d) That strong partnerships build the capacity of individuals and the community.
- 15 (e) That all citizens have the opportunity to participate in civic affairs.

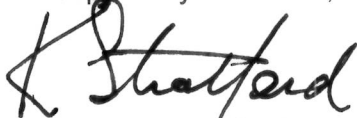
#### **Arts and Culture**

- 16 (a) That Victoria is a creative and vibrant city.
- 16 (f) That art in public places is supported and enabled as a public good and an expression of community identity.

### **Accessibility Impact Statement**

There are no accessibility concerns related to the proposed recommendations in this report.

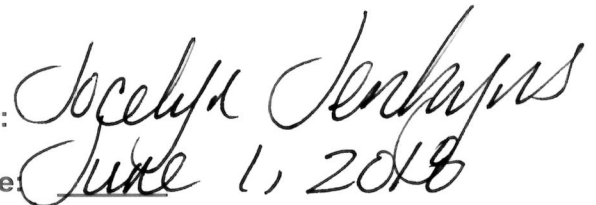
Respectfully submitted,



Kimberley Stratford  
Neighbourhood Advisor

Report accepted and recommended by the City Manager:

Date:



June 1, 2018

### **List of Attachments**

- Appendix A: Great Neighbourhood Grant Policy proposed amendments
- Appendix B: Evaluation Criteria and 2018 grant evaluations
- Appendix C: 2018 Spring intake placemaking applications (attached as pdf)
- Appendix D: 2018 Spring intake activity applications (attached as pdf)

## **Appendix A. Proposed Changes to the Grant Policy**

(proposed changes are highlighted in yellow)

### **A. PURPOSE**

The purpose of the My Great Neighbourhood Grant Policy is to guide the allocation of grants that impact public space and support community activities.

### **B. OBJECTIVES**

The objectives of the My Great Neighbourhood Grants is to bring neighbours together to animate under-utilized community space that will leave a positive physical legacy in public spaces and to support community development through action and education.

### **C. DEFINITIONS**

Great Neighbourhood projects that qualify for this funding fall into two separate categories:

Placemaking projects have the following characteristics:

- They are initiated by local residents.
- They animate under-utilized community spaces.
- They create gathering spots that bring people together.
- They are partnerships between the community and the City of Victoria.
- The community takes the lead in these projects. City staff provides advice in design, development, installation and construction.
- They can be a pilot project.
- They must be completed within one year upon receiving funding.
- They contribute to neighbourhood pride and enhance quality of life.

Activity projects have the following characteristics:

- They are initiated by local residents.
- They engage and/or educate community members.
- They promote community development and community programming.
- They serve as a neighbourhood improvement campaign.
- The community takes the lead in these projects. City staff provides advice in regulatory guidelines
- They can be a pilot project.
- They must be completed within one year upon receiving funding.
- They contribute to neighbourhood pride and enhance quality of life.

My Great Neighbourhood Placemaking and Activity grants require a 100% matching contribution by the community. The City will fund up to \$5,000 to match the equivalent contribution the neighbourhood makes for a Placemaking grant and up to \$1,000 for an Activity grant. The matching contribution can be a combination of volunteer labour, donated services, donated materials and supplies and other funds raised. A rate of \$20/hr will be used to calculate the match made with volunteer labour. If professional services are provided, the professional donating their services will provide the value of their contribution.

#### **D. ELIGIBILITY CRITERIA**

The program is open to all not-for-profit organizations including community and neighbourhood associations and schools. Ad hoc, informal organizations and businesses may also apply for funding by partnering with a local not-for-profit group. The not-for-profit group is required to submit the application, and if approved, will receive the funding. The project must be within Victoria to be eligible for funding.

The applicant must meet all the following criteria to apply for a grant:

- Registered non-profit organization in good standing in the Province of BC or registered charitable organization in good standing with the Canada Revenue Agency
- Each application can submit one application per intake period (Registered non-profit organization in good standing can support multiple groups)
- Organization can reside outside of Victoria
- The project must be in Victoria and benefit residents of the City of Victoria
- Evidence of clear mandate and competent administration
- Not in arrears with the City of Victoria
- Not in bankruptcy or seeking creditor protection
- Projects must be completed within one year upon receiving funding
- Reporting requirements
- Must outline match from the community
- Must outline how the project will be maintained

Eligible expenses for Placemaking funding include:

- Materials (paint, equipment, wood, etc.)
- Insurance fees
- Equipment rentals
- Professional labour costs

Eligible expenses for Activity funding include:

- Program materials (craft supplies, food)
- Insurance fees
- Equipment rentals
- Professional facilitation costs
- Room rental fees

Ineligible expenses include all other applicant expenses not related to the project including:

- Fundraising
- Direct financial assistance to individuals or families
- Maintaining ongoing programs, services or events
- Funding staff positions and staff training / professional development costs
- Deficit or debt repayment
- Commercial activities and related costs
- Projects on private property
- Purchase of land or buildings
- Travel and accommodation expenses

The following items are required as part of the application package:

- Placemaking project - design information, including site map and visuals of location

- Activity project – program or event outline, including site map and visuals of location
- If the application is not from a recognized not-for-profit organization, a letter from a not-for-profit partner providing their support on the project needs to accompany the application. If the applicant is successful, the grant payment will be made to the not-for-profit organization to provide to the group they are supporting.

Applicants are limited to one placemaking project and one activity grant per annual intake.

## **E. EXAMPLES OF PROJECTS**

Placemaking Projects can include:

- Community garden enhancement
- Boulevard enhancement
- Neighbourhood gathering place
- Community pathway
- Decorative lighting display
- Community art display
- Neighbourhood branding initiative
- Interpretive signage
- Community lending installation
- Playground enhancement
- Playable space
- Other projects that animate public space

Activity Projects can include:

- Social Connection community program
- Educational community program
- Neighbourhood improvement program
- Neighbourhood diversity program
- Temporary site transformation (pop ups)
- New neighbourhood parties (not previously established)

## **F. GRANT REVIEW PROCESS**

The first intake period will be in the spring. Applications will be accepted for the duration of six weeks. If funds remain, a second intake period will begin in the fall and will also be open for six weeks. All grants are awarded using a competitive process.

The process of reviewing the grants includes the following steps:

1. Intake period opens
2. Applications submitted by deadline
3. Staff review applications for eligibility
4. Staff conduct a technical review of the applications to ensure they meet City of Victoria standards and bylaws
5. Applications that impact public space will be vetted through appropriate departments to assess the project or program feasibility
6. The City's unions will be notified of eligible applications for their review and notification of any staff considerations
7. Eligible applications will be presented to the Committee of the Whole
8. Council awards the grants



9. Awards announced
10. Successful recipients will have up to one year to complete their project.
11. Recipients report on grant use and deliverables as projects are completed. Council will be updated through the quarterly report.

#### **G. DECISION MAKING**

Staff will review all applications and evaluate based on the eligibility requirements and technical review. All eligible grant applications will be presented to Council for review. City Council will decide on all grant allocations.

#### **H. GRANT LIMITATIONS**

Not all applicants meeting the eligibility requirements will necessarily receive a grant. Grants are one-time approvals, and are not an automatic ongoing source of annual funding.

#### **I MAINTENANCE AND PROJECT LIFESPAN**

Successful Placemaking projects will be maintained for a mutually agreed upon lifespan not to exceed 5 years in total by the community organization once completed. Maintenance may be renewed beyond the initial term through mutual agreement of the City and the community organization. If the item created through the project falls into disrepair, requires replacement or becomes a safety concern it will be removed by the City of Victoria. Activity projects will be maintained for a period of up to six months by the community organization once activated.

#### **J MONITORING AND REPORTING**

Each grant recipient will be required to submit a post-program report as specified by the City of Victoria.

#### **K. TIME EXTENSIONS AND REPAYMENT OF GRANTS**

If the grant will not be used for the stated purpose, the full amount must be returned to the City of Victoria.

At the discretion of the Neighbourhood Team, a three-month extension may be granted for placemaking projects; a second three-month extension may be granted under extenuating circumstances. If after eighteen months (one year to complete and six months of extension) the project is not complete, the City will ask for the grant funds to be returned.

At the discretion of the Neighbourhood Team, one three-month grant extension for an activity may be granted under extenuating circumstances.



## Appendix B: Evaluation Criteria Matrix

My Great Neighbourhood Grants are evaluated for eligibility based on the following matrix:

All applications must meet qualifying criteria before evaluation - e.g. located in Victoria, NFP sponsored, matching budget, regulatory and insurance requirements addressed

A low score is <4, a moderate score is >4-8, and a high score is >8

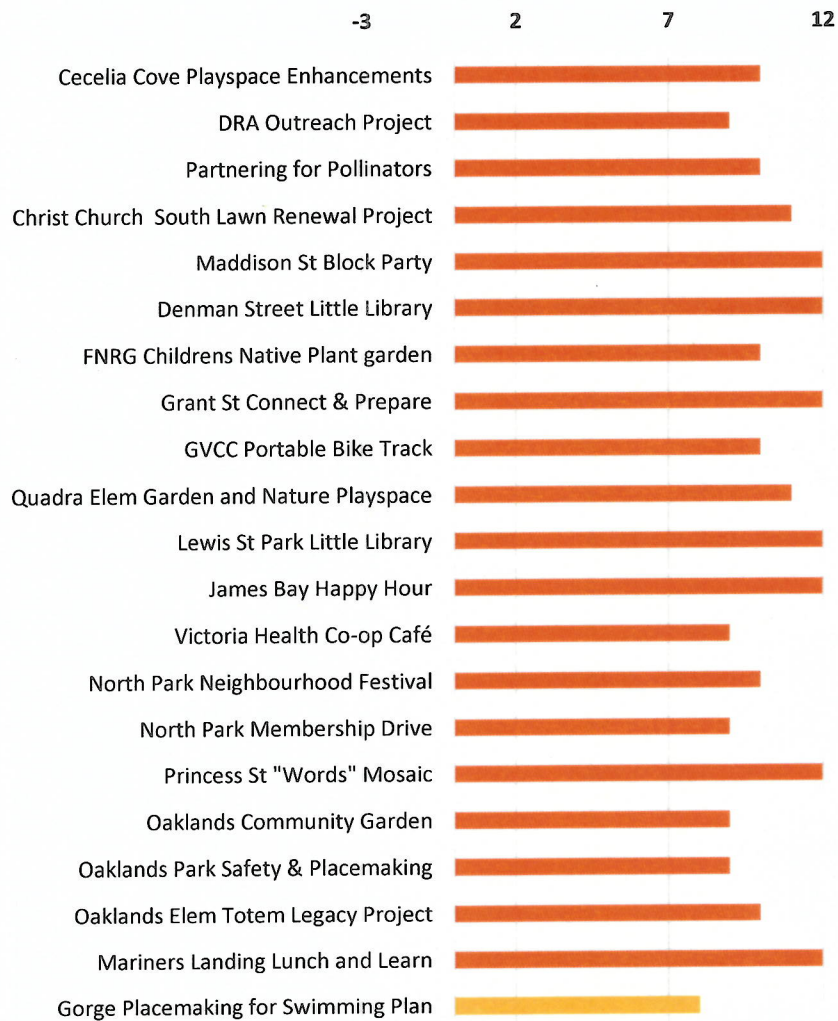
The evaluation considers the scale of the activity/project and the level of funding requested

| Criteria |  | Description  | 0             | 1    | 2              |
|----------|--|--|---------------|------|----------------|
| 1        | Consistency with MGN Grant Objectives  | To what extent does the activity or project meet grant program objectives for the level of funding requested   | None - Little | Some | High           |
| 2        | Community engagement and support for idea                                      | Has the community been consulted about the idea and do they strongly support it? Is there evidence that the community would strongly support the idea?   | None - Little | Some | High           |
| 3        | Community involvement during preparation and implementation                    | Have residents/organizations in the community been involved in the planning, preparation and undertaking of the project?   | None - Little | Some | High           |
| 4        | Projected community impact/value through having completed the activity/project | Will the <b>project</b> contribute to the quality of life in the neighbourhood over its lifespan? How much will it be used, seen or experienced? Will an <b>activity</b> have a strong and/or enduring impact? | None - Little | Some | High           |
| 5        | Organizer's capacity to complete (and sustain) the activity/project            | Is there confidence that the organizer will be successful? Are they open to staff assistance if needed? If placemaking, will they be able to look after the project over time?                                 | Some Concern  | Okay | Very Confident |
| 6        | Quality and viability of final proposal  | Is the plan well-developed and feasible? Is the timeline clear and reasonable? Are all areas of uncertainty well-addressed?  | Some Concern  | Okay | Very Confident |
|          |  |  | 0             | 1    | 2              |
|          |  |  | 0-12          |      |                |

## 2018 Spring Neighbourhood Grants - Evaluation

| Name of Project   |  | Score | Neighbourhood   | Applicant/Sponsor                        | Type        | Request  |
|---|--|-------|-----------------|--|-------------|----------|
| 1   | Cecelia Cove Playspace Enhancements      | 10    | Burnside Gorge  | Pacific Montessori Society               | Placemaking | \$5,000  |
| 2   | DRA Outreach Project                     | 9     | Downtown        | Downtown Residents Association           | Placemaking | \$5,000  |
| 3   | Partnering for Pollinators               | 10    | Downtown        | Downtown Residents Association           | Activity    | \$1,000  |
| 4   | Christ Church South Lawn Renewal Project | 11    | Fairfield       | Christ Church Cathedral                  | Placemaking | \$5,000  |
| 5   | Maddison St Block Party                  | 12    | Fairfield       | Fairfield Gonzales Community Association | Activity    | \$1,000  |
| 6   | Denman Street Little Library             | 12    | Fernwood        | Fernwood NRG                             | Placemaking | \$485    |
| 7   | FNRG Childrens Native Plant garden       | 10    | Fernwood        | Fernwood NRG                             | Placemaking | \$5,000  |
| 8   | Grant St Connect & Prepare               | 12    | Fernwood        | Resilient Streets                        | Placemaking | \$2,000  |
| 9   | GVCC Portable Bike Track                 | 10    | Hillside Quadra | Greater Victoria Cycling Coalition       | Placemaking | \$5,000  |
| 10  | Quadra Elem Garden and Nature Playspace  | 11    | Hillside Quadra | SD61                                     | Placemaking | \$5,000  |
| 11  | Lewis St Park Little Library             | 12    | James Bay       | Greater Victoria Placemaking Network     | Placemaking | \$615    |
| 12  | James Bay Happy Hour                     | 12    | James Bay       | JB Community School Society              | Activity    | \$1,000  |
| 13  | Victoria Health Co-op Café               | 9     | James Bay       | Victoria Health Cooperative              | Activity    | \$1,000  |
| 14  | North Park Neighbourhood Festival        | 10    | North Park      | North Park Neighbourhood Association     | Activity    | \$1,000  |
| 15  | North Park Membership Drive              | 9     | North Park      | North Park Neighbourhood Association     | Activity    | \$1,000  |
| 16  | Princess St "Words" Mosaic               | 12    | North Park      | Quadra Village Community Centre          | Placemaking | \$2,200  |
| 17  | Oaklands Community Garden                | 9     | Oaklands        | Oaklands Community Association           | Placemaking | \$5,000  |
| 18  | Oaklands Park Safety & Placemaking       | 9     | Oaklands        | Oaklands Community Association           | Placemaking | \$3,000  |
| 19  | Oaklands Elem Totem Legacy Project       | 10    | Oaklands        | SD61                                     | Placemaking | \$5,000  |
| 20  | Mariners Landing Lunch and Learn         | 12    | Vic West        | Resilient Streets                        | Activity    | \$1,000  |
| 21  | Gorge Placemaking for Swimming Plan      | 8     | Vic West        | Gorge Swim Festival Society              | Activity    | \$1,000  |
| The low score is <4, a moderate score is >4-8, and a high score is >8 |  |       |                 |  |             | \$56,300 |

## Score





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## My Great Neighbourhood Grant Application

### HOW TO APPLY:

1. Read the Application Checklist and other information on our website
2. Get all of your supporting information together
  - Project design and/or activity plan information, including site map and sketches/photos of project location
  - If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project must accompany the application. (If the applicant is successful, the cheque will be made out to the partnering not-for-profit organization, who will be responsible for administering the funding to the applicant).
2. Arrange to meet with your Neighbourhood Advisor as soon as possible to discuss your initial proposal (our names are listed on the last page of this application form).
3. Complete the application form and send it to [grants@victoria.ca](mailto:grants@victoria.ca)

**PROJECT TITLE:** Cecelia Cove Park Playspace Enhancements

### PROJECT TYPE:

(Check one)

☒ x Placemaking

☐ Activity

### CONTACT INFORMATION:

☒ X Not-for-Profit Organization, or

☐ Informal Group (not registered as a not-for-profit organization)

If you're applying as an informal group, please include a letter of support from a registered not-for-profit organization.

### PROJECT LEAD:

**Contact Name:** Jennifer Jakobsen (school parent) or Erin Hayes (Academic Head)

**Organization Name:** *(if applicable)* Selkirk Montessori School - Pacific Montessori Society

**Mailing Address:** 2970 Jutland Road, V8T 5K2

**Telephone:** 250-384-3414

**Email:** jenjakobsen@gmail.com. or erin@selkirkmontessori.ca

### PARTNERING NOT-FOR-PROFIT GROUP:

**Society Registration Number:** S-15519

**Contact Name:** Penny Barner

**Organization Name:** Pacific Montessori Society

**Mailing Address:** 2970 Jutland Rd, V8T 5K2

**Telephone:** 250-384-3414

**Email:** penny@selkirkmontessori.ca



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## My Great Neighbourhood Grant Application

**PROJECT DESCRIPTION:** Please describe your proposed project.

Selkirk Montessori School and the Pacific Montessori Society would like to invest in improvements of the public park at Cecelia Cove. Subject to input from the City we would like to complete the following projects to enhance the safety, aesthetic and playability of Cecelia Cove Park:

- Prune large hedges on South East side of Checkerboard to open up sight lines, reduce appeal as a sleeping spot and make it easier for School and Parks staff to safely inspect for drug paraphernalia and human waste. We would like to see the lower limbs removed from the hedges, leaving a tall canopy of foliage that starts at about 4 feet from the ground. This would create a natural tunnel for children to play in, but it would be open enough that adults could easily inspect for hazards.
- Create a full set of wooden disc checkers to be used for playing on the Checkerboard surface. These would be stored in a wagon at Selkirk Montessori School and made available to other community groups (BGCA, Stratas, Gov't Employees) for use.
- Create a circle of stump seats in the triangle of grass adjacent to the Galloping Goose Trail that can serve as an obstacle course, gathering place and outdoor classroom.
- Use logs or stumps to create terraced levels on the muddy slope to the South West of the checkerboard. This feature would create some amphitheater-style seating facing the checkerboard which lends itself naturally to use as an area for performances. Terracing this slope and resurfacing it with a hardy fescue should decrease ongoing maintenance issues and costs while increasing usability.
- Use logs or stumps to create an obstacle/ seating area in place of the muddy berm to the West of the Checkerboard surface.

**SUSTAINABILITY:** What is the intended lifespan for your proposed project?

<1 year      2 years      3 years      4 years      5 years      15 years (specify)

How will your project be maintained through its lifecycle and retired after its intended lifespan?

School staff perform daily site inspections of the "checkerboard area" to look for any hazards. Staff sweep gravel on a weekly basis. Volunteers from the school will perform an annual work party to prune the hedges back and do a thorough cleaning of the area.

Deficiencies and hazards that cannot be immediately rectified will be reported to the Parks department.

In 15 years time, the logs and stumps may deteriorate to the point where they need to be replaced. This could be done in partnership with the School and the City.

Who will assume responsibility for ensuring these actions are undertaken?





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## My Great Neighbourhood Grant Application

Selkirk Montessori Staff already perform the above mentioned daily and weekly inspections as per school policy. This will continue to happen once these improvements are in place.

**COMMUNITY INVOLVEMENT:** How will your proposed project involve the community during and following implementation?

- We have already consulted with Franc D'Ambrosio the designer of Cecelia Cove Park and the Selkirk Waterfront Development to ensure that our proposed improvements are in keeping with the original design aesthetic for the Park. He is in support of our proposal.
- Volunteers for the project will be recruited from the Selkirk Montessori School, Residences and Offices in the neighbourhood and Burnside Gorge Community Association.
- Once completed, the project will make Cecelia Cove Park more inviting to all.

**BENEFITS:** How will your proposed project benefit the community?

The above mentioned changes will make Cecelia Cove Park safer, more inviting and more useful for the greater community. This park is currently used by almost 300 students from Selkirk Montessori school, residents of the Selkirk Neighbourhood, Employees of the many nearby offices and people travelling along the Galloping Goose. The hedge pruning will increase sight lines into the area and reduce the appeal for use as a sleeping spot, drug use and other undesirable behaviour. The addition of the obstacle features will give children more opportunities to develop physical literacy by adding elements of balance and varying textures and surfaces. The stumps and logs will create many more places for people to sit, enjoy the scenery and connect with each other. The checker set will give community groups a fun activity to incorporate into events like the Selkirk Waterfront Festival, BCGEU BBQ and the Selkirk Montessori Fun Fair. All of these enhancements will improve the overall visual appeal of the Park and make it more welcoming outdoor community space.

**APPROVALS:** What approvals and/or other regulatory requirements must be met to complete your project? (e.g. property owner permission, Heritage Alteration Permit, etc.)

We are not aware of any permits or approvals required for this project.



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## My Great Neighbourhood Grant Application

**LIABILITY:** Are there aspects of your project that present risk to people or property? How will the risk be managed? (e.g. insurance)

Design of play features will consider playground design standards and best practices for safety and liability

If required we will obtain construction insurance for the duration of the project.

### PROJECT TIMELINE:

Start date: \_\_\_\_ Sept 2018 \_\_\_\_ Completion date: \_\_\_\_ Nov 2018 \_\_\_\_

(Projects must be completed within one year of receiving funds)

### PROJECT LOCATION:

Neighbourhood: \_\_\_\_ Selkirk \_\_\_\_

Street: \_\_\_\_ Waterfront Crescent \_\_\_\_

Address: \_\_\_\_ Cecelia Cove Park \_\_\_\_

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

| Date           | Milestone  |
|----------------|--|
| September 2018 | Consult with Parks Staff to finalize design and budget             |
| September 2018 | Secure Arborist or Developer to donate raw logs                    |
| September 2018 | First Volunteer Workparty to prune surrounding hedges              |
| October 2018   | Site Prep - level and grade, remove irrigation, shift large rocks  |
| October 2018   | Log Prep - need volunteers or parks staff with chainsaw experience |
| October 2018   | Volunteer Workparty to prepare checkers, sand/paint/decorate       |
| October 2018   | Installation of stumps - anchoring for safety                      |
| Nov 2018       | Volunteer Work Party for Installation of surface material          |
| Nov 2018       | Grand Opening!   |

### PROJECT COST:

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$ \_\_\_\_ 18,000 \_\_\_\_

Amount requested from the My Great Neighbourhood grant fund: \$ \_\_\_\_ 5,000 \_\_\_\_ (must not exceed 50% of total cost)



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## My Great Neighbourhood Grant Application

Please complete one of the following budgets (choose either Placemaking project or Activity Grant)

Budgets examples can be viewed on the website.

### PLACEMAKING PROJECT BUDGET:

| Items Funded by Grant   | Amount         |
|---|----------------|
| Parks Staff Labour  | \$4,000        |
| Parks Equipment   | \$1,000        |
|   |                |
|   |                |
|   |                |
|   |                |
|   |                |
| Project retirement cost and 15% maintenance contingency of total budget or as agreed with staff (\$1,500 max) |                |
| <b>TOTAL REQUESTED (must not exceed your Total Matching Contribution below)</b>                               | <b>\$5,000</b> |

| Items Provided by Applicant   | Amount          |
|---|-----------------|
| Financial Contribution  | 10,000          |
| To be used for materials (gravel/chips/hardware), professional services(landscape architect), insurance, labour |                 |
| Volunteer Labour 100 hours  | 2,000           |
| (Volunteers will be involved in pruning, making the checkers, site prep and construction (if qualified))        |                 |
| Logs/Stumps - to be secured via donation  | \$1,000         |
|   |                 |
|   |                 |
| <b>YOUR TOTAL MATCHING CONTRIBUTION</b>   | <b>\$13,000</b> |



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## My Great Neighbourhood Grant Application

### DECLARATION:

I certify that the information given in this application is correct. I agree to the following terms:

1. The grant application meets all the eligibility requirements of the My Great Neighbourhood Grant Policy.
2. The not-for-profit organization is not in arrears with the City.
3. The Project or Activity will be carried out when and as described in the application. If there are significant changes to the Project or Activity or it is not completed, I am responsible to notify the City of Victoria of any changes and am required to return the funds back to the City of Victoria.
4. I assume all liability for activities associated with Project or Activity implementation and for all life cycle costs described above.
5. The Project or Activity will be in compliance with all applicable municipal policies, bylaws and requirements of the City of Victoria respecting use of City property.
6. A final report conforming to the format on the last page of this application will be submitted.
7. I provide the City of Victoria permission to share my name and details of this application to outside organizations for the purpose of determining funds from those organizations for the project.
8. I acknowledge that information contained in this application will become a matter for the public record and is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act.

Date: April 15, 2018

Applicant Group/Resident Lead Name: Jennifer Jakobsen

Signature(s): Jennifer Jakobsen

☐ x I have completed the Readiness Checklist

### LIST OF ATTACHMENTS:

- ☐ X Design information, including site map and visuals of Project or Activity location
- ☐ If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project needs to accompany the application. If the applicant is successful, the grant payment will be made to the not-for-profit organization to administer to the group they are supporting.

### Mandatory pre-application meetings must take place by March 30, 2018

Please submit this application with all applicable attachments to [grants@victoria.ca](mailto:grants@victoria.ca) by **April 15, 2018**.

Any questions may be directed to your Neighbourhood Advisor for the proposed location (see below).

Burnside-Gorge, Oaklands, Quadra-Hillside, Rockland

- Gary Pemberton: [gpemberton@victoria.ca](mailto:gpemberton@victoria.ca)

Downtown-Harris Green, Fernwood, North Park, Victoria West

- Michael Hill: [mhill@victoria.ca](mailto:mhill@victoria.ca)

Fairfield-Gonzales, North Jubilee, South Jubilee, James Bay

- Kimberley Stratford: [kstratford@victoria.ca](mailto:kstratford@victoria.ca)

Thank you for your application!



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## My Great Neighbourhood Grant Application

**PROJECT TITLE:** Victoria Downtown Residents Association Outreach Project 2018

**PROJECT TYPE:**

Placemaking

**CONTACT INFORMATION:**

Not-for-Profit Organization

**PROJECT LEAD:**

Contact Name: Dianne Flood / Paul Gandall

Mailing Address: 101 – 1020 View St. Victoria, BC V8V 4Y4 / 1715 Government St. Victoria, BC V8W 1Z4

Telephone: (250)896-6705 / (250)230-5090

Email: [dianneflood@me.com](mailto:dianneflood@me.com) / [chair@victoriadra.ca](mailto:chair@victoriadra.ca)

**PARTNERING NOT-FOR-PROFIT GROUP:**

Society Registration Number: S-0048117

Contact Name: Paul Gandall

Organization Name: Victoria Downtown Residents Association

Mailing Address: 1715 Government St. Victoria, BC V8W 1Z4

Telephone: (250)230-5090

Email: [chair@victoriadra.ca](mailto:chair@victoriadra.ca)

**PROJECT DESCRIPTION:** Please describe your proposed project.

The project has two elements to it:

Part 1: To develop portable infrastructure that will signal to members of the community the presence of the Downtown Residents Association (DRA) at events in order to interact with the community and increase ease of engagement for stakeholders. This will, primarily, take the form of a Bicycle kiosk with appropriate branding and branded tools, clothing and signage for volunteers operating the kiosk. Quotes from local suppliers and/or educational institutions will be obtained via a tendering process for most of these items as part of the implementation of the grant funding.

Part 2: To enlist appropriate expertise to build institutional capacity in the area of community outreach in order to design and implement a membership drive to increase awareness of the DRA among the residents of Downtown-Harris Green. This role(s) will involve facilitating the workshop(s) and then coordination of volunteers during the actual outreach effort.

**SUSTAINABILITY:** What is the intended lifespan for your proposed project?

Part 1 is intended to last for >5 years Part 2 will be completed in the first calendar year following funding

How will your project be maintained through its lifecycle and retired after its intended lifespan?

The DRA will be responsible for ongoing maintenance and decommissioning of the infrastructure.





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## My Great Neighbourhood Grant Application

Who will assume responsibility for ensuring these actions are undertaken?

The Board of Directors of the of the Victoria Downtown Residents Association will direct the organization to ensure compliance.

**COMMUNITY INVOLVEMENT:** How will your proposed project involve the community during and following implementation?

Part 1 will facilitate ongoing community involvement with local government, urban livability and social initiatives by encouraging increased community involvement in the local non-profit sector. The DRA lacks a permanent physical presence in the community. The kiosk, when deployed in community space, will provide a physical access point for community members to gain awareness of and participate in their neighborhood association and by extension many other local groups. Specifically, having this infrastructure will be invaluable in both increasing visibility at neighborhood events and in providing an alternative means of engagement that is not solely reliant on web-based modes of communication and poster advertising.

For example, the types of events (this calendar year is provided as an example) that would benefit from the use of the kiosk are:

Car Free YYJ: JUN'18  
Pollinator Partnership Event @ YSCG: JUN'18  
Silent Disco: JUL '18  
Eats & Beats: AUG'18  
All-Candidates Event: OCT'18  
Mayoral Candidates Event: OCT'18  
Wicked Victoria: OCT'18  
Get Downtown: RECCURING MONTHLY

It would also be anticipated that the ease of use (mobile and able to reach any location accessible by a road bike) that the kiosk would provide would encourage it to be used by volunteers at new events such as the recent opening of the new Johnson St. bridge, Chinese New Year, Symphony Splash and other City of Victoria or private events of that type. This would encourage further involvement and partnerships between the DRA, community members and local stakeholder organizations, both public and private.

Part 2 is designed to accomplish the same goal, of increasing participation and visibility, but approaches the task from the opposite direction: To engage community stakeholders outside of local events, through effective and coordinated direct outreach into the community by existing DRA Volunteers and via training to provide downstream capacity building.

**BENEFITS:** How will your proposed project benefit the community?

There will be both direct benefits and flow through benefits from this project.

- 1) The visible presence of a neighborhood association at public events adds value and increases the success of the event, as would the participation of any key local organization. Likewise, the connections that can be established via outreach are, regardless of any future involvement by the community member, an opportunity to participate and a benefit to both the community and the organization, as such.
- 2) Longer term, the increase in the membership of the organization and the opportunity for ongoing involvement for community members will ensure that the DRA is able to reflect the values and goals of its stakeholders. It will, if it grows in concert with the demographics of Downtown-Harris Green, have the capacity to better function in its role as a means of direct citizen participation in the development of this vibrant and rapidly changing area of the city.

**APPROVALS:** What approvals and/or other regulatory requirements must be met to complete your project? (e.g. property owner permission, Heritage Alteration Permit, etc.)

None Required.

**LIABILITY:** Are there aspects of your project that present risk to people or property? How will the risk be managed? (e.g. insurance)

There are the normal risks associated with an organization participating in public events: Including, but not limited to: risks to members of the community, volunteers and damage to property. These should all be able to be mitigated by effective policies, insurance provided by the occupier of any event space and the insurance carried by the DRA.



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## My Great Neighbourhood Grant Application

### PROJECT TIMELINE:

Start date: May 2018 Completion date: May 2019

### PROJECT LOCATION:

Neighborhood: Downtown-Harris Green

### WORKPLAN SCHEDULE:

| Date           | Milestone  |
|----------------|--|
| May 2018       | DRA Membership Committee Plan  |
| September 2018 | Deadline for quotes for workshop and coordinator role                        |
| October 2018   | DRA Membership Committee Plan Review   |
| October 2018   | Deadline for quotes for kiosk deliverables                                   |
| March 2019     | Deadline for supply of kiosk and branded materials from selected provider(s) |
| May 2019       | DRA Membership Committee Review of Process and Results                       |
|                |  |
|                |  |

### PROJECT COST:

What is the total cost of the proposed project: \$10,340

Amount requested from the My Great Neighborhood grant fund: \$5000

### PLACEMAKING PROJECT BUDGET:

| Items Funded by Grant  | Amount    |
|--|-----------|
| Bicycle Kiosk and Branded Materials                                      | \$4000    |
| Workshop Facilitator   | \$500     |
| Outreach Coordinator   | \$500     |
|  |           |
|  |           |
|  |           |
| TOTAL REQUESTED (must not exceed your Total Matching Contribution below) | \$ \$5000 |

| Items Provided by Applicant - Labour - \$20hr   | Amount |
|---|--------|
| Design and Implementation - 5ppl x 15hrs (75hrs)  | \$1500 |
| Outreach Campaign - 20ppl x 6hrs (120hrs)   | \$2400 |
| Bicycle Kiosk Operation for first year - 3ppl x 6hrs x 4 Events (Minimum see above) (72hrs) | \$1440 |
|   |        |
| YOUR TOTAL MATCHING CONTRIBUTION  | \$5340 |



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## My Great Neighbourhood Grant Application

### DECLARATION:

I certify that the information given in this application is correct. I agree to the following terms:

1. The grant application meets all the eligibility requirements of the My Great Neighbourhood Grant Policy.
2. The not-for-profit organization is not in arrears with the City.
3. The Project or Activity will be carried out when and as described in the application. If there are significant changes to the Project or Activity or it is not completed, I am responsible to notify the City of Victoria of any changes and am required to return the funds back to the City of Victoria.
4. I assume all liability for activities associated with Project or Activity implementation and for all life cycle costs described above.
5. The Project or Activity will be in compliance with all applicable municipal policies, bylaws and requirements of the City of Victoria respecting use of City property.
6. A final report conforming to the format on the last page of this application will be submitted.
7. I provide the City of Victoria permission to share my name and details of this application to outside organizations for the purpose of determining funds from those organizations for the project.
8. I acknowledge that information contained in this application will become a matter for the public record and is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act.

Date: April 15, 2018

Applicant Group Name: Victoria Downtown Residents Association

Signature(s):

Paul Gandall – President DRA

Dianne Flood – Membership Secretary DRA

I have completed the Readiness Checklist - YES

## IA

### HOW TO APPLY:

1. Read the Application Checklist and other information on our website
2. Get all of your supporting information together
  - Project design and/or activity plan information, including site map and sketches/photos of project location
  - If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project must accompany the application. (If the applicant is successful, the cheque will be made out to the partnering not-for profit organization, who will be responsible for administering the funding to the applicant).
2. Arrange to meet with your Neighbourhood Advisor as soon as possible to discuss your initial proposal (our names are listed on the last page of this application form).
3. Complete the application form and send it to [grants@victoria.ca](mailto:grants@victoria.ca)

**PROJECT TITLE: South Lawn Renewal Project, Christ Church Cathedral**

### PROJECT TYPE:

(Check one)

**Placemaking (Check)**

Activity

### CONTACT INFORMATION:

**Not-for-Profit Organization, (Check) or**

Informal Group (not registered as a not-for-profit organization)

If you're applying as an informal group, please include a letter of support from a registered not-for-profit organization.

### PROJECT LEAD:

Contact Name: **Malcolm Read, South Lawn Project Lead**

Organization Name: **Christ Church Cathedral**

Mailing Address: **930 Burdett Ave., Victoria, BC, V8V 3G8**

Telephone: **250-383-2714**

Email: [readmac100@gmail.com](mailto:readmac100@gmail.com)

[cccadmin@christchurchcathedral.bc.ca](mailto:cccadmin@christchurchcathedral.bc.ca)

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### PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: \_

Contact Name: \_

Organization Name: \_

Mailing Address: \_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

## IA

**PROJECT DESCRIPTION:** Please describe your proposed project.

The South Lawn of Christ Church Cathedral is a treasured green space in the centre of Victoria, much appreciated by our community and visitors. The South Lawn provides one of the very few green spaces in the downtown area where people can reflect and meditate or simply rest as they enjoy coffee and conversation in a peaceful natural setting. The importance of the South Lawn to our community will grow as the area experiences rapid population growth from new development.

