



AMENDED AGENDA
COMMITTEE OF THE WHOLE
MEETING OF THURSDAY, OCTOBER 5, 2017, AT 9:00 A.M.
COUNCIL CHAMBERS
CITY HALL, 1 CENTENNIAL SQUARE
Located on the traditional territory of the Esquimalt and Songhees People

Page

APPROVAL OF AGENDA

CONSENT AGENDA

READING OF MINUTES

- | | | |
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| 1. | Minutes from the Meeting held September 14, 2017 | 9 - 25 |
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[2017 09 14 Minutes](#)

Presentation

- | | | |
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| 2. | 2017 External Audit Plan
--S. Thompson, Director of Finance | 27 - 70 |
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A report providing information and recommendations regarding the audit plan from the City's external auditor, BDO Canada LLP, for the 2017 financial statement audit.

Recommendation: That Council receive this report for information.

[1 Report 2017 External Audit Plan](#)

[2 Appendix A BDO Canada Audit Planning Report](#)

UNFINISHED BUSINESS

LAND USE MATTERS

- | | | |
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| 3. | Rezoning Application No. 00555 for 308 Menzies Street (James Bay)
--J. Tinney, Director of Sustainable Planning and Community Development | 71 - 109 |
|----|--|----------|

A report providing information and recommendations regarding a proposal to rezone the property located at 308 Menzies Street to a site specific zone to add office and retail as permitted uses at this location.

Late Item: Presentation

Recommendation: *That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 000555 for 308 Menzies Street, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set.*

- [1 Report REZ 00555 for 308 Menzies Street](#)
- [2 Attachment A Subject Map](#)
- [3 Attachment B Aerial Map](#)
- [4 Attachment C Plans dated July 26, 2017](#)
- [5 Attachment D Letter from applicant to Mayor & Council dated December 20, 2016](#)
- [6 Attachment E CALUC comments dated December 22, 2016](#)
- [7 Late Presentation 308 Menzies](#)

[Addenda]

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| 4. | Development Permit with Variances Application No. 00026 for 308 Menzies Street (James Bay)
--J. Tinney, Director of Sustainable Planning and Community Development | 111 - 115 |
|----|---|-----------|

A report providing information and recommendations regarding the Development Permit with Variances Application for 308 Menzies Street. The variances are related to reducing the required number of parking stalls and reducing the rear yard setback.

See Rezoning Application Item Above for Attachments

Recommendation: *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. 00555, if it is approved, consider the following motion: "That Council authorizes the issuance of Development Permit Application No. 00026 for 308 Menzies Street, in accordance with: 1. Plans date stamped July 26, 2017 (as amended to address overhead canopy design to the satisfaction of the Director of Sustainable Planning and Community Design.) 2. Development meeting all Zoning Regulation Bylaw requirements, except for the following variances: i. Schedule C, Section 16(c), reduce the required number of parking spaces from fifteen to eight; ii. Zoning Bylaw No. 80-159, Part 4.1.6, reduce the required rear yard setback from six metres to 1.52 metres. 3. The Development Permit lapsing two years from the date of this resolution."*

- [1 Report DPV 00026 for 308 Menzies Street](#)

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| 5. | Development Permit with Variances No. 00034 for 515 & 533 Chatham Street (Downtown)
--J. Tinney, Director of Sustainable Planning and Community Development | 117 - 227 |
|----|--|-----------|

A report providing information and recommendations regarding the application for a Development Permit for the property located at 515 and 533 Chatham Street. The variances are related to the height, number of buildings on a lot and location of residential use on the ground floor.

Late Item: Presentation

Recommendation: *That subject to receipt of revised plans from the applicant addressing technical inconsistencies as required to the satisfaction of the Director of Planning and Sustainability, that Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, consider the following motion: "That Council authorize the issuance of Development Permit with Variances Application No. 00034 for 515 and 533 Chatham Street in accordance with: a. Plans date stamped September 21, 2017. 2. Development meeting all Zoning Regulation Bylaw requirements, except for the following variances: i. Part 6.7.1 (e) - Relaxation to allow residential use on the ground floor; ii. Part 6.7.6 (1) - Increase the height from 15m to 19.52m; iii. General Regulations Part 19 - Relaxation to allow more than one building on a lot. 3. Confirmation of cladding details and metal panel layout to the satisfaction of the Director of Planning and Sustainability. 4. Reconciliation of existing easements, as required to the satisfaction of the City Solicitor. 5. Council authorizing anchor-pinning into the City right-of-way provided that the applicant enters into an Encroachment Agreement in a form satisfactory to the City Solicitor and the Director of Engineering and Public Works. 6. Council authorizing the street level projecting canopies over the City right-of-way on Chatham Street and Store Street provided that the applicant enters into an Encroachment Agreement in a form satisfactory to the City Solicitor and the Director of Engineering and Public Works. 7. Final plans to be in accordance with the plans identified above to the satisfaction of City staff. 8. The Development Permit lapsing two years from the date of this resolution."*

[1 Report DPV 00034 for 515 & 533 Chatham Street](#)

[2 Attachment A Subject Map](#)

[3 Attachment B Aerial Map](#)

[4 Attachment C Letter from applicant to Mayor & Council dated September 21, 2017](#)

[5 Attachment D Letter from applicant in response to ADP, dated September 6, 2017](#)

[6 Attachment E Staff report to ADP dated July 12, 2017 and associated plans dated July 14, 2017](#)

[7 Attachment F Plans dated September 21, 2017](#)

[8 Correspondence](#)

[9 Late Presentation 515-533 Chatham St](#)

[Addenda]

6. Rezoning Application No. 00591 for 1122 Collinson Street (Fairfield)
--J. Tinney, Director of Sustainable Planning and Community Development

229 - 264

A report providing information and recommendations regarding an application to rezone the property located at 1122 Collinson Street to a site specific zone in order to permit six self-contained units.

Late Item: Presentation

Recommendation: That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00591 for 1122 Collinson Street, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by council and a Public Hearing date be set subject to preparation and execution of a Housing Agreement Bylaw to secure the six dwelling units as rental housing for 10 years to the satisfaction of the Director of Sustainable Planning and Community Development.

- [1 Report REZ 00591 for 1122 Collinson Street](#)
- [2 Attachment A Subject Map](#)
- [3 Attachment B Aerial Map](#)
- [4 Attachment C Plans dated September 18, 2017](#)
- [5 Attachment D Letter from applicant to Mayor & Council dated August 22, 2017](#)
- [6 Attachment E CALUC comments dated May 15, 2017](#)
- [7 Attachment F Correspondence](#)
- [8 Late Presentation 1122 Collinson](#)

[Addenda]

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| 7. | Heritage Designation Application No. 000168 for 1120 Faithful Street (Fairfield)
--J. Tinney, Director of Sustainable Planning and Community Development | 265 - 285 |
|----|---|-----------|

A report providing information and recommendations regarding the owner request to designate the exterior of the Heritage-Registered property located at 1120 Faithful Street.

Late Item: Presentation

Recommendation: That Council consider the following motion: "That Council approve the designation of the property located at 1120 Faithful Street, pursuant to Section 611 of the Local Government Act, as a Municipal Heritage Site, and the first and second reading of the Heritage Designation Bylaw be considered by Council and a Public Hearing date be set."

- [1 Report HD 000168 for 1120 Faithful Street](#)
- [2 Attachment A Subject Map](#)
- [3 Attachment B Aerial Map](#)
- [4 Attachment C Photographs](#)
- [5 Attachment D Statement of Significance](#)
- [6 Attachment E Letter from applicant dated August 18, 2017](#)

7 Late Presentation 1120 Faithful Street

[Addenda]

8. Review of Off-Street Parking Regulations (Schedule C of Zoning Regulation Bylaw 80-159) 287 - 451
--J. Tinney, Director of Sustainable Planning and Community Development

A report providing information and recommendations regarding the draft Off-Street Parking Regulations intended to replace Schedule C of the Zoning Regulation Bylaw.

Late Item: Presentation

Recommendation: That Council direct staff to: 1. Undertake focused public consultation on the draft Off-Street Parking Regulations. 2. Report back to Council with the proposed Off-Street Parking Regulations that considers the public feedback received and a related Bylaw prior to advancing to a Public Hearing. 3. Prepare Design Guidelines related to charging and parking for Electric Vehicles, carry out the necessary stakeholder consultation to inform the guidelines and report back to Council prior to preparing the related Official Community Plan amendment. 4. Report back to Council with a scope of work, anticipated timelines and estimated costs associated with the preparation of Design Guidelines relating to Bicycle Parking. 5. Prepare amendments to the Land Use Procedures Bylaw to delegate Development Permit with Variance Applications for minor parking variances associated with small commercial operations, prepare Design Guidelines to inform the review of such variances, carry out the necessary engagement and report back to Council with an amending Bylaw prior to commencing work on an Official Community Plan amendment.

[1 Report Review of Off-Street Parking Regulations \(Schedule C of Zoning Regulation Bylaw 80 159\)](#)

[2 Attachment A Draft Off-Street Parking Regulations \(Schedule C\)](#)

[3 Attachment B Draft Off-Street Parking Regulations \(Zoning Bylaw 2017\)](#)

[4 Attachment C Public Engagement](#)

[5 Late Presentation Off-Street Parking CoW Presentation](#)

[Addenda]

9. Application for a Permanent Change to Hours of Service for a Liquor Primary License (043332), Inn on the Harbour, 427 Belleville Street 453 - 464
--J. Tinney, Director of Sustainable Planning and Community Development

A report providing information and recommendations regarding an application for a Permanent Change to Hours of Service for the Inn on the Harbour.

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 Inn on the Harbour, located at 427 Belleville Street to change

opening hours from 11:00 a.m. to 9:00 a.m. daily and the closing hours from 1:30 a.m. to 1:00 a.m. Monday through Saturday and maintain the closing time of 12:00 a.m. on Sunday. 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 in relation to the request is not expected to be a significant issue. b. If the application is approved, the impact on the community is expected to be negligible. c. The views of residents were solicited via a mailout to neighbouring property owners and occupiers within 50 metres of the licensed location and a notice posted at the property. The City received one letter opposed to the application. d. Council recommends the issuance of the license.

[1 Report Application for a Permanent Change to Hours of Service for a Liquor Primary License \(043332\), Inn on the Harbour, 427 Belleville Street](#)

[2 Appendix A Aerial photograph of the establishment and surrounding area](#)

[3 Appendix B Council Minute from May 24, 2007](#)

[4 Appendix C Letters from the public](#)

[5 Appendix D Provincial Liquor License Types](#)

10.

Liquor Licensing Bylaw and Policy Review

465 - 484

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

A report providing information and recommendations regarding proposed amendments to the Liquor Licensing Fee Bylaw.

Late Item: Presentation

Recommendation: 1. That Council approve the draft Liquor Licence Policy (Attachment 1). 2. That Council direct staff to, a. bring forward the Business Licence Bylaw to remove conditions to enter into a Good Neighbour Agreements and return to Council for first reading no later than November 3, 2017; b. introduce a new education program for existing and new businesses to learn about City bylaws and policies that impact their operations through information dissemination during the business licence application/renewal process and have information readily available on the Victoria.ca website; and c. work with the Victoria Police Service and the Provincial Government to develop business-specific Good Neighbour Agreements for those establishments where on-going issues and concerns have been raised. d. bring forward the Liquor Licensing Fee Bylaw for introductory readings on October 12, 2017

[1 Report Liquor Licensing Bylaw and Policy Review](#)

[2 Attachment 1 Draft Liquor Licensing Policy](#)

[3 Attachment 2 Draft Amended Liquor Licensing Fee Bylaw](#)

[4 Attachment 3 Schedule B Liquor Primary Good Neighbour Agreement](#)

[Late Presentation Liquor Licensing Bylaw and Policy Review](#)

[Addenda]

STAFF REPORTS

11. Proclamation "International Deaf Week" September 18 - 24, 2017 485 - 492
- [1 Report Proclamation International Deaf Week September 18-24, 2017](#)
[2 Appendix A Proclamation International Deaf Week September 18-24, 2017](#)
[3 Appendix B List of Previously Approved Proclamations](#)

NOTICE OF MOTIONS

NEW BUSINESS

12. Noise Exposure Forecast for Port of Victoria Harbour Airport 493 - 541
--Councillors Loveday & Isitt
- A Council Member Motion providing information and recommendations regarding the noise impacts of the Port of Victoria Harbour Airport operations.*
- Recommendation:** *That Council request that the Mayor, on behalf of Council, write to the Executive Regional Director Issues and Program Management, Pacific Region, Transport Canada, requesting that Transport Canada provide the City of Victoria within 30 days with the current Noise Exposure Forecast (NEF).*
- [1 Report Noise Exposure Forecast for Port of Victoria Harbour Airport](#)
[2 Appendix 1 Port of Victoria Traffic Scheme](#)
[3 Appendix 2 Transport Canada Land Use in Vicinity of Aerodromes](#)
[4 Appendix 3 Noise Exposure Forecasts for Nearby Airports](#)
13. **Late Item:** Maintaining and Improving Inter-City Bus Service 543 - 547
--Councillor Isitt
- A Council Member Motion regarding the request for Council input to the Passenger Transportation Board and Provincial Government on proposed route eliminations.*
- Late Item:** Report
- Recommendation:** *That Council adopt the following resolution and direct staff to forward copies to the BC Passenger Transportation Board, the BC Minister of Transportation, Members of the Legislative Assembly, and local governments in British Columbia, requesting favourable consideration: Resolution: Maintaining and Improving Inter-City Bus Service WHEREAS inter-city bus service provides a vital transportation link for many British Columbians, including people with low incomes, youth, senior citizens, people with disabilities and indigenous people; AND WHEREAS there is a strong public interest in the maintenance and*

improvement of inter-city bus service, as reflected in public oversight provisions in the BC Passenger Transportation Act and Regulations; THEREFORE BE IT RESOLVED THAT the City of Victoria calls on the BC Passenger Transportation Board to decline the application from Greyhound Canada to eliminate inter-city bus routes, including Victoria-Nanaimo, Victoria-Vancouver and the route along the “Highway of Tears”; AND BE IT FURTHER RESOLVED THAT the City of Victoria calls on the BC Passenger Transportation Board, the Government of British Columbia and BC Transit to explore the provision of inter-city bus service as a public transportation service, in order to ensure long-term viability, safety, affordability and connectivity between BC communities.

[1 Late Report Maintaining and Improving Inter-City Bus Service](#)

[2 Late Attachment 1 Public Notice of Application for Route Elimination](#)

[Addenda]

14. **Late Item:** Council discussion on location of 2018 Levee (Verbal)

[Addenda]

ADJOURNMENT OF COMMITTEE OF THE WHOLE

**MINUTES OF THE
COMMITTEE OF THE WHOLE MEETING
HELD THURSDAY, SEPTEMBER 14, 2017 9:00 A.M.**

1. THE CHAIR CALLED THE MEETING TO ORDER AT 9:02 A.M.

Committee Members Present: Acting Mayor Alto, Councillors Loveday, Lucas, Madoff, Thornton-Joe, and Young

Absent: Mayor Helps and Councillor Coleman

Absent for a portion of the meeting: Councillor Isitt

Staff Present: J. Jenkyns - Deputy City Manager; C. Coates - City Clerk; C. Havelka - Deputy City Clerk; C. Royale - Assistant Fire Chief; S. Thompson - Director of Finance; J. Tinney - Director of Sustainable Planning & Community Development; T. Soulliere - Director of Parks, Recreation, & Facilities; J. Paul - Assistant Director of Engineering & Public Works; B. Eisenhower - Head of Engagement; A. Meyer - Assistant Director, Development Services; C. Medd - Planner, Development Services; A. Johnson - Senior Planner, Development Services; R. Bateman - Planner, Development Services; A. Hudson - Assistant Director, Community Planning; J. Karakas - Senior Urban Planner, Community Planning; C. Mycroft - Manager of Executive Operations; A. K. Ferguson - Recording Secretary

Guests: D. Black - Chair of the Commonwealth Games Bid Committee; Dr. E. Diamanti - LT Assistant Professor and SSHRC Post-Doctoral Fellow; J. Edgecombe - CEO, YMCA-YWCA of Vancouver Island; D. Lees - Principal, PWL Partnerships

2. APPROVAL OF AGENDA

Motion: It was moved by Councillor Thornton-Joe, seconded by Councillor Lucas, that the Agenda of the September 14, 2017, Committee of the Whole meeting be approved.

Amendment: It was moved by Councillor Thornton-Joe, seconded by Councillor Lucas, that the Agenda of the September 14, 2017, Committee of the Whole meeting be amended as follows:

Consent Agenda:

Item No. 1 – Minutes from the meeting held August 3, 2017

Item No. 13 – Proclamation: Manufacturing Month

Item No. 14 – Proclamation: Wrongful Conviction Day

Item No. 16 – Conference Attendance Request for Councillor Loveday

On the amendment:
CARRIED UNANIMOUSLY 17/COTW

Main motion as amended:

That the amended Agenda of the September 14, 2017 Committee of the Whole Meeting be approved with the following amendments:

Consent Agenda:

Item No. 1 – Minutes from the meeting held August 3, 2017

Item No. 13 – Proclamation: Manufacturing Month

Item No. 14 – Proclamation: Wrongful Conviction Day

Item No. 16 – Conference Attendance Request for Councillor Loveday

On the main motion as amended:
CARRIED UNANIMOUSLY 17/COTW

3. CONSENT AGENDA

Motion: It was moved by Councillor Madoff, seconded by Councillor Loveday, that the following items be approved without further debate:

3.1 Minutes from the meeting held August 3, 2017

Motion: It was moved by Councillor Madoff, seconded by Councillor Loveday, that the Minutes of the meeting held August 3, 2017 be adopted

CARRIED UNANIMOUSLY 17/COTW

3.2 Proclamation: Manufacturing Month

Committee received a report dated September 5, 2017, from the City Clerk regarding the Proclamation "Manufacturing Month" October 2017.

Motion: It was moved by Councillor Madoff, seconded by Councillor Loveday, that Council forward the Manufacturing Month Proclamation to the September 21, 2017 Council meeting for Council's consideration.

CARRIED UNANIMOUSLY 17/COTW

3.3 Proclamation: Wrongful Conviction Day

Committee received a report dated September 5, 2017, from the City Clerk regarding the Proclamation "Wrongful Conviction Day" October 2, 2017.

Motion: It was moved by Councillor Madoff, seconded by Councillor Loveday, that Council forward the Wrongful Conviction Day Proclamation to the September 21, 2017 Council meeting for Council's consideration.

CARRIED UNANIMOUSLY 17/COTW

3.4 Conference Attendance Request for Councillor Loveday

Committee received a report dated September 12, 2017, from Councillor Loveday regarding his attendance at the UBCM Conference held September 25-29, 2017 in Vancouver

Motion: It was moved by Councillor Madoff, seconded by Councillor Loveday, that Council approve costs for accommodation, transportation, and incidentals for Councillor Jeremy Loveday to attend the Union of BC Municipalities Conference in 2017 in Vancouver.

CARRIED UNANIMOUSLY 17/COTW

4. Presentation

4.1 2022 Commonwealth Games Bid

Committee received a verbal presentation on the business case from the Chair of the Commonwealth Games Bid Committee regarding the potential for Victoria to hold the 2022 Commonwealth Games. He advised Council of the costs, potential new venues and housing as well as the long-term benefits of the Capital Region holding the games.

Committee discussed:

- The cost implications for Victoria and the surrounding municipalities.
- The impacts to the hospitality industry with holding the games in August.
- The locations of potential new venues and housing for the games.
- The impact on the transportation around the region.
- Whether or not the public are in favour of holding the Commonwealth Games.

Councillor Isitt joined the meeting at 9:51 a.m.

4.2 City Studio – Urban Anthropology

Committee received a presentation from Dr. E. Diamanti from the City Studio regarding the Urban Anthropology course that focused on downtown Victoria. She advised Council that the course took students on walks throughout Victoria to immerse themselves in the process of City Making.

Committee discussed:

- the potential for Council to attend a walk with students

5. STAFF REPORTS

5.1 Proposed Memorandum of Understanding with YMCA-YWCA of Vancouver Island

Committee received a report dated September 1, 2017, from the Director of Parks, Recreation and Facilities regarding the reasoning for a formal commitment between the City of Victoria and YMCA-YWCA of Vancouver Island to collaborate and cooperate in providing recreation and wellness programs and services within Victoria.

Committee discussed:

- The rationale for having two facilities and not combining programs into one larger facility.

Motion: It was moved by Councillor Madoff, seconded by Councillor Lucas, that Council approve the Memorandum of Understanding attached to the report dated September 1, 2017 between the City of Victoria and YMCA-YWCA of Vancouver Island.

CARRIED UNANIMOUSLY 17/COTW

6. LAND USE MATTERS

6.1 Rezoning Application No. 00544 for 1539 Pearl Street (Oaklands)

Committee received a report dated August 31, 2017, from the Director of Sustainable Planning and Community Development regarding the proposal to rezone the property located at 1539 Pearl Street to a R1-S2 Zone in order to subdivide the property and construct two small lot houses with secondary suites.

Motion: It was moved by Councillor Madoff, seconded by Councillor Isitt, that Council decline Rezoning Application No. 00544 for the property located at 1539 Pearl Street.

Committee discussed:

- Their concerns with demolishing the existing residence.
- The proposal being consistent with the current look and feel of the street.

DEFEATED 17/COTW

For: Councillors Isitt and Madoff

Against: Acting Mayor Alto, Councillors Lucas, Loveday, Thornton-Joe, and Young

Motion: It was moved by Councillor Young, seconded by Councillor Lucas, that Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00544 for 1539 Pearl Street, that first and second

reading of the *Zoning Regulation Bylaw* Amendment be considered by Council and a Public Hearing date be set.

CARRIED 17/COTW

For: Acting Mayor Alto, Councillors Lucas, Loveday, Thornton-Joe, and Young
Against: Councillors Isitt and Madoff

6.2 Development Permit with Variance Application No. 00544 for 1539 Pearl Street (Oakland)

Committee received a report dated August 31, 2017, from the Director of Sustainable Planning and Community Development regarding the proposal to subdivide the property located at 1539 Pearl Street in order to create two small lot houses with secondary suites with variances to height and side yard setbacks.

Motion: It was moved by Councillor Young, seconded by Councillor Lucas, 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. 00544 if it is approved, consider the following motion:
 "That Council authorize the issuance of Development Permit Application No. 00544 for 1539 Pearl Moss Street, in accordance with:

1. Plans date stamped July 21, 2017
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:
 - i. Part 1.23.4(a): increase the maximum height of Lot A from 7.50m to 7.57m;
 - ii. Part 1.23.4(a): increase the maximum height of Lot A from 7.50m to 7.58m;
 - iii. Part 1.23.8(c): reduce the side yard (east) setback of Lot A from 2.40m to 1.50m to allow for a habitable room with a window;
 - iv. Part 1.23.8(c): reduce the side yard (west) setback of Lot B from 2.40m to 1.50m to allow for a habitable room with a window.
3. The Development Permit lapsing two years from the date of this resolution

CARRIED 17/COTW

For: Acting Mayor Alto, Councillors Lucas, Loveday, Thornton-Joe, and Young
Against: Councillors Isitt and Madoff

6.3 Rezoning Application No. 00556 for 1417 May Street (Fairfield Gonzales)

Committee received a report dated August 31, 2017, from the Director of Sustainable Planning and Community Development regarding the proposal to rezone the property located at 1417 May Street to a new site-specific zone to allow for the construction of a two-storey residential building with four ground-oriented self-contained units.

Committee discussed:

- The impact of privacy and shading on the neighbouring properties.
- How the property respects the character of the neighbourhood.

Motion:

It was moved by Councillor Thornton-Joe, seconded by Councillor Lucas, that Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00556 for 1417 May Street, 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 legal agreements to the satisfaction of the City Solicitor:
 - a. Housing Agreement to ensure a future strata cannot restrict the rental of units;
 - b. A Section 219 Covenant ensuring the building is constructed to Passive House standards, to the satisfaction of the Director of Sustainable Planning and Community Development.
2. Preparation of a technical report to the satisfaction of the Director of Engineering and Public Works, identifying how the site will manage all storm water generated on site and, if necessary, preparation of legal agreements for the design, inspection and long term maintenance requirements of the storm water system to the satisfaction of the City Solicitor and the Director of Engineering and Public Works.

Committee discussed:

- Concerns with the style of the building not fitting in with the surrounding neighbourhood.
- Encouraging tasteful design in neighbourhoods.

CARRIED 17/COTW

For: Acting Mayor Alto, Councillors Isitt, Loveday, Lucas, and Thornton-Joe
Against: Councillors Madoff and Young

6.4 Development Permit with Variances Application No. 00028 for 1417 May Street (Fairfield Gonzales)

Committee received a report dated August 31, 2017, from the Director of Sustainable Planning and Community Development regarding the proposal to construct a four unit ground-oriented residential building with variances related to reduced parking and visitor parking.

Motion:

It was moved by Councillor Thornton-Joe, seconded by Councillor Lucas, 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. 00556, if it is approved, consider the following motion:

"That Council authorize the issuance of Development Permit with Variances Application No. 00556 for 1417 May Street, in accordance with:

1. Plans date stamped July 12, 2017.
2. Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:

- i. reduce the minimum vehicle parking requirements from six stalls to four stalls;
 - ii. reduce the minimum visitor parking from one stall to zero stalls.
3. The Development Permit lapsing two years from the date of this resolution."

CARRIED 17/COTW

For: Acting Mayor Alto, Councillors Isitt, Loveday, Lucas, and Thornton-Joe
Against: Councillors Madoff and Young

Committee recessed at 10:57 a.m. and reconvened at 11:02 a.m.

Councillor Isitt was not present when the meeting reconvened.

6.5 Development Permit with Variance Application No. 00003 for 944 Heywood Avenue (Fairfield Gonzales)

Committee received a report dated August 31, 2017, from the Director of Sustainable Planning and Community Development regarding the Development Permit with Variances application for the property located at 944 Heywood Avenue. The variances are in relation to the front, rear, and side setbacks and parking location.

Councillor Isitt returned to the meeting at 11:12 a.m.

Committee discussed:

- The ability of Council to change the cladding of the building and to retain the trees on the property.
- Whether or not staff take into account the view of the neighbours of the development.

Motion: It was moved by Councillor Madoff, seconded by Councillor Thornton-Joe, that Council direct staff to work with the applicant to address the proposal's inconsistencies with the Small Lot House Design Guidelines as follows:

1. Revise the design to reinforce existing patterns, rhythms, and massing respecting proportions and details of adjacent houses.
2. Revise the design to provide a higher level of detail on the rear and sides of the buildings to improve visual interest as seen from the street.
3. Revise the massing and building proportions to better reflect the nearby established houses.

Committee discussed:

- Ensuring the balance of single family and multi-family dwellings on the street.