The South Lawn serves an important function as a safe recreation space where Cathedral School students and children in the YMCA/YWCA's childcare program come for play in a natural setting. It also serves as a site for inspiring music events during summer months.

The South Lawn Project has been initiated to enhance the beauty and functionality of this important area. A conceptual design has been developed that will enhance its aesthetic appeal, reflect the spiritual mission of the Cathedral, and provide interpretive signage that communicates the rich history of the Cathedral, the lands it occupies and the connection to its First Nations heritage.

The proposal is designed to enhance the appeal of the surrounding area for current and new residents as all will be welcomed into this special place. The project team is open to ideas that might improve the design and invites all to assist in achieving the vision for renewal of this vital community resource.

The key elements of the proposed design are: shown on the concept drawing (attached) by numbered circles (1 – 11).

1. Install a **4 foot high metal fence** along the Burdett Ave and Quadra Street sides, similar to the fencing around the Deanery,
2. Replace the existing 8 foot wide asphalt walkway with a **8 foot wide concrete walkway**,
3. Install concrete bench pads around the South Lawn to accommodate up to twelve 8-foot **benches**,
4. Renovate the **main lawn area**,
5. Install **interpretive signs**,
6. Create a **border of native plants** with four seasons interest (shrubs, perennials and ground covers) along the east, south and west sides of the space,
7. Install garden lighting throughout the native plant garden and borders to enhance security and provide interest at night,
8. Update irrigation system,
9. Convert the current lawn area between the Cathedral and the walkway into a **native plant garden** with four seasons interest,



## IA

- 10.** Install **gateposts** on either side of the 2 South Lawn entrances, e.g. from Quadra Street and from the south parking lot. It is envisioned that these will be squared 8"x 8" or 10" x 10" timber gateposts with a height of 7 to eight feet. They would be carved by local First Nations' artists to illustrate important culture traditions,
- 11.** Install some form of donor recognition for those individuals and organizations that provided funding of the South Lawn Renewal Project.

**SUSTAINABILITY:** What is the intended lifespan for your proposed project?

<1 year      2 years      3 years      4 years      5 years      10 + \_\_\_ years (specify)

How will your project be maintained through its lifecycle and retired after its intended lifespan? **A volunteer project team under the supervision of Cathedral staff and parish council will maintain the lawn, gardens and infrastructure of the project. This is consistent with a long-standing practice for maintenance of the building and grounds of the Cathedral.**

Who will assume responsibility for ensuring these actions are undertaken? **CATHEDRAL STAFF UNDER SUPERVISION OF THE CATHEDRAL DEAN AND PARISH COUNCIL.**

**COMMUNITY INVOLVEMENT:** How will your proposed project involve the community during and following implementation? **INPUT IS SOUGHT FROM THE COMMUNITY THROUGH A SERIES OF PLANNED OPEN HOUSES. ONCE COMPLETED, THE LAWN AND GROUNDS WILL BE OPEN TO THE COMMUNITY AND VISITORS AT ALL TIMES.**

**BENEFITS:** How will your proposed project benefit the community? **The project will enhance the beauty of this important green space in the city core and will be available to all as a place for rest and recreation in an area that has few alternatives.**

**APPROVALS:** What approvals and/or other regulatory requirements must be met to complete your project? (e.g. property owner permission, Heritage Alteration Permit, etc.). **Heritage approvals will be needed and obtained for the replacement fencing. All other improvements have been approved and authorized by Cathedral leadership which oversees the property. City input and whatever authorization is requested and required will be obtained for all changes.**

**LIABILITY:** Are there aspects of your project that present risk to people or property? How will the risk be managed? (e.g. insurance)

Risk is limited by the lack of climbing equipment for children. Liability insurance is maintained by the Cathedral Precinct should harm or injury occur. During construction, for example of fencing, walkways and benches, work areas will be cordoned off and all contractors will be required to maintain insurance.

### PROJECT TIMELINE:

Start date: **July 1, 2018** Completion date: **The stage of the project for which the grant funds will be used will be completed by June 1, 2019.**

(Projects must be completed within one year of receiving funds)

### PROJECT LOCATION:

Neighbourhood: **Fairfield**

Street: **Burdett Ave and Quadra St**

Address: **911 Quadra St, south side of building**

## 1A

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

| Date     | Milestone  |
|----------|--|
| 07/01/18 | Funds raised, approvals received, project implementation initiated |
| 10/01/18 | Fencing and walkway renewal completed (steps 1 and 2)              |
| 11/01/18 | Step 3- bench slabs laid   |
| 12/30/19 | Steps 4 and 8 completed  |
| 12/30/20 | Steps 5, 6, 9 and 10 completed                                     |
| 09/01/21 | Step 11 completed  |
|          |  |
|          |  |

### PROJECT COST:

What is the total cost of the proposed project (including in kind labour and donated goods and services): **\$ 160,000.00**

Amount requested from the My Great Neighbourhood grant fund: **\$ 5,000.00** (must not exceed 50% of total cost)

Please complete one of the following budgets (choose either Placemaking project or Activity Grant)

Budgets examples can be viewed on the website.

### PLACEMAKING PROJECT BUDGET:

Project Budget Total

| Project Phase | Project Component                               | Cost Estimate    |
|---------------|---|------------------|
| 1             | 4 foot high metal fence <sup>1</sup>            | \$20,000         |
| 2             | 8 foot wide concrete walkway                    | \$10,000         |
| 3             | Concrete bench pads & benches (12) <sup>2</sup> | \$20,000         |
| 4             | Renovate main lawn <sup>3</sup>                 | \$10,000         |
| 5             | Interpretive signs                              | \$15,000         |
| 6             | Native plant border <sup>4</sup>                | \$5,000          |
| 7             | Garden lighting                                 | \$5,000          |
| 8             | Upgrade irrigation system                       | \$10,000         |
| 9             | Native plant garden <sup>4</sup>                | \$5,000          |
| 10            | Entrance gateposts <sup>5</sup>                 | \$20,000         |
| 11            | Donor recognition signage                       | \$2,000          |
|               | Design and Installation <sup>6</sup>            | \$20,000         |
|               | <b>Sub Total</b>                                | <b>\$142,000</b> |
|               | Contingency                                     | \$18,000         |
|               | <b>Total</b>                                    | <b>160,000</b>   |

# Christ Church Cathedral South Lawn Area

Write a description for your map.

## Legend

- Christ Church
- Christ Church
- Feature 1
- Feature 2
- Feature 3
- Pioneer Square



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T: 250.683.7000 ext. 222

DOCUMENT REC'D

APR 13 2018

PUBLIC SERVICE CENTRE  
CITY OF VICTORIA

## My Great Neighbourhood Grant Application

### HOW TO APPLY:

1. Read the Application Checklist and other information on our website
2. Get all of your supporting information together

Project design and/or activity plan information, including site map and sketches/photos of project location

If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project must accompany the application. (If the applicant is successful, the cheque will be made out to the partnering not-for profit organization, who will be responsible for administering the funding to the applicant).

3. Arrange to meet with your Neighbourhood Advisor as soon as possible to discuss your initial proposal (our names are listed on the last page of this application form).
4. Complete the application form and send it to [grants@victoria.ca](mailto:grants@victoria.ca)

PROJECT TITLE: Little street library

### PROJECT TYPE:

(check one)

- ☒ Placemaking  
☐ Activity

### CONTACT INFORMATION:

- ☐ Not-for-Profit Organization, or  
☒ Informal Group (not registered as a not-for-profit organization)

If you're applying as an informal group, please include a letter of support from a registered not-for-profit organization.

### PROJECT LEAD:

Contact Name: Lena Kirkman (and Andre Obievaar)  
Organization Name: Block Watch  
Mailing Address: 1250 Glenman St Victoria B.C. V8T1L8  
Telephone: 250 386 5307  
Email: bostonj1@gmail.com

### PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: \_\_\_\_\_  
Contact Name: Catrina Foran  
Organization Name: Fernwood NRG  
Mailing Address: 1240 Gladstone Ave Vic BC V8T 1G8  
Telephone: 252 381 1552  
Email: info@fernwoodnrg.co

**PROJECT DESCRIPTION** Please describe your proposed project.

We want to enhance our block with the addition of a beautiful little street library to be placed in a yard with good access from the sidewalk.

**SUSTAINABILITY:** What is the intended lifespan for your proposed project?

<1 year    2 years    3 years    4 years    5 years    \_\_\_\_ years (specify)

How will your project be maintained through its lifecycle and retired after its intended lifespan?

The residents of our block will keep it in good order with regular inspections, painted and/or repaired when needed.

Who will assume responsibility for ensuring these actions are undertaken?

The block watch captain Georgina Kirkman and co-captain Andre Oliveira.

**COMMUNITY INVOLVEMENT:** How will your proposed project involve the community during and following implementation?

Members of the street (community) residents will lend their expertise (artists, management, skilled labour) donating time, materials and energy for design, shopping, building materials, installation, maintenance and utilization. Donations of materials, books, for a minimum of two years.

**BENEFITS:** How will your proposed project benefit the community?

A focal point for sharing knowledge; social/personal interactions; increased literacy, social values. Pride of community. Human contact! Save books from landfill. Street/block beautification. Enhanced sense of community. Sharing with others who pass by.



Please complete one of the following budgets (choose either Placemaking project or Activity Grant)

Budgets examples can be viewed on the website

**PLACEMAKING PROJECT BUDGET:**

| Items Funded by Grant   | Amount  |
|---|---------|
| building materials - lumber, glass or plexiglass  | 170.    |
| screws, nails, glue   | 10.     |
| hardware (hinges, etc)  | 20.     |
| paint and painting supplies   | 30.     |
| bag of quick-set concrete   | 15.     |
| paid carpentry - 4 hours  | 160.    |
| maintenance fund (2 yrs)  | 80.     |
| Project retirement cost and 15% maintenance contingency of total budget or as agreed with staff (\$1,500 max) |         |
| TOTAL REQUESTED (must not exceed your Total Matching Contribution below)                                      | 485 \$  |
| Items Provided by Applicant   | Amount  |
| 10 hrs labour by residents (design, shop, delivery, decorate, install, assist with construction etc)          | 200.    |
| loans of tools by residents   | 50.     |
| project management and community consult  | 100.    |
| donations of other materials  | 50.     |
| donations of stock (library books!)   | 80.     |
| misc costs (photocopying, printing etc)   | 20.     |
| YOUR TOTAL MATCHING CONTRIBUTION  | \$ 500. |



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## My Great Neighbourhood Grant Application

**APPROVALS:** What approvals and/or other regulatory requirements must be met to complete your project? (e.g. property owner permission, Heritage Alteration Permit, etc.)

We have the approval of the resident at 1264 Denman to put up the library near the back of the fence facing the sidewalk.

**LIABILITY:** Are there aspects of your project that present risk to people or property? How will the risk be managed? (e.g. insurance)

no foreseeable liabilities

### PROJECT TIMELINE

Start date: June 1/18 Completion date: July 15/18

(Projects must be completed within one year of receiving funds)

### PROJECT LOCATION:

Neighbourhood: Fernwood  
Street: the 1200 block Denman  
Address: actual location of finished project - 1264 Denman

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

| Date    | Milestone                            |
|---------|--------------------------------------|
| June 1  | complete plan, design of library box |
| June 4  | purchase needed materials            |
| June 6  | engage carpenter                     |
| June 10 | painting, finishing, decorating      |
| June 20 | installation at 1264 Denman St       |
| June 23 | stocking with books                  |
| July 3  | report to City                       |

### PROJECT COST:

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$ 985.00

Amount requested from the My Great Neighbourhood grant fund: \$ 485.00 (must not exceed 50% of total cost)



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## My Great Neighbourhood Grant Application

### DECLARATION:

I certify that the information given in this application is correct. I agree to the following terms.

1. The grant application meets all the eligibility requirements of the My Great Neighbourhood Grant Policy.
2. The not-for-profit organization is not in arrears with the City.
3. The Project or Activity will be carried out when and as described in the application. If there are significant changes to the Project or Activity or it is not completed, I am responsible to notify the City of Victoria of any changes and am required to return the funds back to the City of Victoria.
4. I assume all liability for activities associated with Project or Activity implementation and for all life cycle costs described above.
5. The Project or Activity will be in compliance with all applicable municipal policies, bylaws and requirements of the City of Victoria respecting use of City property.
6. A final report conforming to the format on the last page of this application will be submitted.
7. I provide the City of Victoria permission to share my name and details of this application to outside organizations for the purpose of determining funds from those organizations for the project.
8. I acknowledge that information contained in this application will become a matter for the public record and is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act.

Date April 13, 2018

Applicant Group/Resident Lead Name G. Kirkman Gena Kirkman

Signature(s) G. Kirkman / A. Chiu A. OOLEVAAZ

250 388 9958

☒ I have completed the Readiness Checklist

### LIST OF ATTACHMENTS:

- ☒ Design information, including site map and visuals of Project or Activity location
- ☒ If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project needs to accompany the application. If the applicant is successful, the grant payment will be made to the not-for-profit organization to administer to the group they are supporting.

**Mandatory pre-application meetings must take place by March 30, 2018**

Please submit this application with all applicable attachments to [grants@victoria.ca](mailto:grants@victoria.ca) by **April 15, 2018**.

Any questions may be directed to your Neighbourhood Advisor for the proposed location (see below)

Burnside-Gorge, Oaklands, Quadra-Hillside, Rockland

- Gary Pemberton: [gpemberton@victoria.ca](mailto:gpemberton@victoria.ca)

Downtown-Harris Green, Fernwood, North Park, Victoria West

- Michael Hill: [mhill@victoria.ca](mailto:mhill@victoria.ca)

Fairfield-Gonzales, North Jubilee, South Jubilee, James Bay

- Kimberley Stratford: [kstratford@victoria.ca](mailto:kstratford@victoria.ca)

Thank you for your application!



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## My Great Neighbourhood Grant Application

### HOW TO APPLY:

1. Read the Application Checklist and other information on our website
2. Get all of your supporting information together
  - Project design and/or activity plan information, including site map and sketches/photos of project location
  - If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project must accompany the application. (If the applicant is successful, the cheque will be made out to the partnering not-for-profit organization, who will be responsible for administering the funding to the applicant).
2. Arrange to meet with your Neighbourhood Advisor as soon as possible to discuss your initial proposal (our names are listed on the last page of this application form).
3. Complete the application form and send it to [grants@victoria.ca](mailto:grants@victoria.ca)

PROJECT TITLE: \_\_\_\_\_

### PROJECT TYPE:

(Check one)

- ☒ Placemaking
- ☐ Activity

### CONTACT INFORMATION:

- ☒ Not-for-Profit Organization, or
- ☐ Informal Group (not registered as a not-for-profit organization)

If you're applying as an informal group, please include a letter of support from a registered not-for-profit organization.

### PROJECT LEAD:

Contact Name: Carina Foran

Organization Name: Fernwood Neighbourhood Resource Group Society

Mailing Address: 1240 Gladstone Ave. V8T 1G6

Telephone: 250-381-1552 ext. 110

Email: carina@fernwoodnrg.ca

### PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: 107390982 RR0001 Contact Name: Carina Foran, Director Fernwood Community Centre

Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

FOR MORE INFORMATION, VISIT [VICTORIA.CA/GRANTS](http://VICTORIA.CA/GRANTS)



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## My Great Neighbourhood Grant Application

**PROJECT DESCRIPTION:** Please describe your proposed project.

The Children's Native Plant Garden is a place making project which will bring Fernwood community members together to create an educational native plant garden in an underutilized green space. The area is currently very difficult to maintain and has been identified as a space needing attention. This garden will bring community members, including neighbours, residents of Fernwood, and parents of children in our child care programs, together to revitalize a currently neglected space on a busy thoroughfare on Gladstone Avenue. Native plants will be accompanied by educational signage visible to all who pass by. Sitting stumps will encourage the public and children to interact with the garden. Signs will explain the plant types, benefits, how the garden was created by the community, and how it is used as an educational component for children and the neighbourhood. Anyone passing by will benefit from the garden through educational opportunities and a revitalized space. Everyone involved will be leaving a legacy garden for generations of community members and children to enjoy.

A certified permaculture instructor and landscape business owner will lead the garden work parties with community members, prep the site, and finalize installation. He has provided garden maintenance in 2017 and is our Community Garden Volunteer Coordinator in 2018.

Fernwood NRG has successfully managed the development and maintenance of three Community Gardens including the Community Kitchen Garden, the Fernwood Community Orchard, and Spring Ridge Common, totaling over a half acre of gardens. We also have a dedicated Communications and Events team to support with the celebration, outreach, promotions, and social media. Our Child Care team is enthusiastic about incorporating the garden into curriculum. The staff contact person at Fernwood NRG has been developing community projects with the organization for four years, and has been trained as an organic grower and currently operates a small flower farm.

**SUSTAINABILITY:** What is the intended lifespan for your proposed project?

<1 year

**2 years**

3 years

4 years

5 years

\_10+\_ years (specify)

How will your project be maintained through its lifecycle and retired after its intended lifespan?

Through intentional design and implementation we will create a low maintenance garden that can be easily maintained for 2 years. The little required maintenance will be built into program curriculum and on-going volunteer and community building opportunities. Maintenance of the garden will be built into bi-annual community engagement opportunities where parents and community members are invited to "open" and "close" the garden. We will invest in high quality irrigation systems, automatic timers, professional horticulture design, and quality plants to ensure long-term success of the site. After 2 years the plants should have grown big enough to shade out weed pressure, lowering maintenance needs. We will conduct an assessment at that point to assess longer term maintenance needs.

Who will assume responsibility for ensuring these actions are undertaken?

Fernwood NRG, Carina Foran, Fernwood Community Centre Director

**COMMUNITY INVOLVEMENT:** How will your proposed project involve the community during and following implementation?

CITY OF VICTORIA - MY GREAT NEIGHBOURHOOD GRANT APPLICATION





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## My Great Neighbourhood Grant Application

Community involvement is fundamental to executing and maintaining this project. We will invite Fernwood residents with a particular attention to engaging neighbours and parents of children in our child care programs to create the garden through a series of community work parties as well as two additional yearly opportunities to join the "Opening the Garden" and "Closing the Garden" work party.

We have surveyed nearly one hundred community members who have their children in our child care programs. 100% of respondents said they support the project, 61.5% said they are interested in participating in the creation of an educational garden, and 61.5% said they are interested in supporting the on-going maintenance through volunteerism. The garden will create a new opportunity for community members to get together to create and maintain something to be proud of.

Some comments from the survey:

"I walk past that all the time wondering what it could be used for because it's unused space. This is amazing..."

"Wonderful idea, fully support this!"

"A garden that is sensory and edible would be a wonderful addition!"

Once complete, we will host an Open House and Celebration event offering a tour of the garden, food and drink.

### **BENEFITS:** How will your proposed project benefit the community?

Multiple sectors of the community will benefit in a variety of ways.

- a. The general Fernwood neighbourhood will benefit from a revitalized space. The garden site is located on Gladstone Avenue to the east of the Fernwood Community Centre and is bordered by a commonly used stairwell to access Stevenson Park. It is currently difficult to maintain and overgrown with weeds. Hundreds of residents pass this site everyday. The public can directly access a large part of the garden.
- b. Everyone who walks by and accesses the public garden will benefit by interacting with plants, learning through educational signage describing the history of the garden, the plants and their benefits and uses, as well as thanking all involved.
- c. Fernwoodians including youth, neighbours and parents of children in our child care programs will benefit by coming together to create a legacy garden not only for their children but for hundreds of children who will learn from and use the garden into the future.
- d. Fernwoodians including youth, neighbours and parents of children in our child care programs will benefit for years to come through bi-annual community building work parties. Together they will work together to maintain a place to be proud of.

### **APPROVALS:** What approvals and/or other regulatory requirements must be met to complete your project? (e.g. property owner permission, Heritage Alteration Permit, etc.)

Fernwood NRG holds a forthcoming operating agreement with the City of Victoria in which we are responsible for the grounds immediately surrounding the Centre.

Supervisor of Facilities Maintenance, Mike Friday, has been briefed on the project and has cleared that water lines are well away from the proposed garden work.

We have contacted BC One Call and there appears to be no concern. We will need to call again closer to project commencement. Correspondence attached.

FILED IN: C:\Users\mfriday\Documents\My Great Neighbourhood Grant Application



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## My Great Neighbourhood Grant Application

Please complete one of the following budgets (choose either Placemaking project or Activity Grant)

Budgets examples can be viewed on the website.

### PLACEMAKING PROJECT BUDGET:

| Items Funded by Grant  | Amount         |
|--|----------------|
| Irrigation for approximately 100 linear feet (drip-line, timer, pressure reducer, end caps, t-valve, hold down stakes, etc.) | \$150          |
| Cedar for retaining wall and accessories   | \$350          |
| Compost for remaining garden beds  | \$150          |
| Landscape fabric   | \$100          |
| Native Plants  | \$350          |
| Professional services for irrigation install, garden install and instructing volunteers.                                     | \$2750         |
| Professional weatherproof educational signage and mounting   | \$200          |
| Professional clean-up and dump run   | \$100          |
| Sourcing logs and/or tires for seating   | \$100          |
| Project retirement cost and 15% maintenance contingency of total budget or as agreed with staff (\$1,500 max)                | \$750          |
| <b>TOTAL REQUESTED (must not exceed your Total Matching Contribution below)</b>  | <b>\$5,000</b> |

| Items Provided by Applicant  | Amount         |
|--|----------------|
| Staff wages for project coordination   | \$600          |
| Volunteer labour (12 participants/work party x 3 work parties x 4hrs/work party) | \$2,880        |
| Open House Celebration (rental, staff wages, food)                               | \$400          |
| Promotions (posters, handbills, design, online promotions)                       | \$150          |
| Professional services for retaining wall   | \$450          |
| Professional services for designing educational signage                          | \$300          |
| Miscellaneous supplies (in-kind/purchased)                                       | \$100          |
| Woodchip   | \$400          |
| Mulch  | \$400          |
| Plants for remaining beds  | \$300          |
| <b>YOUR TOTAL MATCHING CONTRIBUTION</b>  | <b>\$5,980</b> |

THE CITY OF VICTORIA, 1 CENTENNIAL SQUARE, VICTORIA, BC V8W 1P6



1 Centennial Square Victoria,  
BC V8W 1P6  
1-800-661-2282

## My Great Neighbourhood Grant Application

### DECLARATION:

I certify that the information given in this application is correct. I agree to the following terms:

1. The grant application meets all the eligibility requirements of the My Great Neighbourhood Grant Policy.
2. The not-for-profit organization is not in arrears with the City.
3. The Project or Activity will be carried out when and as described in the application. If there are significant changes to the Project or Activity or it is not completed, I am responsible to notify the City of Victoria of any changes and am required to return the funds back to the City of Victoria.
4. I assume all liability for activities associated with Project or Activity implementation and for all life cycle costs described above.
5. The Project or Activity will be in compliance with all applicable municipal policies, bylaws and requirements of the City of Victoria respecting use of City property.
6. A final report conforming to the format on the last page of this application will be submitted.
7. I provide the City of Victoria permission to share my name and details of this application to outside organizations for the purpose of determining funds from those organizations for the project.
8. I acknowledge that information contained in this application will become a matter for the public record and is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act.

Date: April 13 2018

Applicant Group/Resident Lead Name: Fernwood NRG

Signature(s):

☒ I have completed the Readiness Checklist

### LIST OF ATTACHMENTS:

- ☒ Design information, including site map and visuals of Project or Activity location
- ☐ If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project needs to accompany the application. If the applicant is successful, the grant payment will be made to the not-for-profit organization to administer to the group they are supporting.

**Mandatory pre-application meetings must take place by March 30, 2018**

Please submit this application with all applicable attachments to [grants@victoria.ca](mailto:grants@victoria.ca) by April 15, 2018.

Any questions may be directed to your Neighbourhood Advisor for the proposed location (see below).

Burnside-Gorge, Oaklands, Quadra-Hillside, Rockland

- Gery Pemberton: [gpemberton@victoria.ca](mailto:gpemberton@victoria.ca)

Downtown-Harris Green, Fernwood, North Park, Victoria West

- Michael Hill: [mhill@victoria.ca](mailto:mhill@victoria.ca)

Fairfield-Gonzales, North Jubilee, South Jubilee, James Bay

- Kimberley Stratford: [kstratford@victoria.ca](mailto:kstratford@victoria.ca)

Thank you for your application!



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## My Great Neighbourhood Grant Application

### HOW TO APPLY:

1. Read the Application Checklist and other information on our website
2. Get all of your supporting information together
  - Project design and/or activity plan information, including site map and sketches/photos of project location
  - If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project must accompany the application. (If the applicant is successful, the cheque will be made out to the partnering not-for profit organization, who will be responsible for administering the funding to the applicant).
2. Arrange to meet with your Neighbourhood Advisor as soon as possible to discuss your initial proposal (our names are listed on the last page of this application form).
3. Complete the application form and send it to [grants@victoria.ca](mailto:grants@victoria.ca)

PROJECT TITLE: Grant Street Initiative to Build Community Connections & Emergency Preparedness

### PROJECT TYPE:



Placemaking

Activity

### CONTACT INFORMATION:



Not-for-Profit Organization, or



Informal Group (not registered as a not-for-profit organization)

If you're applying as an informal group, please include a letter of support from a registered not-for-profit organization.

### PROJECT LEAD:

Contact Name: Lisa Armitage & Jill McLean

Organization Name: (if applicable) Grant Street Connect & Prepare

Mailing Address: 1352 Grant Street (Lisa) & 1320 Grant Street (Jill)

Telephone: 778.433.5472 (Lisa) & 250.595.5087 (Jill)

Email: [l.armitage@shaw.ca](mailto:l.armitage@shaw.ca) & [jillmclean@shaw.ca](mailto:jillmclean@shaw.ca)

### PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: S0068757

Contact Name: Stacy Barter

Organization Name: SHIFT Collaborative Society (Building Resilient Neighbourhoods Initiative)

Mailing Address: 1727 Townley Street, Victoria, BC V8R 3A6

Telephone: 250-689-0179

Email: [stacy@resilientneighbourhoods.ca](mailto:stacy@resilientneighbourhoods.ca)



**CITY OF  
VICTORIA**

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## My Great Neighbourhood Grant Application

### PROJECT DESCRIPTION: Please describe your proposed project.

The purpose of this project is three-fold: (1) to foster connections between residents of 1300 Grant Street, (2) to collaborate with residents in efforts to stock our "Muster Station" bin with emergency "to-do" lists, "contact lists", communication systems and supplies to last us '24 hours after an emergency', and (3) to build a web of connections with our neighbouring blocks – sharing ideas, expertise, inspiration and resources for emergency preparedness.

We are looking for financial support to host meetings, to laminate lists for our Muster Station box, to collect and distribute emergency contact lists and to stock the Muster Station box with the following types of supplies: Plans for 24-hr, 72-hr and 14-day emergency situations, laminated list of emergency contacts (local and non-coastal contacts), laminated immediate "to-do" list following an emergency, comfort food, water and first-aid supplies to support residents on our block for 24-hours, a pop-up temporary shelter, 1-2 tarps, a few thermal blankets, gloves, dust masks, communication boards, pens, paper, tape etc.

### SUSTAINABILITY: What is the intended lifespan for your proposed project?

<1 year      2 years      3 years      4 years      5 years      \_\_\_\_\_ years (specify)

#### How will your project be maintained through its lifecycle and retired after its intended lifespan?

(1) We have a designated Muster Station and we are in the process of purchasing a secure box to put in the station.

(2) The activity plan:

April - August 2018 – establish teams, source out supplies, fill Muster Station Box, provide orientation to residents on the block, update communication plans and contact lists. Connect with neighbouring block (1400 Grant Street).

September 2018 – August 2019 review supplies and communication plans. Update contact lists 2x/year. Co-facilitate emergency planning meetings in neighbouring block (1400 Grant Street). Host social event with 1300 Grant and 1400 Grant. Connect with neighbouring block (1800 Stanley Avenue).

September 2019 – August 2020 review supplies and communication plans. Update contact lists 2x/year. Co-facilitate emergency planning meetings in neighbouring block (1800 Stanley Avenue). Host social event with 1300 Grant, 1400 Grant and 1800 Stanley. Connect with neighbouring block (1300 Vining Street).

September 2020 – August 2021 review supplies and communication plans. Update contact lists 2x/year. Co-facilitate emergency planning meetings in neighbouring block (1800 Stanley Avenue). Host social event with 1300 Grant, 1400 Grant, 1800 Stanley and 1300 Vining Street. Connect with neighbouring block (1300 Balmoral Road).

(3) The Muster Station Box will be maintained on the property of 1320. Supplies will be reviewed 2 times per year. The intent is to keep the box in place indefinitely.

(4) We hope that neighbourhood connections will be maintained through annual social get-togethers and through increased individual connections following collaboration sharing regarding emergency preparedness.

#### Who will assume responsibility for ensuring these actions are undertaken?

We have support of all members of Block Watch of 1300 Grant Street (25 homes, approximately 63 residents). Co-captains of Block Watch will maintain communications and coordinate activities (Jill McLean & Lisa Armitage). Members of the block have formed "teams" to tackle various aspects of preparedness and sharing.

### COMMUNITY INVOLVEMENT: How will your proposed project involve the community during and following implementation?

We have completed a preliminary Prepare and Connect program at 1300 Grant Street. We have teams working together to gather information, make connections to community resources and share information back to the group as a whole. We will host two annual review meetings a year to maintain connections, review plans and update contact lists. Each year we will try to connect with, and inspire, another neighbourhood block. In addition, our meetings may include community training opportunities – building resiliency among neighbours, home damage assessment training, basic first-aid training, basic tool uses, permaculture practices, food-sharing programs, seasonal canning/preserve parties and regular 'get-together' nights where we can continue to build a strong sense of community.





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## My Great Neighbourhood Grant Application

### **BENEFITS:** How will your proposed project benefit the community?

Having a well-stocked Muster Station is the first line of defense in the event of a catastrophic earthquake or other emergency. The process of stocking the Muster Station, in addition to our other Connect and Prepare efforts, will allow us to mentor neighboring blocks and to ultimately build a more-connected and resilient neighborhood.

### **APPROVALS:** What approvals and/or other regulatory requirements must be met to complete your project? (e.g. property owner permission, Heritage Alteration Permit, etc.)

We have permission from Jill and Ron McLean, property owners at 1320 Grant Street, to use their yard as the "Muster Station" and to house the "Muster Station Emergency Box" and we have heard from some residents in neighbouring blocks who expressed interest in connecting and preparing with residents on their streets.

### **LIABILITY:** Are there aspects of your project that present risk to people or property? How will the risk be managed? (e.g. insurance)

We don't foresee any concerns/risks. Jill & Ron McLean have property insurance, that includes liability insurance, in the event that someone is injured on their property. They will be checking with their insurance company to see if there is any unforeseen risk that this may pose.

The "Muster Station" is in a designated location. Teams will visit the station a couple of times a year to review contents/update lists. The box will be kept secured with a lock and will be clad in a façade to function as a garden bench.

Team members will source out information and supplies using their personal vehicles, which will be covered by their personal use car insurance.

### **PROJECT TIMELINE:**

Begin forming teams and sourcing supplies in April 2018. Muster station to be completely stocked and operational by August 2018. Connection activities to continue through until August 2021.

Start date: April 2018 Completion date: August 2021

(Projects must be completed within one year of receiving funds)

### **PROJECT LOCATION:**

Neighbourhood: Fernwood

Street: Grant Street (plans will extend to neighbouring blocks over time)

Address: 1300 Block

### **WORKPLAN SCHEDULE:**

(Please add more lines if necessary)

April 2018 – establish teams on 1300 Grant Street to gather information about (a) water storage, (b) food preservation/storage, (c) communication lists, (d) 24-hour, 72-hour and 14-day emergency preparedness needs list.

May 2018 – meeting with task groups to exchange ideas and make resourcing/purchasing decisions.

June 2018 – meeting to compile supplies and lists, review plans, revamp list of needs/wants, secure the Muster Station Box.

July 2018 – orientation for all residents of the Block on where the Muster Station is located, how to access the supply box and what is housed in the box. This orientation will coincide with our annual Block Party festivities.

August 2018 – reach out to residents of 1400 Grant Street to begin an informal Connect & Prepare conversation.

January 2019 – host a Connect & Prepare meeting for residents of 1300 Grant Street to review our needs/wants for the Muster Station supplies/plans. Update communications lists.

July 2019 – orientation/review for any interested/ new residents of 1300 Grant Street. Update communications lists.

August 2019 – host a Connect & Prepare BBQ/ review meeting with residents of 1400 Grant Street. Reach out to residents of 1800 Stanley



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## My Great Neighbourhood Grant Application

Avenue to begin an informal Connect & Prepare conversation.

January 2020 – host a Connect & Prepare meeting for residents of 1300 Grant Street to review our needs/wants for the Muster Station supplies/plans. Update communications lists.

July 2020 – orientation/review for any interested/ new residents of 1300 Grant Street. Update communications lists.

August 2020 – host a Connect & Prepare BBQ/ review meeting with members of 1400 Grant Street & 1800 Stanley Avenue. Reach out to residents of 1300 Vining Street to begin an informal Connect & Prepare conversation

January 2021 – host a Connect & Prepare meeting for residents of 1300 Grant Street to review our needs/wants for the Muster Station supplies/plans. Update communications lists.

July 2021 – orientation/review for any interested/ new residents of 1300 Grant Street. Update communications lists.

August 2021 – host a Connect & Prepare BBQ/ review meeting with members of 1400 Grant Street, 1800 Stanley Avenue & 1300 Vining Street. Reach out to residents of 1300 Balmoral Road to begin an informal Connect & Prepare conversation...

### PROJECT COST:

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$ 5150

Amount requested from the My Great Neighbourhood grant fund: \$ 2000 (must not exceed 50% of total cost)

Please complete one of the following budgets (choose either Placemaking project or Activity Grant)

### ACTIVITY PROJECT BUDGET:

| Items Funded by Grant  | Amount        |
|--|---------------|
| Refreshments for meetings & annual BBQs  | \$500         |
| Reimbursement for administrative support from Resilient Neighbourhoods organization  | \$200         |
| Supplies for Muster Station Box – pop-up shelter, masks, gloves, crank radio, first aid supplies, thermal blankets, 2 tarps, communication boards and list supplies. | \$1300        |
| <b>TOTAL REQUESTED (must not exceed your Total Matching Contribution below)</b>  | <b>\$2000</b> |

| Items Provided by Applicant                            | Amount        |
|--|---------------|
| Mileage for volunteers                                 | \$50          |
| Volunteer hours (\$20/hour x 100 hours)                | \$2000        |
| Donations to supply Muster Station Box Supplies        | \$500         |
| Donated Baking/Foods/Fuel for annual Meetings and BBQs | \$600         |
| <b>YOUR TOTAL MATCHING CONTRIBUTION</b>                | <b>\$3150</b> |

### DECLARATION:

I certify that the information given in this application is correct. I agree to the following terms:

1. The grant application meets all the eligibility requirements of the My Great Neighbourhood Grant Policy.
2. The not-for-profit organization is not in arrears with the City.
3. The Project or Activity will be carried out when and as described in the application. If there are significant changes to the Project or Activity or it is not completed, I am responsible to notify the City of Victoria of any changes and am required to return the



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## My Great Neighbourhood Grant Application

funds back to the City of Victoria.

4. I assume all liability for activities associated with Project or Activity implementation and for all life cycle costs described above.
5. The Project or Activity will be in compliance with all applicable municipal policies, bylaws and requirements of the City of Victoria respecting use of City property.
6. A final report conforming to the format on the last page of this application will be submitted.
7. I provide the City of Victoria permission to share my name and details of this application to outside organizations for the purpose of determining funds from those organizations for the project.
8. I acknowledge that information contained in this application will become a matter for the public record and is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act.