Amendment: It was moved by Councillor Isitt, seconded by Councillor Loveday, that the motion be amended as follows:

That Council direct staff to work with the applicant to address the ~~proposal's inconsistencies with the Small Lot House Design Guidelines as follows~~ following:

1. ~~Revise the design to reinforce existing patterns, rhythms, and massing respecting proportions and details of adjacent houses cladding and other exterior details of the buildings;~~
2. **Retain the boulevard trees on Pendergast Street.**
3. ~~Revise the design to provide a higher level of detail on the rear and sides of the buildings to improve visual interest as seen from the street.~~
4. ~~Revise the massing and building proportions to better reflect the nearby established houses.~~

Amendment to the Amendment:

It was moved by Councillor Isitt, seconded by Councillor Loveday, that the amendment be further amended as follows:

2. **Retain the boulevard trees on the Pendergast Street frontage of the property.**

On the amendment to the amendment:
CARRIED 17/COTW

For: Councillors Isitt, Loveday, Madoff, and Thornton-Joe
Against: Acting Mayor Alto, Councillors Lucas, and Young

Amendment to the amendment:

It was moved by Councillor Thornton-Joe, seconded by Councillor Young, that the amendment be further amended as follows:

That Council direct staff to work with the applicant to address the proposal's inconsistencies with the Small Lot House Design Guidelines as follows following:

1. **Revise the design to reinforce existing patterns, rhythms, and massing respecting proportions and details of adjacent houses cladding and other exterior details of the buildings to better reflect the nearby established houses;**

On the amendment to the amendment:
DEFEATED 17/COTW

For: Councillors Madoff, Thornton-Joe, and Young
Against: Acting Mayor Alto, Councillors Isitt, Loveday, and Lucas

Committee discussed:

- Ensuring the creation of heritage buildings of the future, with elegant and proportional detail.

On the amendment:
CARRIED 17/COTW

For: Councillors Isitt, Lucas, Loveday, and Young
Against: Acting Mayor Alto, Councillors Madoff, and Thornton-Joe

Amendment: It was moved by Councillor Madoff, seconded by Acting Mayor Alto, that the motion be amended as follows:

- That Council direct staff to work with the applicant to address the following:
1. Revise the cladding and other exterior details of the buildings;

2. Retain the trees on the Pendergast Street frontage of the property.
3. **Revise the design to reinforce existing patterns, rhythms, and massing respecting proportions and details of adjacent houses.**

On the amendment:
DEFEATED 17/COTW

For: Acting Mayor Alto, Councillors Madoff, and Thornton-Joe
Against: Councillors Isitt, Loveday, Lucas, and Young

On the main motion as amended:

That Council direct staff to work with the applicant to address the following:

1. Revise the cladding and other exterior details of the buildings;
2. Retain the trees on the Pendergast Street frontage of the property.

CARRIED 17/COTW

For: Councillors Isitt, Loveday, Lucas, and Young
Against: Acting Mayor Alto, Councillors Thornton-Joe, and Madoff

6.6 Draft Ship Point Master Plan Design Concept

Councillor Isitt withdrew from the meeting at 11:53 a.m.

Councillor Young withdrew from the meeting at 11:53 a.m. and returned at 11:53 a.m.

Committee received a report dated August 30, 2017, from the Director of Sustainable Planning and Community Development providing an update on the Ship Point Master Plan process and to present the draft Ship Point design concept and seek direction for future costing and phasing.

Councillor Isitt returned at 11:54 a.m.

Committee discussed:

- The range of residents and visitors that were represented at the public events and surveys.

Councillor Loveday withdrew from the meeting at 12:16 p.m.

Committee discussed:

- Whether or not the Accessibility Working Group was consulted in the design.

Councillor Loveday returned to the meeting at 12:18 p.m.

Committee discussed:

- Concerns with the elimination of the parking and resulting costs of the project.
- How City staff will be working with the GVHA on the design.
- How people may be able to enter the water and the reasoning for removing the beach from the design.

Motion: It was moved by Councillor Madoff, seconded by Councillor Loveday, that Council direct staff to:

1. Proceed with the proposed Ship Point Design Concept with the following refinements:
 - a. Replace the urban beach at the north end of the site with a plaza space that complements the adjacent Harbour Air Sea Plane Terminal and explores a combination of soft and hard landscaped elements which may include other amenities such as seating, a playful water feature and commercial kiosk space.
 - b. Incorporate design elements and features to better activate the southern portion of the site year round and create a more inviting gateway and connection for people entering the site from the Lower Causeway.
2. Proceed with the detailed design and development of the draft Ship Point master plan including Class 'C' costing and an implementation strategy.
3. Report back to Council with the draft Ship Point master plan, the related implementation strategy and a summary of public and stakeholder input by January 2018.

Committee discussed:

- Ensuring that the Downtown residents are fully consulted in the process.
- Concerns with the plan not going far enough to eliminate parking in the area.
- Clarifying the amenities that are needed in the downtown and removing the amenities that are not needed.

Amendment: It was moved by Councillor Thornton-Joe, seconded by Councillor Loveday, that the motion be amended as follows:

That Council direct staff to:

1. Proceed with the proposed Ship Point Design Concept with the following refinements:
 - a. Replace the urban beach at the north end of the site with a plaza space that complements the adjacent Harbour Air Sea Plane Terminal and explores a combination of soft and hard landscaped elements which may include other amenities such as seating, a playful water feature and commercial kiosk space.
 - b. Incorporate design elements and features to better activate the southern portion of the site year round and create a more inviting gateway and connection for people entering the site from the Lower Causeway.
2. Proceed with the detailed design and development of the draft Ship Point master plan including Class 'C' costing and an implementation strategy.
3. Report back to Council with the draft Ship Point master plan, the related implementation strategy and a summary of public and stakeholder input by January 2018.
4. **Present the proposed Ship Point Concept to the Downtown Residents Association and their members for input.**

On the amendment:
CARRIED UNANIMOUSLY 17/COTW

Amendment: It was moved by Councillor Thornton-Joe, seconded by Councillor Lucas, that the motion be amended as follows:

That Council direct staff to:

1. Proceed with the proposed Ship Point Design Concept with the following refinements:
 - a. Replace the urban beach at the north end of the site with a plaza space that complements the adjacent Harbour Air Sea Plane Terminal and explores a combination of soft and hard landscaped elements which may include other amenities such as seating, a playful water feature and commercial kiosk space.
 - b. Incorporate design elements and features to better activate the southern portion of the site year round and create a more inviting gateway and connection for people entering the site from the Lower Causeway.
2. Proceed with the detailed design and development of the draft Ship Point master plan including Class 'C' costing and an implementation strategy.
3. Report back to Council with the draft Ship Point master plan, the related implementation strategy and a summary of public and stakeholder input by January 2018.
4. Present the proposed Ship Point Concept to the Downtown Residents Association and their members for input.
5. **Consideration of adding a small urban dog park to accommodate the downtown residents.**

Committee discussed:

- The need for space in the Downtown core for people to exercise their dogs.

On the amendment:
CARRIED UNANIMOUSLY 17/COTW

Amendment: It was moved by Councillor Loveday, seconded by Councillor Isitt, that the motion be amendment as follows:

That Council direct staff to:

1. Proceed with the proposed Ship Point Design Concept with the following refinements:
 - a. Replace the urban beach at the north end of the site with a plaza space that complements the adjacent Harbour Air Sea Plane Terminal and explores a combination of soft and hard landscaped elements which may include other amenities such as seating, a playful water feature and commercial kiosk space.
 - b. Incorporate design elements and features to better activate the southern portion of the site year round and create a more inviting gateway and connection for people entering the site from the Lower Causeway.
2. Proceed with the detailed design and development of the draft Ship Point master plan including Class 'C' costing and an implementation strategy.
3. Report back to Council with the draft Ship Point master plan, the related implementation strategy and a summary of public and stakeholder input by January 2018.
4. Present the proposed Ship Point Concept to the Downtown Residents Association and their members for input.

5. Consideration of adding a small urban dog park to accommodate the downtown residents.
6. **Consideration of further reduction in paved areas and parking**

On the amendment:
DEFEATED 17/COTW

For: Acting Mayor Alto, Councillors Isitt, and Loveday
Against: Councillors Lucas, Madoff, Thornton-Joe, and Young

Councillor Loveday withdrew from the meeting at 12:57 p.m.

Amendment: It was moved by Councillor Thornton-Joe, seconded by Councillor Lucas, that the motion be amended as follows:

That Council direct staff to:

1. Proceed with the proposed Ship Point Design Concept with the following refinements:
 - a. Replace the urban beach at the north end of the site with a plaza space that complements the adjacent Harbour Air Sea Plane Terminal and explores a combination of soft and hard landscaped elements which may include other amenities such as seating, a playful water feature and commercial kiosk space.
 - b. Incorporate design elements and features to better activate the southern portion of the site year round and create a more inviting gateway and connection for people entering the site from the Lower Causeway.
2. Proceed with the detailed design and development of the draft Ship Point master plan including Class 'C' costing and an implementation strategy.
3. Report back to Council with the draft Ship Point master plan, the related implementation strategy and a summary of public and stakeholder input by January 2018.
4. Present the proposed Ship Point Concept to the Downtown Residents Association and their members for input.
5. Consideration of adding a small **enclosed** urban dog park to accommodate the downtown residents.

On the amendment:
DEFEATED 17/COTW

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

Main motion as amended:

That Council direct staff to:

1. Proceed with the proposed Ship Point Design Concept with the following refinements:
 - a. Replace the urban beach at the north end of the site with a plaza space that complements the adjacent Harbour Air Sea Plane Terminal and explores a combination of soft and hard landscaped elements which may include other amenities such as seating, a playful water feature and commercial kiosk space.
 - b. Incorporate design elements and features to better activate the southern portion of the site year round and create a more inviting gateway and connection for people entering the site from the Lower Causeway.

2. Proceed with the detailed design and development of the draft Ship Point master plan including Class 'C' costing and an implementation strategy.
3. Report back to Council with the draft Ship Point master plan, the related implementation strategy and a summary of public and stakeholder input by January 2018.
4. Present the proposed Ship Point Concept to the Downtown Residents Association and their members for input.
5. Consideration of adding a small urban dog park to accommodate the downtown residents.

On the main motion as amended:
CARRIED 17/COTW

For: Acting Mayor Alto, Councillors Lucas, Madoff, and Thornton-Joe
Opposed: Councillors Isitt, and Young

Motion:

It was moved by Councillor Isitt, seconded by Councillor Lucas, that Committee of the Whole recess for 30 minutes.

CARRIED UNANIMOUSLY 17/COTW

Committee recessed at 1:02 p.m. and reconvened at 1:35 p.m.

Councillors Isitt and Loveday were not present when the meeting reconvened.

6.7 Application for a New Liquor Primary Licence for Interactivity Board Game Café, 721 Yates Street (Downtown)

Committee received a report dated August 22, 2017, from the Director of Sustainable Planning and Community Development regarding an application by Interactivity Board Game Café for a new Liquor primary License at 721 Yates Street.

Councillors Isitt and Loveday returned to the meeting at 1:36 p.m.

Committee discussed:

- The mechanism for the hours of operation to be limited to between 11:00 a.m. - 11:00 p.m.
- Whether or not the licence would stay with the location should the business cease to exist.

Motion:

It was moved by Councillor Loveday, seconded by Acting Mayor Alto, that Council direct staff to provide the following response to the Liquor Control and Licensing Branch:

1. Council, after conducting a review with respect to the location of the establishment and the person capacity and hours of liquor service, supports the application of Interactivity Board Game Café, located at 721 Yates Street to obtain a new Liquor Primary License permitting service from 11:00 am until 12:00 am Sunday through Thursday, and 11:00 am to 1:00 am on Fridays and Saturdays with an occupant load of 65 persons. 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 and is not expected to be

appreciatively different than that generated by the existing operations. It is understood that the total licensed capacity is to be 65 persons and that approval of the Liquor Primary Licence is dependent on existence of the core gaming business.

- b. If the application is approved, the impact on the community is expected to be negligible given the size, hours, and primary focus of the business.
- c. The views of residents were solicited via a mail out to neighbouring property owners and occupiers within 50 metres of the licensed location and a notice posted at the property. The City received two letters in support of the application and two expressing concern about the application for a liquor licence.
- d. Council recommends the issuance of the license as it is expected to increase the economic stability of the business.

Committee discussed:

- How the business will be accommodating minors along with adults consuming alcohol

Amendment: It was moved by Councillor Thornton-Joe, seconded by Councillor Madoff, that the motion be amended as follows:

That Council direct staff to provide the following response to the Liquor Control and Licensing Branch:

1. Council, after conducting a review with respect to the location of the establishment and the person capacity and hours of liquor service, supports the application of Interactivity Board Game Café, located at 721 Yates Street to obtain a new Liquor Primary License permitting service from ~~11:00 am until 12:00 am Sunday through Thursday, and 11:00 am to 1:00 am on Fridays and Saturdays~~ **11:00 am until 11:00 pm 7 days a week** with an occupant load of 65 persons. 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 and is not expected to be appreciatively different than that generated by the existing operations. It is understood that the total licensed capacity is to be 65 persons and that approval of the Liquor Primary Licence is dependent on existence of the core gaming business.
 - b. If the application is approved, the impact on the community is expected to be negligible given the size, hours, and primary focus of the business.
 - c. The views of residents were solicited via a mail out to neighbouring property owners and occupiers within 50 metres of the licensed location and a notice posted at the property. The City received two letters in support of the application and two expressing concern about the application for a liquor licence.
 - d. Council recommends the issuance of the license as it is expected to increase the economic stability of the business.

On the amendment:
CARRIED UNANIMOUSLY 17/COTW

Main motion as amended

That Council direct staff to provide the following response to the Liquor Control and Licensing Branch:

1. Council, after conducting a review with respect to the location of the establishment and the person capacity and hours of liquor service, supports the application of Interactivity Board Game Café, located at 721 Yates Street to obtain a new Liquor Primary License permitting service from 11:00 am until 11:00 pm 7 days a week with an occupant load of 65 persons. 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 and is not expected to be appreciatively different than that generated by the existing operations. It is understood that the total licensed capacity is to be 65 persons and that approval of the Liquor Primary Licence is dependent on existence of the core gaming business.
 - b. If the application is approved, the impact on the community is expected to be negligible given the size, hours, and primary focus of the business.
 - c. The views of residents were solicited via a mail out to neighbouring property owners and occupiers within 50 metres of the licensed location and a notice posted at the property. The City received two letters in support of the application and two expressing concern about the application for a liquor licence.
 - d. Council recommends the issuance of the license as it is expected to increase the economic stability of the business.

On the main motion as amended:
CARRIED UNANIMOUSLY 17/COTW

6.8 Application for Lounge Endorsements to Manufacturer's Licenses regarding manufacture licenses (300184 & 302296), Phillips Brewery, 2000 (2010) Government Street. (Downtown)

Committee received a report dated August 22, 2017, from the Director of Sustainable Planning and Community Development regarding by Phillips Brewery to have a lounge endorsement added to each of their two manufacturing licenses as well as an extension to the hours of operation and an increase to their occupant load.

Committee discussed:

- Whether or not entertainment would be allowed on the property with this application.

Motion: It was moved by Councillor Loveday, seconded by Acting Mayor Alto, that the motion be amended as follows:

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 Phillips Brewery, located at 2000 Government Street, to have a lounge endorsement added to each of the two manufacturing licenses, having hours of operation from 11:00 am to 11:00 pm daily and an occupant load of 134 persons. 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 in relation to the request and

there is limited reason to expect noise will be an issue resulting from approval.

- b. If the application is approved, the impact on the community is expected to be positive economically as the approval supports the request and long term objectives of the business.
- c. The views of residents were solicited via a mail out to neighbouring property owners and occupiers within 50 metres of the licensed location and a notice posted at the property. The City received one letter in support of the application.
- d. Council recommends the license endorsements be approved.

CARRIED UNANIMOUSLY 17/COTW

7. NEW BUSINESS

7.1 Orange Shirt Day

Committee received a Council member motion dated September 5, 2017, from Mayor Helps and Councillor Alto regarding a request for funding to assist Victoria's first Annual Orange Shirt Day in recognition of the survivors of residential schools and to acknowledge those who did not survive.

Motion:

It was moved by Acting Mayor Alto, seconded by Councillor Isitt,

- 1. For the balance of 2017, that up to \$5,000 be set aside from the \$50,000 allocated to Reconciliation specifically for endeavours outside the Program.
- 2. To fund up to \$2090 for Victoria's First Annual Orange Shirt Day for the expenses laid out in the attached budget.

Amendment:

It was moved by Acting Mayor Alto, seconded by Councillor Isitt,

- 1. For the balance of 2017, that up to \$5,000 be set aside from the \$50,000 allocated to Reconciliation specifically for endeavours outside the Program.
- 2. To fund up to ~~\$2090~~ **\$4500** for Victoria's First Annual Orange Shirt Day for the expenses laid out in the attached budget.

Committee discussed:

- The amendment is to encompass increased costs of the event.

On the amendment:

CARRIED UNANIMOUSLY 17/COTW

Main motion as amended

- 1. For the balance of 2017, that up to \$5,000 be set aside from the \$50,000 allocated to Reconciliation specifically for endeavours outside the Program.
- 2. To fund up to ~~\$2090~~ **\$4500** for Victoria's First Annual Orange Shirt Day for the expenses laid out in the attached budget.

On the main motion as amended:

CARRIED UNANIMOUSLY 17/COTW

7.2 Councillor Sharing – Royal Oak Burial Park Annual Report (Verbal)

Committee received a verbal report from Acting Mayor Alto, regarding the Royal Oak Burial Park Annual Report, which she provided for review to Council Members.

Motion: It was moved by Councillor Madoff, seconded by Councillor Thornton-Joe, that Council receive this report for information.

Committee discussed:

- the possibility of repaving of the roads and access paths

Committee discussed:

- The possibility of the future disposition of land surrounding the Royal Oak Burial Park.

CARRIED UNANIMOUSLY 17/COTW

Committee discussed the time constraints of the Closed Council Meeting and whether or not to postpone the following workshop to next week.

8. Workshop

8.1 Fairfield Neighbourhood Plan – Emerging Directions

Committee received a report dated August 28, 2017, from the Director of Sustainable Planning and Community Development regarding a presentation of the emerging plan directions for the Fairfield Neighbourhood Plan and to seek direction on future growth options and heritage conservation.

Motion to refer:

It was moved by Councillor Madoff, seconded by Councillor Thornton-Joe, that this item be referred to the September 21, 2017 Committee of the Whole meeting and that Council members will email questions to the Director of Sustainable Planning and Community Development and copy Council and the Deputy City Manager and those question will be considered after the presentation of this item.

CARRIED UNANIMOUSLY 17/COTW

9. ADJOURNMENT

Motion: It was moved by Councillor Madoff, seconded by Councillor Lucas, that the Committee of the Whole meeting of September 14, 2017, be adjourned at 2:12 p.m.

CARRIED UNANIMOUSLY 17/COTW

CERTIFIED CORRECT:

CITY CLERK

MAYOR



Committee of the Whole Report

For the Meeting of October 5, 2017

To: Committee of the Whole
From: Susanne Thompson, Director of Finance
Subject: 2017 External Audit Plan

Date: September 25, 2017

RECOMMENDATION

That Council receive this report for information.

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with the audit plan from the City's external auditor (BDO Canada LLP) for the 2017 financial statement audit.

The external auditor is required to communicate with Council regarding the auditor's responsibilities under generally accepted auditing standards (GAAS). In their audit planning report (Appendix A), they have outlined their audit strategy and scope, audit risks, as well as an independence letter.

The scope of this audit is the City's 2017 financial statements and the audit will be performed to obtain reasonable assurance that the financial statements are free of material misstatement. The audit procedures include obtaining evidence supporting the amounts and disclosures in the financial statements as well as evaluating the appropriateness of accounting policies, the reasonableness of accounting estimates, and evaluating the overall financial statement presentation. The auditor has outlined the primary focus areas relevant to the audit and staff concur with the risk areas and the proposed audit approach.

At the conclusion of the audit, the financial statements will be presented to Council for acceptance. Also, an audit findings report will be provided summarizing the results of the audit.

Respectfully submitted,

Laurel Westinghouse
Manager of Accounting

Susanne Thompson
Director of Finance

Report accepted and recommended by the City Manager:

Date:

Sept. 26, 2017

List of Attachments

Appendix A: BDO Canada Audit Planning Report

Appendix A



The Corporation of the City of Victoria

Planning Report to the Council

September 25, 2017





Tel: 250 383 0426
Fax: 250 383 1091
www.bdo.ca

Committee of the Whole - 05 Oct 2017
BDO Canada LLP
Suite 500
1803 Douglas Street
Victoria BC V8T 5C3 Canada

E-mail: bcox@bdo.ca

September 25, 2017

Council
The Corporation of the City of Victoria
1 Centennial Square
Victoria, BC, V8W 1P6

Dear Council Members:

We are pleased to present our audit plan for the audit of the financial statements of the Corporation of the City of Victoria (the "City") for the year ended December 31, 2017.

Our report is designed to highlight and explain key issues which we believe to be relevant to the audits including audit risks, the nature, extent and timing of our audit work and the terms of our engagement. The audit planning report forms a significant part of our overall communication strategy with the Council and is designed to promote effective two-way communication throughout the audit process. It is important that we maintain effective two-way communication with the Council throughout the entire audit process so that we may both share timely information. The audit process will conclude with a Council meeting and the preparation of our final report to the Council.

This report has been prepared solely for the use of the Council and should not be distributed without our prior consent. Consequently, we accept no responsibility to a third party that uses this communication.

The Council plays an important part in the audit planning process and we look forward to meeting with you to discuss our audit plan as well as any other matters that you consider appropriate.

Yours truly,

Bill Cox, FCPA, FCA
Partner through a corporation
BDO Canada LLP
Chartered Professional Accountants

BC/mkn



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EXECUTIVE SUMMARY

ENGAGEMENT LETTER

The terms and conditions of our engagement are included in the most recent engagement letter, dated October 31, 2016 attached in Appendix C. (These letters are typically updated every 3 years.)

RESPONSIBILITIES

It is important for Council to understand the responsibilities that rest with the external auditor and the responsibilities of those charged with governance. BDO's responsibilities are outlined within the engagement letter. The oversight and financial reporting responsibilities of Council as they pertain to the annual audit are summarized below.

- Receive the work of the external auditor engaged for the purpose of issuing an independent auditor's report.
- Have the auditor advise on any significant non-audit services to be provided to the City by the external auditor.
- Facilitate the resolution of disagreements between management and the external auditor regarding financial reporting matters, if any.
- Refer to Appendix F for full details on the responsibilities of Council.

ENGAGEMENT OBJECTIVES

- Express an opinion as to whether the financial statements present fairly, in all material respects, the financial position, results of operations, changes in its net financial assets, and cash flows of the City in accordance with Public Sector Accounting Standards ("PSAS").
- Present significant findings to Council including key audit and accounting issues, any significant deficiencies in internal control and any other significant matters arising from our work.
- Provide opinions on the C2 - Home Owner Grant/Treasure/Audit Certificate and the compliance with the agreement relating to Part 8 of the School Act (British Columbia).
- Provide timely and constructive management letters. This will include deficiencies in internal control identified during our audit.
- Consult regarding accounting, indirect taxes and reporting matters as requested throughout the year.
- Read the other information included in the City's Annual Report to identify material inconsistencies, if any, with the audited financial statements.



AUDIT STRATEGY

Changes in auditing standards now require auditors to document all significant manual and computer systems. Building on this, we plan to focus much of our review of transaction streams using “tests of controls” (compliance procedures) in combination with analytical review and testing. Balances will be tested using a combination of compliance procedures and substantive procedures (such as analysis of data and obtaining direct evidence as to the validity of the items).

Refer to Appendix B for a high level overview of our audit strategy.

MATERIALITY

Misstatements, including omitted financial statement disclosures, are considered to be material if they, individually or in aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

Judgments about materiality are made in light of surrounding circumstances and include an assessment of both quantitative and qualitative factors and can be affected by the size or nature of a misstatement, or a combination of both.

For purposes of our audit, we have set preliminary materiality at \$3,400,000 for the City and a preliminary performance materiality (used for sampling) at \$2,550,000.

Our materiality calculation is based on the City’s prior year results. In the event that actual results vary significantly from those used to calculate preliminary materiality, we will communicate these changes to Council as part of our year end communication.

We will communicate all corrected and uncorrected misstatements identified during our audit to Council, other than those which we determine to be “clearly trivial” i.e. less than \$170,000 for the City. Misstatements are considered to be clearly trivial for purposes of the audit when they are inconsequential both individually and in aggregate.

We encourage management to correct any misstatements identified throughout the audit process.

RISKS AND PLANNED AUDIT RESPONSES

Based on our knowledge of the City’s operations, our past experience, and knowledge gained from management and Council, we have identified the following significant risks; those risks of material misstatement that, in our judgment, require special audit consideration.

Significant risks arise mainly because of the complexity of the accounting rules, the extent of estimation and judgment involved in the valuation of these financial statement areas, and the existence of new accounting pronouncements that affect them. On the following page we note risks common in audits of local governments as supplemented with items particular to the City’s circumstances. Should there be any other key risks that may impact the financial statement reporting that you feel also should be considered, please let us know and we will work such items into our audit plan.



RISKS AND PLANNED AUDIT RESPONSES (CONTINUED)

	Audit Risk	Proposed Audit Approach
Management Override of Internal Controls (Mandatory audit procedure)	The City's current internal control systems could be subject to an override of existing controls by management resulting in unauthorized transactions or unauthorized adjustments to the accounting records.	Review of significant transactions recorded in the various ledgers for unusual or non-recurring adjustments not addressed by other audit procedures.

Other areas that may be considered higher risk are as follows:

	Audit Risk	Proposed Audit Approach
Cash and Investments	Cash planning and investment management are important aspects of good financial controls. Due to its nature, cash and investments are almost always considered to be a risk area in any audit.	Our planned audit procedures include review of reconciliations, substantive testing of transactions and confirmations of end of period balances.
Staff Salaries	A significant single type of expenditure that covers many employees and departments. As a municipality, this figure is often of particular interest to financial statement users (ratepayers).	Application of computer audit testing to analyze all payroll transactions in the year is a key step to identify unusual payroll relationships for testing. We will also perform systems testing, tests of controls and analytical review of staff salary and levels.
Tangible Capital Assets and Accumulated Amortization	Useful life estimates will need to be re-evaluated on the tangible capital assets to determine if they are still accurate. This involves a high level of estimation and coordination of the finance department with other departments.	We will perform test of controls for appropriate authorization of purchases combined with substantive testing of additions and disposals in the year and amortization calculations. Useful lives of existing assets will be reviewed for changes in estimates, if applicable. Repairs and maintenance ledgers will also be reviewed for possible capital items that have been expensed.



Employee Future Benefits

A complex area that requires a great degree of estimation and reliance on actuarial experts.

We will review actuarial reports and audit the significant assumptions.

We will test the data provided to the actuary for accuracy and completeness, as it drives the actuarial calculations.

We will directly communicate with the external actuaries.

Deferred Revenue and Government Grants

The City collects monies from third parties and the government for specific projects. There is a risk that these charges and grants are not appropriately calculated and recorded.

Our planned audit procedures include review of agreements from funding agencies, review of government transfers, and review of expenditures relating to grants and government transfers.

Development Cost Charges

As with all municipalities, DCC collection is a complex area requiring interaction of several City departments. There is a risk that the DCCs may not completely or properly charged.

We will review management's process for identifying the properties where new DCCs area applicable and test that appropriate amounts collected.

EXPERTS

In order for us to perform adequate audit procedures on certain financial statement areas, we will be relying on the work of, and the report prepared by, Morneau Shepell. Canadian generally accepted auditing standards require us to communicate with the expert. We propose to discuss the following with Morneau Shepell:

- The objective and nature of our audit engagement and how we intend to use the expert's findings and report.
- Our assessment of the significance and risk aspects of the engagement that will affect the expert's work.
- The requirement to advise us if they have any relationship with the organization which could impair their judgment or objectivity in the conduct of their engagement.
- The nature, timing and extent of the expert's work and our planned review of it, possibly including review of their working papers.
- Confirmation that the assumptions used in their calculations are consistent with those used in the prior periods and with industry standards.
- Their obligation to advise BDO Canada LLP of any matters up to the estimated audit report date that may affect their calculations and their report.