Date: April 7, 2018

Applicant Group/Resident Lead Name: Lisa Armitage/ Jill McLean

Signature(s): [Signature]

☒ I have completed the Readiness Checklist

### LIST OF ATTACHMENTS:

- ☒ None needed Design information, including site map and visuals of Project or Activity location
- ☒ If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project needs to accompany the application. If the applicant is successful, the grant payment will be made to the not-for-profit organization to administer to the group they are supporting.

**Mandatory pre-application meetings must take place by March 30, 2018**

Please submit this application with all applicable attachments to [grants@victoria.ca](mailto:grants@victoria.ca) by April 15, 2018.

Any questions may be directed to your Neighbourhood Advisor for the proposed location (see below).

Burnside-Gorge, Oaklands, Quadra-Hillside, Rockland

- Gary Pemberton: [gpemberton@victoria.ca](mailto:gpemberton@victoria.ca)

Downtown-Harris Green, Fernwood, North Park, Victoria West

- Michael Hill: [mhill@victoria.ca](mailto:mhill@victoria.ca)

Fairfield-Gonzales, North Jubilee, South Jubilee, James Bay

- Kimberley Stratford: [kstratford@victoria.ca](mailto:kstratford@victoria.ca)

Thank you for your application!



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## My Great Neighbourhood Grant Application

### HOW TO APPLY:

1. Read the Application Checklist and other information on our website
2. Get all of your supporting information together
  - Project design and/or activity plan information, including site map and sketches/photos of project location
  - If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project must accompany the application. (If the applicant is successful, the cheque will be made out to the partnering not-for-profit organization, who will be responsible for administering the funding to the applicant).
2. Arrange to meet with your Neighbourhood Advisor as soon as possible to discuss your initial proposal (our names are listed on the last page of this application form).
3. Complete the application form and send it to [grants@victoria.ca](mailto:grants@victoria.ca)

PROJECT TITLE: \_\_\_\_\_

### PROJECT TYPE:

(Check one)

YES ☒ Placemaking

☐ Activity

### CONTACT INFORMATION:

YES ☒ Not-for-Profit Organization, or

☐ Informal Group (not registered as a not-for-profit organization)

If you're applying as an informal group, please include a letter of support from a registered not-for-profit organization.

### PROJECT LEAD:

Contact Name: Yvonne Mendel

Organization Name: (if applicable) Greater Victoria Cycling Coalition (non-profit society)

Physical Address: 709 Yates Street, Victoria, BC Mailing Address: PO Box 8586, STN Central, Victoria, BC V8W 3S2

Telephone: 250-885-6903

Email: [YvonneMendel@yahoo.com](mailto:YvonneMendel@yahoo.com) with cc to [Yvonne.mendel@gvcc.bc.ca](mailto:Yvonne.mendel@gvcc.bc.ca) please

### PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: \_\_\_\_\_ Cont



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## My Great Neighbourhood Grant Application

**PROJECT DESCRIPTION:** Please describe your proposed project.

I propose that my husband and I design and build a 8 portable stunts to be use for teaching small children bike skills. They would be light, portable wooden structures that could be moved to different locations around the city for special events such as block parties.

**SUSTAINABILITY:** What is the intended lifespan for your proposed project?

<1 year      2 years      3 years      4 years      **YES 5 years**      \_\_\_\_ years (specify)

How will your project be maintained through its lifecycle and retired after its intended lifespan?

They could be repainted if the paint flakes off after 5 years.

Who will assume responsibility for ensuring these actions are undertaken?

Gary Pemberton can call to remind me. Haha!

**COMMUNITY INVOLVEMENT:** How will your proposed project involve the community during and following implementation?

My husband has worked for 2 separate engineering companies (Gary Carrothers and Hearold). He is an Autocad technician and has several years of local experience in the field. He can do hand sketches and autocad renderings. He knows the building code.

He is a mountain biker and he has Professional Mountain Biking Instructor training and Cycling BC training. He also has practical construction experience. He has worked for 2 construction companies and built a 900-square add-on to our house.

I would ask my 3 friends/neighbours on my street to help us build these stunts. We have completed a similar project in the past – we built 3 picnic tables using a Victoria Foundation Grant in November 2016.

I am on the board for South Island Mountain Biking and Greater Victoria Cycling Coalition. I would source volunteers to help us build them.

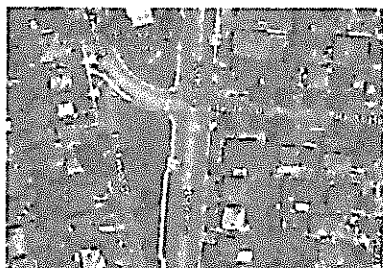
**BENEFITS:** How will your proposed project benefit the community?

It would provide entertainment for children and adults. It would encourage children to become more active and enjoy biking. It would help teach them bike skills that are needed for adult or student life when they need to commute by bike.



**APPROVALS:** What approvals and/or other regulatory requirements must be met to complete your project? (e.g. property owner permission, Heritage Alteration Permit, etc.)

I would need the approval of the Parks Department. And I would need the City to store the stunts. I recommend we store them on City parkland such as the triangular greenspace between Blackwood and Cook.



- I am also investigating storage at CDI College (help from Quadra Village Community Center).

- Oswald Park has been suggested as it's already a cycling destination for families with small children. Photos to come.

**LIABILITY:** Are there aspects of your project that present risk to people or property? How will the risk be managed? (e.g. insurance)

Insurance would depend on the event. Greater Victoria Cycling Coalition could provide insurance for their events. South Island Mountain Biking could provide insurance for the stunts for SIMBS events at Cecelia Ravine in combination with the City, for example. The City of Victoria could purchase a policy from Oasis in Saskatchewan if you wanted.

### PROJECT TIMELINE:

Start date: August 1, 2018      Completion date: July 1, 2019

(Projects must be completed within one year of receiving funds)

### PROJECT LOCATION:

Neighbourhood: Portable but hoping for a home base in Hillside-Quadra

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

| Date                          | Milestone   |
|-------------------------------|---|
| June 2018                     | Secure storage for bikes and modular obstacle course on City property |
| July 2018                     | Receive grant money   |
| August 1, 2018                | Design stunts   |
| September 1, 2018             | Buy Lumber, plywood, supplies   |
| Fall (October, November) 2018 | Build 4 stunts, paint them  |
| Spring 2019                   | Build 4 stunts, paint them  |
|                               |   |
|                               |   |

### PROJECT COST:

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$ 11,200

Amount requested from the My Great Neighbourhood grant fund: \$ 5000.00 (must not exceed 50% of total cost)



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## My Great Neighbourhood Grant Application

Please complete one of the following budgets (choose either Placemaking project or Activity Grant)

Budgets examples can be viewed on the website.

### PLACEMAKING PROJECT BUDGET:

| Items Funded by Grant   | Amount        |
|---|---------------|
| Plywood   | 1100          |
| Lumber  | 600           |
| Nails   | 100           |
| Paint and paint supplies  | 400           |
| Child's brand name bike and helmet, 24" tires   | 800           |
| Seacan shipping container or MoBox  | 2500          |
|   |               |
|   |               |
| Project retirement cost and 15% maintenance contingency of total budget or as agreed with staff (\$1,500 max) |               |
| <b>TOTAL REQUESTED (must not exceed your Total Matching Contribution below)</b>                               | <b>\$5000</b> |

| Items Provided by Applicant  | Amount        |
|--|---------------|
| Research into design (5) \$20/hour                                       | 100           |
| Hand Sketching (8 hours) \$60/hour                                       | 480           |
| Digital renderings (7 hours) \$60/hour                                   | 420           |
| Project Management, volunteer coordination (60 hours) \$40/hour          | 2400          |
|  |               |
| Truck and purchasing supplies (5 hours) \$20/hour                        | 100           |
| Cooking and babysitting for volunteers (10 hours) \$20/hour              | 200           |
| Building the structures, manual labour                                   | 2000          |
| Funding from outside sources (Victoria Foundation Grant or MEC or GVCC?) | 500           |
|  |               |
|  |               |
|  |               |
| <b>YOUR TOTAL MATCHING CONTRIBUTION</b>                                  | <b>\$6200</b> |



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## My Great Neighbourhood Grant Application

### DECLARATION:

I certify that the information given in this application is correct. I agree to the following terms:

1. The grant application meets all the eligibility requirements of the My Great Neighbourhood Grant Policy.
2. The not-for-profit organization is not in arrears with the City.
3. The Project or Activity will be carried out when and as described in the application. If there are significant changes to the Project or Activity or it is not completed, I am responsible to notify the City of Victoria of any changes and am required to return the funds back to the City of Victoria.
4. I assume all liability for activities associated with Project or Activity implementation and for all life cycle costs described above.
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7. I provide the City of Victoria permission to share my name and details of this application to outside organizations for the purpose of determining funds from those organizations for the project.
8. I acknowledge that information contained in this application will become a matter for the public record and is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act.

Date: May 24, 2018

Applicant Group/Resident Lead Name: Yvonne Mendel

Signature(s):

☒ I have completed the Readiness Checklist

### LIST OF ATTACHMENTS:

- ☒ Design information, including site map and visuals of Project or Activity location
- ☐ If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project needs to accompany the application. If the applicant is successful, the grant payment will be made to the not-for-profit organization to administer to the group they are supporting.

### Mandatory pre-application meetings must take place by March 30, 2018

Please submit this application with all applicable attachments to [grants@victoria.ca](mailto:grants@victoria.ca) by **April 15, 2018**.

Any questions may be directed to your Neighbourhood Advisor for the proposed location (see below).

Burnside-Gorge, Oaklands, Quadra-Hillside, Rockland

- Gary Pemberton: [gpemberton@victoria.ca](mailto:gpemberton@victoria.ca)

Downtown-Harris Green, Fernwood, North Park, Victoria West

- Michael Hill: [mhill@victoria.ca](mailto:mhill@victoria.ca)

Fairfield-Gonzales, North Jubilee, South Jubilee, James Bay

- Kimberley Stratford: [kstratford@victoria.ca](mailto:kstratford@victoria.ca)

Thank you for your application!

### FINAL REPORT GUIDELINES



1 Centennial Square Victoria,  
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E: grants@victoria.ca

## My Great Neighbourhood Grant Application

### HOW TO APPLY:

1. Read the Application Checklist and other information on our website
2. Get all of your supporting information together
  - Project design and/or activity plan information, including site map and sketches/photos of project location
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2. Arrange to meet with your Neighbourhood Advisor as soon as possible to discuss your initial proposal (our names are listed on the last page of this application form).
3. Complete the application form and send it to [grants@victoria.ca](mailto:grants@victoria.ca)

**PROJECT TITLE:** Ecolé Quadra Community Garden and Nature Play Spaces Initiative

### PROJECT TYPE:

(Check one)

- ☒ Placemaking  
☐ Activity

### CONTACT INFORMATION:

- ☒ Not-for-Profit Organization, or  
☐ Informal Group (not registered as a not-for-profit organization)

If you're applying as an informal group, please include a letter of support from a registered not-for-profit organization.

### PROJECT LEAD:

Contact Name: Bonnie Davison  
Organization Name: (if applicable) (parent at Ecolé Quadra)  
Mailing Address: 1058 Summit Ave  
Telephone: 250 588-3303  
Email: bonniedavisonhome@gmail.com

### PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: 106799927  
Contact Name: Cheryl Rolston, Vice Principal, Ecolé Quadra  
Organization Name: Ecolé Quadra PAC  
Mailing Address: 3031 Quadra St, Victoria, BC, V8T 4G2  
Telephone: 250 382-8296  
Email: c.rolston@sd61.bc.ca

**PROJECT DESCRIPTION:** Please describe your proposed project.

This project aims to add more nature play spaces throughout Ecolé Quadra's school ground. These areas will be designed to provide children of all abilities, opportunities to connect with nature through play and discovery. All the nature play spaces will be accessible to children during class time, recess and lunch time, as well as afterschool, evenings, weekends and throughout the summer. These areas are being designed for the benefit of not only the children attending Ecolé Quadra but for the children and families living in the neighbourhood. There are many families in the neighbourhood who live in apartment buildings. We are hoping this project will make the school grounds a community meeting space for the families in the neighbourhood, as well as a great spot for the children at the school to connect with nature. The project includes sandboxes, logs and stumps for sitting and climbing, rejuvenation and protection of a garry oak meadow, benches, a food forest community garden which will include fruit trees, berry bushes and garden beds, as well as picnic tables throughout the community garden space.

**SUSTAINABILITY:** What is the intended lifespan for your proposed project?

<1 year    2 years    3 years    4 years    5 years    \_\_\_\_ years (specify)

How will your project be maintained through its lifecycle and retired after its intended lifespan?

The Community Garden and Nature Play Space Initiative has the support of the staff, administration and parent community at Ecolé Quadra. Even the students are being including in creating design ideas. Neighbours have been invited and will continue to be invited to join in the planning and upkeep of the community nature spaces. Ecolé Quadra is getting the approval from School District 61 to install an underground tap so that a drip irrigation system with a timer can be put in place throughout the community garden. This will help with the challenge of watering over the summer. We are getting support from Life Cycles Victoria for training classroom teachers and students to take care of the garden spaces. They are also offering ongoing support for maintaining the garden in regards to pruning trees, etc.

Who will assume responsibility for ensuring these actions are undertaken?

Bonnie Davison, a parent at Ecolé Quadra and president of the Outdoor Learning Association/Victoria Nature School Society, is leading a group of parents who meet monthly to focus on following through with this project. The principal and vice principal of Ecolé Quadra regularly attend these meetings.

**COMMUNITY INVOLVEMENT:** How will your proposed project involve the community during and following implementation?

We held our first meeting in the fall to talk about possibilities. All parents of Ecolé Quadra and families in the neighbourhood were invited to attend this meeting. Invitation fliers were distributed to neighbours and signs were put up around the community and on social media. Invitations posted in the neighbourhood and throughout the school were also translated into Arabic. We will continue to engage school families and the community by inviting them to meetings, planting and building events, as well as a community BBQ to celebrate the project in the fall.



**BENEFITS:** How will your proposed project benefit the community?

One of the biggest benefits of this project is having an outdoor space where community members of all ages can gather to connect. Having an outside gathering space where children can play in nature, family members can sit comfortably, and food can be grown and eaten, benefits the whole community by helping us all feel connected:

- to nature through play
- to the food we eat by empowering children and their families to grown and eat locally
- to our own diverse community

All of this will help us create a more diverse, healthy and thriving community.

**APPROVALS:** What approvals and/or other regulatory requirements must be met to complete your project? (e.g. property owner permission, Heritage Alteration Permit, etc.)

We need permission from School District 61 for the garden plan. They have already approved the plan for the benches and sand boxes and the final garden design will be submitted to the school district this week. It usually takes the district a month to approve garden type projects.

**LIABILITY:** Are there aspects of your project that present risk to people or property? How will the risk be managed? (e.g. insurance)

There is no added risk to the people or property besides possibly attracting more wasps and bees. This will be dealt with through signs and education.

**PROJECT TIMELINE:**

Start date: September 17<sup>th</sup>, 2017 Completion date: June 2019

(Projects must be completed within one year of receiving funds)

**PROJECT LOCATION:**

Neighbourhood: Quadra/Hillside

Street: Quadra

Address: 3031 Quadra St

**WORKPLAN SCHEDULE:**

(Please add more lines if necessary)

| Date                    | Milestone                     |
|-------------------------|-------------------------------|
| September-December 2017 | Build log/stump sitting area  |
| September-December 2017 | Build 3 sand boxes            |
| April 2018              | Build 4 <sup>th</sup> sandbox |
| April 2018              | Add sand to boxes             |



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## My Great Neighbourhood Grant Application

|                          |   |
|--------------------------|---|
| October 2017-April 2018  | 10 Teacher/classroom workshops with Life Cycles   |
| April 2018               | Garden Design   |
| October 2017-April 2018  | 5 Garden Design Meetings  |
| October 2017-April, 2018 | Development of Resources with Life Cycles (10 hrs @ \$30/hr)  |
| June-August, 2018        | SD61 staff install 1 or 2 hose bibs in underground irrigation boxes near to (or ideally in) the garden  |
| September/October, 2018  | Classroom & Community Soil Building and Pathway Construction<br>- students & community volunteers flip all sod onto garden beds and sheet mulch beds, adding quality garden soil<br>-Students & community volunteers move cedar woodchips and garden soil into designated areas |
| October, 2018            | Planting of the perennial shrubs, fruit trees and berry bushes on garden boarder  |
| October, 2018            | Community Picnic/Celebration  |

### PROJECT COST:

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$ 14,029

Amount requested from the My Great Neighbourhood grant fund: \$ \$5000 (must not exceed 50% of total cost)



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## My Great Neighbourhood Grant Application

Please complete one of the following budgets (choose either Placemaking project or Activity Grant)

Budgets examples can be viewed on the website.

### PLACEMAKING PROJECT BUDGET:

| Items Funded by Grant   | Amount       |
|---|--------------|
| 5 metal 46" Round, Green Picnic Tables ( <a href="http://uline.ca">uline.ca</a> )                             | 4,380        |
| Secured with cement to the ground   | 500          |
| Project retirement cost and 15% maintenance contingency of total budget or as agreed with staff (\$1,500 max) | 120          |
| <b>TOTAL REQUESTED (must not exceed your Total Matching Contribution below)</b>                               | <b>5,000</b> |

| Items Provided by Applicant  | Amount           |
|--|------------------|
| Delivery and installation of logs and stumps for sitting and climbing area | 500              |
| Materials for building sandboxes delivery                                  | 400              |
| Delivery of sandbox building materials                                     | 200              |
| Sand and delivery for sandboxes  | 400              |
| Moving sand to sand boxes  | 380              |
| Garden Design  | 500              |
| Cedar woodchips for pathway around garden and picnic benches               | 329              |
| Soil for garden  | 400              |
| Cedar for 12 garden boxes  | 2400             |
| Garden Material Delivery   | 200              |
| Seeds  | 200              |
| 2-5 gal transplants  | 770              |
| 4" transplants   | 200              |
| Fruit Trees + delivery   | 500              |
| Berry Bushes + delivery  | 200              |
| Hand tools   | 200              |
| Shovels  | 200              |
| Rakes  | 160              |
| Hose   | 40               |
| Irrigation System Install  | 2000             |
| Tool rental  | 100              |
| LifeCycles labor for install   | 2400             |
| Garden Shed (build by student trade program in SD 61)                      | 1350             |
| <b>YOUR TOTAL MATCHING CONTRIBUTION</b>                                    | <b>\$ 14,029</b> |



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## My Great Neighbourhood Grant Application

### DECLARATION:

I certify that the information given in this application is correct. I agree to the following terms:

1. The grant application meets all the eligibility requirements of the My Great Neighbourhood Grant Policy.
2. The not-for-profit organization is not in arrears with the City.
3. The Project or Activity will be carried out when and as described in the application. If there are significant changes to the Project or Activity or it is not completed, I am responsible to notify the City of Victoria of any changes and am required to return the funds back to the City of Victoria.
4. I assume all liability for activities associated with Project or Activity implementation and for all life cycle costs described above.
5. The Project or Activity will be in compliance with all applicable municipal policies, bylaws and requirements of the City of Victoria respecting use of City property.
6. A final report conforming to the format on the last page of this application will be submitted.
7. I provide the City of Victoria permission to share my name and details of this application to outside organizations for the purpose of determining funds from those organizations for the project.
8. I acknowledge that information contained in this application will become a matter for the public record and is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act.

Date: April 15, 2018

Applicant Group/Resident Lead Name: Bonnie Davison

Signature(s): 

☒ I have completed the Readiness Checklist

### LIST OF ATTACHMENTS:

- ☒ Design information, including site map and visuals of Project or Activity location
- ☐ If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project needs to accompany the application. If the applicant is successful, the grant payment will be made to the not-for-profit organization to administer to the group they are supporting.

### Mandatory pre-application meetings must take place by March 30, 2018

Please submit this application with all applicable attachments to [grants@victoria.ca](mailto:grants@victoria.ca) by **April 15, 2018**.

Any questions may be directed to your Neighbourhood Advisor for the proposed location (see below).

Burnside-Gorge, Oaklands, Quadra-Hillside, Rockland

- Gary Pemberton: [gpemberton@victoria.ca](mailto:gpemberton@victoria.ca)

Downtown-Harris Green, Fernwood, North Park, Victoria West

- Michael Hill: [mhill@victoria.ca](mailto:mhill@victoria.ca)

Fairfield-Gonzales, North Jubilee, South Jubilee, James Bay

- Kimberley Stratford: [kstratford@victoria.ca](mailto:kstratford@victoria.ca)

Thank you for your application!



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## My Great Neighbourhood Grant Application

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4. Complete the application form and send it to [grants@victoria.ca](mailto:grants@victoria.ca)

**PROJECT TITLE:** LEWIS STREET LITTLE FREE LIBRARY

### PROJECT TYPE:

(Check one)

☒ Placemaking

☐ Activity

### CONTACT INFORMATION:

☐ Not-for-Profit Organization, or

☒ Informal Group (not registered as a not-for-profit organization)

If you're applying as an informal group, please include a letter of support from a registered not-for-profit organization.

### PROJECT LEAD:

Contact Name: ALAN CAMPBELL

Organization Name: (if applicable) NA

Mailing Address: 35 LEWIS STREET, VICTORIA BC V8V 2E9

Telephone: 250-385-0994

Email: [ALANGLENCAMPBELL@SHAW.CA](mailto:ALANGLENCAMPBELL@SHAW.CA)

### PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: BC SOCIETY # S-0064132

Contact Name: TEALE PHELPS BONDAROFF

Organization Name: GREATER VICTORIA PLACEMAKING NETWORK

Mailing Address: [INFO@VICTORIAPLACEMAKING.CA](mailto:INFO@VICTORIAPLACEMAKING.CA)

Telephone: NA

Email: [INFO@VICTORIAPLACEMAKING.CA](mailto:INFO@VICTORIAPLACEMAKING.CA)



**LIABILITY:** Are there aspects of your project that present risk to people or property? How will the risk be managed? (e.g. insurance)

**NO.**

**PROJECT TIMELINE:**

Start date: MAY 1, 2018

Completion date: JUNE 30, 2018

(Projects must be completed within one year of receiving funds)

**PROJECT LOCATION:**

Neighbourhood: JAMES BAY

Street: LEWIS STREET

Address: 32 LEWIS STREET

**WORKPLAN SCHEDULE:**

(Please add more lines if necessary)

| Date           | Milestone   |
|----------------|---|
| APRIL 9, 2018  | CONSULT WITH LEWIS STREET RESIDENTS                       |
| APRIL 15, 2018 | SUBMIT APPLICATION FOR MY GREAT NEIGHBOURHOOD GRANT       |
| MAY 15, 2018   | RECEIVE APPROVAL FOR GRANT FROM CITY OF VICTORIA          |
| JUNE 1, 2018   | PURCHASE MATERIALS FOR CONSTRUCTION                       |
| JUNE 15, 2018  | COMPLETE CONSTRUCTION AND INSTALLATION                    |
| JUNE 22, 2018  | COMPLETE BOOK COLLECTION, STOCKING, SIGNAGE AND PROMOTION |
| JUNE 30, 2018  | OPEN LEWIS PARK LITTLE FREE LIBRARY                       |
|                |   |

**PROJECT COST:**

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$ 1415

Amount requested from the My Great Neighbourhood grant fund: \$615  
(must not exceed 50% of total cost)

Please complete one of the following budgets (choose either Placemaking project or Activity Grant)

Budgets examples can be viewed on the website.

**PLACEMAKING PROJECT BUDGET:**

| Items Funded by Grant   | Amount       |
|---|--------------|
| LUMBER AND MATERIALS FOR LITTLE FREE LIBRARY CONSTRUCTION AND INSTALLATION                                    | \$615        |
|   |              |
|   |              |
|   |              |
|   |              |
|   |              |
|   |              |
|   |              |
| Project retirement cost and 15% maintenance contingency of total budget or as agreed with staff (\$1,500 max) |              |
| <b>TOTAL REQUESTED (must not exceed your Total Matching Contribution below)</b>                               | <b>\$615</b> |

| Items Provided by Applicant                       | Amount        |
|---|---------------|
| 20 HOURS VOLUNTEER LABOUR @ \$20/HOUR             | \$400         |
| 10 HOURS PROFESSIONAL SERVICES LABOUR @ \$40/HOUR | \$400         |
|   |               |
|   |               |
|   |               |
|   |               |
|   |               |
|   |               |
| <b>YOUR TOTAL MATCHING CONTRIBUTION</b>           | <b>\$ 800</b> |



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## My Great Neighbourhood Grant Application

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8. I acknowledge that information contained in this application will become a matter for the public record and is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act.

Date: APRIL 3, 2018

Applicant Group/Resident Lead Name: ALAN CAMPBELL

Signature(s):

☒ I have completed the Readiness Checklist

### LIST OF ATTACHMENTS:

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Downtown-Harris Green, Fernwood, North Park, Victoria West

- Michael Hill: [mhill@victoria.ca](mailto:mhill@victoria.ca)

Fairfield-Gonzales, North Jubilee, South Jubilee, James Bay

- Kimberley Stratford: [kstratford@victoria.ca](mailto:kstratford@victoria.ca)

Thank you for your application!

| <u>Item</u>                        | <u>Quantity</u> | <u>Dimensions</u>         | <u>Estimated Cost</u> |
|------------------------------------|-----------------|---------------------------|-----------------------|
| Plywood                            | 1               | 3/4" GIS exterior - 8'x4' | \$30                  |
| Post                               | 1               | 4"x4" treated - 8'        | \$20                  |
| Lumber                             | 2               | 3/4"x1.5" - 8'            | \$5                   |
| Lumber                             | 1               | 2"x4" - 8'                | \$10                  |
| Lumber                             | 1               | 1/2"x1.5" - 8'            | \$5                   |
| Picture frame door                 | 1               | 20"x21"                   | \$40                  |
| Plexiglass window                  | 1               | 18"x19"                   | \$25                  |
| Door handle                        | 1               | old round knob style      | \$5                   |
| Self-closing hinges                | 2               |                           | \$10                  |
| Door latch magnetic                | 1               |                           | \$5                   |
| Screws                             | 1               | #8x1"                     | \$5                   |
| Roofing paper                      | 1               | 4'x4'                     | \$10                  |
| Roof cap                           | 1               | 24"                       | \$10                  |
| Roofing shingles                   | 1               |                           | \$30                  |
| Shelf liner plastic                | 2               |                           | \$5                   |
| Gingerbread wood decoration        | 1               | 8'                        | \$20                  |
| Wood siding                        | 2               | 8'                        | \$10                  |
| Paint                              | 4               | Primer, 3 colours         | \$20                  |
| Cost of installation by Parks Dept |                 |                           | 275                   |
| Contingency                        |                 |                           | \$35                  |
| Administration of grant by GVPN    |                 |                           | \$40                  |
|                                    |                 | TOTAL                     | \$615                 |

**Project Title** "WORDS"

**Project Type** – Placemaking

**Contact Information** - Informal group

**Project Lead** – Jackie Robson

**Mailing Address** – 842 Princess Ave. Victoria, BC V8T1K7

**Telephone** – 250-361-9446

### **Partnering Not-For-Profit Group**

**Society Registration Number** - S-01895

**Contact Name** – Kelly Greenwell

**Organization Name** – Quadra Village Community Centre

**Mailing Address** – 901 Kings Rd. V8T 1W5

**Telephone** - 250-388-7696

**Email** – kelly@quadravillagecc.com or admin@quadravillagecc.com

### **Project Description**

A large mosaic attached to a 42 ft wooden fence. The fence is along the sidewalk in the middle of the 800 block of Princess Ave, specifically 833. The mosaic would be made of black or white tiles and broken ceramics except starting at panel #4, where ceramic pieces will begin to be incorporated into the mosaic that reflect the colours in the pre-existing 833 mosaic at the far right end of the fence. The black areas will be made of different shades and textures of ceramics and tiles, making it a slightly uneven surface. Those colours are shades of brown, green and pink. The mosaic will be mortared to Hardiboard cement board and screwed to the wooden panels.

This work is called 'Words' because it makes a comment on the power of words or language. The words in the mosaic read 'Beware of Words.' It is meant to be something to think about and give people a chance to come to their own understanding, rather than being lead in one direction or another. For purposes here, however, here are some quotes that at least point to the flavour of this work.

"Words are, of course, the most powerful drug used by mankind" --Rudyard Kipling

"At the heart of any language, then, is the poetic productivity of expressive speech. A living language is continually being made and remade, woven out of the silence by those who speak.... And this silence is that of our wordless participations, of our perceptual immersion in the depths of an animate, expressive world." — David Abram, *The Spell of the Sensuous: Perception and Language in a More-Than-Human World*

"Without knowing the force of words, it is impossible to know more." — Confucius

### **Sustainability**

– What is the intended lifespan for your proposed project? - In 3 years, the property owners will decide to remove the panels or keep them and assume responsibility for any future maintenance because the lifespan of the mosaic and the fence could be for 20+ years.

### **How will your project be maintained through its lifecycle and retired after its intended lifespan?**

- No maintenance expected in the foreseeable although future owners of the property may vote to dismantle the mosaic. The contingency fee should cover the cost of any potential graffiti removal or removal of the panels if in 3 years time, if the property owners vote to have it removed. If it's decided to remove the panels, Jackie will be responsible to take them away.

### **Who will assume responsibility for ensuring these actions are undertaken?**

- Jackie Robson



## Community Involvement

The neighbourhood is already involved, some neighbours giving feedback on the design of the mosaic and involved in general planning. Various tile businesses, hardware stores and thrift stores will be asked partner with us to provide materials. In the past, we've been successful in securing some donated materials. If the city support is given, families, friends, neighbours and students will be invited to join in all aspects of the work that will culminate in a neighbourhood block party to celebrate the completion of the mosaic.

## Community Benefits

Whenever we've taken on a project in the past such as our tree planting party or building and installing of a street library it has given the neighbours an opportunity to work together and get to know each other better. In some cases it has introduced people to each other that wouldn't have otherwise met. . Even when some people don't want to actually work on a project, they still want to come out and chat with their neighbours who are working. Some people's total involvement is by sharing tools. People are welcomed as whatever level they want to be involved. This project gives yet another focal point around which to work and celebrate together.

The mosaic will also leave a permanent record of the work that people accomplished together and will be another point of pride in the neighbourhood.

## Approvals

See attached letter from the property owners at 833 Princess giving permission and support for the project.

## Liability

– Are there aspects of your project that present risk to people or property? How will the risk be managed?  
No risks anticipated but there is insurance coverage provided through Quadra Village Community Centre.

## Project Timeline

– Start date – May 11, 2018      Completion date – September 12, 2018

**Project Location – Neighbourhood – North Park**

**Street Address – 833 Princess Ave.**

## WorkPlan Schedule

- May 11 – June 11, 2018 .....Approach businesses, secure donations and collect all needed materials.  
Committee of 3 at 16 hrs each = 48 hrs
- June 11 – July 11.....Remove and take away excess soil from fence line. Install t-bars and quick-set cement. Further prepare the fence by removing lower 4 inches along each panel.  
Work crew of 3 =24 hrs
- July 11 – August 11.....Attach t-bars to fence. Cut and attach hardiboard panels.  
Work crew of 3 = 12 hrs
- August 11 – July 11.....Break and begin gluing tiles and ceramics.  
Work crew of 5 = 40 hrs
- Aug. 11 – September 12.....Grout mosaic and re-attach hardiboard.  
Work crew of 5 = 20 hrs

Total of 144 volunteer hours X \$20 = \$2880

## Project Cost-

**What is the total cost of the proposed project (including in kind labour & donated & goods & services)**

- \$5,352.92

**Amount requested from the My Great Neighbourhood grant fund**

- \$2,300.00

|  |  |                   |
|--|--|-------------------|
| Hardiboard   | 4 X 8 ft panels @ \$46 each<br>32 square ft panels X 6<br>42 ft X 3.41 ft = 143 ft | \$241.50          |
| U-bolts with nuts X12  |  | \$21.48           |
| Mortar & Acrylic Additive  | 75 ft coverage is \$55.00 X 3  | \$155.00          |
| HPG anti-moisture protective coating   |  | \$208.00          |
| 86 linear feet of 1"X 4" lengths of lumber   |  | \$88.00           |
| Tile to cover 143 square ft.   |  | \$800.00          |
| 6 ft. T-bars   | X6   | \$57.00           |
| Quick-set cement   | X2   | \$20.00           |
| Screws   |  | \$12.00           |
| Post pounder rental  |  | \$12.00           |
| Contingency fee for removal of panels in 3 years time or for graffiti removal  |  | \$150.00          |
| Rental or donation of tile nippers, (\$20), sledge hammer, (\$6) motorized hardiboard sheers, (\$32), guillotine cutter, (\$35), reciprocating saw and blade (\$18), 3 shovels, (\$15), drill, (\$14), pickaxe, (\$15) |  | \$155.00          |
| Sub-Total  |  | \$1,919.98        |
| PST,GST  |  | \$230.39          |
| Sub-Total  |  | \$2,150.37        |
| 15% for Quadra Village Community Centre  |  | \$322.55          |
| Sub-Total  |  | \$2,472.92        |
| Total of 144 volunteer hours X \$20 =  |  | \$2,880.00        |
| <b>Total</b>   |  | <b>\$5,352.92</b> |

### Placemaking Project Budget - Items Funded by Grant

|  |                   |
|--|-------------------|
| Hardiboard                                 | \$241.50          |
| U-bolts with nuts X12                      | \$21.48           |
| Screws                                     | \$12.00           |
| 86 linear feet of 1"X 4" lengths of lumber | \$88.00           |
| Post pounder rental                        | \$12.00           |
| Mortar & Acrylic Additive                  | \$155.00          |
| HPG anti-moisture protective coating       | \$208.00          |
| Tile to cover 143 square ft.               | \$800.00          |
| 6 ft. T-bars                               | \$57.00           |
| Quick-set cement                           | \$20.00           |
| Sub-total                                  | \$1,614.98        |
| PST,GST                                    | \$193.79          |
| Sub-total                                  | \$1,808.77        |
| Contingency fee                            | \$150.00          |
| Sub-total                                  | \$1,958.77        |
| 15% Admin Fee                              | \$293.81          |
| <b>Total Requested</b>                     | <b>\$2,252.58</b> |

**Items Provided by Applicant -**

|  |                   |
|--|-------------------|
| Rental or donation of tile nippers, (\$20), sledge hammer, (\$6) motorized hardiboard sheers, (\$32), guillotine cutter, (\$35), reciprocating saw and blade (\$18), 3 shovels, (\$15), drill, (\$14), pickaxe, (\$15) | \$155.00          |
| Donation of truck/gas for hauling hardiboard and tiles   | \$35.00           |
| Sub-total  | \$190.00          |
| GST,PST  | \$22.80           |
| Sub-total  | \$212.80          |
| Total of 144 volunteer hours X \$20  | \$2,880.00        |
| <b>Total Matching Contribution</b>   | <b>\$3,055.50</b> |



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## My Great Neighbourhood Grant Application

### HOW TO APPLY:

1. Read the Application Checklist and other information on our website
2. Get all of your supporting information together
  - Project design and/or activity plan information, including site map and sketches/photos of project location
  - If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project must accompany the application. (If the applicant is successful, the cheque will be made out to the partnering not-for-profit organization, who will be responsible for administering the funding to the applicant).
2. Arrange to meet with your Neighbourhood Advisor as soon as possible to discuss your initial proposal (our names are listed on the last page of this application form).
3. Complete the application form and send it to [grants@victoria.ca](mailto:grants@victoria.ca)

**PROJECT TITLE:** Oaklands Community Garden Phase 1

### PROJECT TYPE:

(Check one)

☒ Placemaking

☐ Activity

### CONTACT INFORMATION:

☒ Not-for-Profit Organization, or

☐ Informal Group (not registered as a not-for-profit organization)

If you're applying as an informal group, please include a letter of support from a registered not-for-profit organization.