We ask that the appropriate level of management review the data provided to Morneau Shepell and that they also review the assumptions used and results reported by the expert for reasonableness.



FRAUD RISK

Canadian generally accepted auditing standards require us to discuss fraud risk with Council on an annual basis. Given the nature of such items, it is not appropriate to discuss this section in an open meeting. We have prepared the following comments to facilitate this discussion. This can be further discussed in an in-camera meeting following the yearend audit.

Required Discussion	BDO Response	Question to Council
Details of existing oversight processes with regards to fraud.	<p>Through our planning process, and based on prior years' audits, we have developed an understanding of your oversight processes including:</p> <ul style="list-style-type: none"> • Council meeting for annual financial statements includes discussion on fraud; • Follow-up report and discussions at regular Council meetings regarding audit findings report and follow-up actions, which include discussion of internal controls; • Review of related party transactions; and • Consideration of tone at the top. 	Are there any new processes or changes in existing processes relating to fraud that we should be aware of?
Knowledge of actual, suspected or alleged fraud.	Currently, we are not aware of any fraud.	Are you aware of any instances of actual, suspected or alleged fraud affecting the City?

Refer to Appendix G for our considerations of possible fraud and illegal activities during the performance of our audit.



FINAL ENGAGEMENT REPORTING

As part of our final reporting to Council, we will provide a communications package to support Council in discharging their responsibilities. This communication will include any identified significant deficiencies in internal controls. See Appendix I for a comprehensive list of communication requirements throughout the audit.

OTHER MATTERS

Timing	<p>The following schedule has been agreed to with management:</p> <ul style="list-style-type: none"> • Interim audit fieldwork - November 27 - December 1, 2017 • Year end audit fieldwork - March 5 - March 16, 2018 • Review of draft financial statements with management prior to approval by Council • Finalization of financial statements - Immediately subsequent to approval by Mayor and Council in late April
Independence	Our annual independence letter has been included as Appendix H.
Management Representations	As part of our audit finalization we will obtain written representation from management, a copy of these representations will be included as part of our final report.
New Accounting Standards	Refer to Appendix K for changes in standards. Any changes that will impact the City are not expected to be significant.



APPENDIX A - Your BDO Engagement Team

Name	Title
Bill Cox, FCPA, FCA	Engagement Partner
bcox@bdo.ca	
Kayan Yu, CPA, CA	Audit Senior Manager
Jonas Kwong, CPA	Audit Staff



APPENDIX B - Audit Strategy

Our overall audit strategy involves extensive partner and manager involvement in all aspects of the planning and execution of the audit and is based on our overall understanding of the City.

We will perform a risk-based audit which allows us to focus our audit effort on higher risk areas and other areas of concern for management and Council.

To assess risk accurately, we need to gain a detailed understanding of the City's operations and the environment it operates in. This allows us to identify, assess and respond to the risks of material misstatement.

To identify, assess and respond to risk, we obtain an understanding of the system of internal control in place in order to consider the adequacy of these controls as a basis for the preparation of the financial statements. We then determine whether adequate accounting records have been maintained and assess the adequacy of these controls and records as a basis upon which to design and undertake our audit testing.



Based on our risk assessment, we design an appropriate audit strategy to obtain sufficient assurance to enable us to report on the financial statements.

We choose audit procedures that we believe are the most effective and efficient to reduce audit risk to an acceptably low level. The procedures are a combination of testing the operating effectiveness of internal controls, substantive analytical procedures and other tests of detailed transactions.

Having planned our audit, we will perform audit procedures maintaining an appropriate degree of professional skepticism, in order to collect evidence to support our audit opinion.

BDO

BDO Canada LLP
Suite 500
1801 Douglas Street
Victoria, BC
V8T 5C1



Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements, whether by fraud or error, may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

In making our risk assessments, we consider internal control relevant to your preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of your internal controls. However, we will communicate to you concerning any significant deficiencies in internal controls relevant to the audit of the financial statements that we have identified during the audit.

We will also communicate matters required by professional standards, to the extent that such matters come to our attention, to you, those charged with governance and/or Council.

Reporting

Our audit will be conducted on the basis that the financial statements have been prepared in accordance with Canadian public sector accounting standards.

Our independent auditor's report will be substantially in the form set out in Canadian Auditing Standard (CAS) 700. The form and content of our report may need to be amended in the light of our audit findings. If we are unable to issue or decline to issue an audit report, we will discuss the reasons with you and seek to resolve any differences of view that may exist.



Role of Management and Those Charged with Governance

You acknowledge and understand that you have responsibility for:

- (a) the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards. The audit of the financial statements does not relieve you of your responsibilities;
- (b) such internal controls as you determine are necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error; and
- (c) providing us with:
 - access, in a timely manner, to all information of which you are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
 - additional information that we may request for the purpose of the audit;
 - unrestricted access to persons within the entity from whom we determine it is necessary to obtain audit evidence;
 - financial and non-financial information (other information) that will be included in document(s) containing financial statements and our audit report thereon prior to the date of our auditor's report. If it is not possible to provide all the other information prior to the date of our auditor's report, you are responsible for provision of such other information as soon as practicable; and
 - written confirmation concerning representations made to us in connection with the audit. If appropriate and adequate written representations are not provided to us, professional standards require that we disclaim an audit opinion.

Financial Statement Services

We will obtain your approval, if during the course of our engagement we:

- (a) prepare or change a journal entry; or
- (b) prepare or change an account code or a classification for a transaction.



These services create a threat to our independence. We, therefore, require that the following safeguards be put into place:

- that you create the source data for all accounting entries;
- that you develop any underlying assumptions for the accounting treatment and measurement of entries; and
- that you review and approve the draft financial statements, including the notes to the financial statements.

Tax Services

Our audit is conducted primarily to enable us to express an opinion on the financial statements. Accordingly, the audit process is not designed to provide us with a full understanding of your tax situation and in particular, to allow us to determine whether the organization has specific tax compliance issues. We will, however, provide advice on an ongoing basis on general income tax matters as requested by you. A separate engagement letter may be issued for significant tax projects. To the extent that tax services requested by you are not covered by a separate engagement letter, the terms of this Agreement shall apply to the tax services.

Additional Services

We are available to provide a wide range of services beyond those outlined in this Agreement. To the extent that any additional services that we provide to you that are not provided under a separate written engagement agreement, the provisions of this Agreement will apply to the services.

Standard Terms and Conditions

A copy of our Standard Terms and Conditions is attached as Appendix 1. You should ensure that you read and understand them. The Standard Terms and Conditions include clauses that limit our professional liability.

Please sign and return the attached copy of this Agreement to indicate your agreement with it. If you have any questions concerning this Agreement, please contact us before signing it.



It is a pleasure for us to be of service and we look forward to many future years of association with you.

Yours truly,

Chartered Professional Accountants

Agreement of all the terms and conditions in this Agreement is hereby acknowledged by:

City of Victoria

	Susanne Thompson	Director of Finance	Nov 17, 2016
Signature	Name (please print)	Position	Date

	Laurel Westinghouse	Manager Acc	Nov 17, 2016
Signature	Name (please print)	Position	Date



Appendix 1 Standard Terms and Conditions

1. Overview and Interpretation

- 1.1 This Agreement sets forth the entire agreement between the parties in relation to Services and it supersedes all prior agreements, negotiations or understandings, whether oral or written, with respect to Services. To the extent that any of the provisions of the accompanying Engagement Letter conflict with these Standard Terms and Conditions, these Standard Terms and Conditions shall prevail. This Agreement may not be changed, modified or waived in whole or part except by an instrument in writing signed by both parties.

- 1.2 In this agreement, the following words and expressions have the meanings set out below:

This Agreement - these Standard Terms and Conditions, the letter to which they are attached, and any supporting schedules or other appendices to the letter

Services - the services provided or to be provided under this Agreement

We, us, our, BDO - refer to BDO Canada LLP, a Canadian limited liability partnership organized under the laws of the Province of Ontario

You, your - the party or parties contracting with BDO under this agreement, including the party's or parties' management and those charged with corporate governance. You and your does not include BDO, its affiliates or BDO Member Firms

BDO Member Firm or Firms - any firm or firms that form part of the international network of independent firms that are members of BDO International Limited

Confidential Information - information that contains identifying features that can be attributed to you or individual personnel

2. BDO Network and Sole Recourse

- 2.1 BDO is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the international network of independent member firms (i.e. BDO Member Firms), each of which is a separate legal entity.

- 2.2 We may use other BDO Member Firms or subcontractors to provide Services; however, we remain solely responsible for Services. You agree not to bring any claim or action against another BDO Member Firm (or their partners, members, directors, employees or subcontractors) or our subcontractors in respect of any liability relating to the provision of Services.

- 2.3 You agree that any of our affiliates, subcontractors, and other BDO Member Firms and any subcontractors thereof whom we directly or indirectly involve in providing Services have the right to rely on and enforce Section 2.2 above as if they were a party to this agreement.



3. *Respective Responsibilities*

- 3.1 We will use reasonable efforts to complete, within any agreed-upon time frame, the performance of Services.
- 3.2 You shall be responsible for your personnel's compliance with your obligations under this Agreement. We will not be responsible for any delays or other consequences arising from you not fulfilling your obligations.

4. *Working Papers and Deliverables*

- 4.1 **Ownership** Any documents prepared by us or for us in connection with Services belong solely to us.
- 4.2 **Oral advice and draft deliverables** You should not rely upon any draft deliverables or oral advice provided by us. Should you wish to rely upon something we have said to you, please let us know and, if possible, we will provide the information that you require in writing.
- 4.3 **Translated documents** If you engage us to translate any documents, advice, opinions, reports or other work product of BDO from one language to another, you are responsible for the accuracy of the translation work.
- 4.4 **Reliance by Third Parties** Our Services will not be planned or conducted in contemplation of or for the purpose of reliance by any third party other than you and any party to whom the assurance report is addressed. Items of possible interest to a third party will not be addressed and matters may exist that would be assessed differently by a third party, possibly in connection with a specific transaction.

- 4.5 **Consent to use the Report** If we are requested to consent to the use of our report in connection with a continuous disclosure document, a public or private offering document, an annual report or any other document, we will consider, at the relevant time, providing consent and any conditions applicable to our consent. Our consent must be in writing. In order to provide consent, professional standards require that we read the other information in the related document and consider whether such information is materially inconsistent with the related financial statements. We will require adequate notice of the request for consent to allow us to consider your identification and resolution of events occurring in the period since the date of our report, and to obtain updated written representation letters. Such procedures will be performed at your cost.

5. *Confidentiality*

- 5.1 We agree to use Confidential Information provided by you only in relation to the services in connection with which the information is provided and we will not disclose the information, except where required by law, regulation or professional obligation. We may, however, give Confidential Information to other BDO Member Firms or other subcontractors assisting us in providing services.
- 5.2 BDO shall be entitled to include a description of services we render to or for you in marketing and research materials and disclose such information to third parties, provided that all such information will be made anonymous and not associated with you. Additionally, we may



analyze information on an industry or sector basis for internal purposes or to provide industry/sector wide information to our clients or potential clients. You consent to our using information obtained from you in this way provided that the outputs therefrom will not contain any identifying features that can be attributed to you.

6. Independence

- 6.1 Professional and certain regulatory standards require us to be independent, in both fact and appearance, with respect to our clients in the performance of our services. We will communicate to you any relationships between BDO (including its related entities) and you that, in our professional judgment, may reasonably be thought to bear on our independence. Further, we will confirm our independence in writing.

7. Offers of Employment

- 7.1 Any discussions that you, or any party acting on your behalf, have with professional personnel of our Firm regarding employment could pose a threat to our independence. Your recruitment of an engagement team member from the current or prior year's engagement may compromise our independence and our ability to render agreed services to you. Engagement team members may include current and former partners and staff of BDO, other BDO Member Firms and other firms who work under our direction. Therefore, you agree to inform us prior to any such discussions so that you and we can

implement appropriate safeguards to maintain our independence.

8. Professional and Regulatory Oversight

- 8.1 As required by legal, regulatory, or professional authorities (both in Canada and abroad) and by BDO policy, our client files must periodically be reviewed by practice inspectors to ensure that we are adhering to professional and BDO standards. It is understood that by entering into this agreement, you provide your consent to us providing our files relating to your engagement to the practice inspectors for the sole purpose of their inspection.
- 8.2 Certain regulatory bodies may also have the right to conduct investigations of you, including the services provided by us. To the extent practicable and permitted by law, we will advise you of any such investigation request or order prior to providing our working papers.
- 8.3 You agree to reimburse us for our time and expenses, including reasonable legal fees, incurred in responding to any investigation that is requested or authorized by you or investigations of you undertaken under government regulation or authority, court order or other legal process.

9. Privacy and Consents

- 9.1 You agree we will have access to all personal information in your custody that we require to complete our engagement. We may collect, use, transfer, store, or process such information disclosed by you of a personal nature (personal



information). Our services are provided on the understanding that:

- you have obtained any consents for collection, use and disclosure to us of personal information required under all applicable privacy legislation; and
- we will hold all personal information in compliance with our Privacy Statement.

10. Electronic Communications

10.1 Both parties recognize and accept the security risks associated with email communications, including but not limited to the lack of security, unreliability of delivery and possible loss of confidentiality and privilege. Unless you request in writing that we do not communicate by internet email, you assume all responsibility and liability in respect of risk associated with its use.

10.2 Unless BDO is otherwise advised in writing, by executing this agreement you provide BDO with consent to communicate with you electronically, including sending newsletters, publications, announcements, invitations and other news and alerts.

11. Limitation of Liability

11.1 In any dispute, action, claim, demand for losses or damages arising out of the services performed by BDO pursuant to this engagement, BDO shall only be liable for its proportionate share of the total liability based on degree of fault as determined by a court of competent jurisdiction or by an independent arbitrator as a result of the dispute resolution procedures, notwithstanding the provisions of any statute or rule of common law which

create, or purport to create, joint and several liability.

11.2 Our liability shall be restricted to damages of a direct and compensatory nature and shall not include indirect, consequential, aggravated or punitive damages, or damages for loss of profits or expected tax savings, whether or not the likelihood of such loss or damage was contemplated.

11.3 You agree that BDO shall not be liable to you for any actions, damages, claims, liabilities, costs, expenses, or losses in any way arising out of or relating to the services performed hereunder for an aggregate amount no more than the higher of:

- three times the fees paid by you to BDO in the twelve months preceding the incident giving rise to the claim; and
- \$25,000.

11.4 No exclusion or limitation on the liability of other responsible persons imposed or agreed at any time shall affect any assessment of our proportionate liability hereunder, nor shall settlement of or difficulty enforcing any claim, or the death, dissolution or insolvency of any such other responsible persons or their ceasing to be liable for the loss or damage or any portion thereof, affect any such assessment.

11.5 You agree claims or actions relating to the delivery of services shall be brought against us alone, and not against any individual. Where our individuals are described as partners, they are acting as one of our members.



12. Indemnity

12.1 To the fullest extent permitted by applicable law and professional regulations, you agree to indemnify and hold harmless BDO from and against all losses, costs (including solicitors' fees), damages, expenses, claims, demands or liabilities arising out of or in consequence of:

- a misrepresentation by a member of your management or Council member, regardless of whether such person was acting in your interest
- the services performed by BDO pursuant to this Agreement, unless, and to the extent that, such losses, costs, damages and expenses are found by a court of competent jurisdiction to have been due to the gross negligence of BDO. In the event that the matter is settled out of court, we will mutually agree on the extent of the indemnification to be provided by your company, failing which, the matter may be referred to dispute resolution in accordance with the terms of this letter.

13. Alternative Dispute Resolution

- 13.1 Both parties agree that they will first attempt to settle any dispute arising out of or relating to this agreement or the services provided hereunder through good faith negotiations.
- 13.2 In the event that the parties are unable to settle or resolve their dispute through negotiation, such dispute shall be subject to mediation pursuant to the National Mediation rules of the ADR Institute of Canada Inc. All disputes remaining unsettled for more than 60 days following the parties first meeting with a mediator

or such longer period as the parties mutually agree upon shall be subject to arbitration pursuant to the National Arbitration Rules of the ADR Institute of Canada Inc. Such arbitration shall be final, conclusive and binding upon the parties, and the parties shall have no right of appeal or judicial review of the decision. The parties hereby waive any such right of appeal which may otherwise be provided for in any provincial arbitration statute made applicable under the National Arbitration Rules.

14. Limitation Period

- 14.1 You shall make any claim relating to Services or otherwise under this Agreement no later than one year after you became aware (or ought reasonably to have become aware) of the facts giving rise to any such claim and in any event no later than two years after the completion of the relevant services. The parties to this Agreement agree that the limitation period established by any limitations act and/or any other applicable legislation shall be considered not to apply (to the extent permitted by law).

15. Intentionally Deleted

16. Termination

- 16.1 This Agreement applies to Services whenever performed (including before the date of this Agreement).
- 16.2 You or we may terminate this Agreement at any time upon written notice of such termination to the other party. We will not be liable for any loss, cost or expense arising from such termination. You agree to pay us for all services performed up to the date of termination, including services performed, work-in-progress and expenses incurred by us up to and



including the effective date of the termination of this Agreement.

17. Fees and Billings

- 17.1 Our estimated fee is based on an assumed level of quality of your accounting records, the agreed upon level of preparation and assistance from your personnel and adherence to the agreed-upon timetable. Our estimated fee also assumes that your financial statements are in accordance with the applicable financial reporting framework and that there are no significant new or changed accounting policies or issues or internal control or other reporting issues. We will inform you on a timely basis if these factors are not in place.
- 17.2 Should our assumptions with respect to the quality of your accounting records be incorrect or should the conditions of the records, degree of cooperation, results of audit procedures, or other matters beyond our reasonable control require additional commitments by us beyond those upon which our estimated fees are based, we may adjust our fees and planned completion dates.
- 17.3 Our professional fees will be based on our regular billing rates which depend on the means by which and by whom our services are provided. We also will bill you for our out-of-pocket expenses, our internal charges for certain support activities, and applicable Harmonized Sales Tax, Goods and Services Tax and Provincial Sales Tax.
- 17.4 Our internal charges are calculated at 6% of our professional fees and represent an allocation of estimated costs associated with general office services such as computer usage, telephone charges, facsimile

transmissions, postage and photocopying.

- 17.5 Our accounts are due when rendered. BDO may suspend the performance of Services in the event that you fail to pay an invoice when it is due. Interest may be charged at the rate of 12% per annum on all accounts outstanding for more than 30 days.

18. Governing Laws

- 18.1 The terms of our engagement shall remain operative until amended, terminated, or superseded in writing. They shall be interpreted according to the laws of the province or territory in which BDO's principle Canadian office performing the engagement is located, without regard to such province/territory's rules on conflicts of law.

19. Entire Agreement and Survival

- 19.1 This Agreement sets forth the entire agreement between the parties with respect to the subject matter herein, superseding all prior agreements, negotiations or understandings, whether oral or written, with respect to such subject matter. It is understood that this letter will not be superseded by any contract with us for other specific services that are not of the same scope as the Services contemplated in this Agreement, unless the other contract explicitly references this Agreement and an intent to supersede it.
- 19.2 The provisions of this Agreement that give either of us rights or obligations beyond its termination shall continue indefinitely following the termination of this Agreement. Any clause that is meant to continue to apply after termination of this Agreement will do so.



20. Force Majeure

- 20.1 We will not be liable for any delays or failures in performance or breach of contract due to events or circumstances beyond our reasonable control, including acts of God, war, acts by governments and regulators, acts of terrorism, accident, fire, flood or storm or civil disturbance.

21. Assignment

- 21.1 No party may assign, transfer or delegate any of the rights or obligations hereunder without the written consent of the other party or parties. BDO may engage independent contractors and BDO Member Firms to assist us in performing the Services in this Agreement without your consent.

22. Severability

- 22.1 If a court or regulator with proper jurisdiction determines that a provision of this Agreement is invalid, then the provision will be interpreted in a way that is valid under applicable law or regulation. If any provision is invalid, the rest of this Agreement will remain effective.



APPENDIX D - Management Responsibilities

All facets of the City's internal controls including those governing the accounting records, systems and financial statements will be impacted by the organization's complexity, the nature of risks, and the related laws, regulations, or stakeholder requirements. It is management's responsibility to determine the level of internal control required to respond reasonably to the City's risks.

The preparation of the City's financial statements including all disclosures in accordance with Canadian public sector accounting standards is the responsibility of management. Among other things, management is responsible for:

1. Designing and implementing internal controls over financial reporting to enable the preparation of financial statements that are free of material misstatements;
2. Informing the City's auditors of any deficiencies in design or operation of internal controls;
3. Updating the City's auditors for any material change in the City's internal controls including if the individuals responsible for the controls that have changed;
4. Identifying and complying with any laws, regulations, and/or agreements which apply to the City;
5. Recording any adjustments required to the financial statements to correct material misstatements;
6. Safeguarding of assets;
7. Providing the auditor with all financial records, and related data which may be related to the recognition, measurement and or disclosure of transactions in the financial statements;
8. Providing accurate copies of all minutes of the regular and closed meetings of Council;
9. Providing timely, accurate information as requested for the completion of the audit;
10. Allowing unrestricted access to persons or information as requested as part of the audit; and
11. Notifying the auditor of any circumstances which arise between the date the audit work is completed and the approval date of the financial statements.

Representation Letter

We will make specific inquiries of the City's management about the representations embodied in the financial statements and internal control over financial reporting. During the completion of our audit documentation, we will require management to confirm in writing certain representations in accordance with Canadian generally accepted auditing standards. These representations are to be provided to us in the form of a representations letter which will be provided as near as practicable to, but not after the date of our auditor's report on the financial statements.



APPENDIX E - Circumstances Affecting Timing and Fees

Our professional fee for the audit is based on careful consideration of the time required to complete the required work. Circumstances may arise during the engagement which could significantly impact the targeted completion dates and or the extent of work required to complete the audit. As a result, additional fees may be necessary. Such circumstances include, but are not limited to, the following:

Significant Issues

1. Changes in the design or function of internal controls can impact the audit and result in additional substantive testing;
2. Significant number of proposed adjustments which are identified during the audit work;
3. Significant changes are required to the format or information contained in the financial statements;
4. New issues resulting from changes to:
 - a. Accounting standards, policies or practices
 - b. Special events or transactions which were not contemplated in the original budget
 - c. The financial reporting process or systems involved
 - d. Accounting personnel or availability of accounting personnel
 - e. The requirement to include specialists in the audit work
5. Changes to the scope of the audit.

Audit Execution

1. Audit schedules are not provided in a timely manner, are not mathematically correct, or do not agree to the underlying accounting records.
2. There are significant delays in responding to our requests for information or responses require significant further investigation.
3. The quality of the supporting information for the audit work has deteriorated from our previous experience.
4. A complete working paper package is not provided on the agreed upon date.
5. There is a limitation of access to the financial staff required to complete the audit.



APPENDIX F - Council Responsibilities

General Responsibilities

It is Council's responsibility to provide policy that provides for overview of the financial reporting process. This includes management's preparation of the financial statements, monitoring of the City's internal controls, overseeing the work of the external auditor, facilitating the resolution of disagreements between management and the auditor, as well as the final review of the financial statements and other annual reporting.

Significant Audit Findings

Based on the work we perform, any significant identified deficiencies in internal control will be reported to you in writing. The purpose of our audit is to express an opinion on the financial statements. While our audit includes a consideration of the internal control structure of the City, our work is focused on those controls relevant to financial reporting. As such, our work was not designed to provide an opinion on the effectiveness of the internal controls.

We will communicate our views regarding any significant qualitative aspects of the City's accounting practices. This would include the selection and application of accounting policies, estimates and financial statement disclosure. If during our audit we feel that the selected policies, estimates or disclosures are not appropriate for the City under its reporting framework, we will communicate these matters to Council.

In addition, we will communicate:

- Any significant difficulties which arose during the audit;
- Any reasons identified which may cause doubt as to the City's ability to continue as a going concern;
- The written representations we will request from management;
- Any identified unadjusted misstatements; and
- Any identified or suspected fraudulent activities.



APPENDIX G - Auditor's Considerations of Possible Fraud and Illegal Activities

We are responsible for planning and performing the audit to obtain reasonable assurance that the financial statements are free of material misstatements, whether caused by error or fraud, by:

- Identifying and assessing the risks of material misstatement due to fraud;
- Obtaining sufficient and appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses; and
- Responding appropriately to fraud or suspected fraud identified during the audit.

The likelihood of not detecting a material misstatement resulting from fraud is higher than the likelihood of not detecting a material misstatement resulting from error because fraud may involve collusion, as well as sophisticated and carefully organized schemes designed to conceal it.

During the audit, we will perform risk assessment procedures and related activities to obtain an understanding of the entity and its environment, including the City's internal control system, to obtain information for use in identifying the risks of material misstatement due to fraud and make inquiries of management regarding:

- Management's assessment of the risk that the financial statements may be materially misstated due to fraud, including the nature, extent and frequency of such assessments;
- Management's process for identifying and responding to the risks of fraud in the City, including any specific risks of fraud that management has identified or that have been brought to its attention, or classes of transactions, account balances, or disclosures for which a risk of fraud is likely to exist;
- Management's communication, if any, to those charged with governance regarding its processes for identifying and responding to the risks of fraud in the City; and
- Management's communication, if any, to employees regarding its view on business practices and ethical behaviour.

In response to our risk assessment and our inquiries of management, we will perform procedures to address the assessed risks, which may include:

- Inquiring of management, members of Council and others related to any knowledge of fraud, suspected fraud or alleged fraud;
- Performing disaggregated analytical procedures and considering unusual or unexpected relationships identified in the planning of our audit;
- Incorporating an element of unpredictability in the selection of the nature, timing and extent of our audit procedures; and
- Performing additional required procedures to address the risk of management's override of controls including:
 - Testing internal controls designed to prevent and detect fraud;
 - Testing the appropriateness of a sample of adjusting journal entries and other adjustments for evidence of the possibility of material misstatement due to fraud;
 - Reviewing accounting estimates for biases that could result in material misstatements due to fraud, including a retrospective review of significant prior years' estimates; and
 - Evaluating the business rationale for significant unusual transactions.



APPENDIX H - Independence Letter

E-mail: bcox@bdo.ca

September 25, 2017

Council
The Corporation of the City of Victoria
1 Centennial Square
Victoria, BC V8W 1P6

Dear Council Members:

We have been engaged to audit the financial statements of the Corporation of the City of Victoria (the "City") for the year ended December 31, 2017.

Canadian generally accepted auditing standards (GAAS) no longer require that we communicate formally to you in regard to independence matters, however we consider it to be a good practice. As such, we are reporting to you regarding all relationships between the City (and its related entities) and our firm that, in our professional judgment, may reasonably be thought to bear on our independence.

In determining which relationships to report, these standards require us to consider relevant rules and related interpretations prescribed by the Chartered Professional Accountants of British Columbia and applicable legislation, covering such matters as:

- Holding a financial interest, either directly or indirectly in a client;
- Holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- Personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- Economic dependence on a client; and
- Provision of services in addition to the audit engagement.

We are not aware of any relationships between the City and our firm that, in our professional judgment, may reasonably be through to bear on our independence.

We hereby confirm that we are independent with respect to the City within the meaning of the Rules of Professional Conduct of the Chartered Professional Accountants of British Columbia as of the date of this letter.

This letter is intended solely for the use of Council and management and should not be used for any other purposes.