### PROJECT LEAD:

Contact Name: Chris Holt

Organization Name: (if applicable) n/a

Mailing Address: n/a

Telephone: n/a

Email: n/a

### PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: 882929946RR0001

Contact Name: Chris Holt

Organization Name: Oaklands Community Association

Mailing Address: 1-2827 Belmont Ave, Victoria, BC V8R 4B2

Telephone: 250-370-9101

Email: ed@oaklandsca.com

## PROJECT DESCRIPTION: Please describe your proposed project.

The project is a community garden that will be located in Oaklands Park, in the open lawn between the ball diamond and the playground. The garden will be built over two phases, with the first phase dedicated to infrastructure and allotments, and the second phase to the commons areas. This grant is for key infrastructure for phase 1.

The garden will have deer fencing, with unlocked gates, and cover 900m<sup>2</sup> (0.22 acres). Within the fence, 45% of the planting area will be private allotments, 20% will be communal beds maintained and harvested by garden members (including members with and without allotments) for their use and for donation to community organizations, and 35% will be commons which may be picked by anyone passing by. There will be 31 raised-bed allotments of approximately 4ft x 8ft each, with 4 that are wheelchair accessible.

The commons (to be developed in phase II) is expected to consist primarily of a food forest that includes fruit trees, bushes, and vines, herbs, and edible perennials. It will also include some beds with salad veggies and cut flowers. Entryways and paths will be lined with flowers for people and pollinators to enjoy. Educational signage will help visitors know what to pick and how. There will also be an outdoor classroom space that will be available for use by local schools and colleges, and for gardening workshops and gatherings.

## SUSTAINABILITY: What is the intended lifespan for your proposed project?

>20 years (permanent)

How will your project be maintained through its lifecycle and retired after its intended lifespan?

A mixed garden model was chosen in part so that maintenance of the commons could be included as an obligation in the user agreement for allotment-holders. A garden management committee will also recruit external volunteer resources to help build and maintain the commons. This will include work parties held in partnership with other organizations, eg corporate or non-profit Green Teams. It will also include recruiting individuals with specific skillsets for specific tasks (eg repair shed roof).

Membership dues will cover basic yearly costs like soil amendments, woodchip path top-ups, and pest-control. Materials for the garden were chosen specifically to last 20+ years (plastic lumber, PVC-coated metal) in order to reduce ongoing replacement needs. The Oaklands Community Association will seek grants and hold community fundraisers on an as-needed basis for any significant replacement/maintenance costs.

If the community garden needs to be decommissioned for some reason, the Oaklands Community Association will be responsible for this cost.

Who will assume responsibility for ensuring these actions are undertaken?

The management and administration of the garden will be co-ordinated by a volunteer Garden Management Committee under the leadership and guidance of the Oaklands Community Association's Community Development coordinator who reports to the executive director of the Oaklands Community Association. Members of the Garden Management Committee will be nominated or will self-select annually at the AGM to lead responsibility for garden site management. Ultimately, the Oaklands Community Association will be responsible for the maintenance of the garden.

## COMMUNITY INVOLVEMENT: How will your proposed project involve the community during and following implementation?

Garden construction will require substantial volunteer labour. We will be seeking help from local trades schools (eg for shed construction), corporate green teams (eg for path installation), elementary school families (eg for cobb play structure), and art school students (eg artistic gates and arbours).

In preparation for phase II we will seek input through design workshops with the broader community and specialized groups and individuals (such as master gardeners, landscape architects, permaculture experts) on design and layout of the commons, preferred types of fruit/food to plant, and public art and benches.

We hope to engage the local schoolchildren in these designs, possibly holding a competition for ideas for various elements. We also hope to engage local artists and college students in the process.

In spite of broad community support, some neighbours with backyards facing the park are opposed to the garden. We will offer to sign a Good Neighbour Agreement with these neighbours. For broader community involvement following implementation see next question.

## BENEFITS: How will your proposed project benefit the community?





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## My Great Neighbourhood Grant Application

The garden will be a place of beauty and whimsy that is inviting to children and accessible to seniors and those with disabilities, and fosters connections between neighbours. It will contribute to increased food security and capacity, especially for apartment dwellers in the Oaklands neighbourhood, and boost local biodiversity and pollinator populations.

Produce from this organic garden will have a lower environmental impact and, for most members especially those that are lower-income, will likely be displacing non-organic produce or processed foods shipped long distances. Gardening promotes health by increasing access to fresh produce, and providing exercise for seniors and disabled individuals. There are currently no allotment gardens in the Oaklands neighbourhood. Many people living in rental suites and in apartments along Hillside Avenue have expressed a desire to have a garden plot in the neighbourhood, including low-income seniors and young people and families. A portion of harvests from communal beds will go to community based organizations such as Cool Aid and the Cridge, as well as the Oaklands Community Dinners.

The majority of parks in Oaklands have green areas that consist primarily of mowed grass. This project will boost pollinator populations, increase soil health, and help to enhance biodiversity both directly and indirectly through demonstration. The Oaklands Community Garden is working with the David Suzuki Foundation's Butterflyway Project to become part of a city-wide corridor for butterflies.

Gardening helps children understand where their food comes from, fosters stewardship of the land, and cultivates lifelong healthy eating habits. The commons area food forest concept is inspired by Permaculture, an agricultural system centered on sustainability that will be illuminated in the signage for both children and adults. An outdoor classroom space will be open for use by local schools and colleges, and for gardening workshops and gatherings. The community garden is planning to establish a monthly gardening club for young children. Four elementary schools are within easy walking distance of the garden as well as two daycare centres, and several have expressed an interest in utilizing the outdoor classroom space and involving children in garden activities. The Oaklands Community Association's Out-of-School Care program is also keen to get involved.

Social isolation for seniors is a growing problem due to reduced birth rates and a highly mobile society. The community garden will be a public space that fosters social connections between neighbours—crossing age, cultural, and socioeconomic boundaries. The garden design calls for wheelchair accessible spaces that invite peaceful reflection, and others that overlook children's play areas. These will improve the quality of life for seniors that live in the numerous senior care and assisted-living facilities nearby (include Parkwoods, Aberdeen, Kiwanis) as well as those aging-in-place. Partnerships will be sought with local senior facilities to allow residents to visit and participate in the garden and in intergenerational programming. Residents of Aberdeen Hospital attended our open house and requested a partnership.

Partnerships will be sought with local intercultural associations to facilitate cross-cultural learning and sharing of food-growing practices.

**APPROVALS:** What approvals and/or other regulatory requirements must be met to complete your project? (e.g. property owner permission, Heritage Alteration Permit, etc.)

An occupancy permit from the City of Victoria will be required. Our application is being processed and we expect it to go to City Council for approval within a few months.

**LIABILITY:** Are there aspects of your project that present risk to people or property? How will the risk be managed? (e.g. insurance)

There is some liability from people entering the community garden and potentially injuring themselves through normal accidents, especially children in the play area. The Oaklands Community Association has insurance that would be extended to cover the garden area.

### PROJECT TIMELINE:

Start date: \_\_\_\_\_ July 2018 \_\_\_\_\_ Completion date: \_\_\_\_\_ July 2019 \_\_\_\_\_

(Projects must be completed within one year of receiving funds)

### PROJECT LOCATION:

Neighbourhood:   Oaklands  

Street:   Ryan St  

Address:   1500-1600 block of Ryan Street



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## My Great Neighbourhood Grant Application

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

| Date        | Milestone   |
|-------------|---|
| June 2018   | Obtain City Council approval for occupancy                  |
| August 2018 | Obtain occupancy permit                                     |
| August 2018 | Installation of water lines and wheelchair accessible paths |
| Sept 2018   | Install raised beds for allotments, and fill with soil      |
| Sept 2018   | Build main gates and arbours                                |
| Sept 2018   | Begin soil-building for perimeter beds                      |
| Sept 2018   | Lay woodchip paths  |
| March 2019  | Build garden shed   |
| March 2019  | Build compost bins  |
| March 2019  | Install deer fence  |
| June 2019   | Build cob play structures                                   |
| July 2019   | Install signage   |

### PROJECT COST:

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$105,353 (see attached)\_\_\_\_\_

Amount requested from the My Great Neighbourhood grant fund: \$ 5,000\_\_

Please complete one of the following budgets (choose either Placemaking project or Activity Grant)

Budgets examples can be viewed on the website.

## PLACEMAKING PROJECT BUDGET:

| Items Funded by Grant   | Amount         |
|---|----------------|
| Deer fencing – 13% of total \$12,900 cost   | \$1650         |
| Decorative metal wheelchair-accessible gate   | \$1000         |
| 2 decorative wood gates (\$200 materials +\$100 artist honoraria, x 2)  | \$600          |
| Materials for plastic-lumber and metal raised beds – 1/3 of total \$3000 cost                                 | \$1000         |
| Project retirement cost and 15% maintenance contingency of total budget or as agreed with staff (\$1,500 max) | \$750          |
|   |                |
|   |                |
|   |                |
|   |                |
| <b>TOTAL REQUESTED (must not exceed your Total Matching Contribution below)</b>                               | <b>\$5,000</b> |

| Items Provided by Applicant                                   | Amount          |
|---|-----------------|
| Victoria Foundation Grant                                     | \$32,230        |
| Outreach Coordinator (OCA in-kind professional staff support) | \$7,644         |
| Volunteer labour building deer fence (50 hrs x \$20/hr)       | \$1,000         |
| Volunteer labour building raised beds (124hrs x \$20/hr)      | \$2,480         |
|   |                 |
|   |                 |
|   |                 |
|   |                 |
| <b>YOUR TOTAL MATCHING CONTRIBUTION</b>                       | <b>\$43,354</b> |



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## My Great Neighbourhood Grant Application

### DECLARATION:

I certify that the information given in this application is correct. I agree to the following terms:

1. The grant application meets all the eligibility requirements of the My Great Neighbourhood Grant Policy.
2. The not-for-profit organization is not in arrears with the City.
3. The Project or Activity will be carried out when and as described in the application. If there are significant changes to the Project or Activity or it is not completed, I am responsible to notify the City of Victoria of any changes and am required to return the funds back to the City of Victoria.
4. I assume all liability for activities associated with Project or Activity implementation and for all life cycle costs described above.
5. The Project or Activity will be in compliance with all applicable municipal policies, bylaws and requirements of the City of Victoria respecting use of City property.
6. A final report conforming to the format on the last page of this application will be submitted.
7. I provide the City of Victoria permission to share my name and details of this application to outside organizations for the purpose of determining funds from those organizations for the project.
8. I acknowledge that information contained in this application will become a matter for the public record and is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act.

Date: April 15, 2018

Applicant Group/Resident Lead Name: Chris Holt

Signature(s): \_\_\_\_\_

☒ I have completed the Readiness Checklist

### LIST OF ATTACHMENTS:

- ☒ Design information, including site map and visuals of Project or Activity location
- ☒ If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project needs to accompany the application. If the applicant is successful, the grant payment will be made to the not-for-profit organization to administer to the group they are supporting.

### Mandatory pre-application meetings must take place by March 30, 2018

Please submit this application with all applicable attachments to [grants@victoria.ca](mailto:grants@victoria.ca) by **April 15, 2018**.

Any questions may be directed to your Neighbourhood Advisor for the proposed location (see below).

Burnside-Gorge, Oaklands, Quadra-Hillside, Rockland

- Gary Pemberton: [gpemberton@victoria.ca](mailto:gpemberton@victoria.ca)

Downtown-Harris Green, Fernwood, North Park, Victoria West

- Michael Hill: [mhill@victoria.ca](mailto:mhill@victoria.ca)

Fairfield-Gonzales, North Jubilee, South Jubilee, James Bay

- Kimberley Stratford: [kstratford@victoria.ca](mailto:kstratford@victoria.ca)

Thank you for your application!

# MY GREAT NEIGHBOURHOOD GRANT PROGRAM

**PROJECT TITLE:** Oaklands Legacy/Totem Project

**PROJECT TYPE:** ☐ Placemaking ☒

**CONTACT INFORMATION:** ☐ Not-for-Profit Organization ☒

**PROJECT LEAD:**

**Contact Name:** Anne-Marie (Amei) Mai

**Organization Name:** Oaklands Elementary School, School District 61 (Greater Victoria)

**Mailing Address:** 2827 Belmont Ave, Victoria, BC, V8R 4B2

**Telephone:** 250-595-2444

**Email:** amai@sd651.bc.ca

**PARTNERING NOT-FOR-PROFIT GROUP:**

**Society Registration Number:** 10679 9927 RR0001

**Contact Name:** Amei Mai

**Organization Name:** School District 61 (Greater Victoria)

**Mailing Address:** 2827 Belmont Ave, Victoria, BC, V8R 4B2

**Telephone:** 250-595-2444

**Email:** amai@sd651.bc.ca

**PROJECT DESCRIPTION:** Please describe your proposed project.

From September to June, 2018, Oaklands students, staff, parents, and community will participate in a school-wide construction of a totem pole and study of BC First Nations totem poles (and related topics).

- The construction of the totem pole will be under the voluntary guidance of renowned Kwagiulth artist (and Oaklands parent), Carey Newman.
- As part of this minds-on, hands-on multi-grade, collaborative, and cross-curricular project, student will immerse themselves in a comprehensive study of BC Aboriginal peoples.
- We will document the entire process and create a documentary in order to inspire other schools around the province to construct a totem for their school. We plan to present our documentary at the FNEESC (First Nations Education Steering Committee) Conference in Vancouver in November 2019.



- We will unveil the totem at a celebratory feast, and invite the Oaklands Community (i.e., parents and students, etc.), elders, and dignitaries.

**SUSTAINABILITY:** What is the intended lifespan for your proposed project?

☐ 1 year ✓                      2 years                      3 years                      4 years                      5 years

**How will your project be maintained through its lifecycle and retired after its intended lifespan?**

- The project will start at the beginning of the school year (September 2018), and will be officially launched on Orange Shirt Day (on Sept. 28, 2018).
- Teachers, parents, community members, and other staff will help maintain the project throughout the year (September 2018 until June 2019).
- We will have an official unveiling of the totem pole in June, 2019 (which will happen close to National Aboriginal Day, June 21).

**Who will assume responsibility for ensuring these actions are undertaken?**

The project will be a team approach. Community members, teachers, administrators, parents, and others will ensure that students design, carve, and create alongside Kwagiulth artist, Carey Newman. Educators will ensure that students get a thorough and enriched aboriginal education across the curriculum.

**COMMUNITY INVOLVEMENT:** How will your proposed project involve the community during and following implementation?

One of our main goals for this legacy project is **relationship and partnership**. We are keen to develop a shared connection to BC First Nations history, issues, and values about education held by First Peoples of BC.

Also, the Oaklands community will be involved in the **hands-on** aspect of the project (of carving), but will also **participate in aboriginal education**, field studies, documentation and leadership, and the unveiling of the pole and feast in June, 2019.

**BENEFITS:** How will your proposed project benefit the community?

The project (of constructing a totem, teaching aboriginal history, and making a documentary) will help:

- make Oaklands a welcoming place for indigenous youth and its wider community,
- demonstrate Oaklands' continued commitment to teaching indigenous ways of knowing, doing, and understanding,
- promote a dialogue about and appreciation of BC's aboriginal culture, and
- be part of an open-hearted commitment and effort to accept and make changes around truth and reconciliation.

**APPROVALS:** What approvals and/or other regulatory requirements must be met to complete your project? (E.g. property owner permission, Heritage Alteration Permit, etc.)

None

**LIABILITY:** Are there aspects of your project that present risk to people or property? How will the risk be managed? (E.g. insurance)

While students will use carving tools, they will be under the supervision of teachers, educational assistants, parent volunteers, and master carver, Carey Newman.

School District 651 has the appropriate insurance and safety protocols, and follows WCB guidelines.

#### **PROJECT TIMELINE:**

**Start date:** September, 2018 (with some planning starting happening in April-June, 2018)

**Completion date:** June, 2019

#### **PROJECT LOCATION:**

**Neighbourhood:** Oaklands

**Street:** Belmont Avenue

**Address:** 2827 Belmont Ave., Victoria, BC

#### **WORKPLAN SCHEDULE:**

| Date                            | Milestone  |
|---------------------------------|--|
| September, 2018                 | <ul style="list-style-type: none"><li>• Introduce the project at the Orange Shirt Day assembly,</li><li>• Design the totem pole.</li></ul>   |
| September, 2018<br>- June, 2019 | <ul style="list-style-type: none"><li>• Document the entire process.</li><li>• Interview carvers, students, Oaklands community members (i.e., parents), elders, etc.</li></ul>   |
| September -<br>December, 2018   | <ul style="list-style-type: none"><li>• Students study totem poles and other aboriginal units and lessons,</li><li>• Celebrate "Orange Shirt Day" (which commemorates the residential school experience and ongoing process of reconciliation),</li><li>• Students begin carving totem pole with the assistance of Kwagiulth artist, Carey Newman.</li></ul> |
| January - May,<br>2019          | <ul style="list-style-type: none"><li>• Students continue to carve totem pole and study aboriginal education.</li></ul>  |
| June, 2019                      | <ul style="list-style-type: none"><li>• Unveil the totem at Oaklands Elementary,</li><li>• Host a community/school feast with Elders, dignitaries, and other community members.</li></ul>  |

**PROJECT COST:**

What is the total cost of the proposed project (*including in kind labour and donated goods and services*): **\$5,000 (for installation, plaque, and carving tools).**

Amount requested from the My Great Neighbourhood grant fund: **\$5000.**

**PLACEMAKING PROJECT BUDGET:**

| <b>Items Funded by Grant</b>  | <b>Amount</b> |
|---|---------------|
| Carving tools   | \$1000        |
| Honorariums for elders, speakers, dancers, and other dignitaries  | \$1000        |
| Plaque  | \$3000        |
| Project retirement cost and 15% maintenance contingency of total budget or as agreed w/ staff (\$1,500 max) |               |
| <b>TOTAL REQUESTED</b> (must not exceed your Total Matching Contribution below)                             | <b>\$5000</b> |

| <b>Items Provided by Applicant</b>      | <b>Amount</b> |
|---|---------------|
| Video equipment                         | \$1000        |
| Carey Newman (artist) honorarium        | \$1000        |
| Aboriginal resources                    | \$2000        |
| Carving tools                           | \$1000        |
| <b>YOUR TOTAL MATCHING CONTRIBUTION</b> | <b>\$5000</b> |

**DECLARATION:**

I certify that the information given in this application is correct. I agree to the following terms:

1. The grant application meets all the eligibility requirements of the My Great Neighbourhood Grant Policy.
2. The not-for-profit organization is not in arrears with the City.
3. The Project or Activity will be carried out when and as described in the application. If there are significant changes to the Project or Activity or it is not completed, I am responsible to notify the City of Victoria of any changes and am required to return the funds back to the City of Victoria.
4. I assume all liability for activities associated with Project or Activity implementation and for all life cycle costs described above.
5. The Project or Activity will be in compliance with all applicable municipal policies, bylaws and requirements of the City of Victoria respecting use of City property.
6. A final report conforming to the format on the last page of this application will be submitted.
7. I provide the City of Victoria permission to share my name and details of this application to outside organizations for the purpose of determining funds from those organizations for the project.

8. I acknowledge that information contained in this application will become a matter for the public record and is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act.

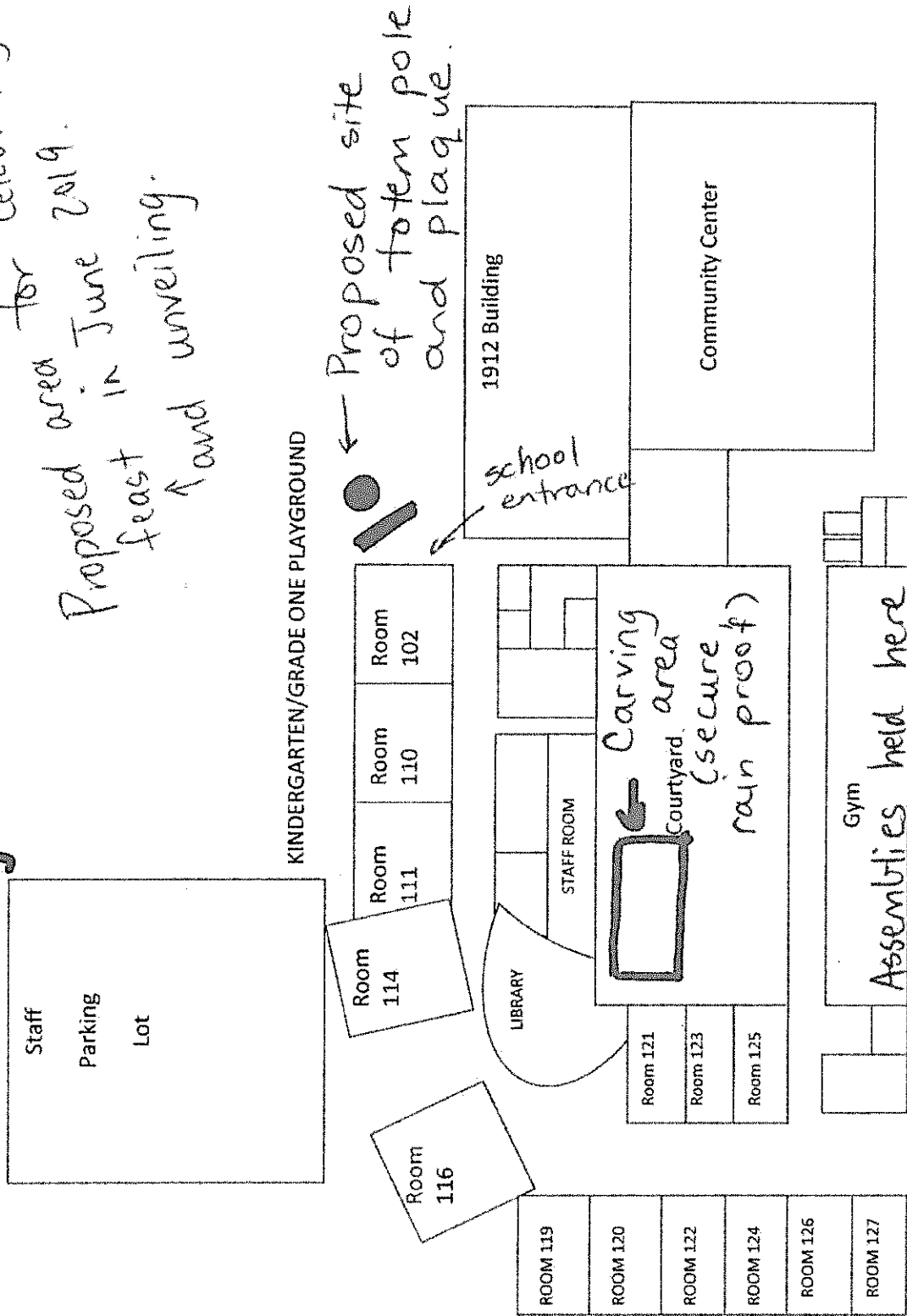
Date: April 14, 2018

Applicant Group/Resident Lead Name: Anne-Marie (Amei) Mai

Signature(s): Amei Mai

# Oaklands Elem. Totem/Legacy Project

Proposed area for celebratory feast in June 2019.  
 ↑ and unveiling.



Submitted by: Amei Mai  
 250-595-2444





1 Centennial Square  
Victoria, BC V8W 1P6  
P: 250-383-7100

## My Great Neighbourhood Grant Application

### HOW TO APPLY:

1. Read the Application Checklist and other information on our website
2. Get all of your supporting information together
  - Project design and/or activity plan information, including site map and sketches/photos of project location
  - If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project must accompany the application. (If the applicant is successful, the cheque will be made out to the partnering not-for profit organization, who will be responsible for administering the funding to the applicant).
2. Arrange to meet with your Neighbourhood Advisor as soon as possible to discuss your initial proposal (our names are listed on the last page of this application form).
3. Complete the application form and send it to [grants@victoria.ca](mailto:grants@victoria.ca)

**PROJECT TITLE:** Safety and Placemaking in Oaklands Park

### PROJECT TYPE:

(Check one)

☒ Placemaking

☐ Activity

### CONTACT INFORMATION:

☐ Not-for-Profit Organization, or

☒ Informal Group (not registered as a not-for-profit organization)

If you're applying as an informal group, please include a letter of support from a registered not-for-profit organization.

### PROJECT LEAD:

Contact Name: Ben Clark

Organization Name: *(if applicable)* \_\_\_\_\_

Mailing Address: 2643 Shakespeare St, Victoria, B.C. V8R4G8

Telephone: 250-884-3133

Email: blaclark@icloud.com

### PARTNERING NOT-FOR-PROFIT GROUP:



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Victoria, BC V8W 1P6  
E: [ed@oaklandsca.com](mailto:ed@oaklandsca.com)

## My Great Neighbourhood Grant Application

Society Registration Number: \_\_\_\_\_

Contact Name: Chris Holt

Organization Name: Oaklands Community Association

Mailing Address: \_\_\_\_\_

Telephone: 250-370-9101

Email: ed@oaklandsca.com

**PROJECT DESCRIPTION:** Please describe your proposed project.

The proposed project builds on recent upgrades to the park, and will improve safety for path users at night. The two main components are a gathering area with a set of benches and a little free library, and lighting along the pathway between Shakespeare St and Kings Rd.

Based on quotes from Carmanah Technologies, a local solar lighting company, \$5000 could pay for two solar-powered lights along the small section of pathway. If this is successful, then continuing lighting

**SUSTAINABILITY:** What is the intended lifespan for your proposed project?

<1 year      2 years      3 years      4 years      5 years      20 years (specify)

How will your project be maintained through its lifecycle and retired after its intended lifespan?

Once in place, the lights and gathering area will require little maintenance. The project lead will maintain the little library and bench area. This includes picking up garbage, maintaining a mix of books, and

Who will assume responsibility for ensuring these actions are undertaken?

Project lead

**COMMUNITY INVOLVEMENT:** How will your proposed project involve the community during and following implementation?

- Consultation with neighbours and other groups that use the park
- Soliciting design input and labour from users
- Connecting activities at the community centre to different parts of the neighbourhood
- Celebrating the activities that happen in the park

**BENEFITS:** How will your proposed project benefit the community?

The project will build on recent improvements to Oaklands Park (sport court fences, pathway, exercise equipment), and give users a place to gather.

The little library will be designed with an area for books, and also an area to post community information from the Oaklands Community Association.

**APPROVALS:** What approvals and/or other regulatory requirements must be met to complete your project? (e.g. property owner permission, Heritage Alteration Permit, etc.)

- Nearby property owners
- Parks department

**LIABILITY:** Are there aspects of your project that present risk to people or property? How will the risk be managed? (e.g. insurance)



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P: 250.603.7100

## My Great Neighbourhood Grant Application

Benches and light installation will be designed with accessibility standards in mind, and with rounded edges and limited tripping hazards to keep the area safe for children playing.

### PROJECT TIMELINE:

Start date: August 2018 Completion date: March 2019

(Projects must be completed within one year of receiving funds)

### PROJECT LOCATION:

Neighbourhood: Oaklands

Street: Shakespeare

Address: Oaklands Park (south end between Kings Rd. and Shakespeare St.)

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

| Date                        | Milestone  |
|-----------------------------|--|
| July 2018                   | Convene group of volunteers                                  |
| August 2018                 | Design of gathering area and procurement of pathway lighting |
| September 2018              | Installation of benches and pathway lighting                 |
| October 2018                | Landscaping and polishing construction                       |
| November 2018-February 2019 | Contingency  |
| March 2019                  | Launch party   |
|                             |  |
|                             |  |

### PROJECT COST:

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$ 10,000

Amount requested from the My Great Neighbourhood grant fund: \$ 5,000 (must not exceed 50% of total cost)



Please complete one of the following budgets (choose either Placemaking project or Activity Grant)

Budgets examples can be viewed on the website.

### PLACEMAKING PROJECT BUDGET:

| Items Funded by Grant   | Amount         |
|---|----------------|
| Materials for benches and library   | \$3,000        |
| - Includes wood, concrete, paint, permeable paving material, plants   |                |
|   |                |
|   |                |
|   |                |
|   |                |
|   |                |
| Project retirement cost and 15% maintenance contingency of total budget or as agreed with staff (\$1,500 max) |                |
| <b>TOTAL REQUESTED (must not exceed your Total Matching Contribution below)</b>                               | <b>\$3,000</b> |

| Items Provided by Applicant               | Amount        |
|---|---------------|
| Volunteer labour (\$20/hr)                | \$1500        |
| Professional Carpentry Services (\$50/hr) | \$500         |
| Maintenance (\$20/hr)                     | \$2000        |
|   |               |
|   |               |
|   |               |
|   |               |
|   |               |
| <b>YOUR TOTAL MATCHING CONTRIBUTION</b>   | <b>\$4000</b> |



1 Centennial Square  
Victoria, BC V8W 1P6  
Phone: 250.383.2222

## My Great Neighbourhood Grant Application

### DECLARATION:

I certify that the information given in this application is correct. I agree to the following terms:

1. The grant application meets all the eligibility requirements of the My Great Neighbourhood Grant Policy.
2. The not-for-profit organization is not in arrears with the City.
3. The Project or Activity will be carried out when and as described in the application. If there are significant changes to the Project or Activity or it is not completed, I am responsible to notify the City of Victoria of any changes and am required to return the funds back to the City of Victoria.
4. I assume all liability for activities associated with Project or Activity implementation and for all life cycle costs described above.
5. The Project or Activity will be in compliance with all applicable municipal policies, bylaws and requirements of the City of Victoria respecting use of City property.
6. A final report conforming to the format on the last page of this application will be submitted.
7. I provide the City of Victoria permission to share my name and details of this application to outside organizations for the purpose of determining funds from those organizations for the project.
8. I acknowledge that information contained in this application will become a matter for the public record and is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act.

Date: April 15, 2018

Applicant Group/Resident Lead Name: Ben Clark

Signature(s): 

☒ I have completed the Readiness Checklist

### LIST OF ATTACHMENTS:

- ☒ Design information, including site map and visuals of Project or Activity location
- ☒ If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project needs to accompany the application. If the applicant is successful, the grant payment will be made to the not-for-profit organization to administer to the group they are supporting.

**Mandatory pre-application meetings must take place by March 30, 2018**

Please submit this application with all applicable attachments to [grants@victoria.ca](mailto:grants@victoria.ca) by **April 15, 2018**.



1 Centennial Square Victoria,  
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E: [grants@victoria.ca](mailto:grants@victoria.ca)

## My Great Neighbourhood Grant Application

### HOW TO APPLY:

1. Read the Application Checklist and other information on our website
2. Get all of your supporting information together
  - Project design and/or activity plan information, including site map and sketches/photos of project location
  - If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project must accompany the application. (If the applicant is successful, the cheque will be made out to the partnering not-for-profit organization, who will be responsible for administering the funding to the applicant).
2. Arrange to meet with your Neighbourhood Advisor as soon as possible to discuss your initial proposal (our names are listed on the last page of this application form).
3. Complete the application form and send it to [grants@victoria.ca](mailto:grants@victoria.ca)

**PROJECT TITLE:** Partnering for Pollinators and Food Public Event

### PROJECT TYPE:

(Check one)

- ☐ Placemaking
- ☒ Activity

### CONTACT INFORMATION:

- ☐ Not-for-Profit Organization, or
- ☒ Informal Group (not registered as a not-for-profit organization)

If you're applying as an informal group, please include a letter of support from a registered not-for-profit organization.

### PROJECT LEAD:

Contact Name: Lora Morandin, Ph.D.

Organization Name: *(if applicable)* Pollinator Partnership Canada (841695174)

Mailing Address: 1212 Juno Street, Victoria, BC V9A 5K1

Telephone: (250) 889-8194

Email: [lm@pollinator.org](mailto:lm@pollinator.org)

### PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: S-0048117

Contact Name: Nicholas Harrington or Janet Strauss

Organization Name: Victoria Downtown Residents' Association

Mailing Address: 1715 Government Street, Victoria, BC V8W 1Z4

Telephone: (778) 403-2148 (Nicholas) / (250) 882-5796 (Janet)

Email: [chair@victoriadra.ca](mailto:chair@victoriadra.ca) (Nicholas) / [straussjanet@yahoo.ca](mailto:straussjanet@yahoo.ca) (Janet)



1 Centennial Square Victoria,  
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## My Great Neighbourhood Grant Application

### PROJECT DESCRIPTION: Please describe your proposed project.

Pollinators, particularly native bees, are essential for urban and agricultural food production, and natural ecosystems. Yet, few people know about native bees, the role they play in our food production, the issues they are experiencing, and the best ways to help. We will invite the community and greater public to participate in a fun, inclusive, and educational event at the Yates Street Community Garden, where we will have a Native Bee Pop Up Apiary, during Pollinator Week. The Yates Street Community Garden Association and Pollinator Partnership Canada will lead in organizing the event and invite partners to participate such as Habitat Acquisition Trust, CRFAIR, and Parks Canada. Each organization will be able to set up a table and provide information and activities related to pollinators and local food security, and they will advertise the event to their network. Short talks by local experts in the community, and tours of the apiary and garden will be included.

### SUSTAINABILITY: What is the intended lifespan for your proposed project?

<1 year      2 years      3 years      4 years      5 years      \_\_\_\_ years (specify)

How will your project be maintained through its lifecycle and retired after its intended lifespan?

Not Applicable

Who will assume responsibility for ensuring these actions are undertaken?

Pollinator Partnership Canada, Yates Street Community Garden, and the Victoria Downtown Residents' Association

### COMMUNITY INVOLVEMENT: How will your proposed project involve the community during and following implementation?

The Yates Street Community Garden Association will help organize the event and reach out to the local community to invite them to the event. Pollinator Partnership Canada (P2C) will engage with the Island Pollinator Initiative (IPI) network (a program led by P2C), which includes over 15 local conservation groups. We will advertise to all of our public networks to join us at the event, and also advertise to those that are not involved in the conservation world. The day will be a fun, interactive day for all the public. They will have the opportunity to learn about pollinators and food production, and little changes they can make to help pollinators and produce their own food. All sectors of the community will be invited and welcome. Following the event, the community will be invited to come to the garden and apiary any time it is open to watch the bees and observe local, urban food production.

### BENEFITS: How will your proposed project benefit the community?

Most people think of honey bees when they think of bees. However, honey bees are not native to north America, and in some cases can be detrimental to our native bees and the environment. People will learn about native bees, the issues, their importance to food production, that they are not aggressive and rarely sting, and simple ways to help these beautiful and diversity animals (450 species in BC!). They will learn how to recognize some different types of bees, and see how easy it is to grow food in an urban area. They will be able to ask questions of a wide range of local experts and be inspired to create habitat in their own yards, and to pass on this information. The event also will foster awareness of the garden as an oasis of nature in the city, where people can connect with their community, food, and nature. It will show them a safe space for the community to come together to learn about small scale urban food production, urban ecosystems, and how native pollinators play an integral role in food security. This will increase local food security, sense of community and citizen empowerment, and help establish and maintain a healthy ecosystem within the urban landscape.



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## My Great Neighbourhood Grant Application

**APPROVALS:** What approvals and/or other regulatory requirements must be met to complete your project? (e.g. property owner permission, Heritage Alteration Permit, etc.)

None that we are aware of.

**LIABILITY:** Are there aspects of your project that present risk to people or property? How will the risk be managed? (e.g. insurance)

We don't anticipate any greater risk than would be expected at any similar public event. The Victoria Downtown Residents' Association is insured under a general liability insurance policy the coverage of which is extended to the property on which this public event is planned to be held.