Yours truly,

Bill Cox, FCPA, FCA
Partner through a corporation
BDO Canada LLP
Chartered Professional Accountants

BC/mkn



APPENDIX I - Communication Requirements

Required Communication	Audit Planning Letter	Audit Results Letter	Communication Completed
1. Our responsibilities under Canadian GAAS	✓		Y
2. Our audit strategy and audit scope	✓		Y
3. Fraud risk factors	✓		Y
4. Going concern matters		✓	N
5. Significant estimates or judgments		✓	N
6. Audit adjustments		✓	N
7. Unadjusted misstatements		✓	N
8. Omitted disclosures		✓	N
9. Disagreements with Management		✓	N
10. Consultations with other accountants or experts		✓	N
11. Major issues discussed with Management in regards to retention		✓	N
12. Significant difficulties encountered during the audit		✓	N
13. Significant deficiencies in internal control		✓	N
14. Material written communication between BDO and Management		✓	N
15. Any relationships which may affect our independence	✓		Y
16. Any illegal acts identified during the audit		✓	N
17. Any fraud or possible fraudulent acts identified during the audit		✓	N
18. Significant transactions with related parties not consistent with ordinary business		✓	N
19. Non-compliance with laws or regulations identified during the audit		✓	N
20. Limitations of scope over our audit, if any		✓	N
21. Written representations made by Management		✓	N
22. Any modifications to our opinion, if required		✓	N



APPENDIX J - Resources and Services

OTHER BDO SERVICES

Advisory

As Canada's leading financial advisory firm, BDO helps organizations and their management teams effectively assess, develop and manage strategic initiatives, such as:

Asset Reserve Policies - Asset reserves seem to be on everyone's agenda these days. Municipalities and Regional Districts across the country are asking themselves if they have enough money for infrastructure, how much they have, how much they will need and so on. BDO is excited to host interactive workshops on Managing Asset Reserves.

Internal Control Assessments - BDO has been engaged by many clients to perform a review and assessment of current processes and key internal controls over financial reporting (ICFR), as well as the structure of accounting/finance departments. The engagements include identification of gaps in control, as well as assessment of the current governance and reporting structure of the accounting/finance department.

Visit the following link to find out more:

<http://www.bdo.ca/en/Services/Advisory/Financial-Advisory/pages/default.aspx>

Indirect Tax

Government Entities operating in Canada are impacted by commodity taxes in some way or another. These include GST/HST, QST, PST, various employer taxes, and unless managed properly, can have a significant impact on your organization's bottom line. The rules for Government Entities can be especially confusing, and as a result many organizations end up paying more for indirect tax than they need to.

Government Entities must keep on top of changes to ensure they are taking advantage of the maximum refund opportunities. At BDO, we have helped a number of organizations of all sizes with refund opportunities, which can reduce costs for the organization and improve overall financial health.

For more information, please visit the following link:

<http://www.bdo.ca/en/Services/Tax/Indirect-Tax/pages/default.aspx>

Solutions

BDO Solutions provides accounting software management tools need to run a better operation. Our expert team understands the complex reporting requirements government entities must adhere to, as well as the limited resources they have to address these needs. Spend more time serving your constituents, better manage budgets, allocate time and resources more effectively and improve your ability to focus on the work that really matters to your organization.

For more information, please visit the following link:

<http://www.bdosolutions.com/ca/>



BDO PUBLICATIONS

BDO's national and international accounting and assurance department issues publications on the transition and application of Public Sector Accounting Standards. In addition, we offer a wide array of publications on Accounting Standards for Private Enterprises (ASPE), International Financial Reporting Standards (IFRS), and Accounting Standards for Not-for-profit organizations (ASNPO).

For additional information on PSAS, including links to archived publications and model financial statements, refer to the link below:

<http://www.bdo.ca/en/library/services/assurance-and-accounting/pages/default.aspx>.

MYPDR

Class is in session! Meeting Your Professional Development Requirements (MYPDR) is an educational program designed to support our clients, contacts and alumni in achieving their ongoing professional development requirements.

Through the MYPDR program, we are committed to providing timely, relevant topics that can support you in meeting your ongoing professional development needs. For more information on the MYPDR program or to register, please visit <http://www.cvent.com/d/34qqxp>.



APPENDIX K - Changes in Accounting Standards With Potential to Impact the City

The following summarizes the status of new standards and the changes to existing standards as of the fall of 2017. The Appendix also reviews Exposure Drafts, Statements of Principles, Projects and Post Implementation Reviews that provide information on the future direction of CPA Public Sector Accounting Handbook.

For the City, likely the most significant standard on the horizon relates to “Asset Retirement Obligations”. This standard is currently at the “Exposure Draft” stage which means that it will likely soon be finalized. The standard will require an assessment of all tangible capital assets (infrastructure, buildings, equipment, etc.) for costs that may be legally required to be incurred upon decommissioning of the asset. (The most common example is asbestos in buildings.) Further detail is provided below.

NEW STANDARDS - PSAS (NOT YET EFFECTIVE)

Amendments to the Introduction

PSAB amended the introduction to Public Sector Accounting Standards to clarify the applicability of the CPA PSA Handbook for various public sector entities. A government component, for example a provincial Ministry, that prepares standalone statements, would be directed to use PSAB effective on or after January 1, 2017.

Section PS 1201, Financial Statement Presentation

This Section revises and replaces Financial Statement Presentation, Section PS 1200. The following changes have been made to the Section:

- Remeasurement gains and losses are reported in a new statement;
- Other comprehensive income that can arise when a government includes results of government business enterprises and government business partnerships in its summary financial statements is reported in the statement of remeasurement gains and losses; and
- The accumulated surplus or deficit is presented as the total of the accumulated operating surplus or deficit and the accumulated remeasurement gains and losses.

Part of this standard will not have much of an impact until Section PS 3450 - Financial Instruments has been adopted.

The standard is effective for fiscal years beginning on or after April 1, 2012. In the case of governments, the new requirements are effective for fiscal years beginning on or after April 1, 2019. For entities with a December year end, this means that 2020 is the first year that the standard must be followed. However, we are expecting that the Standard will be further deferred. Earlier adoption is permitted.



Section PS 2200, Related Party Disclosures

This new Section defines a related party and establishes disclosures required for related party transactions.

A related party exists when one party has the ability to exercise control or shared control over the other. Two or more parties are related when they are subject to common control or shared control. Related parties also include individuals that are members of key management personnel and close family members.

- Disclosure of key management personnel compensation arrangements, expense allowances and other similar payments routinely paid in exchange for services rendered is not required.
- Two entities that have a member of key management personnel in common may be related depending upon that individual's ability to affect the policies of both entities in their mutual dealings.
- Disclosure is only required when transactions and events between related parties have or could have a material financial effect on the financial statements.
- Determining which related party transactions to disclosure is a matter of judgment based on the assessment of certain factors.

This Section is effective for fiscal periods beginning on or after April 1, 2017. For entities with a December year end, this means that 2018 is the first year that the standard must be followed. Earlier adoption is permitted.

Section PS 2601, Foreign Currency Translation

This Section revises and replaces *PS 2600, Foreign Currency Translation*. The following changes have been made to the Section:

- The definition of currency risk is amended to conform to the definition in *PS 3450, Financial Instruments*;
- The exception to the measurement of items on initial recognition that applies when synthetic instrument accounting is used is removed;
- At each financial statement date subsequent to initial recognition, non-monetary items denominated in a foreign currency that are included in the fair value category in accordance with Section PS 3450 are adjusted to reflect the exchange rate at that date;
- The deferral and amortization of foreign exchange gains and losses relating to long-term foreign currency denominated monetary items is discontinued;
- Until the period of settlement, exchange gains and losses are recognized in the statement of remeasurement gains and losses rather than the statement of operations; and
- Hedge accounting and the presentation of items as synthetic instruments are removed.

The new requirements are to be applied at the same time as *PS 3450, Financial Instruments*, and are effective for fiscal years beginning on or after April 1, 2012. In the case of governments, the new requirements have been delayed and are now effective for fiscal years beginning on or after April 1, 2019. For entities with a December year end this means 2020 is the first year that the standard must be followed. However, we expect that the standard will be further deferred. Earlier adoption is permitted.



Section PS 3041, Portfolio Investments

This Section revises and replaces Section *PS 3040, Portfolio Investments*. The following changes have been made:

- The scope is expanded to include interests in pooled investment funds;
- Definitions are conformed to those in *PS 3450, Financial Instruments*;
- The requirement to apply the cost method is removed, as the recognition and measurement requirements within Section PS 3450 apply, other than to the initial recognition of an investment with significant concessionary terms; and
- Other terms and requirements are conformed to Section PS 3450, including use of the effective interest method.

This Section is to be applied for government organizations are effective for fiscal years beginning on or after April 1, 2012. In the case of governments, the new requirements are effective for fiscal years beginning on or after April 1, 2019. For entities with a December year end, this means that 2020 is the first year that the standard must be followed. Earlier adoption is permitted.

Section PS 3420, Inter-Entity Transactions

This new Section establishes standards on how to account for and report transactions between public sector entities that comprise a government's reporting entity from both a provider and recipient perspective.

The main features are:

- Inter-entity transactions involving the transfer of assets or liabilities should be recognized by both a provider and a recipient at carrying amount, exchange amount or fair value depending on the particular circumstances of each case.
- Inter-entity transactions in the normal course of operations or under a policy of cost allocation and recovery should be recognized on a gross basis at the exchange amount.
- A recipient may recognize unallocated costs as a revenue and expense at carrying amount, fair value or another amount based on existing policy, accountability structure or budget practice depending on the particular circumstances of each case.
- Information about inter-entity transactions would be disclosed in accordance with the new Section on related party disclosures.

This Section is effective for fiscal periods beginning on or after April 1, 2017. For entities with a December year end, this means that 2018 is the first year that the standard must be followed. Earlier adoption is permitted.

Section PS 3210, Assets

This new Section provides additional guidance on the definition of assets and establishes general disclosure standards for assets. Disclosure of types of assets that are not recognized is required.

However, this standard does not address intangible assets which are still not recognized under the PSAB accounting framework.

This Section is effective for fiscal periods beginning on or after April 1, 2017. For entities with a December year end, this means that 2018 is the first year that the standard must be followed. Earlier adoption is permitted.

Section PS 3320, Contingent Assets

This new Section defines and establishes disclosure standards on contingent assets. Disclosure about contingent assets is required when the occurrence of the confirming future event is likely.



This Section is effective for fiscal periods beginning on or after April 1, 2017. For entities with a December year end, this means that 2018 is the first year that the standard must be followed. Earlier adoption is permitted.

Section PS 3380, Contractual Rights

This new Section defines and establishes disclosure standards on contractual rights. Disclosure about contractual rights is required including the description about their nature and extent and the timing.

This Section is effective for fiscal periods beginning on or after April 1, 2017. For entities with a December year end, this means that 2018 is the first year that the standard must be followed. Earlier adoption is permitted.

Section PS 3430, Restructuring Transactions

This Section addresses a problem area for public sector accounting. In the past there was no Canadian standard that addressed acquisition of services and service areas, therefore, accountants looked to the US and international standards for guidance.

This new Section defines a restructuring transaction and establishes standards for recognizing and measuring assets and liabilities transferred in a restructuring transaction. A restructuring transaction is defined as a transfer of an integrated set of assets and/or liabilities, together with related program or operating responsibilities, that does not involve an exchange of consideration based primarily on the fair value of the individual assets and liabilities transferred.

- The net effect of the restructuring transaction should be recognized as a revenue or expense by the entities involved.
- A recipient should recognize individual assets and liabilities received in a restructuring transaction at their carrying amount with applicable adjustments at the restructuring date.
- The financial position and results of operations prior to the restructuring date are not restated.
- A transferor and a recipient should disclose sufficient information to enable users to assess the nature and financial effects of a restructuring transaction on their financial position and operations.

This Section applies to restructuring transactions occurring in fiscal years beginning on or after April 1, 2018. For entities with a December year, end this means that 2019 is the first year that the standard must be followed. Earlier adoption is permitted.

Section PS 3450, Financial Instruments

PSAB approved amendments to *Section PS 3450, Financial Instruments*, to align the reporting of income on externally restricted assets that are financial instruments with the requirements in Section PS 3100, Restricted Assets and Revenues. The amendments clarify the application of Section PS 3100 (paragraphs PS 3100.11 - .12) when accounting for:

- A change in the fair value of a financial asset in the fair value category that is externally restricted;
- Income attributable to a financial instrument that is externally restricted; or
- A gain or loss associated with a financial instrument that is externally restricted.

These amendments recognize the importance of the nature of restrictions and the terms of contractual agreements in reporting such transactions and events when externally restricted assets and income are involved.



This new Section, although not as demanding as the private sector section, establishes standards for recognizing and measuring financial assets, financial liabilities and non-financial derivatives.

The main features of the new Section are:

- Items within the scope of the Section are assigned to one of two measurement categories: fair value, or cost or amortized cost;
- Almost all derivatives, including embedded derivatives that are not closely related to the host contract, are measured at fair value;
- Fair value measurement also applies to portfolio investments in equity instruments that are quoted in an active market;
- Other financial assets and financial liabilities are generally measured at cost or amortized cost;
- Until an item is derecognized, gains and losses arising due to fair value remeasurement are reported in the statement of remeasurement gains and losses;
- Budget-to-actual comparisons are not required within the statement of remeasurement gains and losses;
- When the reporting entity defines and implements a risk management or investment strategy to manage and evaluate the performance of a group of financial assets, financial liabilities or both on a fair value basis, the entity may elect to include these items in the fair value category;
- New requirements clarify when financial liabilities are derecognized;
- The offsetting of a financial liability and a financial asset is prohibited in absence of a legally enforceable right to set off the recognized amounts and an intention to settle on a net basis, or to realize the asset and settle the liability simultaneously; and
- New disclosure requirements of items reported on and the nature and extent of risks arising from financial instruments.

The new requirements are to be applied at the same time as *PS 2601, Foreign Currency Translation* and for government organizations are effective for fiscal years beginning on or after April 1, 2012. In the case of governments, the new requirements have been delayed, mainly due to concerns of the senior government, and are effective for fiscal years beginning on or after April 1, 2019. For entities with a December year end this means 2020 is the first year that the standard must be followed. However, we expect that this Standard will be further deferred. Earlier adoption is permitted. This Standard should be adopted with prospective application except for an accounting policy related to embedded derivatives within contracts, which can be applied retroactively or prospectively.

Note also the exposure draft “Financial Instruments: Transition” (discussed below) that proposed clarification of some detailed aspects of the Financial Instruments standard.

EXPOSURE DRAFTS - PSAS

Asset Retirement Obligations: Deliberating (Closed for comment)

A new accounting standard that addresses the reporting of legal obligations associated with the retirement of tangible capital assets is required.

Reporting guidance on asset retirement obligations was covered in the pre-changeover accounting standards in Part V of the CPA Canada Handbook - Accounting. There is not yet specific accounting guidance in this area in the CPA Canada Public Sector Accounting (PSA) Handbook. Government organizations transitioning to the PSA Handbook would need guidance in this area.

This project will address the recognition, measurement, presentation and disclosure of legal obligations associated with retirement of tangible capital assets.



Revenue (Closed for comment)

Revenue recognition principles that apply to revenues of governments and government organizations other than government transfers and tax revenue require development.

The Public Sector Accounting Handbook has two Sections that address two major sources of government revenues, government transfers and tax revenue. Revenues are defined in Section PS 1000, Financial Statement Concepts. Recognition and disclosure of revenues are described in general terms in Section PS 1201, Financial Statement Presentation.

This project will address recognition, measurement and presentation of revenues that are common in the public sector.

INVITATIONS TO COMMENT - PSAB

Employment Benefits

Identified as the top priority in PSAB's 2014 Project Priority Survey, the Board has approved a project to review Section PS 3250, Retirement Benefits, and Section PS 3255, Post-employment Benefits, Compensated Absences and Termination Benefits. Since the issuance of these Sections decades ago, new types of pension plans have been introduced and there have been changes in the related accounting concepts.

The first stage of this project will involve looking at issues such as deferral of experience gains and losses, and discount rates. The second stage will involve determining how to account for shared risk plans, multi-employer defined benefit plans and vested sick leave benefits. Other improvements to existing guidance will also be considered.

A new, comprehensive Handbook Section on employment benefits will replace the two existing Sections.

STATEMENTS OF PRINCIPLES - PSAB

Concepts Underlying Financial Performance (Statement of principles being developed)

The conceptual framework in Sections PS 1000, Financial Statement Concepts, and PS 1100, Financial Statement Objectives, require review with a focus on measuring the financial performance of public sector entities.

This review was identified as a high priority in the Public Sector Accounting Board's (PSAB) 2010-2013 Strategic Plan in response to a suggestion from the senior government finance community.

This project will consider the concepts underlying the measure of financial performance. The review may result in amendments to the conceptual framework and could also affect Section PS 1201, Financial Statement Presentation.

Public Private Partnerships (Closed for comments)

Identified as a priority in PSAB's 2014 Project Priority Survey, the Board approved a project to develop authoritative guidance specific to public private partnerships.



In recent years, governments across Canada are increasingly using various forms of public private partnership arrangements for the provision of assets and delivery of services.

This project is expected to develop in two stages. The first stage will involve contemplating specific issues, including project scope, recognition and measurement of a public private partnership and disclosure requirements. Other issues will also be considered. The second stage will involve determining how to account for public private partnerships.

The objective is to develop a public sector accounting standard specific to public private partnerships.

PROJECTS - PSAB

Financial Instruments - Subsequent Issues

Since the issuance of Section PS 3450, Financial Instruments, there have been reports of transition and other issues that have been brought to the Public Sector Accounting Board's (PSAB) attention.

The objective of this project is to consider these issues as they arise.

POST IMPLEMENTATION REVIEW - PSAB

Government Transfers

This post-implementation review of Section PS 3410, Government Transfers, will help the Public Sector Accounting Board (PSAB) assess any implementation challenges encountered by stakeholders, and the nature, extent and cause of any ongoing issues.

This is the first post-implementation review undertaken by PSAB. Such reviews consider whether the standard has been implemented and achieved the intended objectives.

STATUS OF CURRENT PROJECTS - PSAB

Standards for public sector organizations	2017	2017	2018	2018
	Q3	Q4	Q1	Q2
Asset Retirement Obligations				
Concepts Underlying Financial Performance				
Employment Benefits		Invitation to Comment		
Financial Instruments - Subsequent Issues				
Public Private Initiative	Statement of Principles			
Revenue				
Impairment of Non-Financial Assets	Project Deferred			
PSA Handbook Terminology	Project Deferred			



NEW STANDARDS - AUDITING AND ASSURANCE STANDARDS BOARD (AASB)

Auditor Reporting

Users of audited financial statements are asking auditors to provide more information in their reports about significant matters in the financial statements, as well as about the conduct of the audit.

The International Auditing and Assurance Standards Board (IAASB) and the AASB believe that a quality audit should be accompanied by an informative auditor's report that delivers value to the entity's stakeholders. The IAASB has undertaken a project to revise the auditor reporting standard.

Revisions that the IAASB makes to its auditor reporting standard (i.e., ISA 700, Forming an Opinion and Reporting on Financial Statements) will be reflected in the equivalent CAS with limited Canadian-specific amendments, if any are necessary.

Auditor Reporting - Special Considerations

The IAASB is proposing amendments to ISA 800, Special Considerations - Audits of Financial Statements Prepared in Accordance with Special Purpose Frameworks, and ISA 805, Special Considerations - Audits of Single Financial Statements and Specific Elements, Accounts or Items of a Financial Statement, resulting from significant revisions to its auditor reporting standards.

The IAASB will address the voluntary communication of key audit matters and naming the engagement partner in the auditor's report on a single financial statement or an element of a financial statement.

Revisions that the IAASB makes to these standards will be reflected in the equivalent CASs with limited Canadian-specific amendments, if any are necessary.

Auditor Reporting - Summary Financial Statements

The IAASB is proposing amendments to ISA 810, Engagements to Report on Summary Financial Statements, resulting from significant revisions to its auditor reporting standards.

The IAASB will address issues related to key audit matters, going concern and other information.

Revisions that the IAASB makes to this standard will be reflected in the equivalent CAS with limited Canadian-specific amendments, if any are necessary.

Financial Statement Disclosures

Financial statement disclosures have become more detailed and complex as a result of evolving financial reporting standards.

The International Auditing and Assurance Standards Board (IAASB) has commenced a project to develop guidance on the audit of financial statement disclosures.



The objective of the IAASB project is to gain robust understanding of the views and perspectives on issues relevant to auditing disclosures in a financial statement audit. The IAASB's objectives further include:

- determining whether revisions (in the form of new or revised requirements, or additional application material) to the International Standards on Auditing (ISAs) with respect to auditing disclosures are required;
- considering how such revisions should be presented (for example, within the relevant ISAs or in a separate ISA); and
- determining whether another type of non-authoritative guidance should be developed and, if so, developing the content.

The Auditing and Assurance Standards Board (AASB) is committed to adopting the ISAs. Revisions that the IAASB makes to the ISAs will be reflected in the equivalent Canadian Auditing Standards (CASs). Should the IAASB develop a new ISA, the AASB will adopt the standard in an equivalent CAS. Amendments, if any, that the AASB makes to the ISA wording would be in accordance with the AASB's criteria for such amendments, as set out in Appendix 1 of the Preface to the CPA Canada Handbook - Assurance.

Responsibilities Relating to Other Information

International Standard on Auditing (ISA) 720, The Auditor's Responsibilities Relating to Other Information in Documents Containing Audited Financial Statements, is being revised by the International Auditing and Assurance Board (IAASB) to ensure that it continues to be capable of enhancing the credibility of financial statements.

Revised ISA 720 will specify appropriate responsibilities of the auditor relating to the range of other information in documents containing audited financial information. Revisions will also be made to take into account how such information is disseminated.

The AASB is committed to adopting the ISAs. Accordingly, revisions that the IAASB makes to ISA 720 will be reflected in Canadian Auditing Standard (CAS) 720. Amendments, if any, that the AASB would make to the ISA wording would be in accordance with the AASB's criteria for such amendments, as set out in Appendix 1 of the Preface to the CPA Canada Handbook - Assurance.

EXPOSURE DRAFTS - AASB

Auditing Accounting Estimates (Closed for comments)

Accounting estimates and related disclosures have become more complex. Stakeholders have indicated that clearer or additional guidance is needed to enable auditors to appropriately deal with these complexities.

The International Auditing and Assurance Standards Board (IAASB) is proposing revisions to ISA 540, *Auditing Accounting Estimates, Including Fair Value Accounting Estimates, and Related Disclosures*.



The IAASB proposals include establishing more robust requirements and appropriately detailed guidance to foster audit quality. This would be done by driving auditors to perform appropriate procedures in relation to accounting estimates and related disclosures.

It is anticipated that these revisions would also seek to emphasize the importance of the appropriate application of professional skepticism.

Quality Control (Exposure draft being developed)

Auditors must effectively manage audit quality, both at the firm and the engagement level, with high-quality audits supporting financial stability.

Through consultations with stakeholders, the International Auditing and Assurance Standards Board (IAASB) identified a need to strengthen standards addressing quality control.

Therefore, the IAASB is proposing revisions to:

- ISQC 1, *Quality Control for Firms that Perform Audits and Reviews of Financial Statements, and Other Assurance and Related Services Engagements*; and
- ISA 220, *Quality Control for an Audit of Financial Statements*.

The IAASB proposals includes revisions to these standards to:

- Strengthen and improve a firms' management of quality for all engagements by more explicitly incorporating a quality management approach, fostering the ability of the standards to be applied to a wide range of circumstances; and
- Focus on identifying, assessing and responding to quality risks in a broad range of engagement circumstances.

PROJECTS - AASB

Group audits

Many audits today are audits of group financial statements - also known as group audits - these type of engagements can be very challenging.

This is a result of complex group structures, cultural and language barriers, differences in laws and regulation, involvement of component auditors and many other factors.

The IAASB is proposing revisions to ISA 600, *Special Considerations - Audits of Group Financial Statements (Including the Work of Component Auditors)* to:

- Strengthen the auditor's approach to planning and performance of a group audit; and
- Clarify the interaction of ISA 600 to the other ISAs.

Identifying and Assessing the Risks of Material Misstatement

There are challenges involved in identifying and assessing audit risks for entities — in particular, those that vary in size and nature. Clearer or additional guidance is needed to help address these challenges.

As a result, the International Auditing and Assurance Standards Board (IAASB) is proposing revisions to ISA 315, *Identifying and Assessing the Risks of Material Misstatement through Understanding of the Entity and its Environment*.



The IAASB proposal includes establishing more robust requirements and appropriately detailed guidance to drive auditors to perform appropriate risk assessment procedures in accordance with the size and nature of the entity. This would be done by focusing on enhancing the auditor's approach to understanding the entity and risk assessment activities in light of the changing environment.

It is anticipated that the IAASB will consider whether and how ISA 315, in organization and structure, can be modified to promote a more effective risk assessment.



Committee of the Whole Report

For the Meeting of October 5, 2017

To: Committee of the Whole **Date:** September 18, 2017

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

Subject: Rezoning Application No. 00555 for 308 Menzies Street

RECOMMENDATION

That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 000555 for 308 Menzies Street, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set.

LEGISLATIVE AUTHORITY

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

EXECUTIVE SUMMARY

The purpose of this report is to present Council with information, analysis and recommendations for a Rezoning Application for the property located at 308 Menzies Street. The proposal is to rezone from the C-SS Zone, Special Service Station District, to a site specific zone to add office and retail as permitted uses at this location.

The following points were considered in assessing this Application:

- the proposal is consistent with the *Official Community Plan* (OCP) in terms of providing ground oriented commercial and employment uses within a ten minute walk of existing businesses and community services
- the proposal is consistent with the *James Bay Neighbourhood Plan* with respect to providing mixed use buildings along Menzies Street toward the Harbour and small scale convenience stores to complement the commercial centre.

BACKGROUND

Description of Proposal

This Rezoning Application is to add office uses in a second storey addition to an existing gas station building and to convert the existing ground floor repair garage to a convenience store. The proposal includes the construction of two overhead canopies over the two existing gas bar islands. Specific details are identified in association with the concurrent Development Permit Application for this property. The only change to the current zone that is being proposed would be the addition of retail and office uses; however, two variances (parking and rear yard setback) are also requested which are addressed in a concurrent Development Permit with Variance Application report.

Sustainability Features

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

Active Transportation Impacts

The applicant proposes to double the required amount of Class 1 and Class 2 bicycle racks with two Class 1 and two Class 2 bicycle racks which supports active transportation.

Public Realm Improvements

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

Land Use Context

The area is characterized by multi-family housing along Menzies Street, surface parking and small convenience stores leading to the centre of the James Bay Village. Additionally, Irving Park is to the immediate south of the subject property.

Existing Site Development and Development Potential

The site is presently occupied by a single storey gas station and a three bay repair garage.

Under the current C-SS Zone, the property could be developed to accommodate a three storey building, not exceeding 11m in height. A minimum building setback of 4.5m to property boundaries with residential land uses would be required. Land uses would be limited to service stations only.

Data Table

The following data table compares the proposal with the existing C-SS Zone, Special Service Station District, for applicable regulations. An asterisk is used to identify where the proposal is less stringent than the existing zone. Two asterisks are used to identify where the building is legally non-conforming with regard to the existing zone.