### PROJECT TIMELINE:

Start date: 5 April 2018 Completion date: 23 June 2018

(Projects must be completed within one year of receiving funds)

### PROJECT LOCATION:

Neighbourhood: Downtown-Harris Green

Street: Yates Street

Address: 1012-1014 Yates Street, Victoria, BC

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

| Date            | Milestone   |
|-----------------|---|
| April 2018      | Invite partner groups (eg HAT, Whole Foods, CRFAIR, Parks Canada) |
| May 2018        | Logistics: tables, tents, food etc                                |
| Jun 2018        | Advertise event: posters, social media, partners                  |
| Jun 19-22, 2018 | Finalize all event details  |
| Jun 23 2018     | Event day   |
|                 |   |
|                 |   |
|                 |   |

### PROJECT COST:

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$ 3,000

Amount requested from the My Great Neighbourhood grant fund: \$ 1,000 (must not exceed 50% of total cost)



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## My Great Neighbourhood Grant Application

### ACTIVITY PROJECT BUDGET:

| Items Funded by Grant   | Amount         |
|---|----------------|
| Table, chair etc rental   | \$300          |
| Ad poster printing  | \$50           |
| Material printing   | \$300          |
| Food (finger snacks—mini muffins, granola bars, etc.)                           | \$350          |
|   |                |
|   |                |
|   |                |
| <b>TOTAL REQUESTED (must not exceed your Total Matching Contribution below)</b> | <b>\$1,000</b> |

| Items Provided by Applicant   | Amount         |
|---|----------------|
| Hours of organization, advertising, conducting the event (P2C \$20/hr x 50hrs; Yates \$20/hr x 50hrs) | \$2,000        |
|   |                |
|   |                |
|   |                |
|   |                |
|   |                |
|   |                |
| <b>YOUR TOTAL MATCHING CONTRIBUTION</b>   | <b>\$2,000</b> |





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## My Great Neighbourhood Grant Application

### DECLARATION:

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8. I acknowledge that information contained in this application will become a matter for the public record and is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act.

Date: 6 April 2018

Applicant Group/Resident Lead Name: Pollinator Partnership Canada

Signature(s):

☒ I have completed the Readiness Checklist

### LIST OF ATTACHMENTS:

- ☐ Design information, including site map and visuals of Project or Activity location
- ☐ If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project needs to accompany the application. If the applicant is successful, the grant payment will be made to the not-for-profit organization to administer to the group they are supporting.

**Mandatory pre-application meetings must take place by March 30, 2018**

Please submit this application with all applicable attachments to [grants@victoria.ca](mailto:grants@victoria.ca) by April 15, 2018.

Any questions may be directed to your Neighbourhood Advisor for the proposed location (see below).

Burnside-Gorge, Oaklands, Quadra-Hillside, Rockland

- Gary Pemberton: [gpemberton@victoria.ca](mailto:gpemberton@victoria.ca)

Downtown-Harris Green, Fernwood, North Park, Victoria West

- Michael Hill: [mhill@victoria.ca](mailto:mhill@victoria.ca)

Fairfield-Gonzales, North Jubilee, South Jubilee, James Bay

- Kimberley Stratford: [kstratford@victoria.ca](mailto:kstratford@victoria.ca)

Thank you for your application!



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## My Great Neighbourhood Grant Application

### DECLARATION:

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Date: April 14, 2018

Applicant Group/Resident Lead Name: Nicholas Harrington

Signature(s): *Nicholas Harrington*

☒ I have completed the Readiness Checklist

### LIST OF ATTACHMENTS:

- ☐ Design information, including site map and visuals of Project or Activity location
- ☒ If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project needs to accompany the application. If the applicant is successful, the grant payment will be made to the not-for-profit organization to administer to the group they are supporting.

**Mandatory pre-application meetings must take place by March 30, 2018**

Please submit this application with all applicable attachments to [grants@victoria.ca](mailto:grants@victoria.ca) by **April 15, 2018**.

Any questions may be directed to your Neighbourhood Advisor for the proposed location (see below).

Burnside-Gorge, Oaklands, Quadra-Hillside, Rockland  
• Gary Pemberton: [gpemberton@victoria.ca](mailto:gpemberton@victoria.ca)

Downtown-Harris Green, Fernwood, North Park, Victoria West  
• Michael Hill: [mhill@victoria.ca](mailto:mhill@victoria.ca)

Fairfield-Gonzales, North Jubilee, South Jubilee, James Bay  
• Kimberley Stratford: [kstratford@victoria.ca](mailto:kstratford@victoria.ca)

Thank you for your application!

### FINAL REPORT GUIDELINES



1 Centennial Square Victoria,  
BC V8W 1P6  
E: [grants@victoria.ca](mailto:grants@victoria.ca)

## My Great Neighbourhood Grant Application

### HOW TO APPLY:

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2. Arrange to meet with your Neighbourhood Advisor as soon as possible to discuss your initial proposal (our names are listed on the last page of this application form).
3. Complete the application form and send it to [grants@victoria.ca](mailto:grants@victoria.ca)

PROJECT TITLE: Maddison Street Neighbourhood Block Party

### PROJECT TYPE:

(Check one)

☐ Placemaking

☒ Activity

### CONTACT INFORMATION:

☐ Not-for-Profit Organization, or

☒ Informal Group (not registered as a not-for-profit organization)

If you're applying as an informal group, please include a letter of support from a registered not-for-profit organization.

### PROJECT LEAD:

Contact Name: Kelly Coupar, Deborah Maunder, Caelen Bright

Organization Name: (if applicable)

Mailing Address: 966 Maddison Street V8S 5C5, Victoria BC

Telephone: 604-358-0292

Email: Kelly.Coupar@gmail.com

### PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**PROJECT DESCRIPTION:** Please describe your proposed project.

The neighbours along Maddison Street (located in the Fairfield-Gonzales Neighbourhood of Victoria), are planning block party to be held on Saturday, July 21, 2018. The event will encourage social interaction amongst the people who live along Maddison, as well as those who live on other nearby streets. Additionally, it will include volunteers who from our street who will offer up there time, and BBQs to cook a variety of delicious meat and vegetable items. Other activities opportunities for dancing to a live blues band; who has already been secured for the day. Other child-friendly activities such as soccer, street chalk picture making, and may be a jungle jam will be offered up to neighbours to enjoy.

**SUSTAINABILITY:** What is the intended lifespan for your proposed project?

☒ <1 year      ☐ 2 years      ☐ 3 years      ☐ 4 years      ☐ 5 years       \_\_\_\_ years (specify)

How will your project be maintained through its lifecycle and retired after its intended lifespan?

Initial project planning for the event has already been completed (confirmed date, time, volunteers, and entertainment). Commitments from neighbours including those who have volunteered time have supported other neighbourhood building events in the past; and are confident in their abilities to plan future such events if there is a good turn-out, which is highly expected.

Who will assume responsibility for ensuring these actions are undertaken?

Kelly Coupar, Deborah Maunder, Caelen Bright will assume responsibility for ensuring these actions are undertaken.

**COMMUNITY INVOLVEMENT:** How will your proposed project involve the community during and following implementation?

The event depends on a number of organizing volunteers, as well as neighbours to offer up time to BBQ, source food stuffs, coordinate entertainments, and get the word out of the actual event. The participation of the number of volunteers already, as well as those who have committed time encourages a high volume of community building. Additionally, the event itself includes:

- Mix of young and old attendees and volunteers share in the planning and the games and activities ((know your neighbours quiz, cake walk, etc.) which help form lasting connections between neighbours
- As we enjoy living on a street which is one of the last areas of Gary Oak meadows/ecosystems on the lower island, local volunteers provide education and updates on its maintenance during the party.
- Local businesses join in the fun and support. ?

**BENEFITS:** How will your proposed project benefit the community?

There are a number of benefits for hosting a block party, for example:

- To bring people together to help create a strong sense of community and neighbourhood pride
- To meet your neighbours and learn where they live and who lives there
- Knowing others in your neighbourhood and where they live improves community spirit and safety
- To increase the sense of belonging to your community
- To establish new friendships
- To encourage neighbours to look after the neighbourhood
- To plan other neighbourhood projects, that might inspire community connections



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## My Great Neighbourhood Grant Application

**APPROVALS:** What approvals and/or other regulatory requirements must be met to complete your project? (e.g. property owner permission, Heritage Alteration Permit, etc.)

The event will be hosted by the neighbours of Maddison Street, who will secure a permit from the City of Victoria to close the block.

**LIABILITY:** Are there aspects of your project that present risk to people or property? How will the risk be managed? (e.g. insurance)

No there are no aspects of the project that present risks to people or property

**PROJECT TIMELINE:**

Start date: July 21, 2018 Completion date: July 21, 2018

(Projects must be completed within one year of receiving funds)

**PROJECT LOCATION:**

Neighbourhood: Fairfield-Gonzales,

Street: Maddison Street

Address: Intersection of Maddison and Lawndale (where Garry Oak meadow and lane is located)

**WORKPLAN SCHEDULE:**

(Please add more lines if necessary)

| Date          | Milestone  |
|---------------|--|
| March 2018    | Confirmed Date of Event – July 21, 2018                    |
| April 2018    | Secured live entertainment (The Black Fish – Blues band)   |
| May 2018      | Confirm list of BBQ volunteers                             |
| June 2018     | Confirm cost of food stuffs that will be bought            |
| July 2018     | Pre-Meeting Check-in with volunteers on event organization |
| July 21, 2018 | Host block party   |
|               |  |
|               |  |

**PROJECT COST:**

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$ \$2065.00

Amount requested from the My Great Neighbourhood grant fund: \$ \$1000.00 (must not exceed 50% of total cost)



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## My Great Neighbourhood Grant Application

Please complete one of the following budgets (choose either Placemaking project or Activity Grant)

Budgets examples can be viewed on the website.

### ACTIVITY PROJECT BUDGET:

| Items Funded by Grant  | Amount                  |
|--|-------------------------|
| Live entertainment   | \$200.00                |
| BBQ Food stuffs (approx. 20- 30 salmon, veggie, chicken, turkey, and meat burgers); 20-30 sparkling soda drinks, platters of food, salads etc. | <del>\$600.00</del> 500 |
| Kids entertainment (rental for blow-up jungle jam), street chalk, bubbles etc.)  | \$200.00                |
| block party permit   |                         |
| Admin fee FGCA   | 100                     |
| Project retirement cost and 15% maintenance contingency of total budget or as agreed with staff (\$1,500 max)                                  | N/A                     |
| <b>TOTAL REQUESTED (must not exceed your Total Matching Contribution below)</b>  | <b>\$1000.00 \$</b>     |

| Items Provided by Applicant   | Amount           |
|---|------------------|
| 3 BBQs (\$75.00 per BBQ per day ) – see <a href="https://www.confettipartyrentals.com/equipment.asp?action=category&amp;category=15">https://www.confettipartyrentals.com/equipment.asp?action=category&amp;category=15</a> for reference estimate) | \$225.00         |
| Event planning hours for volunteer (3 volunteers meeting 6 times, for one hour meeting @ \$20.00 per hour)  | \$360.00         |
| 3 BBQ Volunteers, and 3 Event Set-up and Clean-up Volunteers for 4 hours @ 20.00 per hour   | \$480.00         |
| 6 x 80  |                  |
|   |                  |
|   |                  |
|   |                  |
| <b>YOUR TOTAL MATCHING CONTRIBUTION</b>   | <b>\$1065.00</b> |





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## My Great Neighbourhood Grant Application

### DECLARATION:

I certify that the information given in this application is correct. I agree to the following terms:

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Date: April 24, 2018

Applicant Group/Resident Lead Name: Kelly Coupar

Signature(s): 

☒ I have completed the Readiness Checklist

### LIST OF ATTACHMENTS:

- ☐ Design information, including site map and visuals of Project or Activity location
- ☐ If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project needs to accompany the application. If the applicant is successful, the grant payment will be made to the not-for-profit organization to administer to the group they are supporting.

### Mandatory pre-application meetings must take place by March 30, 2018

Please submit this application with all applicable attachments to [grants@victoria.ca](mailto:grants@victoria.ca) by April 15, 2018.

Any questions may be directed to your Neighbourhood Advisor for the proposed location (see below).

Burnside-Gorge, Oaklands, Quadra-Hillside, Rockland

- Gary Pemberton: [gpemberton@victoria.ca](mailto:gpemberton@victoria.ca)

Downtown-Harris Green, Fernwood, North Park, Victoria West

- Michael Hill: [mhill@victoria.ca](mailto:mhill@victoria.ca)

Fairfield-Gonzales, North Jubilee, South Jubilee, James Bay

- Kimberley Stratford: [kstratford@victoria.ca](mailto:kstratford@victoria.ca)

Thank you for your application!



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## My Great Neighbourhood Grant Application

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3. Complete the application form and send it to [grants@victoria.ca](mailto:grants@victoria.ca)

PROJECT TITLE: Family Happy Hour Nights

### PROJECT TYPE:

(Check one)

☐ Placemaking

X Activity

### CONTACT INFORMATION:

☐ Not-for-Profit Organization, or

X Informal Group (not registered as a not-for-profit organization)

If you're applying as an informal group, please include a letter of support from a registered not-for-profit organization.

### PROJECT LEAD:

Contact Name: Maxine Toth

Organization Name: *(if applicable)* \_\_\_\_\_

Mailing Address: 425 Niagara St., Victoria, BC, V8V 1G9

Telephone: 250 – 208- 0605

Email: jamesbayhappyhour@gmail.com

### PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: 119239036RR001

Contact Name: Darcy Topinka

Organization Name: James Bay Community School Society

Mailing Address: 140 Oswego St., Victoria, BC, V8V 2B1

Telephone: 250 389-1470

Email: dtopinka@sd61.bc.ca



1 Centennial Square Victoria,  
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## My Great Neighbourhood Grant Application

### PROJECT DESCRIPTION: Please describe your proposed project.

We will be running bi-weekly sports evenings for families throughout the winter months (November to April). At the start of the season we will host a community dinner for everyone to meet and get enthused. The bi-weekly family sports nights involve booking the school gym for one hour in the evenings, and delineating half of the gym for free-style play for young children and the other half for a loosely organized game for adults and older children. We follow up the sports event with a potluck that is at a participant's house. We will collect a fee of \$5 per family (if able) for each attended week to cover the rental fees and other associated costs. At the end of the season we will close with another community dinner.

### SUSTAINABILITY: What is the intended lifespan for your proposed project?

<1 year X      2 years      3 years      4 years      5 years      \_\_\_\_ years (specify)

How will your project be maintained through its lifecycle and retired after its intended lifespan?

We piloted the program this year on a small scale. We would use the grant to put down a deposit, invest in some equipment, advertise further, and cover the initial dinner and insurance costs for the first year. As we continue to collect money we hope the pool would grow to have enough to cover these upfront costs for next year. The grant would provide us a chance to develop a sustainable way to gather funds to go towards the following year's booking and insurance fees.

Who will assume responsibility for ensuring these actions are undertaken?

Several people have volunteered to take on tasks. One person will track funds coming in and manage the budget, another will create a google calendar sign-up document to be shared, and another will create a facebook page. Many have already advertised. For the bi-weekly sports evenings, families will each sign up for a week for which they will be responsible for opening and closing the gym, picking up equipment from our house, and hosting the potluck.

### COMMUNITY INVOLVEMENT: How will your proposed project involve the community during and following implementation?

The community is already involved. We have had meetings to designate tasks and brainstorm ways to grow the program or make changes to it. The pilot program already involved many neighbours talking to their friendly acquaintances and inviting them. As stated above, community members will take on various tasks. Darcy, through the James Bay Community Centre, has also agreed to advertise the program through their newsletter, which will hopefully get more families involved. We also plan to use the grant, if we receive it, to try to host a start-up community dinner at the centre, as well as a closing dinner in the spring. These meals would be open to the entire community and allow people to engage with each other and be introduced.

### BENEFITS: How will your proposed project benefit the community?

This is a family-centred program that builds up neighbourhood relationships. Our children are safer in a community in which they know more of their neighbours and this program connects the school to the community and families to each other. As parents, we can form relationships with other families and gain resiliency through our networks. The sports nights allow families to join together for a shared, fun experience and provides an inclusive space for newcomers to join in and meet new people. It also provides us with an opportunity to invite people we would like to get to know more to a regular event that feels safe and welcoming. A shared welcome and closing meal connects families with the larger community, while the bi-weekly events allow for frequent and regular contact. It also provides a chance for free play for children in a safe and supervised setting, allowing them to gain social and gross-motor skills. Adults can share the tasks of childminding on these nights, providing a break after the work-week. The sports nights encourage physical activity when it is dark out and families may often be otherwise indoors. The potluck allows families to know where other families live and gives community members a chance to open up their homes and welcome others.



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## My Great Neighbourhood Grant Application

**APPROVALS:** What approvals and/or other regulatory requirements must be met to complete your project? (e.g. property owner permission, Heritage Alteration Permit, etc.)

We have been renting the gym through the James Bay School Association, and following any protocols they have in place for rentals. We have also talked about renting Jesse's Café for the dinners and that we would need to get an alcohol permit if people wanted to bring alcoholic drinks.

**LIABILITY:** Are there aspects of your project that present risk to people or property? How will the risk be managed? (e.g. insurance)

As with any sports programming, there is a risk of personal injury. We have been approved to get insurance through city programming coverage. The cost to us is \$190 for 6 months of coverage, and the contact person for this is Darlene Hammond from Crystal Pool.

### PROJECT TIMELINE:

Start date: November 2018 Completion date: May 2019

(Projects must be completed within one year of receiving funds)

### PROJECT LOCATION:

Neighbourhood: James Bay

Street: Oswego St.

Address: James Bay Community Centre

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

| Date           | Milestone   |
|----------------|---|
| Spring         | Book rental evenings; buy insurance   |
|                | Buy sports equipment  |
| Summer         | Create facebook page; design posters  |
| Late September | Write up and submit blurb for JB Centre's newsletter                          |
| October        | Send out google calendar; plan and host welcome dinner                        |
| November       | Begin bi-weekly sports nights   |
| March          | Evaluate funds (budget for next year); plan closing dinner if funds available |
| May            | Plan and host closing dinner  |

### PROJECT COST:

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$ 2930

Amount requested from the My Great Neighbourhood grant fund: \$ 1000 (must not exceed 50% of total cost)



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## My Great Neighbourhood Grant Application

### ACTIVITY PROJECT BUDGET:

| Items Funded by Grant  | Amount |
|--|--------|
| Insurance  | \$190  |
| Equipment  | \$185  |
| Welcome Community Dinner Food and Rental Fees                            | \$550  |
| Deposit for gym rental   | \$75   |
|  |        |
|  |        |
|  |        |
|  |        |
| TOTAL REQUESTED (must not exceed your Total Matching Contribution below) | \$1000 |

| Items Provided by Applicant                   | Amount |
|---|--------|
| Rental Costs for Gym                          | \$630  |
| Volunteer Hours                               | \$600  |
| Closing Community Dinner Food and Rental Fees | \$550  |
| Donated Sports Equipment                      | \$200  |
|   |        |
|   |        |
|   |        |
|   |        |
| YOUR TOTAL MATCHING CONTRIBUTION              | \$1930 |



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## My Great Neighbourhood Grant Application

### DECLARATION:

I certify that the information given in this application is correct. I agree to the following terms:

1. The grant application meets all the eligibility requirements of the My Great Neighbourhood Grant Policy.
2. The not-for-profit organization is not in arrears with the City.
3. The Project or Activity will be carried out when and as described in the application. If there are significant changes to the Project or Activity or it is not completed, I am responsible to notify the City of Victoria of any changes and am required to return the funds back to the City of Victoria.
4. I assume all liability for activities associated with Project or Activity implementation and for all life cycle costs described above.
5. The Project or Activity will be in compliance with all applicable municipal policies, bylaws and requirements of the City of Victoria respecting use of City property.
6. A final report conforming to the format on the last page of this application will be submitted.
7. I provide the City of Victoria permission to share my name and details of this application to outside organizations for the purpose of determining funds from those organizations for the project.
8. I acknowledge that information contained in this application will become a matter for the public record and is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act.

Date: April 13, 2018

Applicant Group/Resident Lead Name: Maxine Toth

Signature(s): Maxine Toth

☒ I have completed the Readiness Checklist

### LIST OF ATTACHMENTS:

- ☐ Design information, including site map and visuals of Project or Activity location
- ☒ If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project needs to accompany the application. If the applicant is successful, the grant payment will be made to the not-for-profit organization to administer to the group they are supporting.

### Mandatory pre-application meetings must take place by March 30, 2018

Please submit this application with all applicable attachments to [grants@victoria.ca](mailto:grants@victoria.ca) by April 15, 2018.

Any questions may be directed to your Neighbourhood Advisor for the proposed location (see below).

Burnside-Gorge, Oaklands, Quadra-Hillside, Rockland

- Gary Pemberton: [gpemberton@victoria.ca](mailto:gpemberton@victoria.ca)

Downtown-Harris Green, Fernwood, North Park, Victoria West

- Michael Hill: [mhill@victoria.ca](mailto:mhill@victoria.ca)

Fairfield-Gonzales, North Jubilee, South Jubilee, James Bay

- Kimberley Stratford: [kstratford@victoria.ca](mailto:kstratford@victoria.ca)

Thank you for your application!





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## My Great Neighbourhood Grant Application

### HOW TO APPLY:

1. Read the Application Checklist and other information on our website
2. Get all of your supporting information together
  - Project design and/or activity plan information, including site map and sketches/photos of project location
  - If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project must accompany the application. (If the applicant is successful, the cheque will be made out to the partnering not-for-profit organization, who will be responsible for administering the funding to the applicant).
2. Arrange to meet with your Neighbourhood Advisor as soon as possible to discuss your initial proposal (our names are listed on the last page of this application form).
3. Complete the application form and send it to [grants@victoria.ca](mailto:grants@victoria.ca)

PROJECT TITLE: Co-op Café

### PROJECT TYPE:

(Check one)

- ☐ No Placemaking
- ☐ Yes Activity

### CONTACT INFORMATION:

- ☐ Yes Not-for-Profit Organization, or
- ☐ Informal Group (not registered as a not-for-profit organization)

If you're applying as an informal group, please include a letter of support from a registered not-for-profit organization.

### PROJECT LEAD:

Contact Name Bruce Livingstone , and Chair Vanessa Hammond:

Organization Name: *(if applicable)* Victoria Health Co-operative

Mailing Address: 547 Michigan St, Victoria, V8V 1S5

Telephone: 250 415 6969

Email: livingarchitecture@icloud.com , and vichealthcoop@gmail.com

Society Registration Number: 833835457

### PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number:

Contact Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_



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## My Great Neighbourhood Grant Application

**PROJECT DESCRIPTION:** Please describe your proposed project.

### Co-op Café.

We know that many in our community are curious about co-operatives, but do not have the time to attend a full-time academic course. We also know that not all of the co-operatives in our area are as well-known as they would like to be.

At every Victoria Health Co-op Annual General Meeting we offer display space to other co-ops. At the 2018 AGM these included Adrenalin Motor Cycle Co-op, Coast Capital, International Womens' Catering Co-op, Olio Arts Co-op, Mountain Equipment Co-op, Rainbow Co-op, The Co-operators, Vancity, Viridian Energy Co-op, Women In Need, the BC branch of the Co-op Housing Federation, also the BC Sustainable Energy Association, a community organizations.

Our plan for the **Co-op Café** is to meet bi-monthly, spend half the time on a topic related to Co-ops in general and the rest giving a local co-op the opportunity to discuss any topic it chooses.

**SUSTAINABILITY:** What is the intended lifespan for your proposed project?

<1 year      Requesting funding for 1 year, anticipating continuation as our Members' Wellness Clinics, Choices, Hans Kai have become multi-year projects.

How will your project be maintained through its lifecycle and retired after its intended lifespan?

We will use our internal co-op education expertise to identify the Co-op Success topics and our existing network among Victoria co-operatives to invite the co-op sector speakers for each session. In co-operation with the Victoria Health Co-op and using our involvement with other groups and movements we will use word-of-mouth, social media, posters, the monthly James Bay Beacon article and sign-boards to bring in participants. We will encourage each participating co-op to offer a door-prize.

Who will assume responsibility for ensuring these actions are undertaken?

The project leader and leaders from the Boards of the Victoria Health Co-op and Creating Community Wellness Society will be responsible just as leaders from the Victoria Health Co-op have ensured that the Wellness Clinics have continued for ten years.

**COMMUNITY INVOLVEMENT:** How will your proposed project involve the community during and following implementation?

Speakers will be invited from the many co-ops in Victoria, building on the 8 to 10 that have enjoyed having courtesy display space at the Victoria Health Co-op's AGMs for 8 years. We will encourage community members to suggest topics and pose questions before and during each session. We will invite the community organizations, political representatives, schools and businesses to participate.

**BENEFITS:** How will your proposed project benefit the community?

"Concern for Community", a Principle of the International Co-operative Alliance is at the core of co-ops in our area, and guides us in our work to support health and well-being, healthy diet and food security, environmental responsibility, physical activity, providing financial services that also contribute to community wellbeing, etc. It would be beneficial for more in the community to understand how such enterprises are formed, how they support democracy and how they provide an ethical way for groups to achieve business and community benefits.

**APPROVALS:** What approvals and/or other regulatory requirements must be met to complete your project? (e.g. property owner permission, Heritage Alteration Permit, etc.)

None.



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## My Great Neighbourhood Grant Application

**LIABILITY:** Are there aspects of your project that present risk to people or property? How will the risk be managed? (e.g. insurance)

None.

**PROJECT TIMELINE:**

Start date: Start Aug 2018 Completion date: July 2019 (Projects must be completed within one year of receiving funds)

**PROJECT LOCATION:**

Neighbourhood: James Bay \_\_\_\_\_

Street: 547 Michigan St Plus "teaser" cafés in other neighbourhoods, probably Fairfield, Fernwood, Downtown.

Address: \_\_\_\_\_

**WORKPLAN SCHEDULE:**

(Please add more lines if necessary)

| Date           | Milestone  |
|----------------|--|
| Aug 2018       | Area Co-operatives invited and Café schedule started, first topics chosen, outreach designed |
| Sept 2018      | Article in JBB, media outreach underway, poster boards ready, first Café                     |
| Oct & Nov 2018 | Continued outreach, Café/month, evaluation started   |
| Jan – May 2019 | 9 Café/month, plans developed for on-going program   |
| June 2019      | 1 Café, evaluation complete, funding sought for continuation                                 |
| July 2019      | Final Café of the season, report submitted, planning underway for 2019 – 2020                |
|                |  |
|                |  |

**PROJECT COST:**

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$ 10,535 4600

Amount requested from the My Great Neighbourhood grant fund: \$ 5,000 1000 (must not exceed 50% of total cost)

**Budget**

| Items Funded by Grant                                    |        |
|--|--------|
| Outdoor display stand for events and notices             | \$248  |
| Mobile snack and hot drinks cart, storage, food & coffee | \$500  |
| 8 x Room rental (8 x \$30 + GST)                         | \$252  |
|  |        |
|  |        |
|  |        |
|  |        |
| Total requested  | \$1000 |
|  |        |
|  |        |



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## My Great Neighbourhood Grant Application

|  |        |
|--|--------|
| Items Provided by Applicant  |        |
| Outdoor display stand for event notices                              | 250    |
| Meeting furniture (table, chairs, display stands) \$40 per event x 8 | 240    |
| Travel (Gas or bus pass, parking) \$7 x 25                           | 175    |
| Projector rental (\$150 per event x 8)                               | 1200   |
| Laptop rental (\$125 per event x 8)                                  | 1250   |
| Event poster printing for 8 events                                   | 205    |
| Financial management and report preparation (\$10 x 8 + \$100)       | 180    |
| Event poster design for participating organizations                  | 150    |
| Our Matching Contribution  | \$3600 |

### DECLARATION:

I certify that the information given in this application is correct. I agree to the following terms:

1. The grant application meets all the eligibility requirements of the My Great Neighbourhood Grant Policy.
2. The not-for-profit organization is not in arrears with the City.
3. The Project or Activity will be carried out when and as described in the application. If there are significant changes to the Project or Activity or it is not completed, I am responsible to notify the City of Victoria of any changes and am required to return the funds back to the City of Victoria.
4. I assume all liability for activities associated with Project or Activity implementation and for all life cycle costs described above.
5. The Project or Activity will be in compliance with all applicable municipal policies, bylaws and requirements of the City of Victoria respecting use of City property.
6. A final report conforming to the format on the last page of this application will be submitted.
7. I provide the City of Victoria permission to share my name and details of this application to outside organizations for the purpose of determining funds from those organizations for the project.
8. I acknowledge that information contained in this application will become a matter for the public record and is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act.

Date: 2018 04 20

Applicant Group/Resident Lead Name: Victoria Health Co-op Project Lead Bruce Livingstone Chair Vanessa Hammond

Signature(s): Bruce Livingstone

Vanessa Hammond

☐ Yes I have completed the Readiness Checklist

### LIST OF ATTACHMENTS:

- ☐ yes Design information, including site map and visuals of Project or Activity location
- ☐ If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project needs to accompany the application. If the applicant is successful, the grant payment will be made to the not-for-profit organization to administer to the group they are supporting.

**Mandatory pre-application meetings must take place by March 30, 2018**



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## My Great Neighbourhood Grant Application

### *how to Apply:*

1. Read the Application Checklist and other information on our website
2. Get all of your supporting information together
  - Design and/or activity plan information, including site map and sketches/photos of project location
  - If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project must accompany the application. (If the applicant is successful, the cheque will be made out to the partnering not-for profit organization, who will be responsible for providing the funding to the applicant and ensuring that grant conditions are met).
3. Complete the application form and send it to [grants@victoria.ca](mailto:grants@victoria.ca)

#### PROJECT TYPE:

- ✓ Activity

#### CONTACT INFORMATION:

- ✓ Not-for-Profit Organization

#### PROJECT LEAD:

Contact Name: Chris Fleming

Mailing Address: 2-1020 Queens Ave

Telephone: (778) 587-5122

Email: [christophershawfleming@gmail.com](mailto:christophershawfleming@gmail.com)

#### PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: S-0035907

Contact Name: Chris Fleming

Organization Name: North Park Neighbourhood Association

Mailing Address: PO Box 661, 185-911 Yates St., Victoria, BC, V8V 4Y9

Telephone: N/A

Email: [board@npna.ca](mailto:board@npna.ca)



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## My Great Neighbourhood Grant Application

### PROJECT TITLE:

The North Park Neighbourhood Festival

### PROJECT DESCRIPTION:

The North Park Neighbourhood Association would like to begin a tradition of summer festivals which showcase some of the amazing talent and great businesses that call North Park home. The festival is scheduled for June 2, between 11:30 am and 5:00 pm and is being organized in conjunction with the HarbourCats baseball team who have their season opener that night at Royal Athletic Park.

The North park Neighbourhood Association is looking to have food from our local businesses, business with goods to sell, (which will help support the costs of the festival), and service providers giving demonstrations. In addition, we're looking for local entertainers and children-friendly activities to provide activities for the whole family to enjoy.

The purpose of the festival is to showcase North Park to the larger community and show residents and non-residents alike why North Park is an amazing place to live.

### SUSTAINABILITY:

***What is the intended lifespan for your proposed project?***

One day. We recognize that Great Neighbourhood funding is only available for the first event of this kind. We therefore intend to consider if and how this can be an annual event for the neighbourhood in future years.

***How will your project be maintained through its lifespan and retired after its intended lifespan?***

N/A

***Who will assume responsibility for ensuring these actions are undertaken?***

The North Park Board will be responsible for ensuring this festival is undertaken and completed.

### COMMUNITY INVOLVEMENT:

Volunteers from the board and membership of the NPNA will take part in the planning, organizing, advertising, and logistics of the day itself. Further volunteers will be solicited during the NPNA's door to door campaign as well which will include non-NPNA members as well.

The North Park business community is also going to be engaged and encouraged to be imaginative in their participation as well.





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## My Great Neighbourhood Grant Application

### **BENEFITS:** How will your proposed project benefit the community?

The festival will benefit the community in many ways. This festival will bring out the North Park residents and will lead to a greater sense of community. It will also give North Park residents a chance to meet their neighbours and build connections furthering this sense of community. In addition, the festival is a great opportunity for the neighbourhood association to attract new members and allow the association to 'get the word out' on how residents can participate in their community.

The festival also will benefit the City as whole, as non-North Park residents can experience what this corner of Victoria has to offer and make North Park a 'go-to destination'.

Lastly, it will provide an opportunity for businesses in North Park to effectively reach new customers and connect with the community. It will also allow the business community to get to know one another and perhaps lead to spin off benefits, such as a greater recognition of a North Park commercial center.

### **APPROVALS:** What approvals and/or other regulatory requirements must be met to complete your project? (e.g., property owner permission, Heritage Alteration Permit, etc.)

The NPNA has applied for a special event permit for the event.

### **LIABILITY:** Are there aspects of your project that present risk to people or property and therefore require dedicated insurance coverage?

There are liabilities and the NPNA has secured insurance for the event..

### **PROJECT TIMELINE:**

Start date March, 2018 Completion date: June 02, 2018

(Projects must be completed within one year of receiving funds)

### **PROJECT LOCATION:**

Vancouver St., between Green St. and Caledonia St.

### **WORKPLAN SCHEDULE:**

(Please add more lines if necessary)

| Date          | Milestone                                   |
|---------------|---|
| March – April | Planning for event and initial organization |
| April         | Submit Permit Applications                  |

|             |   |
|-------------|---|
| April - May | Soliciting participants and entertainment             |
| April - May | Advertising   |
| May         | Secure equipment (tables / chairs/ receptacles, etc.) |
| June        | Host event  |

**PROJECT COST:**

What is the total cost of the proposed project (including in kind labour and donated goods and services):  
\$2,000

Amount requested from the My Great Neighbourhood grant fund: \$1,000

**SAMPLE BUDGET:** Example of activity project expenses for community clean up weekend event

| <b>Items Funded by Grant</b>                      | <b>Cost</b>    |
|---|----------------|
| Music   | \$500          |
| Face painters                                     | \$100          |
| Truck rental (for transport of tables and chairs) | \$200          |
| Refreshments for volunteers                       | \$100          |
| Advertising                                       | \$100          |
|   |                |
|   |                |
| <b>TOTAL REQUESTED</b>                            | <b>\$1,000</b> |

| <b>Items Provided by Applicant</b>      | <b>Cost</b>    |
|---|----------------|
| 5 volunteers @ 10 hours @ \$20 per hour | \$1,000        |
|   |                |
|   |                |
|   |                |
|   |                |
|   |                |
|   |                |
| <b>OUR TOTAL MATCHING CONTRIBUTION</b>  | <b>\$1,000</b> |

**DECLARATION:**

I certify that the information given in this application is correct. I agree to the following terms:

1. The grant application meets all the eligibility requirements of the My Great Neighbourhood Grant Policy.
2. The not-for-profit organization is not in arrears with the City.
3. The project will be carried out when and as described in the application. If there are significant changes to the project or if the project is not completed, I am responsible to notify the City of Victoria of any changes and am required to return the funds back to the City of Victoria.
4. I assume all liability for activities associated with project implementation and for all life cycle costs described above.



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## My Great Neighbourhood Grant Application

5. The project will be in compliance with all applicable municipal policies, bylaws and requirements of the City of Victoria respecting use of City property.
6. A final report conforming to the format on the last page of this application will be submitted.
7. I provide the City of Victoria permission to share my name and details of this application to outside organizations for the purpose of determining funds from those organizations for the project.
8. I acknowledge that information contained in this application will become a matter for the public record and is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act.