Zoning Criteria	Proposal	Zone Standard C-SS, Special Service Station District
Site area (m ²) - minimum	1096.25	n/a
Density (Floor Space Ratio) - maximum	0.36	1.40
Total floor area (m ²) - maximum	391.21	1534.75
Height (m) - maximum	8.00	12.00
Storeys - maximum	2.00	n/a
Site coverage % - maximum	35.50	n/a
Open site space % - minimum	14.10	n/a
Setbacks (m) - minimum:		
Front	13.2 Building 5.9 Gas Bar**	6.00
Rear (east)	1.52*	6.00
Side (north)	2.85	2.40
Flanking Street (south)	12.46 Building 4.5 Gas Bar columns	2.40
Parking - minimum	8*	15
Bicycle parking stalls (minimum)	2 Class 1 2 Class 2	1 Class 1 1 Class 2

Community Consultation

Consistent with the *Community Association Land Use Committee (CALUC) Procedures for Processing Rezoning and Variances Applications*, the applicant has consulted the James Bay CALUC at a Community Meeting held on *December 14, 2016*. A letter dated December 22, 2016 is attached to this report.

ANALYSIS

Official Community Plan

The proposal is consistent with the *Official Community Plan (OCP)* in terms of supporting ground oriented commercial within the James Bay Village Centre. The Urban Place Designation for the subject property is Large Urban Village, which envisions commercial and mixed use buildings with floor space ratios up to 1.5:1. While the proposal is consistent with the OCP, it is proposing notably less density than the OCP envisioned, which is, however, consistent with policy around careful transitions to adjacent areas.

CONCLUSIONS

The proposed addition of second storey offices to the existing gas station building and the conversion of the existing repair garage to a convenience store is consistent with the OCP objectives to provide mixed use buildings within the Large Urban Village of James Bay and provides a sensitive transition to adjacent areas. The proposed rezoning to permit office and retail land uses is supportable based on advancing the aforementioned OCP objectives. Staff recommend that Council consider supporting this Application.

ALTERNATE MOTION

That Council decline Rezoning Application No. 00555 for the property located at 308 Menzies Street.

Respectfully submitted,



Miko Betanzo
Senior Planner - Urban Design
Development Services Division



Jonathan Tinney, Director
Sustainable Planning and Community
Development Department

Report accepted and recommended by the City Manager



Date:

Sept. 26, 2017

List of Attachments

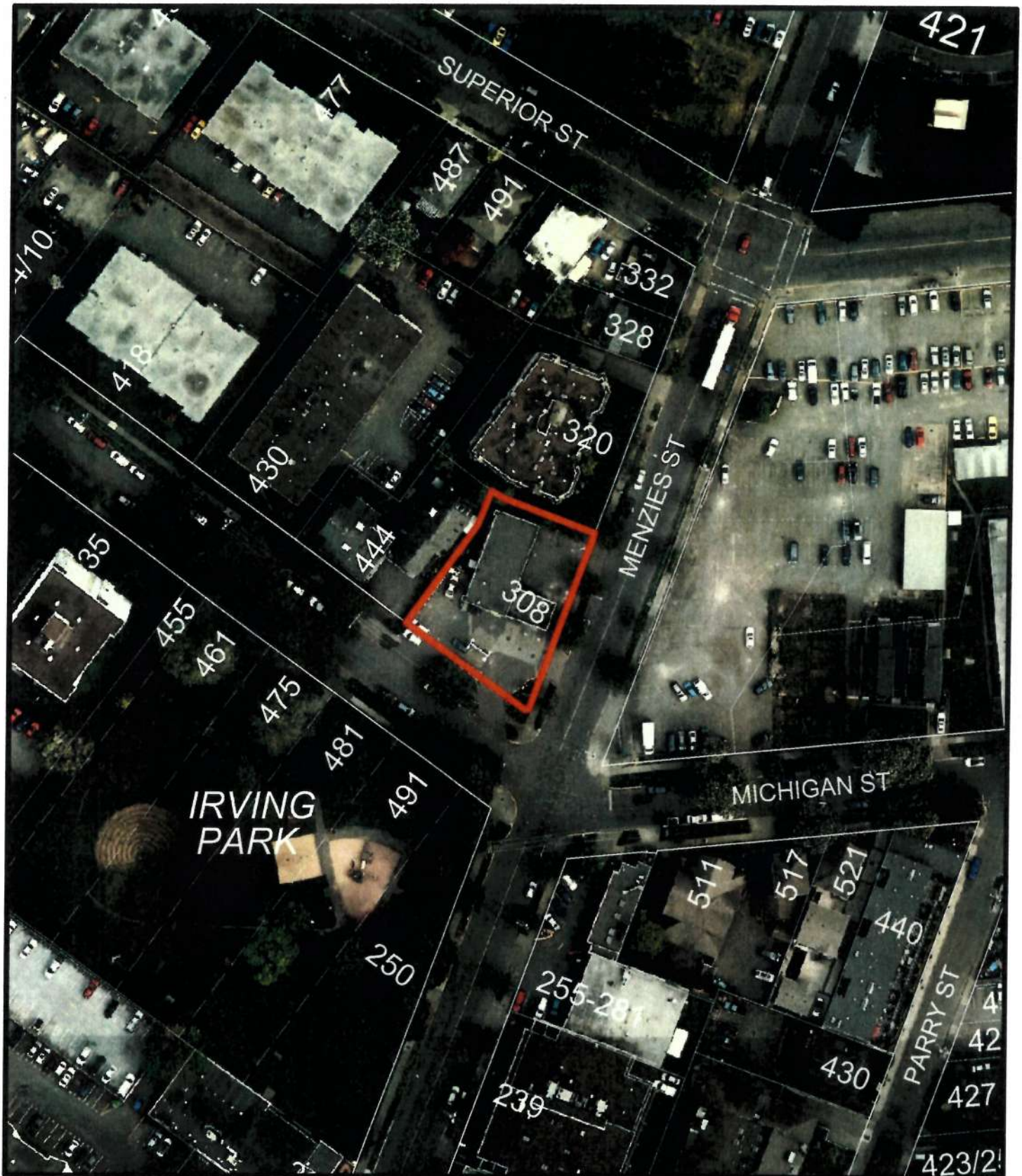
- Attachment A: Subject Map
- Attachment B: Aerial Map
- Attachment C: Plans dated/date stamped July 26, 2017
- Attachment D: Letter from applicant to Mayor and Council dated December 20, 2016
- Attachment E: Community Association Land Use Committee comments dated December 22, 2016.

ATTACHMENT A



308 Menzies Street
Rezoning No.00555





308 Menzies Street
Rezoning No.00555



ISSUED FOR REZONING

308 MENZIES STREET
VICTORIA, BRITISH COLUMBIA

PROJECT NUMBER: 16-473

19 JULY 2017

alan **lowe** architect inc.

#203 - 1110 Government St., Victoria, British Columbia
t 250.360.2883

INDEX OF DRAWINGS

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A1.1	PROPOSED SITE PLAN WITH DATA
A1.2	PROPOSED SITE PLAN
A1.3	PROPOSED SITE PLAN
A2.0	PROPOSED SITE PLAN
A2.1	PROPOSED SITE PLAN
A3.0	PROPOSED SITE PLAN
A3.1	PROPOSED SITE PLAN
A3.2	PROPOSED SITE PLAN
A4.0	PROPOSED SITE PLAN

BUBBLED SET

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JUL 26 2017

Planning & Development Department
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ATTACHMENT C

1. REZONING APPLICATION 19 JULY 17
2. EXISTING SITE PLAN 19 JULY 17
3. PROPOSED SITE PLAN WITH DATA 19 JULY 17
4. PROPOSED SITE PLAN 19 JULY 17
5. PROPOSED SITE PLAN 19 JULY 17
6. PROPOSED SITE PLAN 19 JULY 17

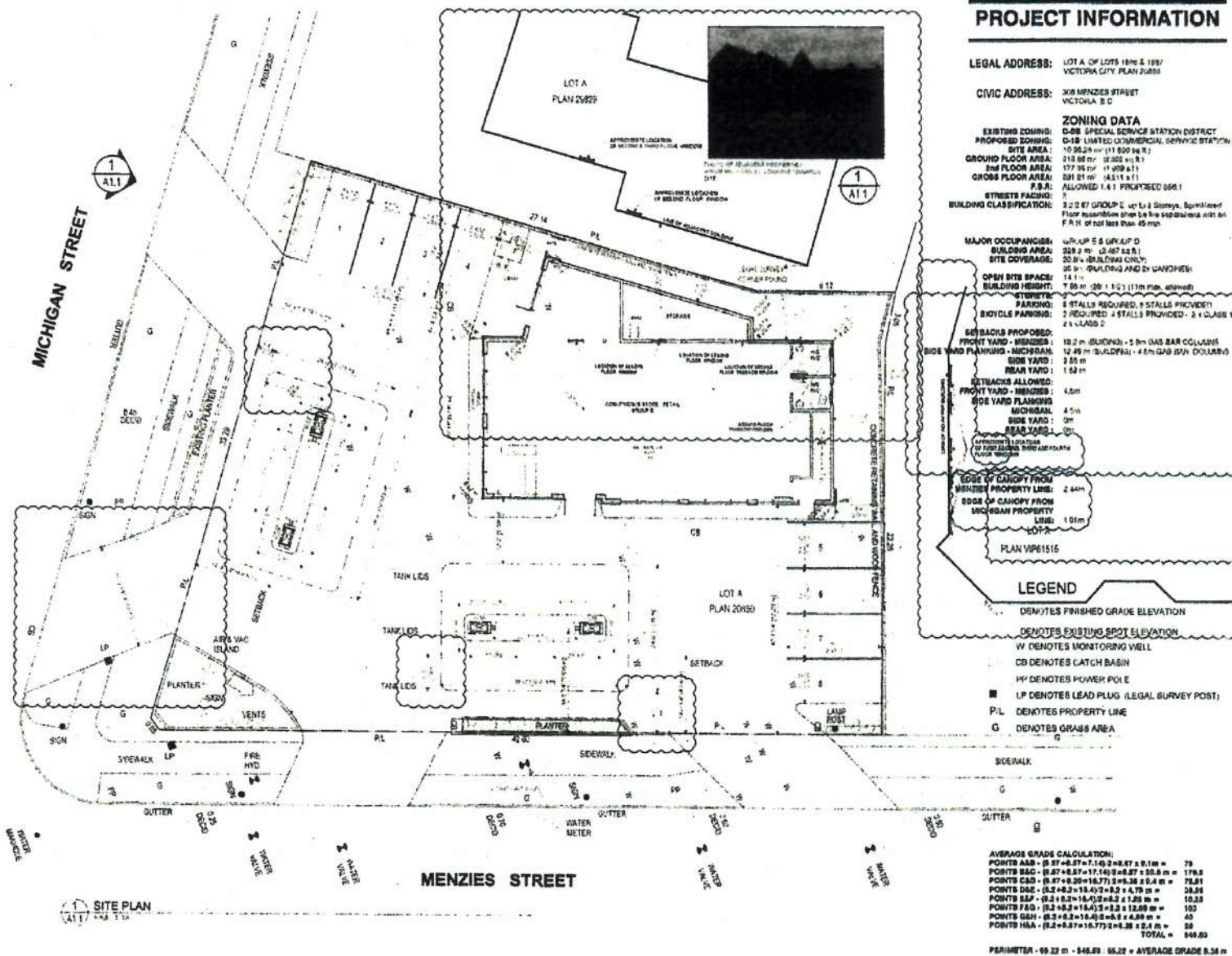
CONVENIENCE STORE
AND GAS BAR
19 JULY 17
COVER
INDEX

project no 16-473
drawing title COVER INDEX
drawing no 16-473-01

A0

ZONING: C-SS (SPECIAL SERVICE STATION DISTRICT)
SITE AREA: 10.66 ACRES (11,601 sq ft)

A1.0



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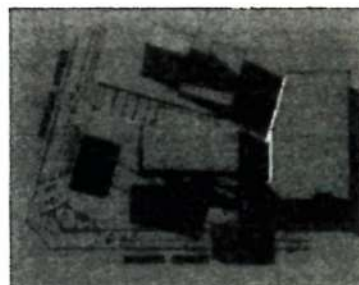
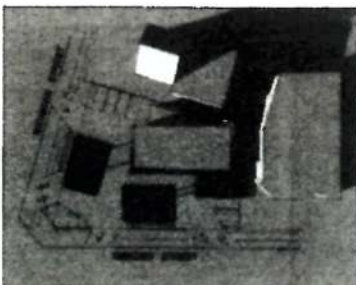
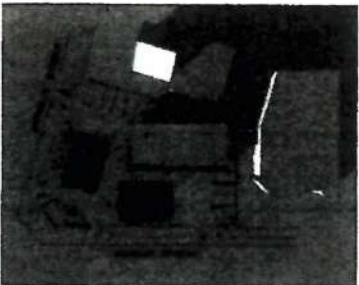
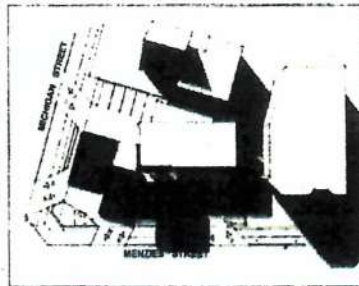
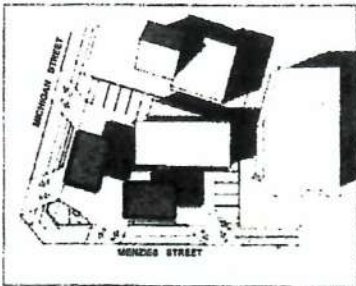
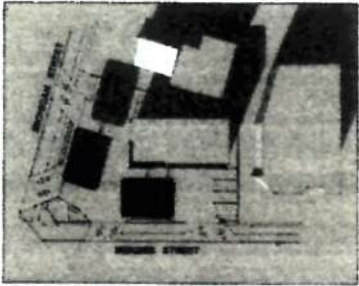
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2. Not to be used for any other purpose.
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4. Not to be used for any other purpose.

alen architect inc.
205 - 1100 Glenora Road
Victoria B.C. V8M 1G6
Phone: 251-1100

CONVENIENCE STORE
AND GAS BAR

SITE PLAN

15-475
A1.1



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[illegible]

CONVENIENCE STORE AND GAS BAR

A1.2

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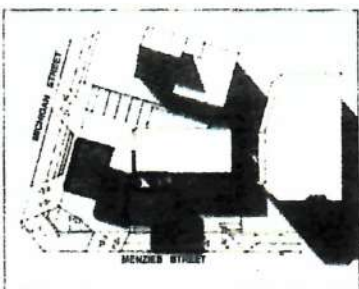


1. Planning Application	15-01-17
2. Planning Officer's Report	22 Jun 17
3. Resolution of Council	28 Jun 17
4. Planning Application	15-01-17
5. Council Decision	22 Jun 17

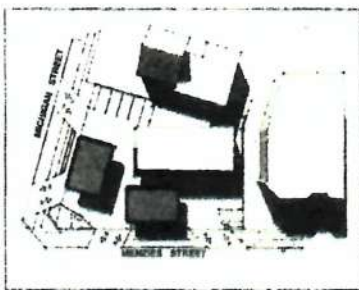
alan [redacted] architect inc.
p.o. box 114, victoria bc v8w 2h1
phone: 250-383-1234

CONVENIENCE STORE
AND GAS BAR
SHADOW STUDY

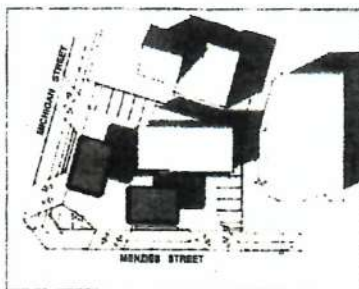
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DATE: 15-01-17
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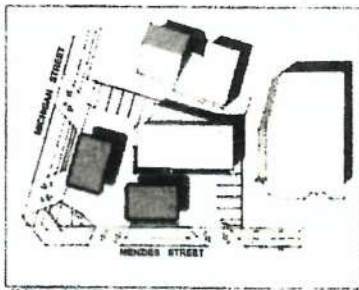
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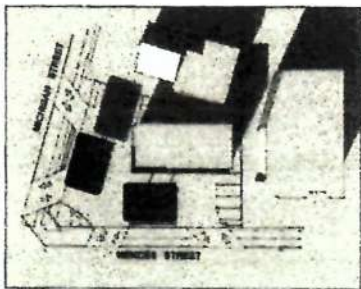
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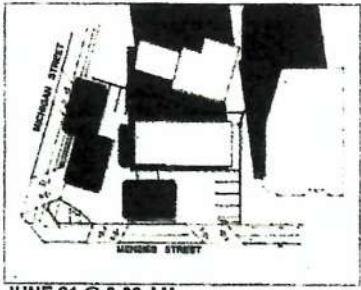
MARCH 21 @ 12:00 PM



JUNE 21 @ 12:00 PM



MARCH 21 @ 9:30 AM



JUNE 21 @ 8:00 AM

SHADOW STUDY
A1.3

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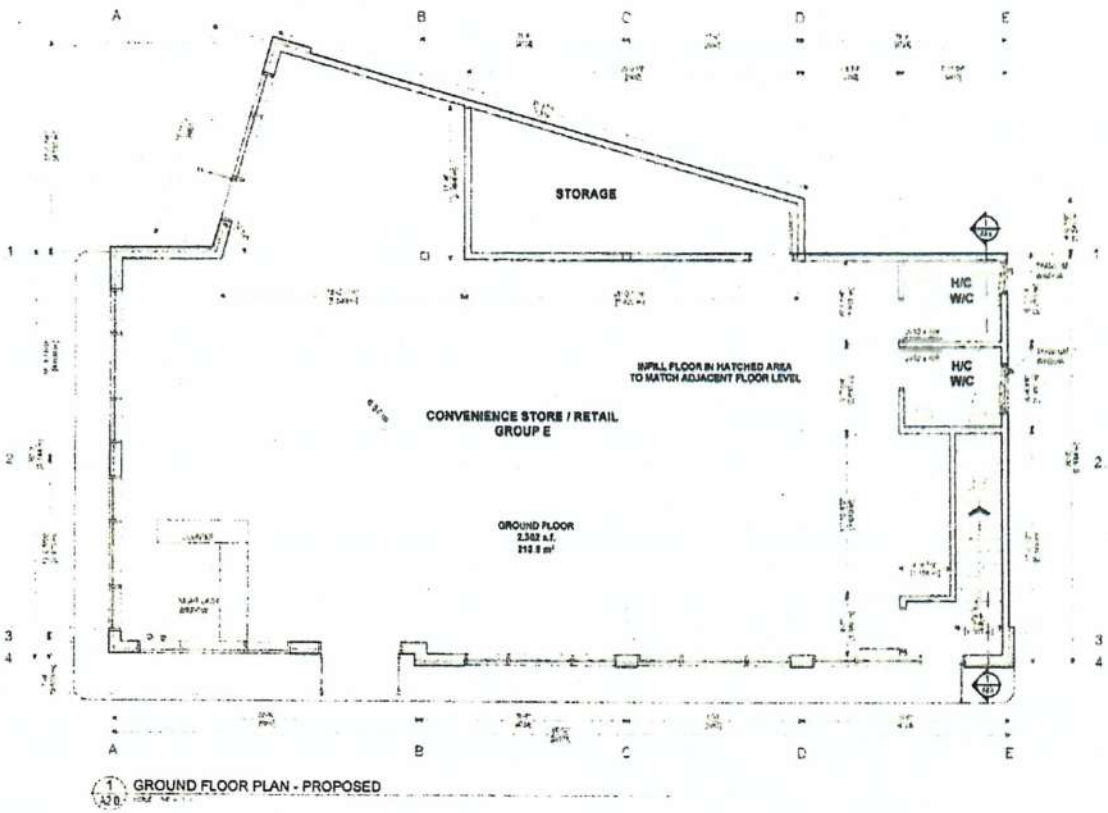
- 1. Not to scale unless otherwise indicated
- 2. All dimensions are in meters unless otherwise indicated
- 3. All dimensions are to the centerline of the building unless otherwise indicated
- 4. All dimensions are to the finished floor level unless otherwise indicated

alan [redacted] architect inc
101-1111 Glenora Street, Suite 101
Victoria, BC V8M 1A1
Tel: 250-383-1111
Fax: 250-383-1112
www.alanarchitect.com

CONVENIENCE STORE
AND GAS BAR
GROUND FLOOR PLAN

Project No: 16-273
Drawing No: A2.0
Date: 10/08/17
Scale: 1/8" = 1'-0"

A2.0



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1. REVISIONS	0.000
2. REVISIONS	0.000
3. REVISIONS	0.000
4. REVISIONS	0.000
5. REVISIONS	0.000

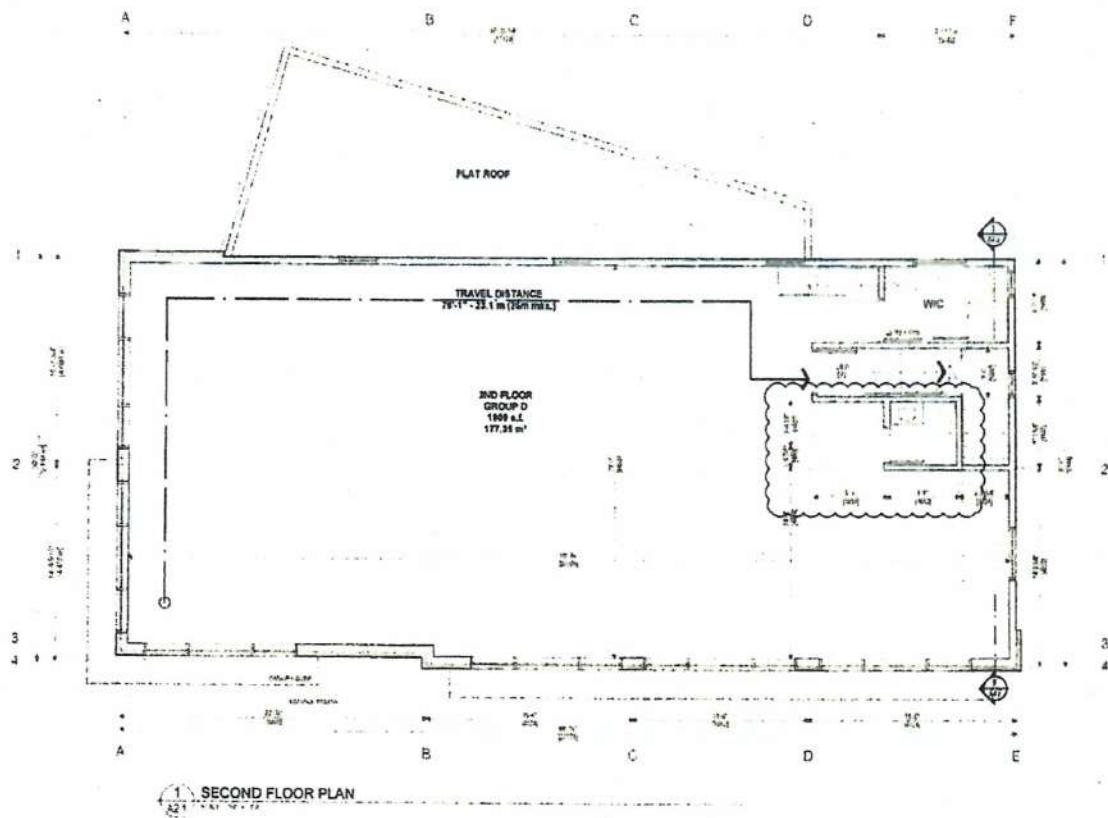
alan architect inc.
 100-110 Government St. 1st floor
 Victoria, British Columbia

CONVENIENCE STORE
 AND GAS BAR

SECOND FLOOR PLAN
 PROPOSED

project no	18-479
date	14/07/17
by	ALN
check	ALN

A2.1

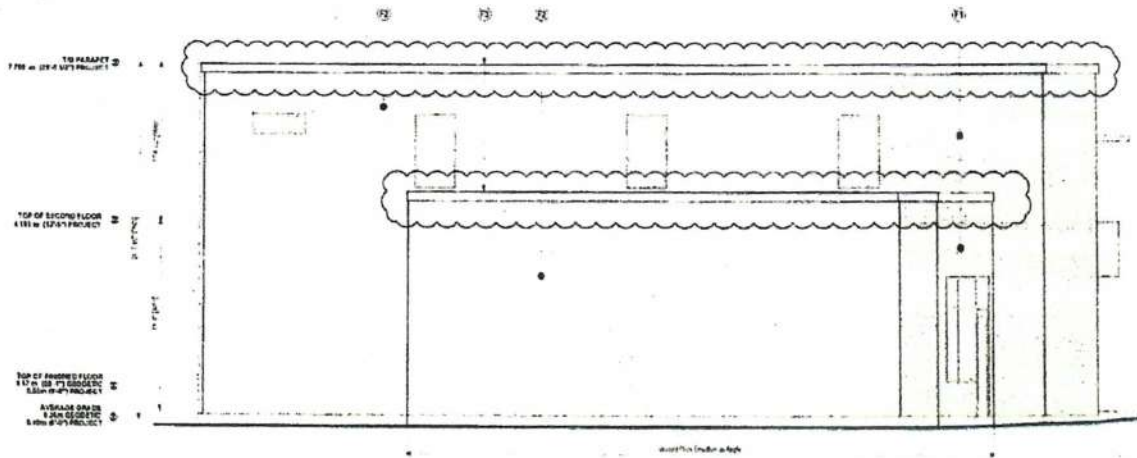


Drawings prepared from other plans & are
not to be used for construction.
Revisions and amendments are indicated by
a circled number and a letter.

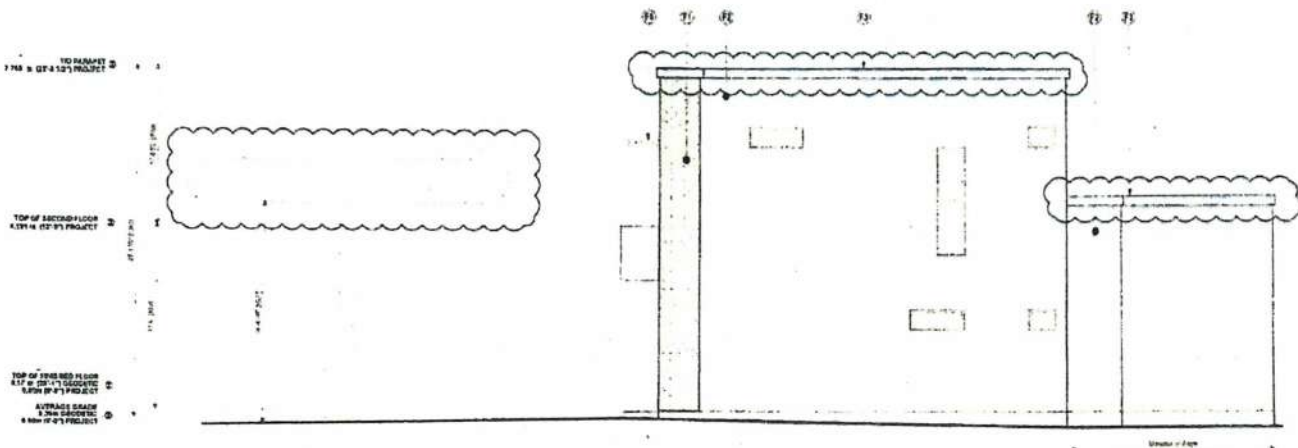
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City of Victoria

JUL 26 2017

Planning & Development Department
Development Services Division



WEST ELEVATION
A3.1



NORTH ELEVATION
A3.2

EXTERIOR FINISHES & NOTES :

- 1. ROOF FINISH: Asphalt Shingles
- 2. ROOF PARAPET: 12" High
- 3. ROOF DRAIN: 12" Dia.
- 4. ROOF VENT: 12" Dia.
- 5. ROOF FLASHING: 12" Dia.
- 6. ROOF GUTTER: 12" Dia.
- 7. ROOF DOWNSPOUT: 12" Dia.
- 8. ROOF RAINWATER: 12" Dia.
- 9. ROOF DRAINAGE: 12" Dia.
- 10. ROOF DRAINAGE: 12" Dia.

- 1. ROOF FINISH: Asphalt Shingles
- 2. ROOF PARAPET: 12" High
- 3. ROOF DRAIN: 12" Dia.
- 4. ROOF VENT: 12" Dia.
- 5. ROOF FLASHING: 12" Dia.
- 6. ROOF GUTTER: 12" Dia.
- 7. ROOF DOWNSPOUT: 12" Dia.
- 8. ROOF RAINWATER: 12" Dia.
- 9. ROOF DRAINAGE: 12" Dia.
- 10. ROOF DRAINAGE: 12" Dia.

alan architect inc.
100-1100 Highway 10
Victoria, British Columbia

CONVENIENCE STORE
AND GAS BAR
ELEVATIONS

project no. 10413
date: 24th July 2017
sheet: 1 of 1
A3.1

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City of Victoria
JUL 26 '17
Planning & Development Department
Development Services Division

1. Preliminary Application
2. Architectural Application
3. Planning Application
4. Resource Application
5. Final Application
6. Final Approval

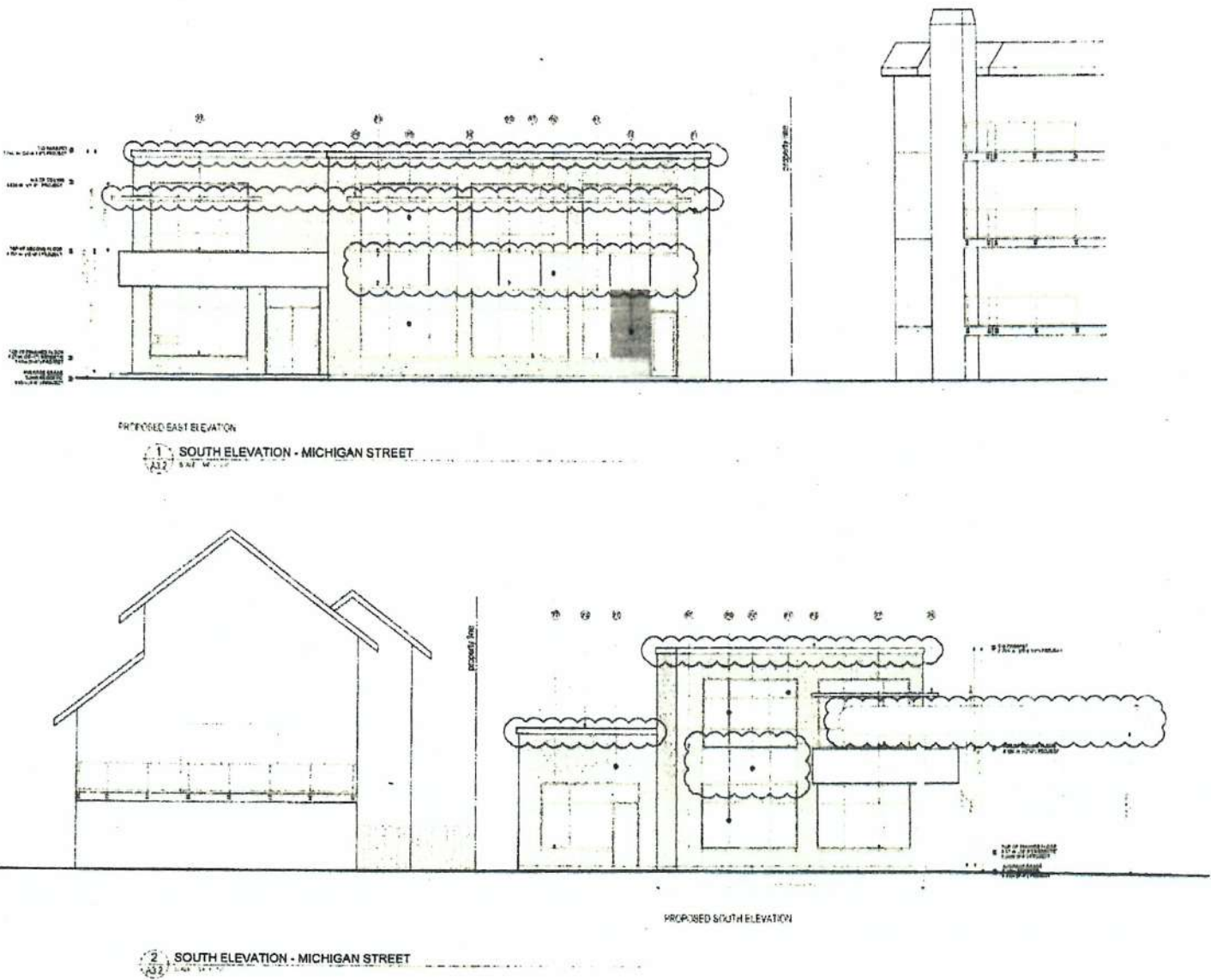
don't architect inc.

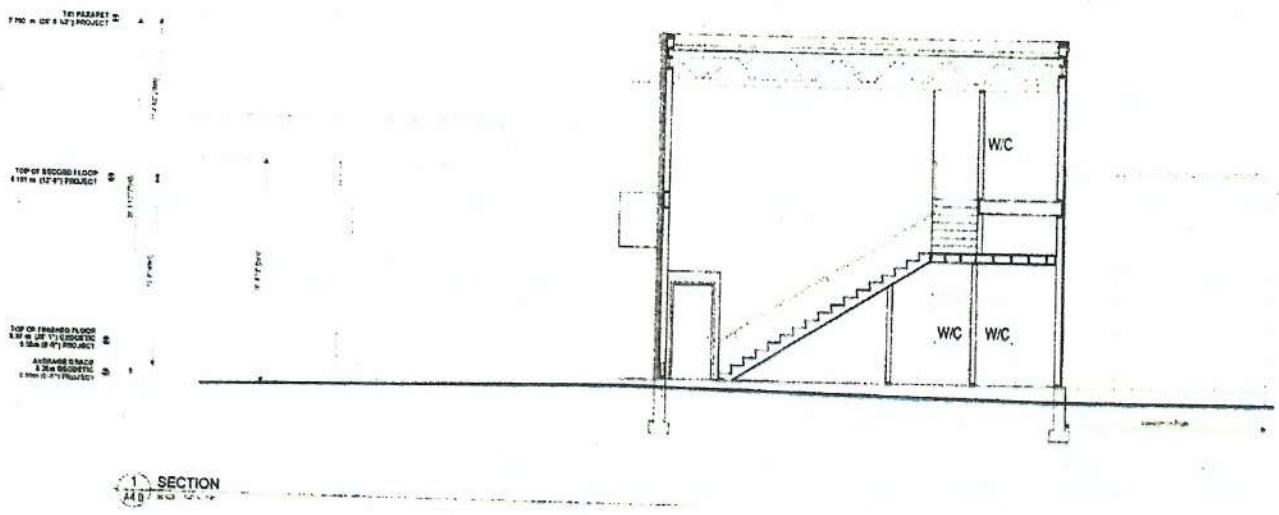
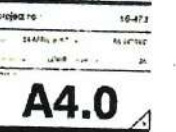
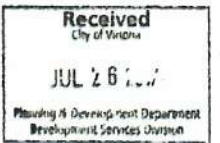
Top: 100% Development
Bottom: 100% Development

**LOWE'S STORE
AND GAS BAR**
STREETSCAPE

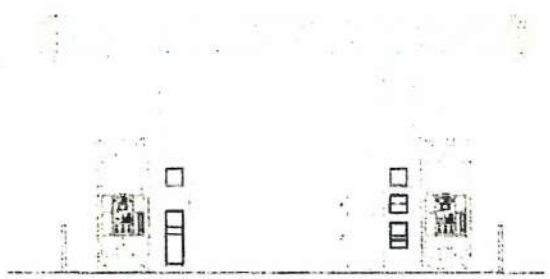
Project No. 16-672
City of Victoria
10/1/17

A3.2





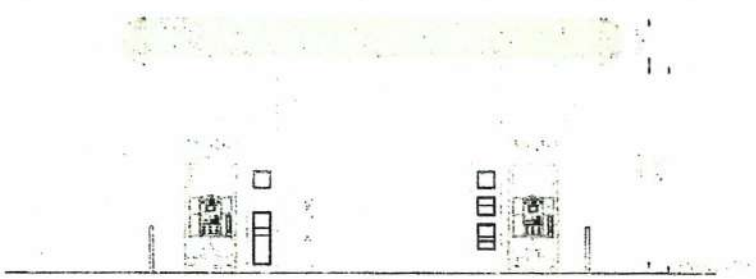
Received
City of Victoria
JUL 26 2017
Planning & Development Department
Development Services Division



1 CANOPY NORTH ELEVATION



2 CANOPY EAST ELEVATION



3 CANOPY SOUTH ELEVATION



4 CANOPY WEST ELEVATION



PROPOSED
CANOPY ELEVATION
2CH GAS BAR

308 MENZIES STREET
@ MICHIGAN STREET

DEALER

Received
City of Victoria
JUL 26 2017
Planning & Development Department
Development Services Division



1 CANOPY NORTH ELEVATION



2 CANOPY EAST ELEVATION



3 CANOPY SOUTH ELEVATION



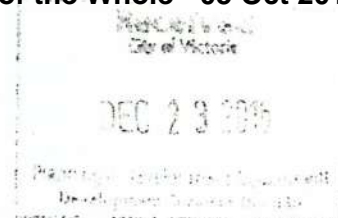
4 CANOPY WEST ELEVATION



PROPOSED
CANOPY ELEVATION
2CH GAS BAR

308 MENZIES STREET
MICHIGAN STREET

DEALER

alan lowe architect inc.

December 20, 2016

City of Victoria
#1 Centennial Square
Victoria, British Columbia
V8W 1P6

Attention: Mayor Helps and Council

Re: Rezoning proposal at 308 Menzies Avenue, Victoria, British Columbia

Your Worship Mayor Helps and Councillors;

We are pleased to submit this rezoning application for your consideration. The existing gas station/repair garage located at 308 Menzies Avenue is located within the James Bay Large Urban Village area. The repair garage was built in 1967 and our client would like to convert the repair garage to a convenience store in association with the existing gas bar. We are also proposing a second storey office area above the convenience store.

The site in question is zone C-SS Special Service Station District and we would like to rezone the property to the C1-S Limited Commercial Service Station District. The only permitted use in the C-SS zone is a service station. The repair garage is a legal non-conforming use as the original plans submitted to the City in 1967 had the repair garage shown on the drawings and it has been in use as such since the building was constructed. The C-SS zone refers to the C1-S zone for all of its other regulations.

As the property is within the James Bay Large Urban Village designation, the uses envisioned for this designation are low to mid-rise multi-residential and mixed use, commercial, including visitor accommodation, live/work and home occupations. The uses within the C1-S zone would be generally consistent with this policy direction.

We have been working with our environmental consultant, Active Earth Engineering Ltd. on the site remediation. A copy of the site profile sent to the Ministry of Environment and their Scenario 4 Release are included with this application

The proposed renovations and addition will add a small 400 square foot addition to the west of the existing building and a 1900 square foot second floor office addition. The existing building and structure will be kept in place and we will be cladding the exterior with brick and hardi-panels. The existing footprint of the building will remain in the same location.

#203-1110 Government Street, Victoria, B.C.
tel. 250.360.2888

The 4 gas pumps and the underground tank are being upgraded and the gas bar should be in operation again by February 2017. We are proposing an overhead canopy over the two gas bar islands and we will require a setback variance the canopies to overhang past the required setbacks on the Michigan and Menzies. It is typical for gas bars to have canopies over their gas islands to protect customers from the inclement weather. The main structure for the canopies will be within the setbacks.

Our proposal is for the building is less than 0.36:1.0 in floor space ratio compared to the allowable 1.4:1.0 within the zone. Our requested height is 7.96 metres and the allowable height in this zone is 11.0 metres.

We attended a JBNA CALUC meeting on December 14, 2016 to shared our proposal with the neighbourhood association. A copy of the minutes of that meeting will be forwarded to you from the JBNA in the near future.

We feel the proposed addition and renovations to the existing building will update this building and enhance the neighbourhood. It is the only gas station in James Bay and we feel the complimentary uses on this site will be a benefit to the users.

We trust that this proposed rezoning meets the intent of the neighbourhood plan and the official community plan. If you have questions or concerns, please contact our office at 250-360-2888.

Thank you for your time and consideration.

Yours truly,

A handwritten signature in black ink, appearing to read 'Alan Lowe', written in a cursive style.

Alan Lowe, MAIBC
Alan Lowe Architect Inc.



James Bay Neighbourhood Association

jbna@vcn.bc.ca
Victoria, B.C., Canada

www.jbna.org

December 22nd, 2016

Mayor & Council,
City of Victoria

Re: CALUC Community Meeting - 308 Menzies St


The community meeting to consider the Gas Station rezoning proposal at 308 Menzies was held on December 14th (47 attendees). Attached please find an excerpt of the General Meeting minutes regarding the proposal.

Although the gas station is recognized as a needed amenity for James Bay due to the high residential density of James Bay coupled with the closure of many, if not most, gas stations in the City over the past. Concerns were expressed by residents, particularly those living in adjacent properties. Concerns could be summarized as:

- Shadowing on the properties to the north and west
- **Potential night-time disruption depending on hours of operation**
- Possibility of future higher construction
- Security
- Need to better define the boundaries (fence or other) to discourage public use of neighbouring property for short-cut.

In response to the concern of night-time disturbance, Alan Lowe committed to discussing the matter 'voluntary' hour restrictions with the owner and forwarding response to JBNA for forwarding to concerned neighbours. As of date of writing this letter, response not received.

For your consideration,


Marg Gardiner,
President, JBNA
CALUC Co-Chair

Cc: Alan Lowe, Alan Lowe Architect Inc.
CoV Planning

JBNA ~ honouring our history, building our future

*EXCERPT from JBNA December 14th, 2016 Minutes***JAMES BAY NEIGHBOURHOOD ASSOCIATION****MINUTES - General Meeting December 14th, 2016 – 47 present****5. CALUC: Community Meeting Rezoning 308 Menzies (gas station) at Michigan**

Alan Lowe, Architect

Marg Gardiner reported on the Development Review Committee (DRC) pre-meeting:

On November 1st, JBNA DRC Committee members, Tim VanAlstine, Wayne Shillington, Trevor Moat and Marg Gardiner met with Alan Lowe to review the project. The project is to rezone the gas station with a service bay into a gas station with offices and commercial activities (offices on second floor and convenience store on adapted main floor). Lower floor = 1867 sqft, second would be 1592 sqft.

Issues discussed: community concern re a chain convenience store or any 24hr store, width of sidewalk for mobility scooter access, bike parking for both employees and customers, and possibility of pollinator garden or other plantings in the planters to support food production in the community. It was also recommended that nearby neighbours to the west and north be consulted in advance of a community meeting.

Community Meeting presentation:

Alan Lowe described the proposal including the work currently underway to remove existing under-ground gas tanks and replace with new tanks. Existing repair/garage does not meet current zoning. The repair/garage will be removed and in its place will be a convenience store. A second storey will be added to provide for office while lower floor will be the convenience store. The building will not extend further towards Michigan. At rear (west) of existing building an additional one-storey structure will be attached to the existing building. Storefronts will replace the existing garage doors and store front windows will correspond on the new second floor. Hardy-board will be installed on the rear of the building. Zoning change required to accommodate the new storey and convenience store; will be changed from C-SS to C1-S. The existing building will be renovated, not demolished. Station manager asked customers to sign a petition of support and 100 customers signed, supporting the change.

Q – Michigan neighbour – crumbling fence inadequate to separate properties – will new fence be constructed.

A – Yes a new fence will be constructed – will be 6 feet high

C - Neighbour wants it of solid construction

Q – Michigan neighbour - windows, backyard will be impacted by second storey, will allow no light. Pollinator garden shouldn't be there as soil needs to be tested, our soil is contaminated, has been tested, could not be determined if from garage or fuel. Minimum distance between properties 4.4 meters, will the addition in the back not bring the building closer. Am very concerned about shadowing.

A – setbacks, 4.5 meter set back is for next to a R-1 property - does not apply due to the existing set back requirement. May lose a bit of morning sun.

C - Neighbour requesting shadow studies be done.

Q – Menzies strata north neighbour – second storey will block sun from south side, very concerned. North side of station property has problems where people collect (urinate etc). Concerns are shadowing and security.

A – a fence will be constructed to property line on Menzies, and the small area to the north of the building will be gated off.

Q – Michigan resident – 2 storeys now – could it be increased to 5 storeys at a later date.

A – No not allowed to go up 5 storeys, parking limits this.

Q – Soil and tank removal

A – Golden Assoc. an environmental consultant work on this.

Q – Michigan resident – will hours be expanded.

A – don't know but doesn't expect this will be 24 hours, will most likely close by midnight.

Q – is there an appetite for the owner to make a commitment now to residents on hours of operation?

A - Alan will approach owner

C - Marg (Chair) asked the 2 residents to leave e-mail addresses so that Alan's response could be forwarded to them.

Q – will traffic flow change

A – doubtful – expect same use as now gas up and go.

Q – Menzies resident – what kind of earth work to get tanks out? Will there be pounding?

A – will use an excavator – equipment to test soil. Once clearance to place the new tank. There will be no blasting or pile driving.

Residents beyond the 100m community meeting notice area

Q - Does C1 zone require the gas station to be part of the facility or optional? Could it change from convenience store only from gas station?

A – the owner wants both the gas station and convenience, doesn't see it not continuing to be a gas station as only one in JB.

C – Nearby neighbour - Doesn't make any sense to neighbour of how convenience store will sustain itself if not open 24 hrs, and feels that the convenience store and gas bar can be achieved with existing one storey. No need for the second storey. Too large for neighbourhood.

Q – Will the offices be used for only the gas station and convenience store?

A – Will be used for his operations.

Q – Can the office space be rented out?

A – Yes the office space could be rented out.

Q – Nearby neighbour – could do more than 2 storeys now you say 3 storeys

A – Can build to 12 meters or 36 to 38 feet.

Q – is it a new owner?

A – Owner is Mr. Shan – general manager is here tonight

Q – Victoria Adams – can it be combined for commercial and residential use.

A – yes technically can but owner did not direct that

C – Since residences are near-by, ask that lighting be directed downwards to minimize impact on homes

C – Lighting on site be directed away for the residential properties.

Application for REZONING and
DEVELOPMENT PERMIT
WITH VARIANCE for
308 Menzies Street
Victoria B.C.



Existing Site



NEIGHBOURING PROPERTIES:



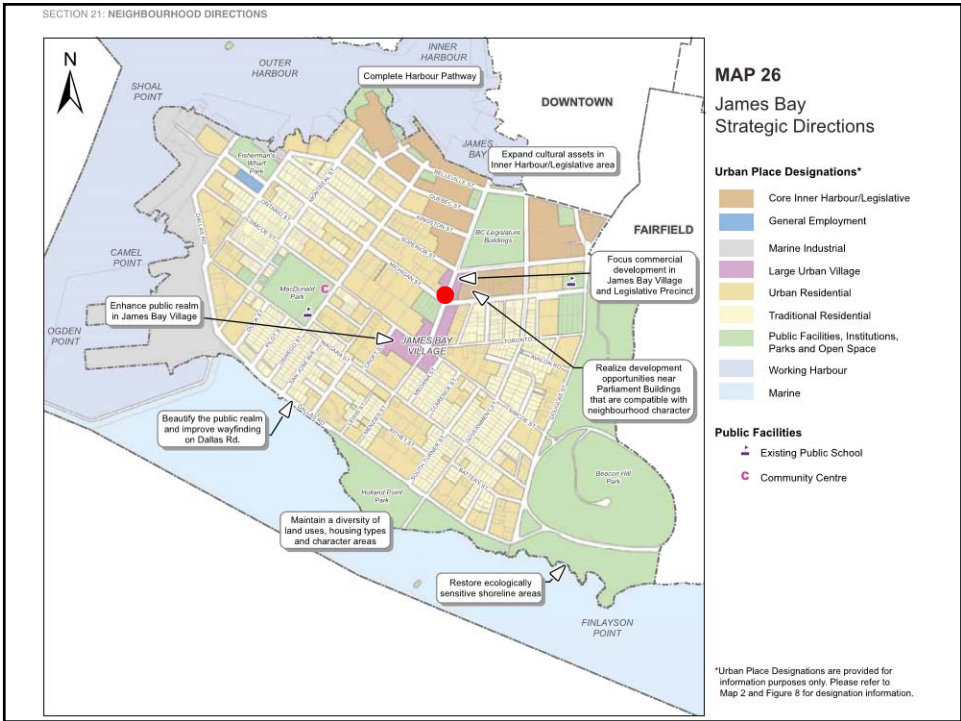
NEIGHBOURING PROPERTIES:



NEIGHBOURING PROPERTIES:



NEIGHBOURING PROPERTIES:



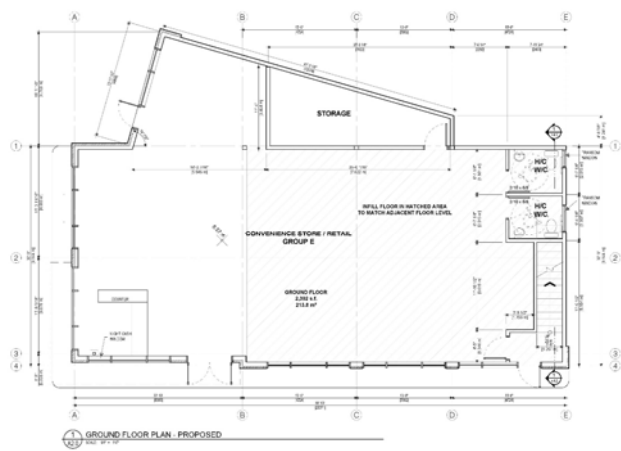
OCP Map



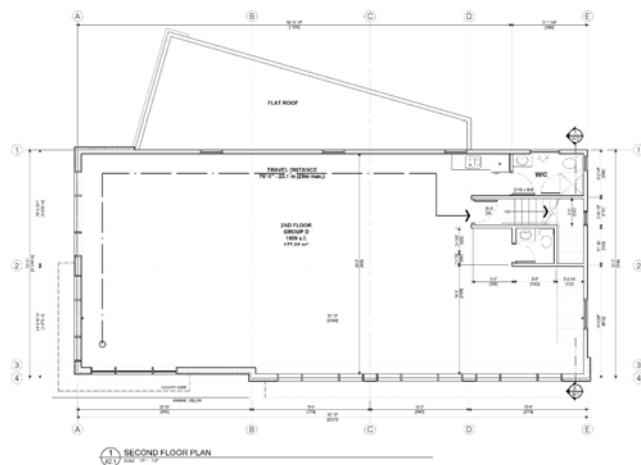
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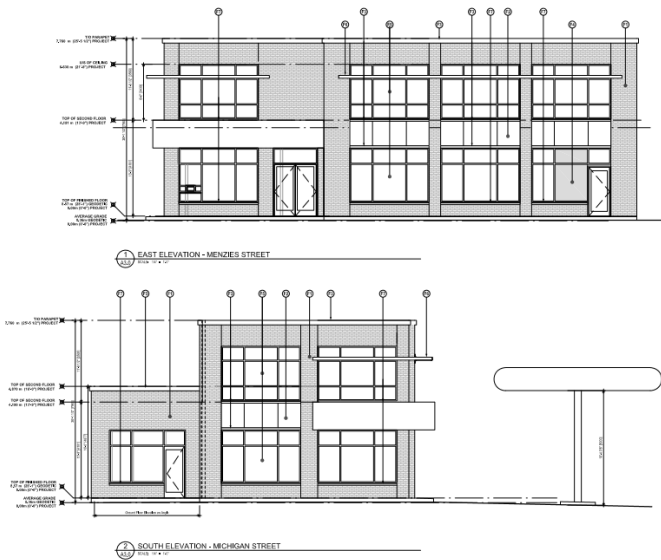
GROUND FLOOR PLAN:



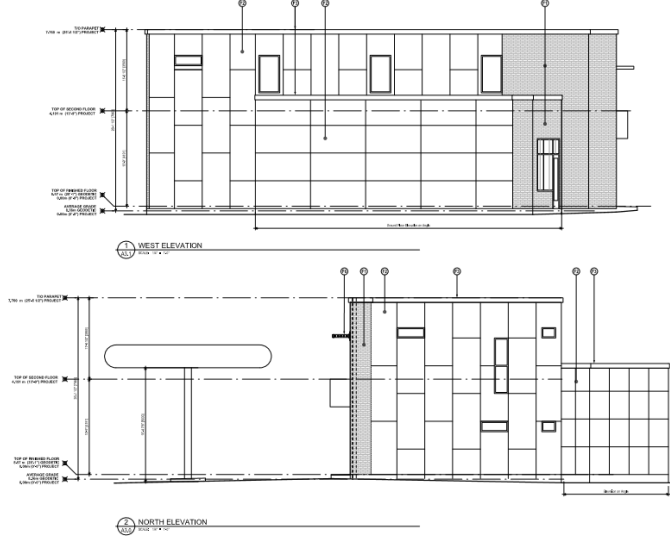
SECOND FLOOR PLAN:



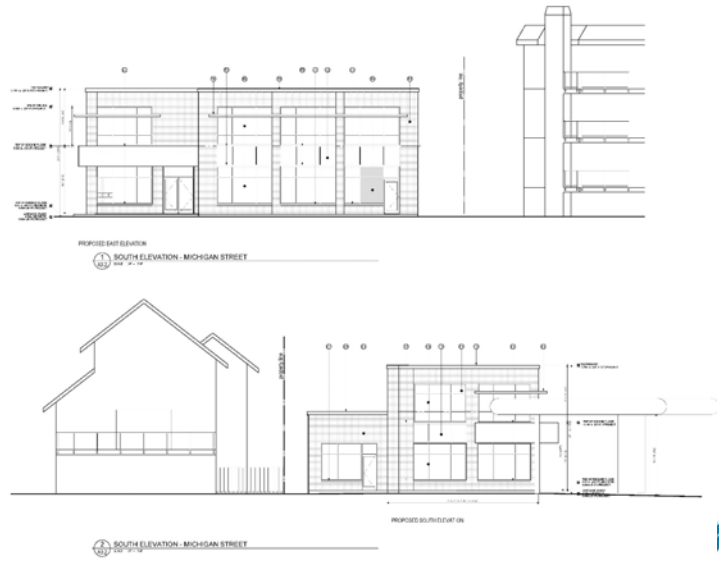
FRONT and SOUTH ELEVATIONS:



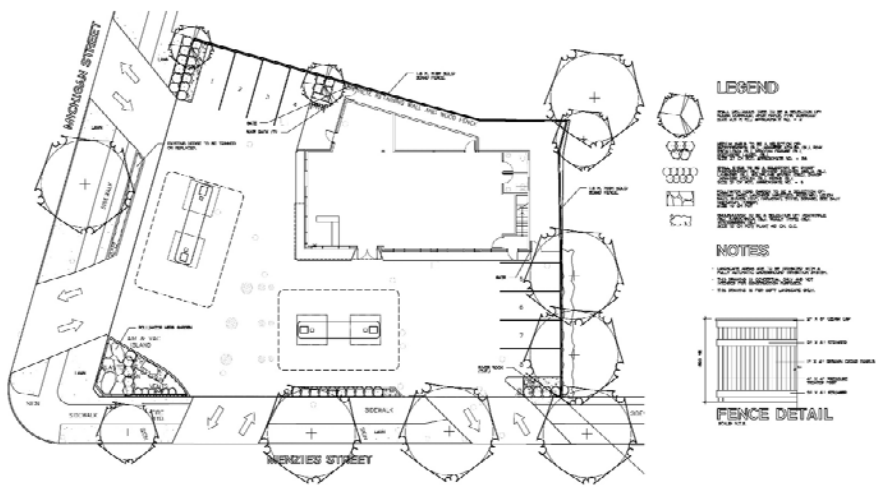
REAR and NORTH ELEVATION:



CONTEXT EVEEVATION:



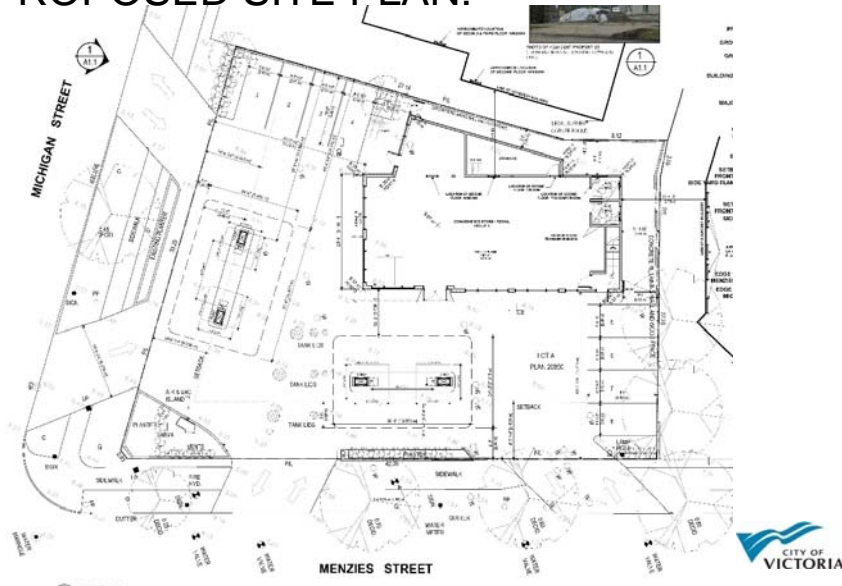
LANDSCAPE PLAN:



Application for DEVELOPMENT PERMIT WITH VARIANCE for 308 Menzies Street Victoria B.C.