Date: April 13, 2018

Applicant Group/Resident Lead Name: Chris Fleming – President, North Park Neighbourhood Association

Signature(s): 

☒ I have completed the Readiness Checklist

### LIST OF ATTACHMENTS:

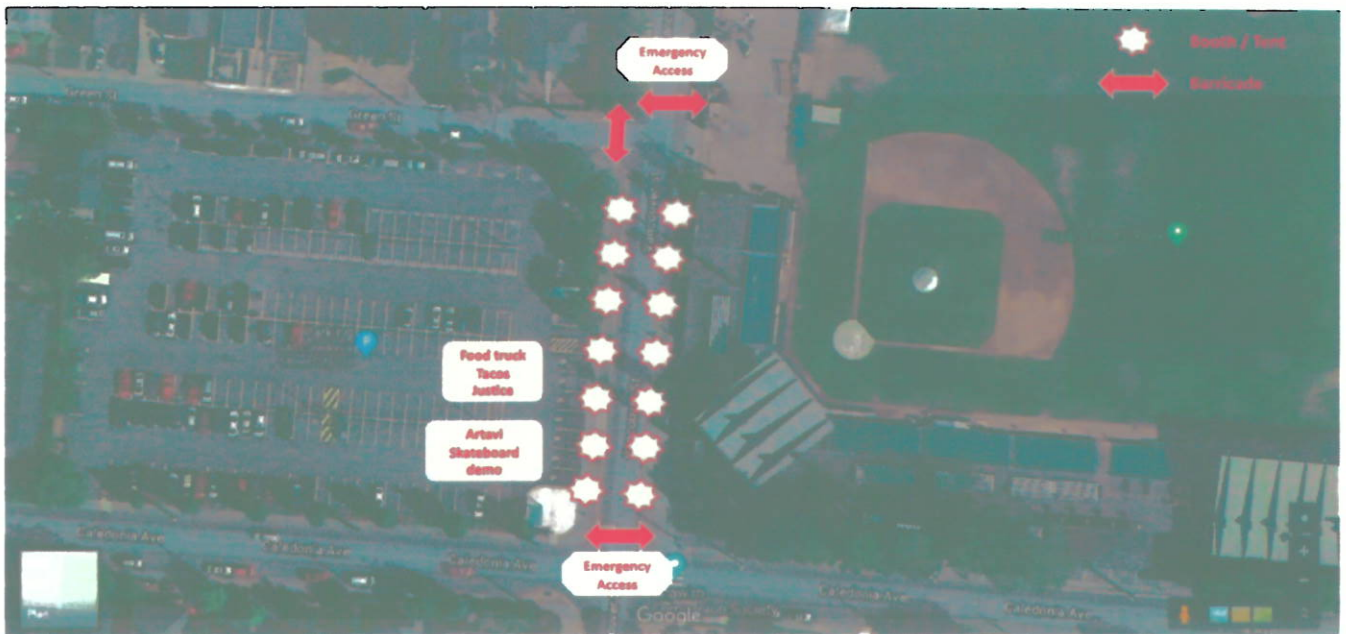
- ☒ Design information, including site map and visuals of project location
- ☐ If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project needs to accompany the application. If the applicant is successful, the grant payment will be made to the not-for-profit organization to provide to the group they are supporting.

Please submit this application by email with all applicable attachments to [grants@victoria.ca](mailto:grants@victoria.ca) no later than midnight on June 4, 2017.

Applicants may be contacted for further information.

Any questions may be directed to [grants@victoria.ca](mailto:grants@victoria.ca)

Thank you for your application!





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## My Great Neighbourhood Grant Application

### PROJECT TITLE:

Membership drive for the North Park Neighbourhood Association

### PROJECT DESCRIPTION:

The North Park Neighbourhood Association is requesting \$1,200 from the City of Victoria to help procure communications materials for an outreach campaign to improve neighbourhood association membership and attendance at our monthly meetings while also making the broader community aware of ways, even beyond the neighbourhood association, in which they can get involved in their neighborhood. The membership drive will be a door-knocking campaign to explain to residents of our neighbourhood the membership benefits of the North Park Neighbourhood Association and the volunteer opportunities available and will also be a great opportunity to get a sense of the neighbourhood's concerns about North Park in the process. The costs associated with the campaign will go toward new communication materials, including buttons and information pamphlets.

### SUSTAINABILITY:

*What is the intended lifespan for your proposed project?*

Less than one year

*How will your project be maintained through its lifespan and retired after its intended lifespan?*

Updates will be given at monthly neighbourhood meetings, and evidence of the campaign's success will be increased NPNA membership and higher turnouts at our monthly meetings.

*Who will assume responsibility for ensuring these actions are undertaken?*

Volunteers from the board and membership of the NPNA will take part in the campaign, but ultimately, I (Chris Fleming) will be responsible for ensuring all money is accounted for and every door in the neighbourhood has been knocked on.

### COMMUNITY INVOLVEMENT:

The community will be invited to participate in the campaign and will also be solicited for ideas to increase membership and turnout for the NPNA's monthly meetings.

**BENEFITS:** How will your proposed project benefit the community?

The benefits to the community would be greater awareness of the opportunities North Park residents have in shaping the community they live in and being aware of other benefits to community involvement.



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## My Great Neighbourhood Grant Application

Specifically, the NPNA has several board positions available for potential new members, opportunities to participate in the upcoming local area plan in a meaningful way, and the possibility of participating in the design the new Central Park with the City following the building of the new Crystal Pool. The benefits to the Neighbourhood Association would be increased membership and greater engagement with the community, while increasing attendance at the NPNA monthly meetings. In addition, through this engagement process, the NPNA will be more aware of the issues, concerns, and priorities residents have with respect to North Park making the NPNA much more responsive as an organization.

Furthermore, residents of our neighborhood, knowing there is an organization that supports civic-mindedness, may be more willing to undertake projects that benefit all residents. For example, during the campaign, residents are being made aware of the Victoria Foundation's small grants program for individuals to undertake small projects and receive up to \$500 to accomplish them. The benefit to the City of Victoria is having a more representative neighbourhood association with which to engage and will also benefit from the surveying of residents on their concerns and values with respect to the North Park.

**APPROVALS:** What approvals and/or other regulatory requirements must be met to complete your project? (e.g., property owner permission, Heritage Alteration Permit, etc.)

None

**LIABILITY:** Are there aspects of your project that present risk to people or property and therefore require dedicated insurance coverage?

There could be certain liabilities with having volunteers walking around the neighborhood, but these are covered under our existing liability insurance.

### PROJECT TIMELINE:

Start date: April 1, 2018 Completion date: June 30, 2018

(Projects must be completed within one year of receiving funds)

### PROJECT LOCATION:

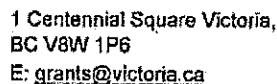
Neighbourhood: North Park

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

| Date     | Milestone  |
|----------|--|
| March 15 | Finalize grant communication material with Victoria Foundation |
| April 10 | Have messaging prepared and approved by NPNA Board             |





|          |  |
|----------|--|
| April 20 | Have communication material printed (pamphlets, magnets, buttons)                                    |
| April 20 | Receive communications material from City of Victoria (Local Neighborhood Plans, Crystal Pool, etc.) |
| April 29 | Volunteer organization meeting / script review   |
| May 5    | Begin door knocking campaign   |
| June 30  | End of door knocking campaign  |

Amount requested from the My Great Neighbourhood grant fund: \$1,000

**SAMPLE BUDGET:** Example of activity project expenses for community clean up weekend event

| Items Funded by Grant           | Cost           |
|---------------------------------|----------------|
| North Park Buttons x 250        | \$250          |
| North Park Lanyards x 250       | \$290          |
| 3-Panel, glossy pamphlets x 500 | \$200          |
| Volunteer Refreshments          | \$260          |
|                                 |                |
|                                 |                |
|                                 |                |
|                                 |                |
| <b>TOTAL REQUESTED</b>          | <b>\$1,000</b> |

| Items Provided by Applicant             | Cost    |
|---|---------|
| 5 volunteers @ 10 hours @ \$20 per hour | \$1,000 |
|   |         |
|   |         |
|   |         |
|   |         |
|   |         |
|   |         |
|   |         |
|   |         |
| OUR TOTAL MATCHING CONTRIBUTION         | \$1,000 |

DECLARATION:

I certify that the information given in this application is correct. I agree to the following terms:

1. The grant application meets all the eligibility requirements of the My Great Neighbourhood Grant Policy.
2. The not-for-profit organization is not in arrears with the City.
3. The project will be carried out when and as described in the application. If there are significant changes to the project or if the project is not completed, I am responsible to notify the City of Victoria of any changes and am required to return the funds back



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## My Great Neighbourhood Grant Application

to the City of Victoria.

4. I assume all liability for activities associated with project implementation and for all life cycle costs described above.
5. The project will be in compliance with all applicable municipal policies, bylaws and requirements of the City of Victoria respecting use of City property.
6. A final report conforming to the format on the last page of this application will be submitted.
7. I provide the City of Victoria permission to share my name and details of this application to outside organizations for the purpose of determining funds from those organizations for the project.
8. I acknowledge that information contained in this application will become a matter for the public record and is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act.

Date: April 5, 2018

Applicant Group/Resident Lead Name: Chris Fleming – President, North Park Neighbourhood Association

Signature(s):

☒ I have completed the Readiness Checklist

### LIST OF ATTACHMENTS:

- ☐ Design information, including site map and visuals of project location
- ☐ If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project needs to accompany the application. If the applicant is successful, the grant payment will be made to the not-for-profit organization to provide to the group they are supporting.

Please submit this application by email with all applicable attachments to [grants@victoria.ca](mailto:grants@victoria.ca) no later than midnight on June 4, 2017.

Applicants may be contacted for further information.

Any questions may be directed to [grants@victoria.ca](mailto:grants@victoria.ca)

Thank you for your application!



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## My Great Neighborhood Grant Application

### HOW TO APPLY:

1. Read the Application Checklist and other information on our website
2. Get all of your supporting information together
  - Project design and/or activity plan information, including site map and sketches/photos of project location
  - If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project must accompany the application. (If the applicant is successful, the cheque will be made out to the partnering not-for profit organization, which will be responsible for administering the funding to the applicant).
3. Arrange to meet with your Neighborhood Advisor as soon as possible to discuss your initial proposal (our names are listed on the last page of this application form).
4. Complete the application form and send it to [grants@victoria.ca](mailto:grants@victoria.ca)

PROJECT TITLE: Connect and Secure Resident Lunch and Learn Workshops

### PROJECT TYPE:

Activity

### CONTACT INFORMATION:

Informal Group (not registered as a not-for-profit organization)

### PROJECT LEAD:

Contact Name: MOLLY HAMILTON

Organization Name: (if applicable) Mariner's Landing Emergency Preparedness Committee

Mailing Address: 124. 75 Songhees Road, Victoria, BC, V9A 7M5\

Telephone 250-900-0540

Email: mollyhamilton@telus.net

Non-Profit Group: Shift Collaborative Society | Building Resilient Neighborhoods Initiative

Society Registration Number: \_\_\_\_\_

Contact Name: Stacy Barter

Organization Name: Shift Collaborative Society | Building Resilient Neighborhoods Initiative

Mailing Address: 1241 McKenzie Street, Victoria, BC, V8V 2W6

Telephone: 250-899-0179

Email: info@resilientneighbourhoods.ca



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## My Great Neighborhood Grant Application

### PROJECT DESCRIPTION: Please describe your proposed project.

I am the chairman of the Emergency Preparedness committee at Mariner's Landing 75 Songhees Road. We are interested in applying for a grant to start a "Connect and Prepare" lunch and learn type series for the residents of our building. There are 75 units with approx. 150 residents. The goal is to increase the connection amongst residents. This initiative is a result of our recent participation in the Connect and Secure pilot program organized by Building Resilient Neighbourhoods and the City of Victoria – Victoria Ready.

Most sessions will be given by residents for residents although we will also invite special guests to make some presentations. An example of this would be the Earthquake Preparedness workshop put on by Victoria Ready.

The money would be used to purchase snacks for the events as well as supplies for the activities and some office supplies. The expense budget is \$4780.00 for 12 events (see below) and we are requesting a grant in the amount of \$1000.00.

Here is an example of the workshops we would like to do:

1. How to work your portable radio
2. Facebook 101
3. Paintnite
4. Refurbishing Antique Cars
5. Flower Arranging 101
6. Making pillowcase dresses
7. How to make Pizza from an Italian
8. Fire Safety
9. Old Fashioned Sing-a-Long
10. Paddling 101
11. Quilting 101
12. Volunteer Day at the Homeless Shelter
13. Backstage visit to the Royal BC Museum
14. What to look for in a Family Doctor
15. Bridge 101
16. Piano 101
17. Learn to Sing
18. Landscaping / Gardening
19. Mariner's Got Talent
20. Emergency Preparedness 101 – EPC Committee members and Victoria Ready

### SUSTAINABILITY: What is the intended lifespan for your proposed project?

Initially this project will be planned for one year. If successful, it is our intent to continue the program as long as our residents are interested and participating.

### How will your project be maintained through its lifecycle and retired after its intended lifespan?

The Emergency Preparedness committee will organize the events throughout its lifecycle. At the end of one year, we will review the success of the project and determine whether we will continue.

### Who will assume responsibility for ensuring these actions are undertaken?

The Emergency Preparedness committee will assume responsibility for ensuring the activities are undertaken.



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## My Great Neighborhood Grant Application

### **COMMUNITY INVOLVEMENT:** How will your proposed project involve the community during and following implementation?

The majority of these educational workshops will be put on by the residents of the building. It will be residents teaching residents.

### **BENEFITS:** How will your proposed project benefit the community?

We have over 150 residents in the building. We will be drawing from the wealth of knowledge and experience found within our own residents to share their knowledge with the other residents.

We hope to offer enough variety that all residents will eventually participate and get to know their fellow residents better.

We hope that this neighborhood connection will strengthen the community within the building.

### **APPROVALS:** What approvals and/or other regulatory requirements must be met to complete your project? (E.g. property owner permission, Heritage Alteration Permit, etc.)

None required.

### **LIABILITY:** Are there aspects of your project that present risk to people or property? How will the risk be managed? (e.g. insurance)

None required.

### **PROJECT TIMELINE:**

Start date: May 2018 Completion date: May 2019

### **PROJECT LOCATION:**

Neighborhood: Vic West

Building and Address: Mariner's Landing 75 Songhees Road, Victoria BC



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## My Great Neighborhood Grant Application

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

| Date                          | Milestone  |
|-------------------------------|--|
| May 15, 2018 – June 15, 2018  | Contact residents and firm up presenters for workshops and dates |
| June 15, 2018 – July 15, 2018 | Develop Presenter Schedule, Posters and Sign up Sheets etc.      |
| July 15, 2018 – May 15, 2019  | Manage RSVP's for each presentation                              |
| July 15, 2018 – May 15, 2019  | Re-confirm Presenters and Set up needs                           |
| July 15, 2018 – May 15, 2019  | Set up, Conduct Presentation/Workshops & Tear Down Workshops     |
| June 1, 2019                  | Write Final Report   |
| June 7, 2019                  | Submit Final Report  |
|                               |  |
|                               |  |
|                               |  |
|                               |  |
|                               |  |

### PROJECT COST:

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$4780.00

Amount requested from the My Great Neighborhood grant fund: \$ 1000.00





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## My Great Neighborhood Grant Application

Please complete one of the following budgets (choose either Placemaking project or Activity Grant)

Budgets examples can be viewed on the website.

### ACTIVITY PROJECT BUDGET:

| Items Funded by Grant  | Amount     |
|--|------------|
| Food Budget @50.00 per event x 12                                    | \$ 600.00  |
| Materials for workshops i.e. Flowers, Paint, Canvas                  | \$ 300.00  |
| Printed material costs i.e. Paper, ink cartridges, posters, handouts | \$ 300.00  |
| Contingency: 15%   | \$ 180.00  |
| Total  | \$ 1380.00 |
| TOTAL REQUESTED \$ 1000.00   |            |

| Items Provided by Applicant   | Amount    |
|---|-----------|
| Volunteers to Coordinate project: 50 hours @20.00   | \$1000.00 |
| Volunteers to Set up and Tear Down Workshops 24 hours x \$20.00                             | \$ 480.00 |
| Volunteer Presenters – Preparation and Presenting: 8 hours x 12 presenters = 96 hrs at @20. | \$1920.00 |
| Sub Total   | \$3400.00 |
| YOUR TOTAL MATCHING \$3400.00   |           |



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## My Great Neighborhood Grant Application

### DECLARATION:

I certify that the information given in this application is correct. I agree to the following terms:

1. The grant application meets all the eligibility requirements of the My Great Neighborhood Grant Policy.
2. The not-for-profit organization is not in arrears with the City.
3. The Project or Activity will be carried out when and as described in the application. If there are significant changes to the Project or Activity or it is not completed, I am responsible to notify the City of Victoria of any changes and am required to return the funds back to the City of Victoria.
4. I assume all liability for activities associated with Project or Activity implementation and for all life cycle costs described above.
5. The Project or Activity will be in compliance with all applicable municipal policies, bylaws and requirements of the City of Victoria respecting use of City property.
6. A final report conforming to the format on the last page of this application will be submitted.
7. I provide the City of Victoria permission to share my name and details of this application to outside organizations for the purpose of determining funds from those organizations for the project.
8. I acknowledge that information contained in this application will become a matter for the public record and is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act.

Date: April 4, 2018

*Molly Hamilton*

Applicant Group/Resident Lead Name: Mariner's Landing Emergency Preparedness Committee / Molly Hamilton

☒ I have completed the Readiness Checklist

### LIST OF ATTACHMENTS:

- ☒ If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project needs to accompany the application. If the applicant is successful, the grant payment will be made to the not-for-profit organization to administer to the group they are supporting.

**Mandatory pre-application meetings must take place by March 30, 2018**

Please submit this application with all applicable attachments to [grants@victoria.ca](mailto:grants@victoria.ca) by **April 15, 2018**.

Any questions may be directed to your Neighborhood Advisor for the proposed location (see below).

Burnside-Gorge, Oaklands, Quadra-Hillside,  
Rockland

- Gary Pemberton: [gpemberton@victoria.ca](mailto:gpemberton@victoria.ca)

Downtown-Harris Green, Fernwood, North Park, Victoria West

- Michael Hill: [mhill@victoria.ca](mailto:mhill@victoria.ca)

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## My Great Neighbourhood Grant Application

### HOW TO APPLY:

1. Read the Application Checklist and other information on our website
2. Get all of your supporting information together
  - Project design and/or activity plan information, including site map and sketches/photos of project location
  - If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project must accompany the application. (If the applicant is successful, the cheque will be made out to the partnering not-for profit organization, who will be responsible for administering the funding to the applicant).
2. Arrange to meet with your Neighbourhood Advisor as soon as possible to discuss your initial proposal (our names are listed on the last page of this application form).
3. Complete the application form and send it to [grants@victoria.ca](mailto:grants@victoria.ca)

**PROJECT TITLE:** Gorge Waterway Swimming Infrastructure Planning

### PROJECT TYPE:

(Check one)

- ☐ Placemaking  
☒ Activity

### CONTACT INFORMATION:

- ☒ Not-for-Profit Organization, or  
☐ Informal Group (not registered as a not-for-profit organization)

If you're applying as an informal group, please include a letter of support from a registered not-for-profit organization.

### PROJECT LEAD:

Contact Name: Robert (Jack) Meredith

Organization Name: *(if applicable)* Gorge Swim Fest Society

Mailing Address: 1003 McCaskill Street, Victoria, BC, V9A 4C1

Telephone: 250-588-2525

Email: jackmeredith@shaw.ca

### PARTNERING NOT-FOR-PROFIT GROUP:

Society Registration Number: S0061877

Contact Name: Robert (Jack) Meredith, President

Organization Name: Gorge Swim Fest Society

Mailing Address: 1003 McCaskill Street, Victoria, BC, V9A 4C1

Telephone: 250-588-2525

Email: jackmeredith@shaw.ca



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## My Great Neighbourhood Grant Application

**PROJECT DESCRIPTION:** Please describe your proposed project.

The Gorge Waterway continues to become more popular for water-based recreation such as swimming, paddling, rowing and just plain hanging around this magnificent watercourse. This is, in large part, due to the massive clean up efforts that resulted in the Gorge Waterway being judged clean enough for swimming (in the year 2000). This rediscovery of the Gorge Waterway for recreation bodes well for maintaining the health of the waterway for now there are many more eyes on the waterway watching for potential abuses. However, this increased use has strained the existing infrastructure and community members are now asking for further infrastructure improvements and access points. The Gorge Swim Fest Society (GSFS) has taken a lead role in facilitating discussions around improving infrastructure for and access to the Gorge Waterway. This resulted in a long list of potential projects that were ranked by interested participants at various festivals in 2017 and provided to City staff for consideration in the new Vic West Neighbourhood Plan (VWNP).

The proposed VWNP now references supporting community led initiatives to improve access to the Gorge Waterway. This proposed project/activity is to bring together community members, not for profit organizations and government agencies to refine the highest ranked infrastructure ideas and determine barriers and solutions to their successful implementation. The GSFS has been in conversation with various community associations bordering the Gorge Waterway; the Vancouver Island Paddlers; the Gorge Waterways Loop Group; Gorge Waterway Initiative (GWI) member organizations and government agencies about this project. The response from these groups has been extremely supportive as they have received similar interest from their people about improving access to the Gorge Waterway. Several have volunteered to write letters of support if that would be useful to furthering this initiative.

**SUSTAINABILITY:** What is the intended lifespan for your proposed project?

<1 year      2 years      3 years      4 years      5 years      20-50 years (specify)

How will your project be maintained through its lifecycle and retired after its intended lifespan?

This project/activity will hopefully lead to the implementation of swimming infrastructure that will last the next 20-50 years.

Who will assume responsibility for ensuring these actions are undertaken?

The responsibility for the maintenance of the infrastructure projects will be an integral part of the planning of the potential projects.

**COMMUNITY INVOLVEMENT:** How will your proposed project involve the community during and following implementation?

An inherent part of the project is to bring together the various stakeholders (community members; not for profit organizations and government agencies) to develop win/win/win ideas and solutions.

**BENEFITS:** How will your proposed project benefit the community?

This project is intended to increase infrastructure around and access to the Gorge Waterway that will bring it back to the glory days of the late 1800's and early 1900's when the Gorge Waterway was Victoria's summer resort with thousands of people flocking to use it throughout the summer. One of the primary goals of the Gorge Swim Fest Society is to increase the number of people using the Gorge with the assumption that the more people loving the Gorge the more likely the Gorge is to be protected from potential abuses. This project/activity has a very similar goal of making the Gorge Waterway more accessible to community members who desire to recreate in and around the Gorge Waterway.



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## My Great Neighbourhood Grant Application

**APPROVALS:** What approvals and/or other regulatory requirements must be met to complete your project? (e.g. property owner permission, Heritage Alteration Permit, etc.)

No approvals or regulatory requirements must be met for this planning project/activity but issues of approvals and regulatory requirements will be an important aspect of the discussions that will take place during the project/activity.

**LIABILITY:** Are there aspects of your project that present risk to people or property? How will the risk be managed? (e.g. insurance)

This project/activity is essentially facilitating the brainstorming, planning and problems solving associated with developing infrastructure on and access to the Gorge Waterway. Therefore, there will be no significant risks to people or property.

### PROJECT TIMELINE:

Start date: June 1, 2018

Completion date: December 31, 2018

(Projects must be completed within one year of receiving funds)

### PROJECT LOCATION:

Neighbourhood: Vic West

Street: Banfield Park

Address: 521 Craigflower Road

### WORKPLAN SCHEDULE:

(Please add more lines if necessary)

| Date            | Milestone  |
|-----------------|--|
| June 1, 2018    | Project charter drafted and sent to stakeholders   |
| Mid June 2018   | Initial meeting of stakeholders  |
| July 1, 2018    | Project charter approved by stakeholders   |
| July 22, 2018   | Gorge Swim Fest & promotion of project to community members/organizers   |
| July, 2018      | Second meeting of stakeholders to short list ideas and identify barriers and next steps required.                                |
| August, 2018    | Third meeting of stakeholders to review cost estimates for projects and proposed resolution of barriers plus identify next steps |
| September, 2018 | Fourth meeting of stakeholders to finalize project report.   |
|                 |  |

### PROJECT COST:

What is the total cost of the proposed project (including in kind labour and donated goods and services): \$ 18,000

Amount requested from the My Great Neighbourhood grant fund: \$ 1000 (must not exceed 50% of total cost)



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## My Great Neighbourhood Grant Application

Please complete one of the following budgets (choose either Placemaking project or Activity Grant)

Budgets examples can be viewed on the website.

### ACTIVITY PROJECT BUDGET:

| Items Funded by Grant  | Amount  |
|--|---------|
| Honorarium for professional facilitator                                  | \$100   |
| Meeting room rental  | \$100   |
| Supplies   | \$100   |
| Refreshments for meetings  | \$100   |
| Printing   | \$100   |
| Drafting/Artwork renderings of short listed ideas                        | \$500   |
|  |         |
|  |         |
| TOTAL REQUESTED (must not exceed your Total Matching Contribution below) | \$1,000 |

| Items Provided by Applicant   | Amount   |
|---|----------|
| Project management  | \$1000   |
| Stakeholder participation (Four – 2 hour meetings of 20 participants = 1600 person hours) | \$16,000 |
|   |          |
|   |          |
|   |          |
|   |          |
|   |          |
|   |          |
| YOUR TOTAL MATCHING CONTRIBUTION  | \$17,000 |





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## My Great Neighbourhood Grant Application

### DECLARATION:

I certify that the information given in this application is correct. I agree to the following terms:

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8. I acknowledge that information contained in this application will become a matter for the public record and is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act.

Date: \_\_\_\_\_

Applicant Group/Resident Lead Name: \_\_\_\_\_

Signature(s): \_\_\_\_\_

☐ I have completed the Readiness Checklist

### LIST OF ATTACHMENTS:

- ☐ Design information, including site map and visuals of Project or Activity location
- ☐ If the application is not from a registered not-for-profit organization, a letter from a not-for-profit partner providing their support on the project needs to accompany the application. If the applicant is successful, the grant payment will be made to the not-for-profit organization to administer to the group they are supporting.

### Mandatory pre-application meetings must take place by March 30, 2018

Please submit this application with all applicable attachments to [grants@victoria.ca](mailto:grants@victoria.ca) by April 15, 2018.

Any questions may be directed to your Neighbourhood Advisor for the proposed location (see below).

Burnside-Gorge, Oaklands, Quadra-Hillside, Rockland

- Gary Pemberton: [gpemberton@victoria.ca](mailto:gpemberton@victoria.ca)

Downtown-Harris Green, Fernwood, North Park, Victoria West

- Michael Hill: [mhill@victoria.ca](mailto:mhill@victoria.ca)

Fairfield-Gonzales, North Jubilee, South Jubilee, James Bay

- Kimberley Stratford: [kstratford@victoria.ca](mailto:kstratford@victoria.ca)

Thank you for your application!



## 2018 Spring report



### Background

- My Great Neighbourhood Grants launched in 2016 to support community-driven projects in the public realm
- \$120,000 annual budget
- Since inception, 58 projects have been approved and are in progress or complete



FED planter box



## Promotion

- Neighbourhood Association promotion via e-news letters and website posts
- Poster campaign targeting every neighbourhood café and community board
- Social media campaign

### Great Neighbourhood Grants – Spring Intake opens March 1

It's hard to believe but the next application intake for the My Great Neighbourhood Grant program opened March 1, 2018. Start thinking about ways to bring people together for a fun community building activity. Maybe look at ways to revitalize areas of your 'hood that are looking a little weary, or need a new reason to bring people together. You know your neighbourhood best – talk to your Neighbourhood Liaison about your thoughts and ideas, and let us help you flesh out a plan. Criteria and details on the grant program can be found [here](#).



Burnside Gorge Community Newsletter excerpt



## Celebration

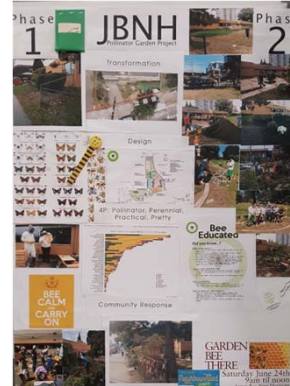
My Great Neighbourhood Block Party!



- Keynote speaker Paul Born, CEO from the Tamarack Institute
- Topic – deepening community
- Free books!

- Asset mapping workshop by neighbourhood
- Places we love
- Community gathering places
- Areas of opportunity





- Science Fair style displays of past projects as a visual aid to inspire
- Displayed at City Hall in the Douglas St. entrance foyer as well



## 2018 Spring Grants Application Period

- Spring intake took place between March 1 and April 15
- 2nd intake scheduled for September with remaining funds (\$63,700)
- 6 week application period
- Mandatory preliminary meetings to help streamline the application process proved to be very successful in overall quality of applications



## 2018 Grant Applications Total

23 applications during the Spring Intake:

- 15 placemaking projects
- 8 activity projects
- One ineligible project, one pulled by the applicant



A total request of  
**\$56,300** for the  
Spring intake



## Community Partnerships



To date: 6 Neighbourhood  
grant projects have evolved  
from \$50 BRN micro grants



**VICTORIA FOUNDATION**  
CONNECTING PEOPLE WHO CARE WITH CAUSES THAT MATTER



Victoria Foundation neighbourhood small  
grants has expanded their reach into North  
Park, Burnside Gorge and Oaklands  
neighbourhoods





## Neighbourhood Grant Distribution

| Neighbourhood         | 2016 recipients | 2016 Awards | 2017 recipients | 2017 Awards | Total applications | Total \$ awarded / requested | % of total funds | % of population |
|-----------------------|-----------------|-------------|-----------------|-------------|--------------------|------------------------------|------------------|-----------------|
| Burnside Gorge        | 2               | \$7,060     | 4               | \$8,000     | 6                  | \$15,060                     | 7%               | 7.3%            |
| Downtown Harris Green | 4               | \$20,000    | 3               | \$10,400    | 7                  | \$30,400                     | 14%              | 5.7%            |
| Fairfield Gonzales    | 2               | \$9,400     | 7               | \$23,522    | 9                  | \$32,922                     | 16%              | 19.8%           |
| Fernwood              | 4               | \$18,490    | 6               | \$16,950    | 10                 | \$35,440                     | 17%              | 11.8%           |
| Hillside Quadra       | 0               | \$0         | 4               | \$6,678     | 4                  | \$6,678                      | 3%               | 9.1%            |
| James Bay             | 1               | \$5,000     | 4               | \$14,441    | 5                  | \$19,441                     | 9%               | 14.0%           |
| North Jubilee         | 1               | \$5,000     | 0               | \$0         | 1                  | \$5,000                      | 2%               | 4.0%            |
| North Park            | 0               | \$0         | 2               | \$8,000     | 2                  | \$8,000                      | 4%               | 3.8%            |
| Oaklands              | 1               | \$5,000     | 1               | \$5,000     | 2                  | \$10,000                     | 5%               | 8.5%            |
| Rockland              | 1               | \$5,000     | 0               | \$0         | 1                  | \$5,000                      | 2%               | 4.4%            |
| South Jubilee         | 1               | \$5,000     | 2               | \$6,000     | 3                  | \$11,000                     | 5%               | 2.5%            |
| Vic West              | 4               | \$14,765    | 2               | \$6,000     | 6                  | \$20,765                     | 10%              | 8.5%            |
| City wide             | 0               | \$0         | 2               | \$9,975     | 2                  | \$9,975                      | 5%               | 100%            |
|                       | 21              | \$94,715    | 37              | \$114,966   | 58                 | \$209,681                    | 100%             |                 |



## Creativity



Mobile Community Trailer



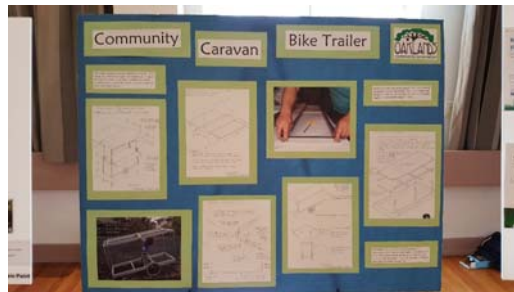


## Creativity

Mobile Community Trailer



## Ingenuity

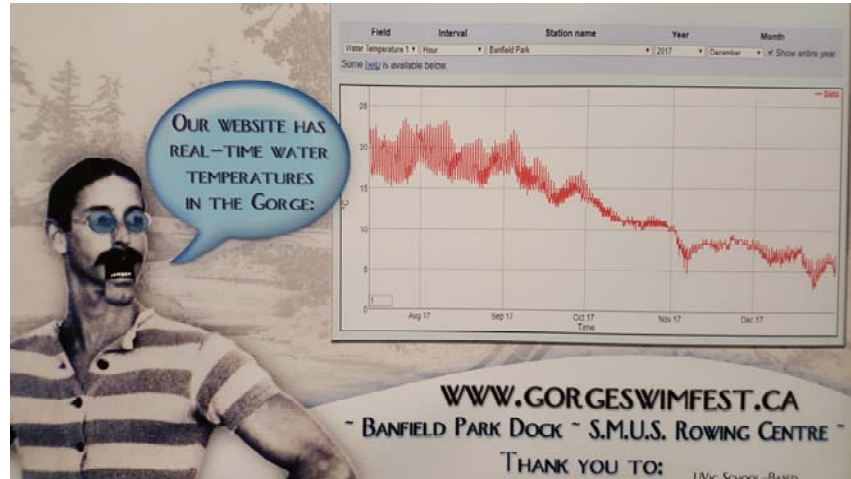


Oaklands Community  
Caravan Bike Trailer



## Ingenuity

### Vic West Gorge Temperature Gage



## Ecosystems



JBNH Pollinator Garden



## Ecosystems



JBNH Pollinator Garden



## Healthy Environment



Fairfield Food Forest





## Gathering places



Fairfield Food Forest



## Recognition & Welcoming

Welcoming Pole at  
George Jay Elementary  
School



## Issue

Policy is silent regarding multiple applications from one applicant

- a. Recommendation: Applicants are limited to one placemaking and one activity grant application per annual intake



## Issue

Completing projects in a timely fashion

- a. Recommendation: At the discretion of the Neighbourhood Team, a three-month extension may be granted for placemaking projects; a second three-month extension may be granted under extenuating circumstances. If after eighteen months (one year to complete and six months of extension) the project is not complete, the City will ask for the grant funds to be returned.
- b. At the discretion of the Neighbourhood Team, one three-month grant extension for an activity may be granted under extenuating circumstances.



## Recommendation

- That Council approve the 21 applications received for Spring intake of the 2018 My Great Neighbourhood Grant program for a total of \$56,300
- That Council approve the following policy changes:
  1. Limit one placemaking and one activity grant per annual intake
  2. At the discretion of the Neighbourhood Team, a three-month extension may be granted for placemaking projects; a second three-month extension may be granted under extenuating circumstances. If after eighteen months (one year to complete and six months of extension) the project is not complete, the City will ask for the grant funds to be returned.
  3. At the discretion of the Neighbourhood Team, one three-month grant extension for an activity may be granted under extenuating circumstances.







For the Committee of the Whole Meeting June 7 2018

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**Date:** Wednesday May 31 2018

**From:** Mayor Helps and Councillor Madoff

**Subject:** Heritage Process Related Motions

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### **Background**

In 2016, Council delegated the approval of simple Heritage Alteration Permits to staff. Since then Council has not had a report on how that process is going or how many properties have been processed through this delegated process.

Additionally, we have received feedback from members of the Heritage Advisory Panel that because 50% of the heritage stock is in low-density single family houses, there may be an opportunity missed for the HAP to advise on these types of HAPs even though they are below Council's delegation threshold.

Finally the HAP has said that their input and contributions would be more valuable to applicants and staff for both delegated and non-delegated heritage-related land use processes if they were provided an opportunity to give their input, suggestions and ideas earlier in the process.

The following recommendations address these three issues.

### **Recommendation**

That Council direct staff to:

1. Provide a list of heritage-related applications that have, to date, been processed through a Delegated Authority process.
2. As part of the Delegated Authority Process of land use applications refer, heritage-related applications to the Heritage Advisory Panel for their consideration but do not require a further referral to Council.
3. Refer heritage-related land use applications to the Heritage Advisory Panel at an early stage in the process.