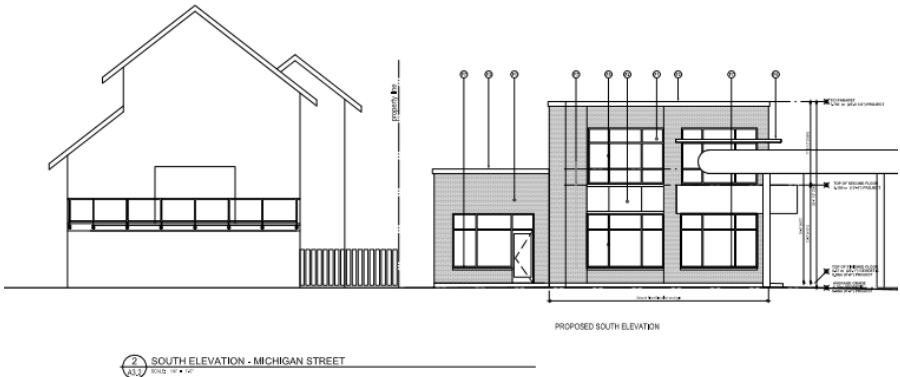
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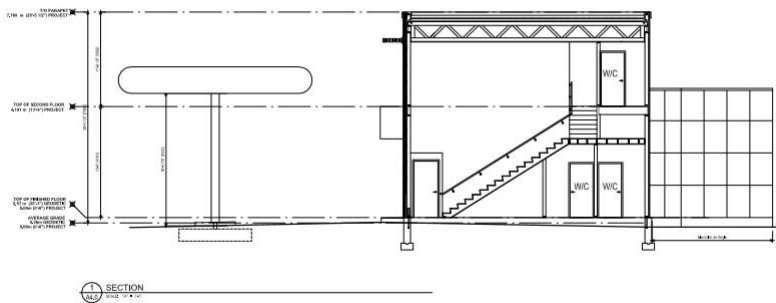
Existing Site Condition



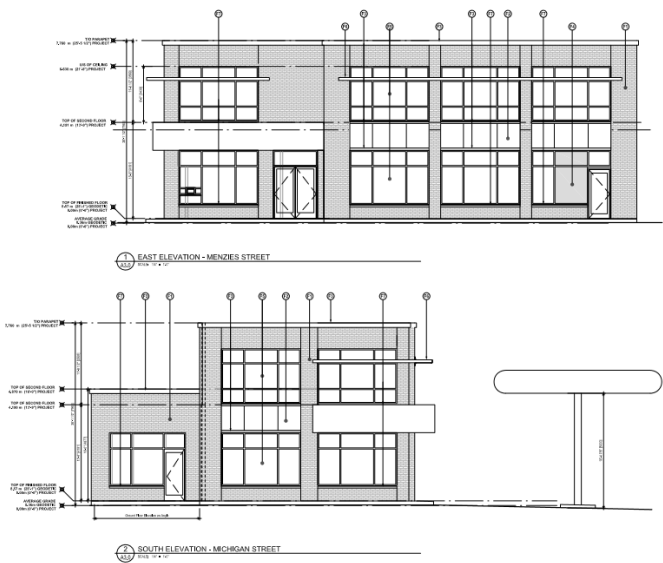
Proposed Site Condition



Overhead Canopies



FRONT and SOUTH ELEVATIONS:





Committee of the Whole Report

For the Meeting of October 5, 2017

To: Committee of the Whole **Date:** September 18, 2017

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

Subject: Development Permit with Variances Application No. 00026 for 308 Menzies Street

RECOMMENDATION

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. 00555, if it is approved, consider the following motion:

"That Council authorize the issuance of Development Permit Application No.00026 for 308 Menzies street, in accordance with:

1. Plans date stamped July 26, 2017 (as amended to address overhead canopy design to the satisfaction of the Director of Sustainable Planning and Community Design).
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:
 - i. Schedule C, Section 16(c), reduce the required number of parking spaces from fifteen to eight
 - ii. Zoning Bylaw No. 80-159, Part 4.1.6, reduce the required rear yard setback from six metres to 1.52 metres.
3. The Development Permit lapsing two years from the date of this resolution."

LEGISLATIVE AUTHORITY

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

EXECUTIVE SUMMARY

The purpose of this report is to present Council with information, analysis and recommendations for a Development Permit with Variances Application for the property located at 308 Menzies Street. The proposal is to construct a second storey addition to an existing building for office use and to construct two overhead canopies above existing gas bar islands. The proposal includes converting the existing ground floor repair garage into a convenience store and adding a 37m² (400 square foot) addition to the side of the ground floor. The variances are related to reducing the required number of parking stalls and reducing the rear yard setback.

The following points were considered in assessing this Application:

- the parking variance to reduce the required number of parking spaces from fifteen to eight is supportable based on the anticipated changes to the parking bylaw for properties located in a Large Urban Village. Additionally, to offset the parking shortfall, double the amount of required Class 1 (secure and enclosed) and Class 2 (visitor) bicycle parking would be provided.
- the variance to reduce the rear yard setback from six metres to 1.52 metres is supportable. The proposed setback is consistent with the single and two family dwelling side yard setbacks of the adjacent zone, is single storey and does not contribute to shadowing or overlook impacts.

BACKGROUND

Description of Proposal

The proposal is for a second storey addition to an existing gas station building to house office space and to construct two overhead canopies above existing gas bar islands. The proposal also includes converting the existing ground floor repair garage into a convenience store. Specific details include:

- exterior materials comprised predominantly of brick and cement board cladding
- extensive glazing on both street frontages on both floors, and minimal glazing on building façades that face adjacent residential properties
- formalized accesses and parking
- concrete and wood fencing at property boundaries
- two Class 1 (covered) and two Class 2 bicycle parking spaces in excess of the City requirements.

The proposed variances are related to:

- reducing the required number of parking stalls from fifteen to eight
- reducing the rear yard setback from six metres to 1.52 metres.

Sustainability Features

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

Active Transportation Impacts

The Application proposes to provide double the required amount of Class 1 and Class 2 bicycle racks (two Class 1 and two Class 2 bicycle racks) which support active transportation.

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. The proposed landscape surrounding the proposed building is designed to be accessible.

Existing Site Development and Development Potential

The site is presently occupied by a single storey gas station and a three bay repair garage.

Under the current C-SS Zone, Special Service Station District, the property could be developed to accommodate a three storey building, not exceeding 11m in height and land uses would be limited to service stations only.

Data Table

The following data table compares the proposal with the existing C-SS Zone, Special Service Station District, for applicable regulations. An asterisk is used to identify where the proposal is less stringent than the existing zone. Two asterisks are used to identify where the building is legally non-conforming with regard to the existing zone.

Zoning Criteria	Proposal	Zone Standard C-SS, Special Service Station District
Site area (m ²) - minimum	1096.25	n/a
Density (Floor Space Ratio) - maximum	0.36	1.40
Total floor area (m ²) - maximum	391.21	1534.75
Height (m) - maximum	8.00	12.00
Storeys - maximum	2.00	n/a
Site coverage % - maximum	35.50	n/a
Open site space % - minimum	14.10	n/a
Setbacks (m) - minimum:		
Front	13.2 Building 5.9 Gas Bar**	6.00
Rear (east)	1.52*	6.00
Side (north)	2.85	2.40
Flanking Street (south)	12.46 Building 4.5 Gas Bar columns	2.40
Parking - minimum	8*	15
Bicycle parking stalls (minimum)	2 Class 1 2 Class 2	1 Class 1 1 Class 2

Relevant History

The applicant's letter makes reference to the upgrading of the existing four gas pumps on site and the underground fuel tank. Neither of these items are a consideration of this Application and are dealt with through building permits.

Community Consultation

Consistent with the *Community Association Land Use Committee (CALUC) Procedures for Processing Rezoning and Variances Applications*, the applicant has consulted the James Bay CALUC at a Community Meeting held on December 14, 2016. A letter dated December 22, 2016 is attached to this report.

ANALYSIS

The *Official Community Plan (OCP)* identifies this property within DPA5, Large Urban Villages. An objective of this designation is to revitalize commercial uses to create complete communities and strengthen commercial viability. Within the Large Urban Village designation, buildings are encouraged to have three to five storey façades that define a street wall with shop windows and building entrances that are oriented to face the street. The service station use of the site prevents the street wall possibility; however, the addition of the second storey and extensive street facing glazing provide a design approach to meet the intent of the OCP direction. The proposed building also incorporates high quality building materials to help meet the OCP objectives around enhancing the appearance of Large Urban Villages.

Design guidelines that apply to DPA 5 are the *Guidelines for Fences, Gates and Shutters (2010)* and the *Advisory Design Guidelines for Buildings: Signs and Awnings (1981)*. The proposal includes overhead canopies above the existing fuel pump islands which extend into the front and flanking street setbacks. Given the urban village setting, staff do not support the canopy design as shown on the plans and recommend instead a light standard similar to other service stations located in urban village and residential areas. The applicant has indicated that they are willing to work with staff to address the canopy design issues with revisions to the canopy design prior to the issuance of the Development Permit.

The OCP speaks to providing a careful transition between different land uses, which the proposal achieves with its massing and location. It is smaller than both the adjacent multi family buildings and its second storey is set back 6.7 metres from the buildings to the west and north (approximately 22 feet). Additionally, windows on the proposed building are both limited and staggered in relation to the adjacent property windows. Shadowing is also limited with the minimal height of the second storey addition and proposed setbacks. The proposal also includes improved fencing around the property, which has been an issue for neighbouring properties.

Local Area Plans

The OCP provides current planning direction; however, the James Bay Neighbourhood Plan offers supporting guidance. It includes the subject property within a designated Commercial Centre and promotes the growth and vitality of this centre.

Tree Preservation Bylaw and Urban Forest Master Plan

There are no impacts to public trees with this Application.

CONCLUSIONS

The proposed second storey addition to the existing service station and conversion of the ground floor maintenance garage into retail space is consistent with commercial revitalization goals for the James Bay Urban Village in the OCP. The impact on neighbouring properties is minimal and the associated site improvements are of benefit to the community. Staff recommend that Council consider supporting this Application.

ALTERNATE MOTION

That Council decline Development Permit with Variances Application No. 00026 for the property located at 308 Menzies Street.

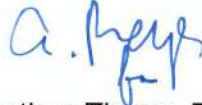
Respectfully submitted,



Miko Betanzo
Senior Planner - Urban Design
Development Services Division



Jonathan Tinney, Director
Sustainable Planning and Community
Development Department



Report accepted and recommended by the City Manager:



Date:

Sept. 26, 2017

List of Attachments

- Attachment A: Subject Map
- Attachment B: Aerial Map
- Attachment C: Plans dated/date stamped July 26, 2017
- Attachment D: Letter from applicant to Mayor and Council dated December 20, 2016
- Attachment E: Community Association Land Use Committee comments dated December 22, 2016.



Committee of the Whole Report

For the Meeting of October 5, 2017

To: Committee of the Whole **Date:** September 22, 2017

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

Subject: Development Permit with Variances No. 00034 for 515 and 533 Chatham Street

RECOMMENDATION

That subject to receipt of revised plans from the applicant addressing technical inconsistencies as required to the satisfaction of the Director of Planning and Sustainability, that Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, consider the following motion:

"That Council authorize the issuance of Development Permit with Variances Application No. 00034 for 515 and 533 Chatham Street in accordance with:

1. Plans date stamped September 21, 2017.
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:
 - i. Part 6.7.1 (e) – Relaxation to allow residential use on the ground floor
 - ii. Part 6.7.6 (1) – Increase the height from 15m to 19.52m
 - iii. General Regulations Part 19 - Relaxation to allow more than one building on a lot.
3. Confirmation of cladding details and metal panel layout to the satisfaction of the Director of Planning and Sustainability.
4. Reconciliation of existing easements, as required to the satisfaction of the City Solicitor.
5. Council authorizing anchor-pinning into the City right-of-way provided that the applicant enters into an Encroachment Agreement in a form satisfactory to the City Solicitor and the Director of Engineering and Public Works.
6. Council authorizing the street level projecting canopies over the City right-of-way on Chatham Street and Store Street provided that the applicant enters into an Encroachment Agreement in a form satisfactory to the City Solicitor and the Director of Engineering and Public Works.
7. Final plans to be in accordance with the plans identified above to the satisfaction of City staff.
8. The Development Permit lapsing two years from the date of this resolution."

LEGISLATIVE AUTHORITY

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

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

EXECUTIVE SUMMARY

The purpose of this report is to present Council with information, analysis and recommendations for a Development Permit Application for the properties located at 515 and 533 Chatham Street. The proposal is to construct a five-storey, mixed-use building containing ground floor commercial uses with approximately 159 residential units above. Variances associated with the Application are related to height, number of buildings on a lot and the location of residential use on the ground floor.

The following points were considered in assessing this Application:

- The proposal is generally consistent with the *Downtown Core Area Plan* (DCAP).
- The proposal is generally consistent with the *Old Town Design Guidelines* (2006).
- The proposal is consistent with the *Official Community Plan* (2012) policies, which support and encourage the provision of mixed-use buildings.
- The proposed increase in building height is considered to be appropriate since measures have been taken to incorporate lower building forms on the south side of the property providing a more sensitive fit to adjoining properties. Additionally, the height variance is mostly applicable to the stair access to the roof.
- The variance to allow residential uses on the ground floor is supportable since the majority of the ground floor will be dedicated to retail uses.
- The variance related to number of buildings on a lot is to facilitate the retention of the existing office building during the construction phasing.

BACKGROUND

Description of Proposal

The proposal is for a mixed-use residential development containing a five-storey, mixed-use building containing ground floor commercial uses with approximately 159 residential units above. Although technically counted as one building (joined by the parking structure) the proposal has been designed to appear as four separate buildings with varying heights from three to five storeys. Specific details include:

- 159 residential units
- two commercial units along Chatham Street (a total of 354m²)
- two levels of parking provided at-grade and underground for 165 vehicles
- secure bicycle parking on the main floor, accessed via the residential lobby and parkade
- publicly accessible bicycle parking for 18 bicycles, located on Chatham and Store Streets
- rooftop amenity space for residents.

Exterior building materials include:

- “variable coloured” metal panels as a primary treatment with pre-weathered corten steel as an accent element to “book-end” the building
- fiber-reinforced cementitious “Oko Skin” as a secondary material to express vertical elements, the building base and the cornice
- steel trim columns at the ground level
- pre-finished metal cladding
- punched windows with iron surrounds and a combination of glass and iron guard rails for residential units
- storefront glazing with black aluminium mullions for the ground floor retail and residential units
- solid steel canopies at the ground level.

Landscaping elements include:

- five new municipal street trees along Chatham Street
- a central courtyard with residential-oriented pedestrian access
- a mixture of unit pavers in grey and rust tones and sandblasted concrete for the courtyard paving
- furniture and lighting elements in corten weathering steel, including structural columns on the corner of Chatham and Store Streets
- planting as detailed on the landscape plan.

The proposed variances relate to requests to:

- increase the building height from 15m to 19.52m
- allow residential use on the ground floor
- allow more than one building on a lot.

Sustainability Features

As indicated in the applicant's letter dated September 6, 2017, stormwater management practices are incorporated into the landscape proposal in addition to an overall net gain of five boulevard trees along the sidewalk and 18 on private property.

Active Transportation Impacts

The Application proposes the following features which support active transportation:

- secure bicycle parking for 165 residential units and two commercial units located in storage rooms accessed off Chatham Street
- publicly accessible bike racks for 18 bikes.

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 has an area of 3,381m² and is presently occupied by a surface parking lot with one office building located on the western portion of 533 Chatham Street. The current Central Area General Commercial District (CA-3) Zone permits a variety of uses including offices, retail, restaurants and residential at a density of 3:1 Floor Space Ratio (FSR). The maximum height permitted under the current zone is 15m.

Data Table

The following data table compares the proposal with the existing CA-3C Zone. An asterisk is used to identify where the proposal is less stringent than the existing zone.

Zoning Criteria	Proposal	Zone Standard CA-3
Site area (m ²) – minimum	3,381.10	N/A
Residential use location	Ground Floor*	Second storey +
Total floor area (m ²) – maximum	9,420.00	10,143.00
Density (Floor Space Ratio) – maximum	2.98:1	3:1
Height (m) – maximum	16.39* (top of roof) 19.52* (top of stair access)	15.00
Storeys – maximum	6.00	N/A
Setbacks (m) – minimum:		
Front (Chatham Street)	0.22 (building wall) 0.00 (balcony)	0.00
Rear (south)	0.13	0.00
Side (east)	0.00	0.00
Side (Store Street)	0.23 (building wall) 0.00 (balcony)	0.00
Parking – minimum	165	0
Visitor parking – minimum	0	0
Bicycle storage (Class 1 secure) – minimum	167	166
Bicycle rack (Class 2 visitor) – minimum	18*	19

Community Consultation

Consistent with the *Community Association Land Use Committee (CALUC) Procedures for Processing Rezoning and Variances Applications*, on June 14, 2017 the Application was referred for a 30-day comment period to the Downtown Residents Association CALUC. At the time of writing this report, a letter from the CALUC had not been received.

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

Design Revisions and Advisory Design Panel Review

The Application was presented to the Advisory Design Panel (ADP) at a meeting on July 26, 2017 and the applicant's detailed response to the Panel's recommendations (dated September 5, 2017) is attached to this report. The following recommendation was made by the Panel:

"...that the Advisory Design Panel recommend to Council Development Permit with Variances Application No. 00034 for 515 and 533 Chatham Street be approved with the following recommendations:

- *Breaking up the perceived scale and massing of the proposal to provide a better fit with the fine-grain and small lot characteristic of Old Town through materials, colour, texture, and depth.*
- *Providing a greater level of architectural detailing on the exposed blank walls.*
- *Improving pedestrian flow and streetscape experience, visibility and access to the courtyard from Chatham and Herald Streets.*
- *Improving pedestrian streetscape experience specific to the current parking entrance location on Store Street.*
- *Review of the potential pedestrian connections along the east property line to improve long-term connectivity through the block.*
- *Review of the residential amenity space on the roof with more programming and landscaping details to improve liveability."*

The applicant has responded to ADP's recommendations as follows:

- refining the use of the corten weathered steel and metal panelling to provide a finer grain texture more sensitive to the Old Town context
- increasing the portion of corten weathered steel as a "book-end" to help break up the scale of the north elevation
- introducing a colour variant in the metal panelling
- refining the stair access to Chatham Street and introducing a bike room accessed at grade off Chatham Street
- increasing the central recess bay between Building B and D from approximately 0.6m to 1m along Chatham Street
- introducing a sloped pedestrian pathway along the east of the property line, linking Herald Street with Chatham Street (although no formal access is being granted)
- including additional detail for the weathered corten steel fencing, gates and accent panels at the vehicle access entrance and pedestrian pathway along the east property line
- Relocating the "Lady Justice" mural to provide visual interest on the blank south property line
- Including additional detail for the design of the roof amenity space.

On balance, staff are satisfied that the comments from ADP and staff have been adequately addressed. Further analysis is provided in the following sections related to the applicable Guidelines.

Development Permit Area and Design Guidelines

The *Official Community Plan* (OCP) identifies this property within DPA 1 (HC), Historic Core. The objectives of this designation are to conserve and enhance the heritage value of Downtown and encourage revitalization of the area through infill with high-quality architecture, landscape and urban design through sensitive and innovative interventions. Design Guidelines that apply to DPA 1 (HC) are discussed in the subsequent sections.

Downtown Core Area Plan (2011)

The subject property is within the Historic Commercial District as identified in the *Downtown Core Area Plan* (DCAP). The objectives of this district are to ensure sensitive integration of new infill development, retain the low-scale and small-lot character of the area and support an increase in the local population base through residential uses on upper storeys. The proposal responds to the relevant Guidelines as follows:

- the proposal would replace existing surface parking lots with a more intensive mixed-use development that supports the economic function of the Downtown Core Area
- a positive pedestrian environment would be created with the retail units on the ground floor for the south portion of Chatham Street
- weather protection would be provided through steel canopies above the commercial entrances
- parking would be provided behind the retail units on the ground floor.

The DCAP identifies the subject properties in the Historic Commercial District, which are characterized by a “saw-tooth” streetscape that generally rises and falls in height between one and five storeys. The proposed configuration of the development, designed to appear to be separate buildings clustered around a central courtyard, does go some way to responding to the Guidelines, and the three storeys proposed for buildings C and E create some variety in height across the site. However, a building height variance is being requested, which is discussed in more detail later in this report.

Overall, the Application is considered to be in compliance with the applicable Design Guidelines within the DCAP. However, as the subject site is in a prominent location within a Heritage Conservation Area, special care and attention should be given to the architectural quality and finishes of the building. The applicant has submitted a material sample board that demonstrates a relatively robust cladding that includes a variation in colour throughout the panels. The proportion of corten weathered steel has been increased through the review process and includes appropriate drainage mechanisms to reduce the potential for leachate. In addition, the rationalisation in the panelling to a smaller tile with a more random appearance does provide a more sensitive response to the rich texture of existing buildings in Old Town.

Old Town: New Buildings and Additions to Non-Heritage Buildings (2006)

The *Old Town Design Guidelines* encourage a sensitive response to the special urban character of Old Town, which includes a fine-grain urban fabric comprised of small scale and small lot characteristics. The subject property is located within the Chinatown District which includes buildings with varied heights ranging from three to five storeys. The Guidelines also state that

new proposals should add to the character of Old Town and stand shoulder-to-shoulder with the historic buildings and the streetscape. Although the Old Town Guidelines acknowledge designs that can assert themselves and have their own presence, there is still a need to be sensitive to the context and the fine historic buildings and streetscapes of Old Town.

The Applicant has attempted to address staff concerns regarding the massing by incorporating a central break in the elevation along Chatham Street through a change in colour, materials and a 1.04m recess. The corten weathered steel and metal paneling has also been refined to create the appearance of a random pattern with a smaller scale tile size. Although staff would still prefer to see a physical separation between Buildings B and D to provide a more sensitive response to the small lot character of Old Town, the design interventions included are on the whole considered to be acceptable in addressing staff concerns.

The Guidelines reference a specific characteristic of Chinatown being the off-grid path network and intimate scale of alleyways and courtyards within clusters of buildings. The proposal includes a central courtyard that is accessed via a sloped ramp and stairs connecting Chatham and Herald Streets on the east of the property line. However, it should be noted that no formal public access is proposed over these connections and that security gates are included within the courtyard, located at the stair access to Chatham Street. It is also the applicant's intent to include gates at either end of the public walkway on the east of the property line although these are not currently shown on the plans.

In summary, the proposal complies with the Guidelines as follows:

- including shop frontages and flexible (as per use) residential units at street level
- utilizing the entire lot width for the proposed building, creating a continuous building frontage
- providing rich architectural detail for the Chinatown context, including cladding patterns, balconies, signage, lighting and landscaping details
- maintaining a building height consistent with the predominantly four to five-storey context.

Advisory Design Guidelines for Buildings, Signs and Awnings (1981)

These Guidelines state that an acceptable Application will include consideration of an attractive streetscape and that the architecture and landscaping of the immediate area be identified and acknowledged. New construction will complement neighbouring heritage buildings in areas where they predominate. There are several designated and registered heritage properties in the immediate vicinity of the proposed development. These properties include 1802 Government Street on the southeast corner of Government and Chatham, the Nationally Designated sites of 532 and 536 Herald Street, the registered properties at 542 Herald Street, 1830 Store Street (Capital Iron) as well as 1824 Store Street. The proposal does incorporate a richly detailed building façade using contemporary materials, which complements the scale and texture of those used throughout Old Town, Chinatown and in the nearby Heritage buildings. In evaluating the proposal, staff recommend for Council's consideration that due to the revisions incorporated by the applicant, overall the Application is in keeping with the Guidelines and provides an appropriate response to the immediate context.

Guidelines for Fences, Gates and Shutters (2010)

The objective of these Guidelines is to ensure that where fences, gates and shutters are required, they are designed well and complement their surroundings. The Application is

consistent with these Guidelines and proposes appropriate fencing in weathered corten steel along the walkway to the east of Building D, with similar security fencing at the stairs along Chatham Street and within the central courtyard. Ensuring a cohesive design that integrates with the building is encouraged within the Guidelines.

Tree Preservation Bylaw and Urban Forest Master Plan

There are no Tree Preservation Bylaw impacts with this Application.

Regulatory Considerations and Plan Consistency

A number of technical inconsistencies have been identified in the review of the recently submitted plans that relate to height, setback and floor area calculations. As these may marginally affect the height variance being requested, staff recommend for Council's consideration that these are corrected prior to the Application advancing to an opportunity for public comment. In addition, the applicant intends to correct the omission of one publicly accessible bike rack for commercial use and include details of all proposed security gates. The staff recommendation provided for Council's consideration includes the necessary wording. If changes to the variances are proposed, an updated report from staff will be provided to Council prior to advancing the Application.

Proposed Variances

Three variances from the *Zoning Regulation Bylaw* are proposed as part of this Application.