**Respectfully Submitted,**

  
Mayor Helps

  
Councillor Madoff



For the Committee of the Whole Meeting June 7 2018

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**Date:** Wednesday May 31 2018

**From:** Mayor Helps, Councillors Alto and Lucas

**Subject:** Housing, Community Space and Underground Parking Adjacent to Crystal Pool

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### **Background**

In the early spring of 2017 Council gave staff direction to advance a project to replace the aging Crystal Pool facility. Since that time a great deal of progress has been made on the project including gathering community input to help shape the facility and building provincial and federal support for the project. The City has been awarded \$6 million in gas tax funding for the project and continues to pursue all other available sources of funding. Currently HCMA is working with staff and the community on the detailed design phase of the project in order to have a shovel ready project for when provincial funding intake is announced.

Alongside the official city process with regard to the pool and wellness centre redevelopment, a number of community groups have been organizing. These groups are made up primarily of residents of the North Park and nearby neighbourhoods. One group is focussed on planning for Central Park, wants to ensure as little disruption to the park during the construction and to ensure that the park space is enhanced after the pool project is completed. Another group, loosely in touch with the first, has been advocating for a better and higher use of park space than a surface parking lot for the pool. See attached letters in Appendix B.

The latter group proposes that Council consider issuing a request for expressions of interest or proposal to have the required parking for the pool (approximately 100 spaces) be built underground and above ground to have up to a six storey building with affordable housing, childcare and some community space in addition to that already proposed in the new Crystal Pool facility that may also serve as a welcome centre for newcomers to Canada. See Appendix A which indicates the high number of newcomers to Canada living in this area; this represents a large proportion of people who could probably benefit from affordable housing, childcare and a facility in the neighbourhood that provides services specific to being a newcomers, as well as a home base/one stop shop and place to feel welcome.

As part of the initial project scoping, Council asked staff to report on the possibility of having affordable housing as part of the pool building. Staff reported back to Council that incorporating housing into the footprint of the pool would add both significant time and cost to the project. This proposed housing/community centre/childcare project would not be built, owned or operated by the City – an operator will be determined through the request for expressions of interest or proposals; the City's contribution would be the land, potentially in the form of a long term lease.

Should Council wish to move in the direction suggested by the community with the regard to a better and higher use than the proposed surface parking lot, it would be prudent to begin down this road at this time or very soon. This should be being with community consultation on this proposed new direction to replace surface parking with affordable housing, childcare and more community space. There is funding through Partners for Places

(<https://www.fundersnetwork.org/partners-for-places/>) to fund this consultation process with the potential of matching funding from the United Way. This will help ensure that any new parking, housing and community facility is built at the same time as the pool and will allow the entire site to be planned in a cohesive way. This includes the planning of improvements to Central Park.

Given the work the community has already done gathering support for this option and given the income and population distribution of this area which could clearly use an increase in affordable housing, childcare and potentially a community space for immigrants and newcomers, I recommend that we move in this direction.

Doing some preliminary community consultation and issuing an RFEOI or RFP will be a significant body of work not contemplated in this year's work plan. If Council wishes staff to proceed in this direction at this point there will need to be some other work plan items put on hold. It may be possible to give staff direction to go in this direction and to implement the recommendations below later in the fall. Either way, with the acute housing crisis in the city and the provincial commitment to fund and finance this housing project (see attached letter from BC Housing in Appendix B) this is an opportunity that Council should not let go unexplored.

## **Recommendation**

That Council direct staff to report back at the next quarterly update on the implications and timeline for implementing the following recommendations.

Direct staff to:

1. Work with residents of North Park and other interested stakeholders community to develop and issue an RFEOI or RFP for:
  - a. Provision of affordable housing (on the site currently set aside for a surface parking lot) to include underground parking and a community space on the ground floor that would be able to accommodate at a minimum, a welcome centre for newcomers to Canada (should this be identified by stakeholders as a need, child care facility, community kitchen, and additional that may not be able to be accommodated in the Crystal Pool project for for sport and non-sport programming for youth, seniors and other underserved groups.
  - b. Operation one or more of the community centre, child care, and welcome centre.
2. Design and report back to Council on the process for engaging the community (North Park, Harris Green, Downtown residents and immigrant and indigenous communities from across the city/region) about the community centre/welcome centre space.
3. Apply for funding through Partners for Places (<https://www.fundersnetwork.org/partners-for-places/>) to undertake the process outlined in #2, with potential for matching funding from the United Way of Greater Victoria.
4. Design and report back to Council as part of the 2019 financial planning process on the process for engaging the neighbouring community and citywide residents about the Park Master Plan for Central park, including budget and timing. And direct staff to develop and communicate a plan through consultation with current park users, to ensure their continuing enjoyment and access to the park during construction of Crystal Pool.

5. Report back on the public approval process for having either surface parking or affordable housing in Central Park adjacent to the new Crystal Pool.

**Respectfully Submitted,**

  
Mayor Helps

  
Councillor Alto

  
Councillor Lucas

## Appendix A

### Relevant Census Data to Support Recommendations

#### **HIGHLIGHTS**

This census tract of North Park, Downtown and Harris Green is one of the most prevalent for groups commonly referred to as marginalized or underserved based on income levels and ethnic origin.

The population change data also show this census tract as one of the fastest growing from 2011-2016 at 15.5%. 22% of the total 2016 population of immigrants in this area have arrived to Canada during that same short five year timeframe.

#### **POPULATION**

Total population of the census tract representing Downtown, North Park and Harris Green is 9,207 people (5,570 households) or about 11% of the 2016 pop for Victoria (85,792)

Population change 2011 – 2016 = 15.5% population increase from 2011 to 2016 in North Park, Harris Green, Downtown Victoria (CT9350010) up to 9207 from 7,971 pop

#### **INCOME/POVERTY CENSUS STATS 2016**

Prevalence of low income for children 0-17 years old – 28%

Prevalence of low income seniors 65+ - 36.4%

Prevalence of low income 18-64 – 22.6%

#### **ETHNIC ORIGIN CENSUS STATS 2016**

##### North American Aboriginal origin

% Pop that are of NA Aboriginal origin by Census Tract for Downtown, Harris Green, North Park (CT9350010) = 525 pop, or 6.3%

##### Immigrant/newcomer stats

**Immigrant** - immigrants as % of total pop for census tract = 1,685 people, 20%

##### **Newcomer**

- % of immigrant pop that has arrived in this census tract between 2011-2016 = 22%
- % of total population that are newcomers to Canada between 2011-2016 for Downtown, Harris Green, North Park = 350 pop, or 4.25%

##### Asian Origin

19% of population in 2016 is of Asian origin in Downtown, Harris Green, North Park (Census Tract CT9350010) = 1,580 people

Of Asian pop:

- 72.2% are East and Southeast Asian (53.5% Chinese, 21.9% Filipino, 10.5% Korean, 9.6% Japanese)
- 15.5% are South Asian (East Indian 91.8%, Punjabi 8.2%)
- 13% are West Central Asian and Middle Eastern (39% Iranian 12% Syrian, 10% Turk, 10% Saudi Arabian, and 7% each of Israel, Afghan and Arab n.o.s)

## Languages

Residents speaking language other than or in addition to official languages of French and English for Downtown, Harris Green, North Park (CT9350010) = 2,110 pop, or 25.2%



## Appendix B

### Letters of Support



1701 – 4555 Kingsway  
Burnaby, BC V5H 4V8  
T: 604 433 1711  
F: 604 439 4722  
[www.bchousing.org](http://www.bchousing.org)

May 28, 2018

Victoria Mayor and Council  
City of Crystal Pool  
2275 Quadra Street  
Victoria, BC V8T 4C4

Dear Victoria City Council:

We understand that a motion may be put forward by Mayor Helps with regards to a proposal for additional community facilities and housing on what is currently proposed as a surface parking in the redevelopment of Crystal Pool. BC Housing is supportive of pursuing the opportunity to provide additional affordable housing in the core area. We look forward to working with the City of Victoria should this motion be approved. BC Housing would be willing to partner directly with the City on this project to provide funding and financing.

Should you have any questions regarding the Expression of interest, please feel free to contact me at [mmcnaughton@bchousing.org](mailto:mmcnaughton@bchousing.org) or phone 778-452-2744.

Yours truly,  
Malcolm McNaughton  
Director, Regional Development Vancouver Island

Letter to Mayor and Council:

I am very pleased that there will be a motion before Council for approval to direct staff to issue two Public Requests for Expressions of Interest, related to the provision of affordable housing, community spaces and facilities, as well as underground parking for the new Aquatic Centre, as part of the comprehensive redevelopment of Central Park. It is understood that this initiative is separate from the project for the Crystal Pool replacement **currently underway** at Central Park. The subject of this letter is for a companion project to take advantage of the opportunities that have emerged from the pool replacement project.

With this letter, I add my voice and encouragement to that of the community of citizens that, along with you, Mayor and Council, care about our city, and those who live in it. Those in our architectural practice take seriously the conscious act of city- building. For us the best result for any development design project, is it's potential contribution to the betterment and sustainability of our city, and the resilience, usefulness and beauty of its' built environment. We believe that the same energy, rigor and expertise that are applied to private sector development, should be employed in the public interest. This means borrowing a page from the private sector book.

In the private process, a prospective property owner/developer evaluates the best and highest use options that will deliver the greatest yield. For private sector developers, 'yield' generally refers to provision of corporate infrastructure and maximizing financial return.

For public assets, property or facilities that are slated for replacement, a similar evaluation is appropriate. In the case of public investment in infrastructure, the desired 'yield' to be maximized through the redevelopment of public assets and property, consists of resilient and robust public facilities. Through that, emerges strong support of public services and social infrastructure.

To that end, I encourage Mayor and Council, through available mechanisms, to undertake a comprehensive planning and urban design process, including the evaluation of the best use, and highest potential for this significantly public property. Given the short supply of public land in the Core Area, simply replacing the existing single use facility (the aquatic centre) in this location **adjacent to the downtown core**, falls far short of the civic potential for this valuable public property called Central Park.

DAU would be excited and pleased to be of service to this cause, and will eagerly respond to any REoI or RFP with a multi- disciplinary team of dedicated professionals to assist in making a better Victoria.

Sincerely,

Architect Franc D'Ambrosio  
AIBC FRAIC

On May 30, 2018, at 3:10 PM, Kaye Melliship <[kmelliship@greatervichousing.org](mailto:kmelliship@greatervichousing.org)> wrote:

Dear City of Victoria Councillors:

I am writing to ask that you reconsider the City's plans for redeveloping Crystal Pool. We own three buildings in the neighbourhood providing homes to 159 households and know that the pool is an important community resource. However, we feel that the site offers enormous potential to add other much needed community recreation facilities that meet the needs of the seniors and families we house.

In addition, given the shortage of land affordable and available for non-profit affordable rental housing I urge you to include housing on the site. We have assisted with some basic analysis of the site and can clearly see an opportunity to meet the recreation and parking goals of the project, will adding a significant amount of new affordable rental housing.

We would be delighted to work with the City to achieve a plan that results in a vibrant, multi-use development that is a real asset to the community and helps address the housing crisis.

Yours truly,

Kaye Melliship  
Executive Director  
<image003.jpg>  
2326 Government Street  
Victoria, BC, V8T 5G5  
Tel: 250.384.3434 ex. 32  
Fax: 250 386.3434  
[www.greatervichousing.org](http://www.greatervichousing.org)

May 31, 2018

Dear Mayor and Council,

It is with great pleasure and optimism that we write this letter in support of the emerging concept of a Central Park Community Centre complex, complete with childcare facilities, non-market housing and underground parking.

For many years, we have been wanting to see this exact concept emerge out of the redevelopment of the Central Park land, triggered by the Crystal Pool rebuild. For us, this direction is progressive and fills absolutely vital needs in our downtown core neighbourhood area.

Before this new idea began to take shape, we were extremely dismayed to learn about the plan to enlarge the surface parking lot on this remarkable City-owned land mass. This approach made no sense and seemed like a step backward, particularly in light of the strategic multi-modal investments currently being made by the City.

We applaud the partnership/collaborative funding and service delivery model being proposed and are thrilled that this project may be able to take advantage of significant non-marking housing and childcare funds.

Finally, we wish to reinforce how strongly we feel that now is the time to examine and imagine the potential for the entire city block that is Central Park. Currently the park land and pool/rec facility perform many remarkable functions on a day to day basis. At the same time, there is so much more this land can offer to our downtown neighbourhood area and the City, including filling gaps such as indoor gym and art space.

Taking the time now to envision the potential of the block of land as a whole is an important exercise that can happen concurrently so as not to delay the new Crystal Pool facility project. To this end, conversations about disruption of service during redevelopment must include all users, and we have confidence that this Central Park Community Centre complex concept represents a very positive shift in City Hall's planning approach for this incredible community land asset.

Sincerely,

Jenny Farkas, North Park resident  
Sue Hallatt, North Park resident  
Katie Fillion, North Park resident  
The Ven Alastair McCollum, North Park resident  
Janis La Cuvée, Hillside-Quadra resident  
Breanna Merrigan, Downtown resident

June 1, 2018

Dear Mayor and Council,

Over the next few weeks, Victoria City Council will give final approval to the design and scope of the replacement for Crystal Pool. While the current facility has served us well since it opened in 1971, it's crucial that we seize this opportunity to launch a new vision for Crystal Pool, which provides modern aquatic and gym facilities, but also helps meet the social, economic and environmental needs of our city today.

The suggestions and encouragements contained in this letter derive from a group of supportive Victoria residents, predominantly living in North Park, and after a lengthy series of meetings with city staff and community leaders spanning 9 months. We work with or for government, and in the areas of housing, equity and social justice, and climate and sustainability. We have consulted with subject matter experts, community partners, and the ministries administering government funds; we have pulled from our collective experience and knowledge of best practices in community planning, equity, and sustainability. Fundamentally, we believe the Crystal Pool has the potential to be transformative in our community like no other municipal facility over the next 50 years. We think that this central piece of public land should be developed in a manner that serves a variety of our citizens' needs, and we're encouraged that Mayor and Council will be considering these recommendations on June 7<sup>th</sup> at COTW.

A [website](#) we have created contains additional background and detail for these recommendations also. This website will be updated to reflect the outcomes from the upcoming Committee of the Whole meeting on June 7<sup>th</sup> and the next iteration of designs to be publicly revealed on June 18<sup>th</sup>.

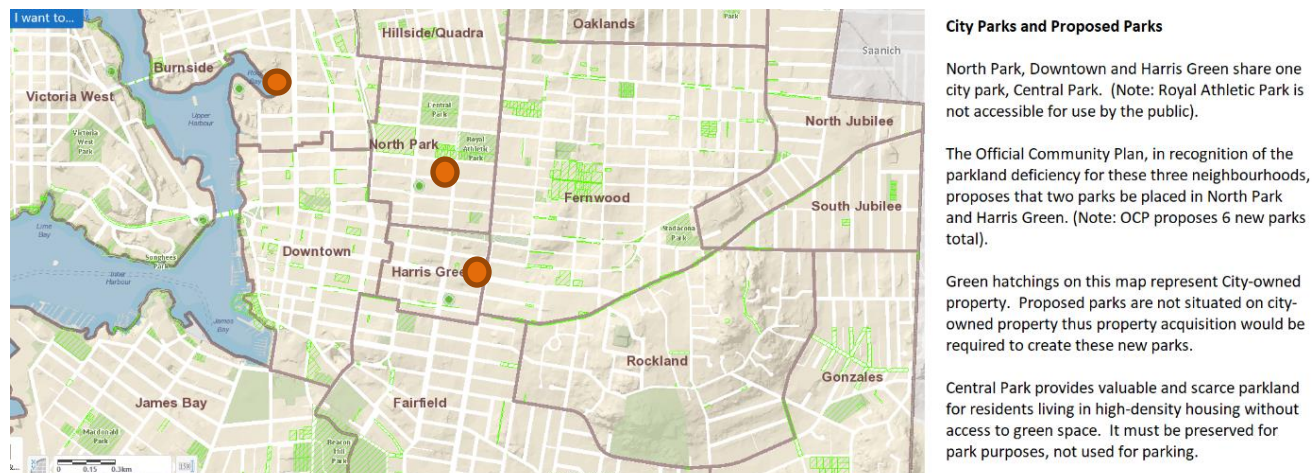
The Crystal Pool Fitness Centre, is the largest community facility owned and operated by the City of Victoria. In December 2016, the two options of either refurbishing or replacing the Crystal Pool were considered by City Council. Based on this [staff report](#), the decision was taken, to replace the 50 year old facility, at an estimated budget cost of \$68.4M. The outcome from this decision in late 2016, is the current [conceptual design](#) for a beautiful, replacement facility; however, the proposed facility excludes potentially more diverse recreation options, and needed complementary community infrastructure. The facility design also includes a surface parking lot next to the new facility which decreases an already limited availability of green space in the north end of Victoria's downtown and the neighbourhoods of Harris Green and North Park.

Affordable housing, facilities for childcare, youth recreation, and art programming, are all priorities identified by City Council through its recent task forces and strategic plan initiatives and resulting adopted strategies. Importantly, these priorities are also shared by the current provincial and federal governments with significant and dedicated funding in their 2017/18 budgets. There is unprecedented alignment between all 3 levels of government for funding for affordable housing, child care and public transit improvements – an opportunity the City of Victoria should not miss with the Crystal Pool project.

There is growing consensus that we need to prioritize alternatives to single-occupant vehicles as our dominant transportation mode, to reduce greenhouse gas emissions, improve air quality and alleviate traffic congestion, as well as promoting healthier lifestyles. Crystal Pool is located on a major transit route on Quadra Street, and adjacent to the All Ages All Abilities AAA Cycling Network announced recently for Vancouver Street and the existing greenway on Pembroke Avenue.

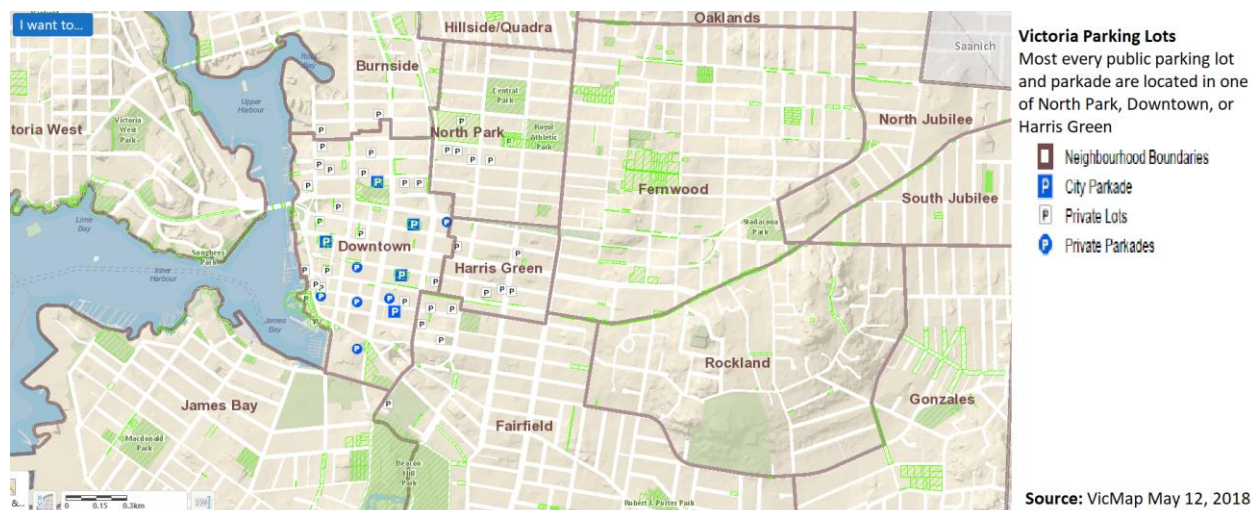
Central Park surrounds Crystal Pool and has provided playgrounds for kids and recreational opportunities for people of all ages for decades. More recently, the Steve Nash foundation funded the basketball courts in Central Park in 2006, and the courts are one of the most popular attractions in the park for players of all ages and skill levels. We have a critical need to protect our precious green space, especially in and around the downtown core. The Official Community Plan (map 9 shown below) identifies current parks, as well as the proposed location for acquisition of future parks to address areas deficient in park access (orange circles

represent proposed future park areas, there are 6 in total proposed for Victoria, three are located in the area encompassing the north end of downtown, North Park, and Harris Green).



But despite the OCP's policy directions for sustainable mobility and parks, the current proposal includes a surface parking lot with over 100 parking spaces, which will pave over the current footprint of Crystal Pool once the new facility is built where the current basketball courts are located.

Immediately surrounding Crystal Pool are more than 500 public parking spaces at Save-On Memorial Arena and Royal Athletic park; in fact, most every public parking lot and parkade in the city are located in, or along the border of, North Park, Downtown and Harris Green (see map below).



Surface parking is surely not the best use of the valuable and scarce park land in this area of Victoria. Likewise, another surface lot, is most certainly not bringing vitality or community benefit to the neighbourhood either.

The condition of the Crystal Pool facility has precipitated the current project and investment; however, our community's options are not limited to replacing it with a comparable, albeit modern, asset of that built in 1971. Our community's needs have changed and become more complex; our population has and will continue to increase, particularly in the downtown core and adjacent neighbourhoods.

The Crystal Pool Replacement Project has employed a risk management framework to ensure its budget and timelines are controlled and federal funding opportunities are realized. This risk framework is a direct response to Council and staff's experience and learnings from the Johnson Street Bridge project. It is commendable that regular updates to Council show this project as being on-time and within budget; however, retaining too much



rigidity to this scope, timeline, and budget is precluding potentially significant public value now available as a result of recent funding opportunities. By limiting the Central Park project to a legacy replacement of a spent asset, there is a real and avoidable risk of undervaluing the civic land, a scarce public resource, and coming up short on the long-term delivery of public services in our community.

### **New Funding and Partnerships Offer New Opportunities**

With the fortuitous timeliness of new funding for housing and childcare, a group of community partners and citizens have developed a preliminary partnership proposal for a community centre complex accompanied by non-market housing above and parking below. This presents an opportunity to deliver far more community benefit at Central Park while also permitting the budget and timelines established for the Crystal Pool Replacement Project to carry on unaffected. We applaud the Mayor's willingness and enthusiasm to seize funding opportunities for housing and childcare that were not available two years ago when Council first determined the scope for the Crystal Pool Replacement Project.

There are major provincial funding programs available now to support the construction of new affordable rental housing at no cost to the City and its taxpayers; the primary obstacle for these housing providers, access to appropriate and affordable land. A new provincial child care initiative is also getting underway with \$153M in funding over three years to create new child care spaces across B.C.

Thus, with a bold vision, we can leverage the civic land at Central Park to access these funding sources and integrate these critical services into a new community centre next to the new Crystal Pool which would support and showcase cultural diversity through its community kitchen, welcome centre, childcare services, and a space for youth and seniors programming. This solution would maximize the community benefit of the Crystal Pool project and Central Park Redevelopment, without the need for additional capital borrowing.

This important housing partnership and funding will allay some to all of the incremental costs for reassigning the recreation centre's parking from park/street-level to underground, and for creating a community centre space for the residents of North Park, Downtown and Harris Green, and more broadly, new Canadians from across the region.

Letters of support from non-profit housing providers and BC Housing are evidence that housing experts, operators, and funders believe that Central Park is an optimal location for affordable rental housing and that they are ready to respond to housing development/partnership opportunities from the City. Early interest to support and collaborate on the planning, design, and operation of the community centre/welcome centre/childcare facility, have also been received from the Intercultural Association, United Way of Greater Victoria, and D'Ambrosio Architecture and Urbanism, evidence that these and other community partners see this proposed asset as valuable, and wish to contribute their skills and expertise for collective impact should and when the City issue its requests for expressions of interest.

### **Rationale for Pairing a Community Centre and Affordable Housing with Community Recreation**

The significant list of individual and societal benefits from public recreation go well beyond physical health according to public health and recreation experts. And, those benefits can be exponential for traditionally underserved populations based on age, income, gender, immigrant status, and race, etc. as the findings from numerous studies show.

*"Sport participation benefits individuals and society overall through improved physical, psychological and social well-being, increased civic pride, engagement and cohesion, and increased economic development and prosperity. However, some women and girls, Indigenous Peoples, persons with a disability, recent immigrants, new Canadians, socio-economically disadvantaged Canadians, older adults, members of the LGBTQ community, and Canadians living in rural, remote and*

*isolated regions do not participate at the same rates as their mainstream counterparts. Inclusive policies and programming benefit members of these groups and other Canadian residents who may feel excluded from sport”*

*“Sport is about more than training and performance, and participation is about more than just the number of participants who show up to a program. Sport participation includes experiential aspects related to inclusion and community integration including, belongingness, engagement, meaning, mastery and challenge.”*

Source: [Policy and program considerations for increasing sport participation among members of underrepresented groups in Canada: A Literature Review](#), Cragg, S., C. Costas-Bradstreet, J. Arkell & K. Lofstrom. Interprovincial Sport and Recreation Council, Ottawa, 2016

Listed below are other recent Canadian studies referencing the benefits of recreation to underserved groups, including seniors, immigrants, and indigenous peoples, in addition to the equalizing benefits of public recreation on households of low income.

[Active People, Active Places](#) - BC Physical Activity Strategy, Ministry of Health 2015  
[2016 ParticipACTION Report Card](#)

[Creating Inclusion of Newcomers in Sport and Physical Activity](#), Sport for Life Canada, 2014

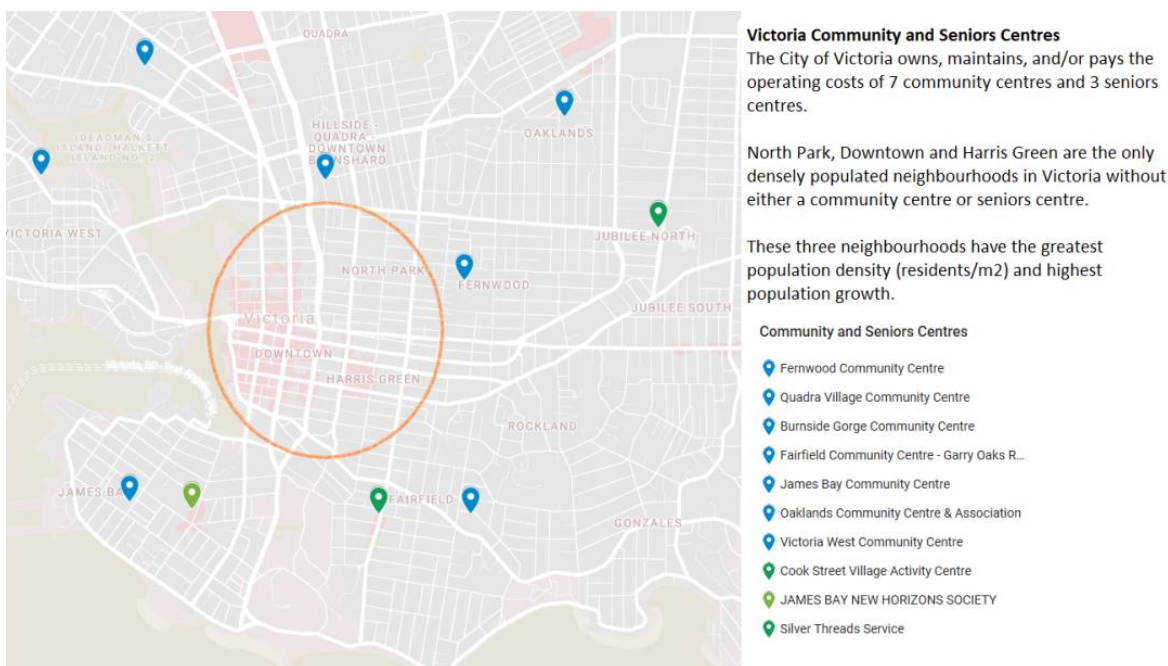
[Aboriginal Long-term Development Pathway](#), Sport for Life Canada, 2016

[Truth and Reconciliation Commission: Calls for Action](#) - Sports and Reconciliation actions 87-91, page 10

[Active for Life: Durable by Design](#), Sport for Life Canada, 2016

The City owns and funds the operations of 7 community centres and 3 seniors centres across Victoria. These 10 City-supported community and seniors centres provide critical social infrastructure with childcare, community kitchens, and other space and programming for seniors, youth, non-profit orgs and social enterprises. These centres provide valuable services to all of its neighbouring residents, but in particular those at highest risk of isolation in the community and those belonging to groups that are traditionally underserved resulting from structural barriers which deter their inclusion and access due to age, race, religion, language, gender, income, etc.

None of the 10 centres owned and supported by the City of Victoria are located in the three densely populated and growing neighbourhoods of downtown, Harris Green and North Park. These neighbourhoods are home to a very significant proportion of Victoria’s immigrants and newcomers.



### Profile of the Surrounding Community

One of the most prevalent areas in Victoria and the region for residents commonly referred to as marginalized or underserved based on income levels and ethnic origin live in the neighbourhoods immediately surrounding Central Park.

The proposed community centre presents an opportunity to bring a variety of new services to the neighbourhood and region alike. This centre will provide a place for gathering and connection among all of Victoria's residents, and can help to enhance a sense of belonging for new Canadians.

### Community Profile Data and Maps (Source: 2016 census):

- **Victoria is a city of diverse cultures and people:**

**New Canadians:** There are 16,000 residents identifying as immigrants in the municipality of Victoria. Within the specific neighbourhoods of Downtown, NorthPark and Harris Green (Census Tract 9350010), 20% of the residents, or nearly 1,700 people are new Canadians. Another 800 immigrants live in the Quadra Village area (census tract 9350013.01 denoted roughly as being between Douglas/Cook and Bay/Hillside); representing 19.5% of this neighbourhood's population.

**Map:** [Population of Immigrants as % of Total Population](#):

**Indigenous Peoples:** 525 urban indigenous people live in the neighbourhoods of Downtown, North Park and Harris Green, representing more than 6% of the population in this area.

**Map:** [Residents of North American Aboriginal origin](#)

- **Victoria's core communities are experiencing high growth, in particular as the neighbourhoods of choice for newcomers:** One of the fastest growing areas with population growth of 15.5% from 2011- 2016 to more than 9,200 population. Moreover, 22% of the population identifying as immigrants in this area have arrived to Canada during that same short 5 year timeframe from 2011 to 2016

- **Low income levels exacerbate the experience of already vulnerable populations:** A very high proportion of the residents in these neighbourhoods are considered to be more vulnerable based on their household income level. Some maps by age and income quintile evidence this trend. Note: The statistics to the right of the links represent the specific prevalence of this demographic in the census tract pertaining to North Park, Harris Green and Downtown.

**Map:** [Prevalence of low income for children 0-17 yo](#) – 28%

**Map:** [Prevalence of low income seniors 65+](#) - 36.4%

**Map:** [Prevalence of low income](#) 18-64 – 22.6%

### **Other Acknowledgements and Suggestions**

This letter is focused on expressing to City Council our support and encouragement for revisioning the space currently assigned for surface parking into a companion facility for the Crystal Pool Recreation and Wellness Centre. However, we wanted to acknowledge some of the City's other recent improvements to the Crystal Pool design and highlight a particular area of concern that remains.

Over the last two months, significant improvements have been made to the concept design of the pool area, transforming it from what many of us perceived as an aquatic training centre, into one that serves those fitness swimmers and competitive athletes, while also providing recreational and therapeutic swim options for children and families, seniors, and those recovering from injury or illness. These improvements required the design team to expand and change the shape of the natatorium area which was challenging to do while preserving trees in the park. We are grateful for the agility and creativity of staff and the design team in making these significant improvements to this 50+ year asset and Victoria's only public recreation centre.

We believe that the appeal of the new Crystal Pool Recreation and Wellness Centre would be enhanced even further through the inclusion of a full-sized gymnasium and dedicated art centre space for those seeking dry sport recreation and non-sport recreation. These two in-demand (and in short supply) amenities will bring a wider, more diverse set of users, and a higher number of visits per user annually.

A gymnasium would allow for popular sports opportunities such as year-round pick up basketball and volleyball as well as late-to-sport adult training opportunities and league play. Gymnasium rental, and the programming for classes and drop-in spaces for racquet and court sports which require a gymnasium, are in short supply around the core municipalities in the region (Victoria, Saanich, Oak Bay, Esquimalt). Situating an indoor public gymnasium at Crystal Pool is preferable to a school or community centre due to its long hours of operation (5:30am to 11pm, 362 days of the year), and access to showers and changerooms.

Currently, public recreation art classes and drop-in spaces for pottery and painting are only available through Cedar Hill Recreation which spaces and hours of operation cannot meet demand. An arts centre would allow for partnerships with community groups, such as the Vancouver Island School of Art (VISA). Art schools like VISA are facing increasing space challenges due to population growth and redevelopment pressures; both trends resulting in the loss of affordable institutional and Class C commercial rental spaces. Inclusion of an arts centre, in either the Crystal Pool or the newly proposed community centre complex, would provide long term stability for the provisioning of affordable art classes and drop-in spaces for those residents choosing non-sport recreation options and art therapy.

Finally, we trust that the City's exemplary leadership in climate action and sustainability, as evidenced by its 2050 targets which include commitments to 80% greenhouse gas reductions based on 2007 levels and 100% renewable energy, will carry over to this project. The existing Crystal Pool is the largest single greenhouse gas (GHG) generator from all municipal operations (facilities and fleet), accounting for approximately 20% of the GHGs. The energy costs of the facility approximate \$250,000 annually, this is the second highest operating cost for the recreation centre after staff wages; it also represents more than 10% of all City energy costs from facilities and fleet. The new facility is to be 35% larger than the existing facility. Not only is a commitment to net zero energy facilities consistent with the draft Climate Leadership Plan and recent approval by Council to the Energy Step Code, it is also the most economical choice over the lifetime of this most energy intensive facility owned and operated by the City.

### **Community Values and Directions re: Parks, Recreation, and Community Wellness (Source: OCP)**

The suggestions and encouragements contained in this letter, which are further detailed at [www.crystalpoolforall.com](http://www.crystalpoolforall.com), come from a group of supportive Victoria residents, predominantly living in North Park. We work with or for government, and in the areas of housing, equity and social justice, and climate and sustainability. We have consulted with subject matter experts, community partners, and the ministries administering government funds; we have pulled from our collective experience and knowledge of best practices in community planning, equity, and sustainability.

We acknowledge that we can't speak for the entire community and that we don't have the time or resources to engage a statistically valid representation of the population in order to groundtruth these recommendations for Victoria. Luckily, the City conducted an award-winning and extensive engagement process in the development of the Official Community Plan (OCP) in 2013, and the results from it, are memorialized in this overarching bylaw for Victoria.

The OCP's engagement process, designed and overseen by a Citizen Advisory Committee (CAC), was thorough and exemplary, receiving a number of awards in recognition. Through more than 50 CAC meetings over 30 months, different community engagement methods were evaluated, selected and refined. Building on this thoughtfully developed process, the City identified youth, seniors, First Nations, people living on low incomes, families with children, businesses and special interest groups as integral to its success. To support these

discussions, 13 background research papers were developed by staff and subject matter experts across BC to provide analysis of complex plan topics. Additionally, short information sheets, provided on a topic by topic basis, summarized key trends, emerging issues and the role of local government.

A description of the OCP's citywide civic engagement process is available [here](#), but in short, more than 6,000 individuals weighed in to "Shape Your Future Victoria" through a range of broad and targeted engagement techniques:

- Community surveys, community forums and community circles;
- Meetings with more than 90 organizations;
- Citizen insight councils,
- More than 200 youth engaged through two local cafe events, a high school assembly led by the Mayor, in-class essays and community survey kiosks on location at the high school
- A First Nations hosted feast with 75 people in attendance,
- Presentations to over 700 people over two years
- Open houses and info booths
- Social and web-based tools,
- Two direct mailouts to over 34,000 households

We recognize that the OCP's budget for engagement is unequaled and we are not suggesting that its scope be replicated for master plans or infrastructure projects; however, the community's values and chosen directions are enshrined in this foundational document and so it can be used to inform the design process, project objectives, and resulting outcomes of master plans and infrastructure projects.

The OCP has informed other recent and relevant plans and strategies, namely the, [Housing Strategy](#), [Youth Strategy](#), [Create Victoria Strategy](#), and [draft Climate Leadership Plan](#)

Included as an appendix to this letter, are the Parks and Recreation and Community Wellbeing chapters of the OCP which are most relevant in providing guidance for the redevelopment of Central Park and the Crystal Pool. We've highlighted the specific goals, broad objectives, and policy directions we think support your consideration of our request to:

- i) Enthusiastically support a Central Park community centre with affordable housing and underground parking to be co-created with the community and the chosen operator(s);
- ii) Consider the increased value to the community from the addition of a gymnasium within the Crystal Pool; and, an art centre space in either of the Crystal Pool or proposed new community centre;
- iii) Commit to net zero energy and 100% renewable energy facilities in Central Park, and the encouragement of sustainable mobility choices over the private vehicle, and;
- iv) Work with the community to develop a park improvement plan akin to the Topaz park planning underway currently, inclusive of disruption planning for current users over the next three years of construction.

Respectfully,

[Crystal Pool for All Steering Committee:](#)

Allison Ashcroft

Naomi Devine

Erik Kaye

Kelly Newhook

Stephen Portman

## Appendix – OCP Passages Relevant to Crystal Pool and Central Park Redevelopment Opportunities

### Chapter 9 Parks and Recreation

**GOAL 9 (A)** Victoria is an active community where everyone enjoys convenient access to community parks, open spaces, facilities, amenities and programs close to where they live.

#### Broad Objectives

The parks and recreation policies of this plan collectively address five broad objectives:

9 (a) That a network of parks and open spaces meets citywide and local area needs, including at least one park or open space within walking distance (400 metres) of 99% of households.

9 (b) That a well-connected, clearly identifiable, and multi-functional network of greenways is established across the city.

9 (c) That parks, open spaces and facilities contribute to the enhancement and restoration of ecological functions.

9 (d) That a diversity of facilities, services and programming enables broad community access and participation in an active lifestyle.

9 (e) That parks and recreational facilities are designed to achieve multiple benefits and accommodate a diversity of people and activities.

#### Policy Directions

##### ACCESS TO SERVICES AND FACILITIES

9.12 Seek to maintain partnerships, policies and fee structures for parks and recreational facilities that encourage the participation of people of all ages, incomes, abilities, backgrounds and lifestyles

9.13 Work closely with community centres, senior centres, community organizations, the public library and residents to seek innovative opportunities to sustain and enhance community-based recreation services and programs.

9.14 Enhance child- and youth-friendly parks and recreational facilities, services, and programs in the City, to promote a healthy community and to help attract and retain households with children

##### FACILITIES PLANNING

9.15 Seek innovative options and mechanisms to upgrade and provide new sports and recreation, equipment, infrastructure and facilities, including for the Crystal Pool and Fitness Centre and the Royal Athletic Park.

9.16 Encourage public and private sector partners to invest in civic park and recreational facilities and infrastructure through means such as capital funding and private donations.

9.17 Support joint use agreements with the school district, other institutions and the private sector to make effective and economic use of recreational and school facilities for community benefit.

9.18 Seek opportunities to integrate green infrastructure in park and recreational facilities during new construction and major upgrades

9.19 Develop a comprehensive strategy for the use, maintenance, improvement, addition to and funding of sports fields in Victoria, with the goal of facilitating field sports and physical activity, and meeting the needs of the community and sports tourism sector.

9.20 Seek opportunities to sustain and enhance recreational services and programs through the development of a Recreation Services and Facilities Delivery Strategy that identifies:

- 9.20.1 Recreational service needs and gaps and defines long-term approaches to service delivery;
- 9.20.2 Sports, recreation and other facilities needed to support service delivery, including in areas of population growth;



- 9.20.3 Innovative opportunities for the delivery and location of neighbourhood recreation and community services and programs in Town Centres and Urban Villages; and,
- 9.20.4 Opportunities to use existing City and other facilities as integrated centres for the delivery of City and non-City services.

## MULTIPLE USES OF PARKS

9.21 Design and upgrade parks, indoor and outdoor recreational facilities, community centres and other public spaces to serve multiple purposes and users, and to achieve the following objectives:

9.21.1 Continue and expand the use of City parks and open spaces for festivals, celebrations, concerts and other special events

9.21.2 Provide opportunities for outdoor experiences and activities that foster respect for and enjoyment of the natural environment in City parks and open spaces;

9.21.3 Provide opportunities to enhance the value of play for all ages;

9.21.4 Consider ways to recognize and celebrate the value of history and place in parks design, interpretation and other initiatives;

9.21.5 Protect and steward cultural heritage landscapes on City land as consistent with the National Standards and Guidelines for the Conservation of Historic Places in Canada;

9.21.6 Integrate celebratory, contemplative and recreational spaces in parks and facilities planning and design;

9.21.7 Design outdoor park and recreational amenities to include features that accommodate public eating and social interaction, where appropriate.

## **Chapter 15 Community Wellbeing**

### **GOALS**

15 (A) All Victorians have income and access to public services to be able to flourish and live with dignity.

15 (B) High quality, affordable formal education is available and accessible for students of all ages.

15 (C) Victorians know their neighbours, are connected to communities of interest and have diverse opportunities for social interaction.

15 (D) Victorians can support themselves and their neighbours in difficult times.

15 (E) Victoria is a place where people come to live, work and play, regardless of age, ethnicity, religion, culture, income, sexual orientation, ability and family status.

15 (F) Victorians are healthy and have a network of health-related amenities, facilities and programs to promote wellness and meet the needs of all levels of mental and physical care.

15 (G) Victoria is a safe city, where everyone feels secure in public, in their homes and workplaces.

A sustainable community provides both the physical and social infrastructure necessary to achieve community well-being. While physical features such as a walkable land use pattern, good quality housing and nearby recreational facilities can encourage people to make healthier choices, community well-being relies on more than just the city's physical form. Community well-being also relies on the city's "soft" infrastructure, such as the network of services, partnerships, resources, groups and other social relationships that collectively help people achieve their basic needs, support each other and reach their full potential.

The strength of a community relies on the well-being of all of its members. Collectively, the plan's policies work towards a healthy community, one that takes a holistic approach to improving not only social and health conditions, but also the community's economic and environmental assets. The plan strives to build community capacity and address the needs of Victoria's diverse citizens, particularly those who are most vulnerable or marginalized. The plan aims to enhance social inclusion for people of all socio-economic levels, cultural backgrounds and abilities; to strengthen the multi generational features of neighbourhoods; to provide opportunities for civic engagement; and, to enhance the sense of personal and public safety.

## Broad Objectives

The community well-being policies of this plan address six broad objectives:

- 15 (a) That a mix of housing, services, facilities and programs encourage and support a socio-economically and culturally inclusive community.
- 15 (b) That facilities, services, places of employment and housing are physically accessible to users.
- 15 (c) That planning, services and programs foster multigenerational neighbourhoods.
- 15 (d) That strong partnerships build the capacity of individuals and the community.
- 15 (e) That all citizens have the opportunity to participate in civic affairs.
- 15 (f) That citizens have an enhanced sense of personal and public safety.

## SOCIAL EQUITY

15.1 Encourage a fair distribution of community services, social services and facilities across the city, to support all parts of the population.

15.2 Establish policies and fee structures to ensure that City programs and facilities are affordable and welcoming to people of all ages, incomes, abilities, backgrounds and lifestyles

15.3 Support the efforts of senior government, business and community organizations to reduce poverty through:

- 15.3.1 Advocating to senior levels of government for fair income assistance rates;
- 15.3.2 Enabling stable housing with support services;
- 15.3.3 Encouraging jobs that provide a household-sustaining wage for employees; and,
- 15.3.4 Providing education and skills training programs to build individual capacity.

## PHYSICAL ACCESSIBILITY

15.4 Establish guidelines for full accessibility for people with mobility challenges in the design, construction and improvement of City property, including facilities, offices, street right-of-ways, and parks.

15.5 Encourage senior governments, and community and business partners to improve the physical accessibility of public and private property, including places of employment, housing, transportation facilities, and visitor-oriented sites

## MULTIGENERATIONAL NEIGHBOURHOODS

15.6 Consider the needs of children, youth and older adults in planning initiatives related to land use, housing, transportation, parks, facilities and community services.

15.7 Work collaboratively with senior governments, the health authority, and other public and private sector partners to plan for the housing, health, employment, recreational, educational, cultural and other needs of Victoria's population as it ages.

15.8 Encourage the development of quality, accessible, affordable daycare, including preschool, out-of-school care and elder daycare spaces, to support families and employers by:

- 15.8.1 Considering the provision of non-profit daycare space as an amenity in new residential, mixed-use and commercial developments to be secured through agreement; and,
- 15.8.2 Encouraging new childcare and elder daycare spaces throughout the city.

15.9 Seek opportunities to promote social interaction between different generations through the design and programming of public spaces, parks and public facilities.

## COMMUNITY DEVELOPMENT

15.14 Incorporate community development objectives into citywide and local area planning processes.

15.15 Work closely with community centres, seniors centres, community organizations, the public library, citizens and other partners to seek innovative opportunities to sustain, enhance and deliver community-based recreational, educational, cultural and social programs.

15.16 Develop and maintain partnerships with senior governments, the health authority, neighbouring municipalities, community organizations, informal groups, the private sector and others to build community capacity, and to provide a range of facilities and community services to serve people throughout their lives, including:

- 15.16.1 Social services to support attainment of basic needs;
- 15.16.2 A range of local and regional health and wellness facilities and services;
- 15.16.3 A network of regional recreational facilities and services;
- 15.16.4 Regional public library facilities and services;
- 15.16.5 Opportunities and facilities for lifelong learning and skills training;
- 15.16.6 Places of worship and other spaces for contemplation; and,
- 15.16.7 Settlement services and cultural centres.

15.17 Encourage collaboration among community service providers and community organizations across the city and at the regional level.

15.18 Work with community partners to promote a culture of volunteerism, community service and neighbourliness.



June 5, 2018

Dear Mayor and Council:

This letter is being submitted by the Inter-Cultural Association (ICA) in support of a citizen-led effort to advocate for the highest and best use of Central Park and more inclusive, diverse, and in-demand indoor and outdoor recreation for our communities.

We understand that there may be an opportunity for the City to partner with local housing providers and community partner organizations to bring critical housing and childcare services, along with a community centre to the North Park/Downtown/Harris Green neighbourhoods at no additional capital cost to the City and taxpayers.

The Inter-Cultural Association of Victoria encourages mayor and council to pursue this timely opportunity and asks that they consider how to best involve and celebrate the cultural diversity among Victoria's residents when:

- a) finalizing the design of the Crystal Pool Fitness and Wellness Centre;
- b) initiating the park improvement plan and engagement process for Central Park; and
- c) assessing the needs and corresponding amenities for the newly proposed community centre to be located next to the new Crystal Pool.

The Inter-Cultural Association of Greater Victoria (ICA) was founded in 1971 after mounting the inaugural FolkFest to celebrate the contributions of Victoria's multicultural communities and challenge racism. Since 1978, when ICA was approached by the federal government to do so, ICA has been providing services to newcomer immigrants and refugees at its ICA Immigrant Welcome Centre. The services ICA provides include: Settlement Orientation, Information, Support and Employment services, Language Instruction for Newcomers to Canada from literacy to advanced Canadian Language Benchmarks levels, Childcare for Newcomer Children, the Employment Program of BC, Mentoring, Settlement Services in Schools in all three local school districts, Youth, Women, and Seniors programming. We also bring refugees to our community through the Resettlement Assistance Program for government assisted refugees and the Private Sponsorship of Refugees for the privately sponsored refugees. ICA is the lead of the Local Immigration Partnership Planning table and the Community Partnership Network made up of over two hundred businesses, arts, cultural and not-for-profit organizations, educational institutions, faith groups, local governments and police, and media organizations that are interested in being a part of making Victoria a more welcoming and inclusive community. We also work in community engaged arts which focus on sharing the experiences of immigrants in our community.

Every year we serve just under 3000 clients and everyday about 500 adult students take part in settlement language classes. We have a diverse staff of 100 including: teachers, employment case workers, settlement workers, community outreach and development workers. Every year roughly eight hundred community members volunteer their time and expertise to act as teachers' aides, host volunteers, sponsors and professional mentors.

Canada's multi-year Immigration Levels Plan adopted in 2017 calls for increased immigration levels each year through 2020, from 310,000 in 2018 to 340,000 in 2020. <https://www.canada.ca/en/immigration-refugees-citizenship/news/notices/supplementary-immigration-levels-2018.html> The increased levels are called for by demographic changes in our population which have seen dependency rates change from 6.6



Canadians in the workforce to each retiree in 1971, to 4 to 1 in 2012, to a predicted 2 to 1 in 2036. Many experts suggest a more appropriate annual immigration target of 450,000 newcomer landings each year. (Immigration Summit, Conference Board of Canada, May 30, 2018. Plenary. Ahmed Hussen, Minister of Immigration, Refugees and Citizenship Canada.) This tells us that Victoria is likely to be welcoming more immigrants in coming years than we have in the past. Those new immigrants are likely to continue to come from more diverse cultural and language backgrounds and will include a wide range of educational, economic and age diversity. There will be more refugees in the mix who will need extra supports in their initial years in the community. Research has shown us that there are significant barriers to newcomers accessing helpful and healthful community and recreational services. (See attached Sport for Life report) A welcome centre adjacent to a recreation centre would provide many opportunities to bridge those barriers.

ICA has been housed for the last twenty years in the North Park neighbourhood at 930 Balmoral. As our landlord the First Metropolitan United Church contemplates its future configuration, ICA is being pushed to secure new space for our operations.

Crystal Pool and Central Park represent two of Victoria's core community assets. We support the growing list of citizens and community partner organizations asking that Mayor and Council:

- Pursue available partnership and funding opportunities for the establishment and delivery of critical community infrastructure such as affordable housing and a community centre with childcare services, a community kitchen, a space for youth and seniors, and a welcome centre that reflects the cultural diversity of Victoria's neighbourhoods.
- Include more diverse and inclusive recreation options (gymnasium and art space) alongside the swimming options currently conceived.
- Promptly begin work with the community to minimize the disruption to park users over the next four years and to undertake a master planning process akin to that underway for Topaz Park

### **Victoria's First Community Cultural Centre**

ICA is particularly supportive and encouraged by the community's proposal that Mayor and Council seek to establish a community centre with welcome centre for new Canadians and culturally appropriate services and programming for youth, seniors, and families, including childcare.

In the planning of this proposed facility, ICA offers its support, experience, and connection to Victoria's community of new Canadians. ICA's Community Partner Network (CPN) provides an effective channel through which to involve these residents, the businesses they operate, and the organizations providing services to the region's culturally diverse resident groups.

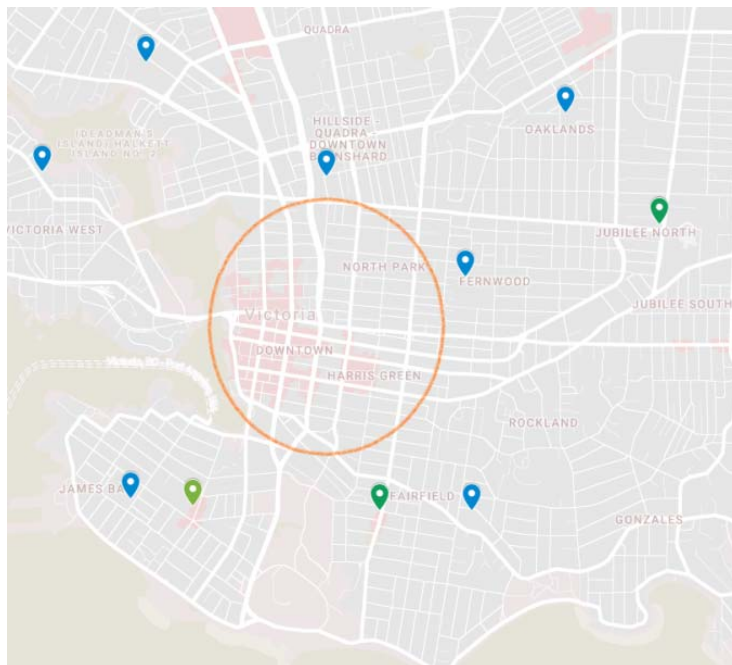
Should Mayor and Council issue a Request for Expressions of Interest to operate a community centre, welcome centre, and/or childcare in this proposed facility, ICA would respond to this request with a proposal to provide one or more of these services.

### **Rationale for a Community Centre in Central Park**

The City owns and funds the operations of 7 community centres and 3 seniors centres across Victoria. These 10 City-supported community and seniors centres provide critical social infrastructure with childcare, community kitchens, and other space and programming for seniors, youth, non-profit orgs and social enterprises. These centres provide valuable services to all of its neighbouring residents, but in particular those at highest risk of isolation in the community and those belonging to groups that are traditionally underserved resulting from structural barriers which deter their inclusion and access due to age, race, religion, language, gender, income, etc..



None of the 10 centres owned and supported by the City of Victoria are located in the three densely populated and growing neighbourhoods of downtown, Harris Green and North Park. These neighbourhoods are home to a very significant proportion of Victoria's immigrants and newcomers.



#### Victoria Community and Seniors Centres

The City of Victoria owns, maintains, and/or pays the operating costs of 7 community centres and 3 seniors centres.

North Park, Downtown and Harris Green are the only densely populated neighbourhoods in Victoria without either a community centre or seniors centre.

These three neighbourhoods have the greatest population density (residents/m<sup>2</sup>) and highest population growth.

#### Community and Seniors Centres

- Fernwood Community Centre
- Quadra Village Community Centre
- Burnside Gorge Community Centre
- Fairfield Community Centre - Garry Oaks R...
- James Bay Community Centre
- Oaklands Community Centre & Association
- Victoria West Community Centre
- Cook Street Village Activity Centre
- JAMES BAY NEW HORIZONS SOCIETY
- Silver Threads Service

### Profile of the Surrounding Community

One of the most prevalent areas in Victoria and the region for residents commonly referred to as marginalized or underserved based on income levels and ethnic origin live in the neighbourhoods immediately surrounding Central Park.

Specific to the community centre, and the opportunity for it to bring new services to the neighbourhood and region alike, in addition to, an enhanced sense of belonging to new Canadians, and a place for gathering and connection among all of Victoria's residents, I share the following census data and maps:

### Community Profile Data and Maps (Source: 2016 census):

- **Victoria is a city of diverse cultures and people:**

**New Canadians:** There are 16,000 residents identifying as immigrants in the municipality of Victoria. Within the specific neighbourhoods of Downtown, NorthPark and Harris Green (Census Tract 9350010), 20% of the residents, or nearly 1,700 people are new Canadians. Another 800 immigrants live in the Quadra Village area (census tract 9350013.01 denoted roughly as being

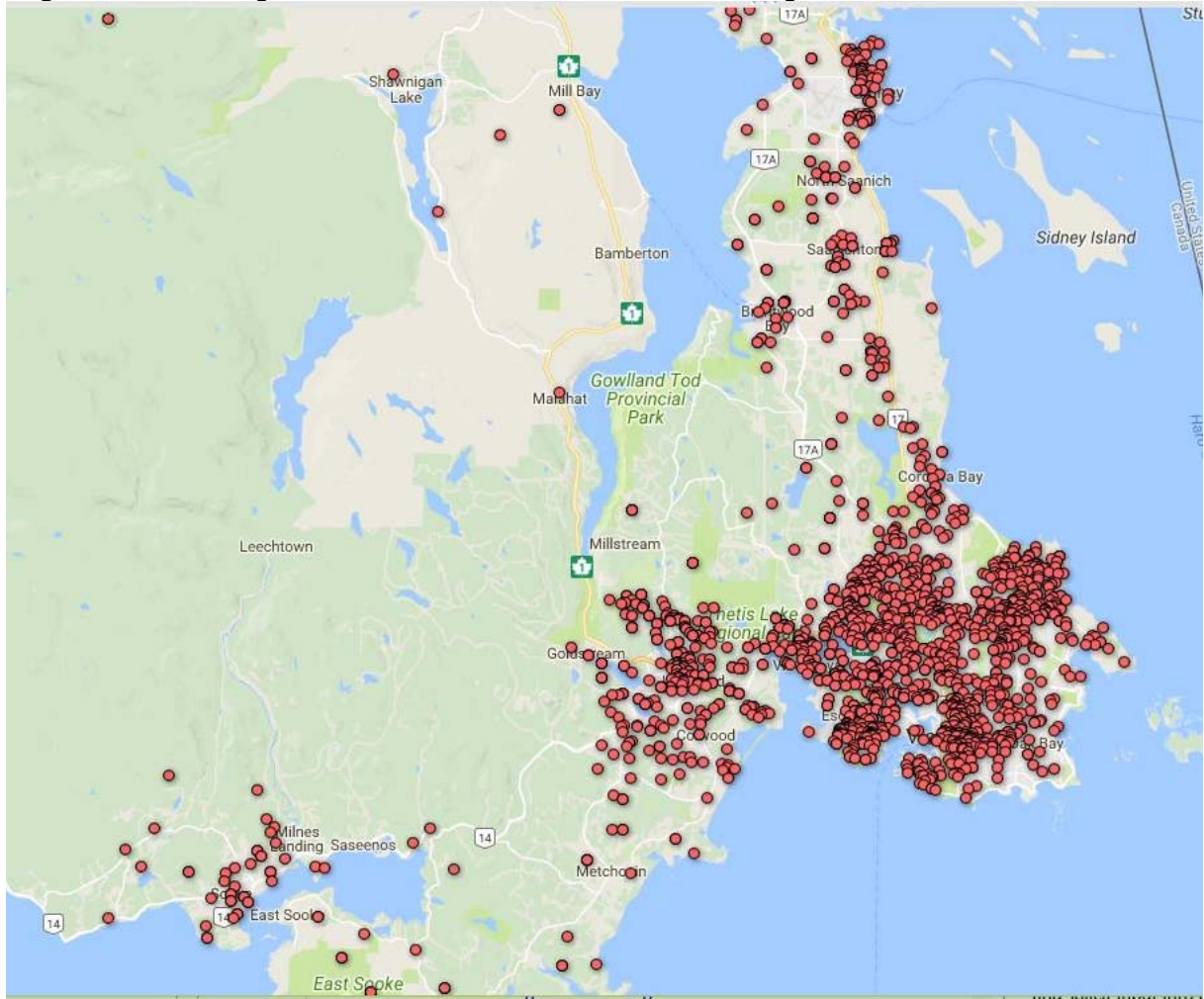




between Douglas/Cook and Bay/Hillside); representing 19.5% of this neighbourhood's population.

- o **Map:** [Population of Immigrants as % of Total Population:](#)

The following shows the distribution of all current ICA clients by home postal code in the Capital Region. There is a significant concentration in the area surrounding Central Park:

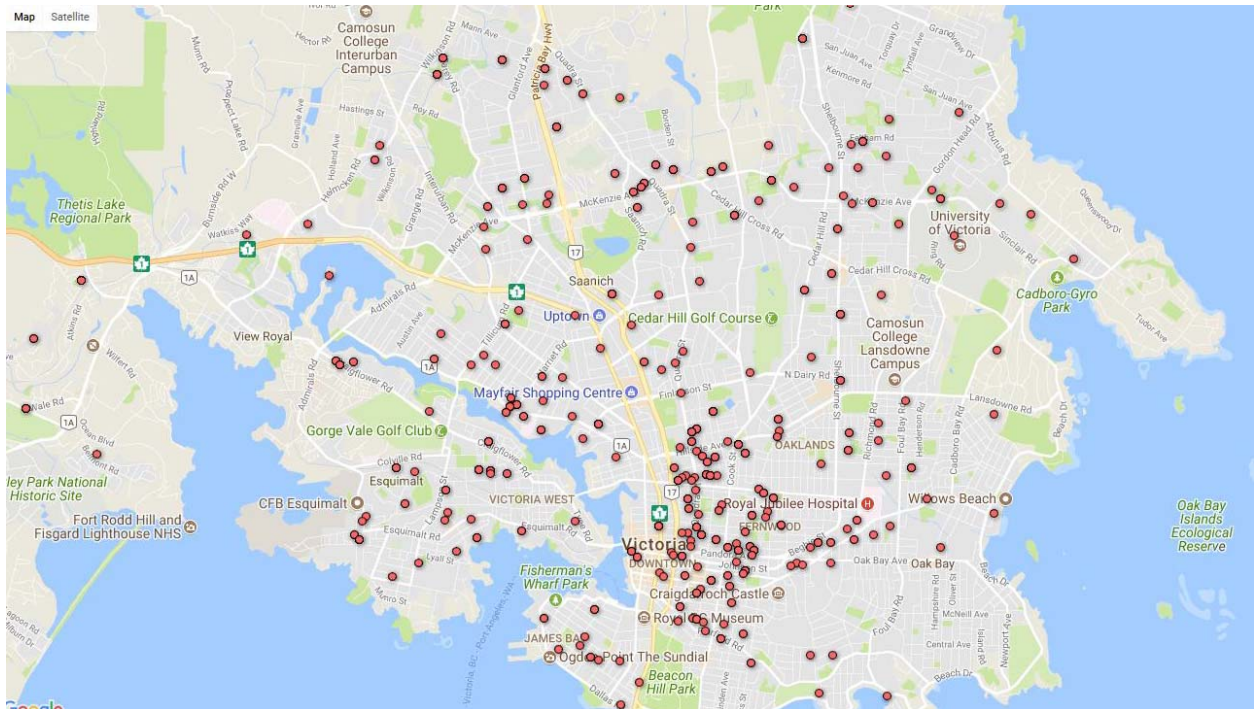


### Refugees:

In the last few years Victoria has been receiving more refugees, both Government Assisted and Privately Sponsored. Immigration Refugees and Citizenship Canada's five-year levels plan indicates that we should expect those intake levels to continue and likely increase.



The following map shows the distribution of all classes of refugees accessing ICA services. Again, there is a concentration near Central Park.



**Indigenous Peoples:** 525 urban indigenous people call the neighbourhoods of downtown, North Park and Harris Green home, representing more than 6% of the population in this area.

- Map: [Residents of North American Aboriginal origin](#)

- **Victoria's core communities are experiencing high growth, in particular as the neighbourhoods of choice for newcomers:** One of the fastest growing areas with population growth of 15.5% from 2011- 2016. Moreover, 22% of the population identifying as immigrants in this area have arrived to Canada during that same short 5 year timeframe from 2011 to 2016
- **Low income levels exacerbate the experience of already vulnerable populations:** A very high proportion of the residents in these neighbourhoods are considered to be more vulnerable based on their household income level. Some maps by age and income quintile evidence this trend. Note: The statistics to the right of the links represent the specific prevalence of this demographic in the census tract pertaining to North Park, Harris Green and Downtown.
  - Map: [Prevalence of low income for children 0-17 yo](#) – 28%
  - Map: [Prevalence of low income seniors 65+](#) - 36.4%
  - Map: [Prevalence of low income 18-64](#) – 22.6%

\*Other Census Maps are provided below the signature line for your interest.



In ICA's work of building cultural connections and supporting newcomers to reach their goals in their adopted home, we see the proposal for maximizing the use and capacity of Central Park to engage both the community and newcomers as an opportunity that should not be overlooked. This would mark a huge step forward for Victoria as a welcoming and inclusive community. We look forward to your decision.

If I can provide you with any further information, please do not hesitate to contact me.

Sincerely

Jean McRae  
Chief Executive Officer

#### Residents of Asian Origin

19% of population in 2016 is of Asian origin in Downtown, Harris Green, North Park (Census Tract CT9350010) = 1,580 people

Of Asian pop:

- 72.2% are East and Southeast Asian (53.5% Chinese, 21.9% Filipino, 10.5% Korean, 9.6% Japanese)
- 15.5% are South Asian (East Indian 91.8%, Punjabi 8.2%)
- 13% are West Central Asian and Middle Eastern (39% Iranian 12% Syrian, 10% Turk, 10% Saudi Arabian, and 7% each of Israel, Afghan and Arab n.o.s)

#### Languages

Residents speaking language other than or in addition to official languages of French and English for Downtown, Harris Green, North Park (CT9350010) = 2,110 pop, or 25.2%

Sport for Life for All Newcomers to Canada: Creating Inclusion of Newcomers in Sport and Physical Activity -



sport for life  
Inclusion-for-New-Cit



**Council Member Motion  
For the Committee of the Whole Meeting of June 3, 2018**

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**To:** Committee of the Whole **Date:** June 3, 2018  
**From:** Councillor Thornton-Joe & Mayor Helps  
**Subject:** Letter from BCSPCA regarding Horse Drawn Carriages

---

**BACKGROUND**

On May 28<sup>th</sup>, 2018, the City received a letter from the BC SPCA in regards to an incident that occurred on May 4<sup>th</sup> at Ogden Point between two trolley horses owned by Victoria Carriage Tours.

The BCSPCA conducted an investigation on the incident and provided in its correspondence to the City a quote from a veterinarian and equine specialist and a recommendation that:

**The BC SPCA recommends that Council:**

- 1. Prohibit the operation of horse-drawn vehicles on Victoria's streets**
- 2. Limit horse-drawn vehicles to those which only require one horse to operate**

**In addition to proposed location and size restrictions, the BC SPCA recommends the following operational requirements to be introduced to the industry:**

- 1. Establish standard operating procedures (SOPs) and emergency management plans (EMPs) for urgent situation. To be licensed, companies operating carriage tours should have SOPs and EMPs in place, established with review by an equine veterinarian. The BC SPCA would be willing to play a role in reviewing these SOPs and EMPs.**
- 2. Create a report form, required by any licensed operator to be completed following any incident occurring during working hours in the City of Victoria. The form should include reporting requirement for: incident description, location, time, duration and any witness details.**
- 3. Require each operator to have an emergency kit for each vehicle containing an extra halter, 4 traffic cones and first aid kits for both people and horses.**

## MOTION

That council receive this correspondence and request that staff report back on any advice Council would need to receive to consider the recommendation provided by the BC SPCA.

Respectfully submitted,



Councillor Thornton-Joe



Mayor Helps



**PROVINCIAL OFFICE**

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

May 28, 2018

Dear Mayor Helps and Council:

I am writing with regard to an incident that occurred on May 4<sup>th</sup> at Ogden Point. As you are likely aware, on this date two trolley horses were involved in a traffic accident, causing them to fall and in be in significant distress for more than five minutes. Emergent video of the event is alarming and demonstrates handlers were not adequately trained in emergency procedures, nor in control of a situation which posed a serious threat to public safety and the animals' welfare. This incident requires a strong response from Council. **The BC SPCA recommends Council prohibit the operation of horse-drawn carriages and trolleys on Victoria's streets, limiting their operation to the safer park environment.**

**Issue:**

According to the operator, Victoria Carriage Tours, this accident occurred when a bus pulled up directly behind the trolley being drawn by the horses. As the trolley prepared to advance, it rolled back and hit the front of the bus. This collision caused the harness to slacken, knocking the horses, Chris and Matt, off-balance. Chris fell, pulling Matt down with him in the middle of the road.

Video of the incident shows at least one attempt by handlers to bring the horses to their feet while still affixed together, resulting in another fall. Members of the public can also be seen pulling at the head and neck of both horses, grabbing on the tail of one horse, and walking around and behind the legs of both, placing themselves in danger of injury. It is not until more than five minutes into the video that the harnesses are finally removed and the horses are able to successfully return to their feet.

Bettina Bobsien, BSA, DVM, Dipl ABVP [Equine], a veterinarian and equine specialist, had this to say about the incident:

*I cannot directly comment on the events that led to the horses falling, but I am concerned by the apparent lack of emergency training regarding what to do once the horses were on the ground. The harnesses should have been removed immediately, not after the horses had been struggling for at least 5 minutes on the pavement. Helpers were not directed to stay away from the leg side of the down horses, putting them at significant risk of injury. A broader issue is the cause of the accident, a reportedly impatient bus driver. Traffic and congestion in and around our cities in southern BC has increased markedly in the past decade. Combine this growth with a population that is now "three generations off the farm", and we have a pace of life and lack of understanding about horses that does not*



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*welcome their presence on city streets. This has resulted in many of our most inveterate horse riders staying off the roads for safety reasons. It is sadly time that we may have to take that same decision for our carriage horses, at least those working outside of a slower-paced park setting.*

**The content of the video contradicts statements released by Victoria Carriage Tours.** The company initially indicated both horses remained calm throughout and patiently waited for handlers to remove their harnesses. However, the footage shows this to be untrue. The handlers prompted the horses to stand while still harnessed, putting them at further risk of injury. It is evident the **handlers did not have an appropriate strategy in place to safely resolve the incident.** The operator also failed to disclose the length of time it took handlers to adequately assess the situation, remove the harnesses, and successfully help the horses to their feet. It is decidedly troubling that Victoria Carriage Tours chose to inappropriately downplay a serious incident which put the public at risk.

**Background:**

The BC SPCA has played an important role in regulating the horse carriage industry in Victoria. Highlights include:

- Developing carriage industry regulations in collaboration with the City and carriage companies in 2009. Prior to this the industry had been self-regulated.
- Performing stable inspections to ensure horses and their facilities are acceptable to humane and industry standards since 2010. Veterinary herd health check records have also been provided to the BC SPCA twice per year.
- Creating a communication framework by BC SPCA animal protection officers, city staff and carriage operators to efficiently respond to incidents and welfare concerns from the public.
- Continued consultation between BC SPCA animal protection officers and external equine experts.
- Since 2009, ongoing recommendations from the BC SPCA have been brought to Council for improvements to horses' welfare on the streets and at the farms. As a result, Council has adopted multiple amendments to the original bylaw. The most recent recommendation included introducing clear identification for each horse, making them recognizable to the public.

**Recommendations:**

**The BC SPCA recommends Council prohibit the operation of horse-drawn vehicles on Victoria's streets.** If tours continue, they should only take place in the safer park environment to reduce dangers to public safety and animal welfare. Permitting the continued operation of horse-drawn tours on busy streets places horses at risk of injury or death. In light of this most recent accident, it is imperative Council mitigate the significant risks associated with horse-drawn tours by ending the practice on traffic-congested streets.

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**The BC SPCA also advises that horse-drawn vehicles be limited to those which only require one horse to operate.** This would likely prohibit the use of trolleys in Victoria, restricting tour operations to carriages only. The introduction of this condition would reduce public safety concerns and decrease the risk of injury to a horse should another incident occur.

**In addition to proposed location and size restrictions, the BC SPCA recommends the following operational requirements be introduced to the industry:**

1. Establish standard operating procedures (SOPs) and emergency management plans (EMPs) for urgent situations. To be licensed, companies operating carriage tours should have SOPs and EMPs in place, established with review by an equine veterinarian. The BC SPCA would be willing to play a role in reviewing these SOPs and EMPs.
2. Create a report form, required by any licensed operator to be completed following any incident occurring during working hours in the City of Victoria. The form should include reporting requirements for: incident description, location, time, duration, and any witness details.
3. Require each operator to have an emergency kit for each vehicle containing an extra halter, 4 traffic cones and first aid kits for both people and horses.

I look forward to continued dialogue on this matter to better protect horses, improve public safety and reduce the risk of further incidents. Please do not hesitate to contact me directly with any questions or concerns.

Kind regards,

Craig Daniell  
Chief Executive Officer

**Relevant Links:**

<https://www.youtube.com/watch?v=L9z28ilCSos>

<https://vancouverisland.ctvnews.ca/video-of-carriage-horse-fall-in-victoria-not-what-it-looks-like-operators-say-1.3931621>

<https://vancouverisland.ctvnews.ca/video?clipId=1395218>

**BC SPCA Position Statement on Animals in Recreation, Sport and Entertainment:**

<https://spca.bc.ca/programs-services/leaders-in-our-field/position-statements/position-statement-animals-recreation-sport-entertainment/>