Building Height

An increase in the height from 15m to 19.49m is being requested. The applicant has indicated in their letter that this height request is due to the ceiling height requirement for the commercial tenants on the ground floor. Additionally, the height variance largely relates to the stair access to the roof, and the highest part of the flat roof is 16.39m, approximately 1.3m above the maximum allowable height in the zone. It is worth noting that as part of the Draft Downtown Zoning Bylaw, stair access would not be counted towards height or number of storeys. Although not formally approved by Council, the subject property would be covered by the new interpretation, which would reduce the height variance being requested to 16.39m.

The proposed building height does not exceed the height of the tallest heritage designated property at 532 Chatham Street, which is also zoned CA-3 (Central Area General Commercial District). The stepping down of the building height to three storeys for parts of the development identified as Building C and E in the south also provides a sensitive response to the context. For these reasons staff recommend that Council support the proposed height variance.

Location of Residential Use

Under the existing CA-3 (Central Area General Commercial District) zone, residential uses are restricted to the second storey and above. The intent of this regulation is to provide active uses at the street level and to create a welcoming pedestrian environment through commercial frontages in the Downtown Core. The Application proposes two commercial units at the street level at the intersection of Chatham and Store Streets with five ground level residential units situated along the remainder of Chatham Street. The street frontage of these units has been designed with flexibility in mind by introducing large retail style glazing, which will allow for other

uses permitted in the zone to occur (such as artisan studios). For this reason, staff recommend that Council support the proposed variance.

Number of Buildings on a Lot

The applicant wishes to pursue a phased construction approach. Although it is the applicant's intent that the project would proceed sequentially, there is the possibility that Phase 2 (Building D) would not be built immediately after the first phase or potentially at all. Development Permit Plans have been prepared with this unlikely eventuality in mind, ensuring that an interim condition is maintained. Additional information is included in the Application package to highlight the potential design implications if this scenario occurred. Additionally, in the event that Phase 2 did not occur, and/or the applicant consolidated all lots as part of Phase 1 with the construction timing for Phase 2 occurring on a later schedule, a variance under the General Regulations of the *Zoning Regulation Bylaw* for the number of buildings on a lot would be required as the existing building at 533 Chatham Street would remain. Appropriate wording has been included in the recommendation for Council's consideration and staff recommend that Council support the proposed variance.

Easements and Encroachment Agreements

A number of easements exist on the adjacent lots. These primarily relate to access for adjacent buildings and access to underground utilities. The applicant has indicated that these agreements will not be affected by the proposed development. However, for greater certainty staff recommend including appropriate wording which would allow for the reconciliation of these easements as necessary.

A number of street level canopies are also proposed along Chatham and Store Streets, which project above the City right-of-way. These are encouraged in the Guidelines to provide pedestrian weather protection and welcoming streetscapes. In order to facilitate these canopies, the applicant is required to enter into an Encroachment Agreement with the City. Appropriate wording is included in the recommendation for Council's consideration.

CONCLUSIONS

The Application would allow for a mixed-used development ranging from three to five storeys on a vacant site within Old Town. The proposal is in keeping with the immediate context in terms appropriate detailing and improvements have been made to the quality and application of the exterior finishes and materials. While the continuous building along Chatham Street is large in scale, on the whole staff conclude that adequate architectural interventions have been incorporated to help break up this elevation. Staff recommend Council consider supporting the Development Permit with Variances.

ALTERNATE MOTION

That Council decline Development Permit Application with Variances No. 00034 for the property located at 515 and 533 Chatham Street.

Respectfully submitted,

C. R. Wain

Charlotte Wain
Senior Planner – Urban Design
Development Services

A. Reynolds

A. Reynolds
for

Jonathan Tinney, Director
Sustainable Planning and Community
Development Department

Report accepted and recommended by the City Manager

Jocelyn Jenkins

Date:

Sept. 26, 2017

List of Attachments

- Attachment A: Subject Map
- Attachment B: Aerial Map
- Attachment C: Letter from applicant to Mayor and Council dated September 21, 2017
- Attachment D: Letter from applicant in response to Advisory Design Panel, date stamped September 6, 2017
- Attachment E: Staff report to Advisory Design Panel dated July 12, 2017 and associated plans dated July 14, 2017
- Attachment F: Plans date stamped September 21, 2017.



Development Permit with Variance #00034



Development Permit with Variances No. 00034 for 515 & 533 Ch...



Christine Lintott
Architects



September 21, 2017

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



RE: 515 Chatham Street, Development Permit Application – Further Revised

On behalf of Old Town Ironworks Inc., we are pleased to submit for your consideration our further revised application for Development Permit for the redevelopment of the two municipally addressed properties at 515 and 533 Chatham Street, herein referenced as the anticipated consolidated property, 515 Chatham Street.

The proposal envisions a pedestrian-oriented, mixed-use development for this notable site on the edge of Victoria's historic Old Town district. Modest and efficient suite designs, afford street views and/or overlooks into an expansive, resident-oriented, interior courtyard. New greenspace/open space, access to light and air, and proximity to extensive services and amenities figure prominently in the appeal of this development.

Please consider our application in the context of the information provided below, in addition to our complete drawing re-submission and accompanying documentation.

Description of Proposal

The development site is bounded by Chatham Street on the north, Store Street on the west, residential property fronting on Chatham Street to the east and commercial properties fronting on Herald Street to the south.

The proposal includes the following:

- Replacement of surface parking lots fronting on Chatham and Store Streets with a mixed-use commercial/residential development;
- Construction of four building structures, with two five storey buildings fronting Chatham and Store streets, stepping down to three storeys along the southern property boundary, with a single level courtyard podium accessing through to Herald Street.
- Landscaping of an intensive central courtyard, composed of porous, resident-oriented pedestrian connections and a dynamic hard and soft scape treatment;
- Definition and animation of the public realm on all street frontages.

Project Benefits and Amenities

The proposal as submitted retains its existing zoning designation, requesting variances for overall height and provision of five residential units at grade fronting along Chatham Street. It responds to the significant demand for housing in the City's urban core, providing a range of unit types. Off-street parking is provided to meet market demand and mitigate against increasing demand in the Downtown, nonetheless the project is positioned to be pedestrian oriented, with street level access off Chatham and Store Streets as well as from Herald Street. The proposal anticipates contiguous streetscape improvements compliant with the City of Victoria standards. Provision of a landscaped, resident-oriented central courtyard brings greenspace to a former parking lot on a major intersection in the neighbourhood, and the introduction of a sloped pedestrian pathway along the east property line, promotes daytime connectivity between Old Town and the Rock Bay District.

Requested Variances

We are requesting a 4.52m variance in height from the allowable 15m to 19.52 m. This height is the result of providing a taller, "commercial" height, street level frontage, distributing the allowable density across the site to frame on-site open space, and providing stair (and elevator) access to rooftop patios for residents. The tallest point on the building is the top of the stair to rooftop access (the higher elevator overrun is excluded from the calculation of height). It is this amenity feature that is the largest driver of the requested variance in height, at approximately 3.1m. The allocation of the residential component of the project over five storeys allows the calculated density of 2.98:1 (less than the allowable 3.0:1) to be achieved while also being able to provide resident-oriented, on-site open space.

With respect to the second variance to allow residential use on the first, street level, our client's market research has shown that conventional retail/commercial uses along Chatham Street are less viable, at this time. The provision of residential/home occupation use along a portion of the street frontage will appeal to small scale entrepreneurs, providing an opportunity for affordable, small scale businesses to reside in this transitional neighbourhood. The building has been designed in such a way that as the neighbourhood evolves and conventional retail becomes more viable, the building can be adapted to support this evolution. It is critical that the uses along this frontage are successful in providing animation, immediately and ongoing, affording necessary vitality to this changing part of the community.

Neighbourhood

The proposal occurs on the edge of the Core Historic district of the downtown. Accessed directly off two streets, Chatham Street to the north and Store Street to the west, the proposed ground oriented, low rise structures strengthen the pedestrian-oriented nature of this project. Further, the project is conceived to enhance connectivity to the vibrant downtown core through courtyard access across a neighbouring site directly through to Herald Street. This latter linkage is a key set out concept for the project and is a definer of the massing and ideas about connectivity for the residents to the larger neighbourhood that the project is proposing. A sloped pedestrian pathway introduced along the east property line, in response to input from the Advisory Design Panel, replaces the existing stair connection providing access for residents of 532 Herald Street to parking, while also providing daytime connectivity through the site to Chatham Street.

Design and Development Permit Guidelines

The proposal falls within the Downtown neighbourhood and is consistent with the strategic direction described in the City's Official Community Plan to "accommodate 50% of forecast new population and housing growth earmarked for the Urban Core over the next 30 years". Designated as a Core Historic site, the proposal is consistent with the built form, place character features and uses of the designation; Specifically:

- "multi-unit residential, commercial and mixed-use buildings"
- "buildings up to approximately five stories set close to the sidewalk with high site coverage"
- "historic building forms and materials, and compatible new construction"
- "total floor space ratios ranging up to approximately 3:1"

Referencing the applicable *Design Guidelines: Old Town, Victoria BC*, the proposal is consistent with the following guidelines:

- "the design of new buildings...and new urban spaces to respond to changing ways of working, living and playing..."
- "There are many ways to design a new building...that are in harmony with their surroundings. They range from copying nearby architectural forms, through re-interpreting new materials, to using new forms and materials that compliment what is already there. All of these approaches are valid as long as they are skillfully executed."
- "Designs...that can assert themselves – that have their own presence while being sensitive to their context..."
- In addition to the above noted guidelines, a number of design principles and concepts have been applied to the density, layout, scale, landscaping and appearance. These are summarized as follows:
 - The proposal approaches the available zoning compliant density at 3:1, with the residential floor space composed of a variety of unit types, from studios to multi-level townhomes. Residential vehicle and bicycle parking is provided through a two-level covered/underground structure.
 - The scale and layout of the proposal is ground-oriented and pedestrian scaled, defining a distinct, usable courtyard for residents, along with delineating edges to the adjacent streets. Commercial uses are located to animate the street (at the corner of Chatham and Store Street), while residential uses are configured to optimize access to light and air, with strong connections to the ground and overlook into the urban realm, including orientation to the on-site open spaces.
 - Connections to the surrounding streets for residents are provided, including direct access to Chatham, Store and Herald Streets. Passageways and pockets of seating, are provided to support rest and contemplation, animating this on-site resident amenity.
 - The building forms aim to strike a balance between the historic, industrial nature of the site and the present day urban fabric of the neighbourhood. A modest palette of high quality materials is intended to

withstand the ruggedness of the local climate. This palette of materials is punctuated by robust elements such as accent cast iron fixtures and fittings (lights, opening surrounds and rain water leaders), and highly detailed street frontages intended to make a direct connection to the site's industrial history.

Finally, with respect to consultation, extensive marketing consultation was undertaken to determine the optimal range of unit typologies and amenities in response to identified opportunities for aligning with the target market population's income levels and self-expression. The result of these consultations is a ground-oriented, pedestrian-focused development, affording access to a full range of urban amenities, both on site and in proximity to the project.

Transportation

As no off-street parking is required for this site, the proposal exceeds the vehicle parking standards of *Schedule C Off-street Parking*, and provides both resident and visitor stalls. The proposal meets the bicycle parking standards of Schedule C. Per the City's *Greenways Map*, Chatham Street is designated a "shared greenway", which the proposed streetscape improvements reinforce. The proposal is in close-proximity to major downtown transit routes, especially those served by the Douglas corridor. Proposed sidewalk improvements are incorporated along the Chatham and Store Street frontages, as are enhanced pedestrian connections between Chatham and Herald Streets.

Green Building Features

In site selection and design, the proposal is an infill project, in the City's downtown core. Proximity to services and amenities and transportation options constitute positive planning and design practices. The project will meet the energy and water efficiency requirements of the British Columbia Building Code. Stormwater management practices are incorporated in the landscape proposal, as well as a net gain of the overall number of trees proposed, enhancing the City's urban forest.

Infrastructure

Subject to the City of Victoria's Engineering assessment of the proposal, the site is adequately serviced along both Store and Chatham streets, where sanitary, storm, and water mains reside. In addition, gas is available along the Store Street corridor. Infrastructure tie-ins are including in the Civil documentation, as well as coordinated with the landscape and related site improvements.

Summary

The proposed construction of a mixed-use residential project at the corner of Chatham and Store Streets, facilitates the transition of a district that is under-utilized and dominated by surface parking lots, to one that supports the extension of the urban fabric of the Downtown and Old Town districts. In particular, this proposal aims to meet the urgent demand for housing options in close proximity to employment, commercial and recreational opportunities with a diverse range of unit types. Strongly defined street edges in combination with a significant urban green space for residents aim to make a meaningful contribution to the strengthening of the neighbourhood fabric.

We welcome the opportunity to work with both City staff and yourselves to move forward with the proposal and to respond to the demand for housing in our community. We thank you for considering our application.

Sincerely,

Christine Lintott, Principal Architect AIBC, AAA, SAA, MRAIC
Christine Lintott Architect

September 5, 2017

The City of Victoria Development Services Division
 Attention: Charlotte Wain, Senior Planner – Urban Design
 1 Centennial Square
 Victoria, BC V8W 1P6



RE: 515 Chatham Street, Application resubmission

Thank you for your ongoing support in processing our application for the above noted project. Following from our original submission of March 2, 2017, our resubmission in response to staff comments of May 1, 2017, our submission in support of our attendance at Advisory Design Panel dated July 12, 2017, we are pleased to respond to feedback and comments received from the Advisory Design Panel and staff with the attached submission dated September 5, 2017.

We note that this latest submission is not bubbled or itemized, as we are not yet in receipt of the approved Advisory Design Panel minutes, and conversations with you have been ongoing. Nonetheless, we have identified the salient refinements below, referencing the draft comments received from Advisory Design Panel and incorporating your comments, to assist with your review.

Breaking up the perceived scale and massing of the proposal to provide a better fit with the fine-grain and small lot characteristic of Old Town through materials, colour, texture, and depth.

- In addition to the metal panel cladding proposed, corten steel cladding has been incorporated and the extents refined, vertically, around the ends of each of the two street facing blocks; that is, the steel has been brought down to courtyard level along the east elevation, such that no Oko Skin is present.
- We did explore lowering the top of steel to expand the cornice, however, we found this massing to be peculiar and ineffective in achieving the effect of breaking up the perceived scale and massing, or creating variation in the facade. We have, instead, detailed the corten sections by introducing a stronger punched expression, through a deepening of the façade and additional articulation at all openings. We have included sections in the revised set to demonstrate the dimensional characteristics, which are more consistent with those of historical facades in the immediate precinct.
- The corten incorporated into the building will be detailed as per manufacturer's recommendations, and we note that the steel will be installed pre-weathered which inherently mitigates further leaching.
- Both the metal paneling and corten steel have been rationalized in terms of scale and proportioning to reflect a smaller scale expression. This includes the introduction of a colour variant across the metal paneling to add additional texture, as well as the introduction of reveal patterning which compliments the cadence of openings, floor alignments, rain water leader placement and appropriately scaled panel sizes.
- We did explore a horizontal lay-up of the Oko Skin product in addition to a rationalization of the metal paneling and found the expression to be misaligned with the additional design moves noted. We are confident that the expression proposed is appropriate and resolved as a cohesive thesis.

- Actual samples of all materials have been ordered and will be submitted upon receipt. We anticipate these to be available before the end of this week.

Improving pedestrian flow and streetscape experience, visibility and access to the courtyard from Chatham and Herald Streets.

- The stair access from the resident's courtyard down to Chatham street, between blocks A and B has been reoriented and detailed to enhance visibility and provide a greater linear length of transparency along Chatham Street for this frontage.
- A metal picket and glazed balustrade (consistent with the Juliette balcony detailing) has been introduced at the overlook to Chatham Street from the resident's courtyard.
- A corten steel, vertical slat gate has been introduced at the base of the stair along Chatham Street allowing closure of the access to the resident's courtyard.
- A door directly accessing the resident bicycle room from Chatham Street has been provided.

Improving pedestrian streetscape experience specific to the current parking entrance location on Store Street.

- It was confirmed that Engineering will not support a vehicle access provision off Chatham as discussed with the applicant and Engineering during pre-application meetings, and as reviewed by Engineering in the original submission of March 2017, and that the current location on Store Street, while not supported by Planning is a given.
- Visual clarity, the elimination of articulation and alcoves, the relocation of the parking entry gate, accent lighting, perforated metal soffit treatment and corten accent panels are intended to animate and improve the experience of pedestrians along this vehicle access.

Review of the potential pedestrian connections along the east property line to improve long-term connectivity through the block.

- A sloped pedestrian pathway has been introduced along the entire east property line. Upon completion of Phase 2 of the proposed development, this pathway will replace an existing pedestrian stair connection, enhance connectivity between Chatham Street and Herold Street, and invite animation along this edge.
- Visual clarity, accent and soffit lighting (for the under building portion), as well as the use of corten vertical slats and textured panels are intended to animate and provide visual interest along this pathway.

Providing a greater level of architectural detailing on the exposed blank walls.

- The east property line blank wall has been animated with the introduction of a pedestrian pathway and related animators as noted above, including the presence of corten cladding, slats and textured panels.
- The south property line blank wall will host the relocated mural, as well as the introduction of corten cladding and related detailing.

Review of the residential amenity space on the roof with more details regarding programming and landscaping to improve liveability.

- Additional zoning is proposed for the roofscape including separate seating areas, texture and surface treatments and vegetated planters. The character of these roofscapes will be consistent with that of the resident's courtyard and will provide additional amenity for the residents.

Confirmation of the extension of juliette balconies and street level canopies.

- Juliette balconies proposed in ALL instances are within the property boundary, while street level canopies, as required for pedestrian weather protection, extend above the adjacent sidewalk along Chatham and Store streets.
- All projections, including window surrounds and wall capping will also be within the property line.

Staff requested removal of the sculptural columns proposed at the corner of Chatham and Store.

- The proposed sculptures have been removed to ensure that the pedestrian experience is not encumbered at this significant corner.
- Street furniture and furnishings, as noted on the Landscape Plan, will be developed in concert with the City of Victoria upon approval of the Rock Bay Beautification scheme.

We anticipate that this response encompasses all known items as of this date and that this submission will support the preparation of staff's report to Committee of the Whole. We look forward to advancing this proposal. Please do not hesitate to contact us with any questions or concerns. We are here to help!

Sincerely,



Christine Lintott, Principal Architect AIBC, AAA, SAA, MRAIC
Christine Lintott Architects



Advisory Design Panel Report For the Meeting of July 26, 2017

To: Advisory Design Panel **Date:** July 12, 2017
From: Charlotte Wain, Senior Planner – Urban Design
Subject: Development Permit with Variances No. 00034 for 515 and 533 Chatham Street

RECOMMENDATION

Recommend to Council that Development Permit Application with Variances No. 00034 for 515 and 533 Chatham Street does not sufficiently meet the applicable design guidelines and should be revised with the following changes, along with any other recommendations by the Advisory Design Panel:

- a) breaking up the scale and massing of the proposal to provide a better fit with the fine grain and small lot characteristic of Old Town
- b) provision of materials that provide a sensitive response to the detailed texture and variety of the immediate context
- c) providing a greater level of architectural detailing on the exposed blank walls
- d) improving the pedestrian streetscape experience and the view from the public realm along Chatham Street, Herald Street and Store Street
- e) eliminating any Crime Prevention Through Environmental Design (CPTED) concerns associated with the stairs between Building A and B in Phase 1, the stairs to east of Building E in Phase 2 and the vehicle access along Store Street

EXECUTIVE SUMMARY

The Advisory Design Panel (ADP) is requested to review a Development Permit Application for 515 and 533 Chatham Street and provide advice to Council.

The purpose of this report is to present ADP with information, analysis and recommendations regarding a Development Permit with Variances Application for the property located at 515 and 533 Chatham Street. The proposal is to construct a five-storey, mixed-use building containing 160 residential units and five ground-floor commercial units. Variances associated with the Application are related to the height and the location of residential use on the ground floor.

The following policy documents were considered in assessing this Application:

- *Official Community Plan (OCP, 2012)*
- *Downtown Core Area Plan (DCAP, 2011)*

- *Guidelines for Fences, Gates and Shutters* (2010)
- *Design Guidelines: Old Town, Victoria BC* (2006)
- *Advisory Design Guidelines for Buildings, Signs and Awnings* (2006)
- *Standards and Guidelines for the Conservation of Historic Places in Canada*.

COUNCIL DIRECTION

The Application has not yet been presented to the Committee of the Whole. The intent is to present the Application to Committee with the benefit of advice from the Panel.

BACKGROUND

Project Details

Owner: Mr. Chris Le Fevre
Le Fevre & Company

Applicant/Architect: Ms. Christine Lintott
Christine Lintott Architects

Development Permit Area: Development Permit Area 1, Core Historic (HC)

Heritage Status: N/A

The following data table compares the proposal with the existing CA-3C Zone, Old Town District. An asterisk is used to identify where the proposal is less stringent than the existing Zone.

Zoning Criteria	Proposed Development	Zone Standard CA-3C Zone
Site area (m ²) – minimum	3381.10	N/A
Density (Floor Space Ratio) – maximum	2.79:1	3.0:1
Total floor area (m ²) – maximum	9420.00	10,143.30
Height (m) – maximum	16.39* (top of roof) 19.49* (top of stair access)	15.00
Storeys – maximum	6 (including 1 storey roof access)	N/A
Setbacks (m) – minimum		
Front (Chatham Street)	0.22 (wall) 0.00 (balcony)	0.00
Rear (South)	7.27	0.00
Side (East)	0.00	0.00
Side (West)	0.00	0.00
Flanking Street (Store)	0.23 (building wall)	0.00

Advisory Design Panel

July 12, 2017

Development Permit with Variance Application No. 00034 for 515 and 533 Chatham Street

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Zoning Criteria	Proposed Development	Zone Standard CA-3C Zone
Parking – minimum	170	0
Visitor parking included in the overall units – minimum	0	0
Bicycle parking – minimum		
Class 1 (secure stalls)	167	165
Class 2 (visitor stalls)	18	18

Description of Proposal

The proposal is to construct a five-storey, mixed-use building with ground-floor retail fronting Chatham and Store Streets with residential uses above. Five residential units are proposed along the eastern portion of Chatham Street. The building has a Floor Space Ratio (FSR) of 2.79:1 and a maximum height of 19.49m.

The proposal includes the following major design components:

- 160 residential units
- five commercial units along Chatham Street (a total of 354m²)
- two levels of parking provided at-grade and underground for 170 vehicles at a ratio of 1.06 stalls per unit, accessed via Store Street
- secure bicycle parking on the main floor, accessed via the residential lobby and parkade
- publicly accessible bicycle parking for 18 bicycles, located on the corner of Chatham and Store Streets and within a recess on the ground floor at the east of Building D
- roof amenity space for residents.

Exterior building materials include:

- metal panels in a dark rust/brown colour as a primary treatment
- fiber-reinforced cementitious "Oko Skin" as a secondary material to express vertical elements, the building base and the cornice
- steel trim columns at the ground level
- pre-finished metal cladding
- punched windows with iron surrounds and iron guard rails for residential units
- storefront glazing with black aluminium mullions for the ground floor retail and residential units
- solid steel canopies at the ground level.

Landscaping elements include:

- five new municipal street trees along Chatham Street
- a central courtyard with residential-oriented pedestrian access
- a mixture of unit pavers in grey and rust tones, and sandblasted concrete for the courtyard paving
- furniture and lighting elements in corten weathering steel, including structural columns on

- the corner of Chatham and Store Streets
- planting as detailed on the landscape plan.

The proposed variances relate to requests to:

- increase the building height from 15m to 19.49m
- allow residential use on the ground floor.

Sustainability Features

As noted in the Applicant's letter, stormwater management practices are to be incorporated into the landscape design. No further green building features have been identified.

Design Revisions

Since the application was submitted, a number of design revisions have been included in response to staff comments including the following:

- an increase in the proportion of commercial use along Chatham Street
- a reduction in the stair projection between Buildings A and B
- incorporation of "Oko Skin" detail for the cementitious panel
- provision of regular breaks in the parapet
- provision of additional information including precedent images of building finishes and landscape.

Consistency with Design Guidelines

The *Official Community Plan 2012* (OCP) identifies this property in Development Permit Area 1 (HC): Core Historic. The objectives of this designation are to conserve and enhance the heritage value of Downtown and encourage revitalization of the area through infill with high-quality architecture, landscape and urban design through sensitive and innovative interventions. Design guidelines that apply to Development Permit Area 1 are the *Downtown Core Area Plan, 2012* (DCAP), *Old Town Design Guidelines: New Buildings and Additions to Non-Heritage Buildings* (2006), *Advisory Design Guidelines for Buildings, Signs and Awnings* (2006), *Guidelines for Fences, Gates and Shutters* (2010) and *Standards and Guidelines for the Conservation of Historic Places in Canada*.

ISSUES

The issues associated with this project are:

- the scale and massing as they relate to the Chinatown and Old Town context
- the appropriateness of the finishes and materials as they relate to the Chinatown and Old Town context and the Heritage Conservation Area
- the ground floor design as it relates to the pedestrian experience, with particular attention to the stair access on Chatham Street and the vehicle access along Store Street
- potential Crime Prevention Through Environmental Design (CPTED) concerns associated with the security gates, the central courtyard space and the vehicle access along Store Street.

ANALYSIS

Scale and Massing

The *Old Town Design Guidelines* encourage a sensitive response to the special urban character of Old Town, which includes a fine-grain urban fabric comprised of small scale and small lot characteristics. In Chinatown specifically, this includes buildings with varied heights ranging from three to five storeys. The Guidelines also state that new proposals should add to the character of Old Town and stand shoulder-to-shoulder with the historic buildings and the streetscape.

There are several designated and registered heritage properties in the immediate vicinity of the proposed development. These properties include 1802 Government Street on the southeast corner of Government and Chatham, the Nationally Designated sites of 532 and 533 Herald Street, the registered properties at 542 Herald Street, 1830 Store Street (Capital Iron) and 1824 Store Street. This serves to highlight the importance of responding to the heritage context in a sensitive manner.

The *Downtown Core Area Plan* (DCAP) identifies the subject properties in the Historic Commercial District, which are characterized by a "saw-tooth" streetscape that generally rises and falls in height between one and five storeys, with articulated brick and stone façades, buildings situated up to the public sidewalk and continuous street-level storefronts. The Guidelines require the retention of the Historic Commercial District's current compact, diverse, low-scale and small-lot character.

The proposed configuration of buildings clustered around a central courtyard does go some way to responding to the Guidelines, and the three storeys proposed for Buildings C and E create some variety in height across the site. However, staff have raised concerns with the overall scale, massing and height as they relate to the immediate context; in particular, the long expanse of Buildings B and D, which would be combined as one building at the end of Phase 2 of construction. The Applicant has attempted to address staff comments by incorporating a central break in the elevation along Chatham Street through a change in colour, materials and a slight recess. However, staff recommend that greater variety in scale and height is required to assist in breaking up the scale of the larger buildings (Buildings A, B and D). This may be achieved in a number of ways, such as a complete separation between Phases 1 and 2, a more pronounced recess along Chatham Street, variations in height, or shifts in colour or materials. ADP is invited to comment on the scale and massing of the proposal and any opportunities to provide a more sensitive response to the fine-grain scale and varied heights noted in the Guidelines.

Finishes and Materials

Old Town is characterized by texture and detailing that varies from building to building, with load-bearing stone and brick masonry being the predominant building material. The Guidelines encourage new developments to respond to these characteristics to richen and amplify the sense of place. Ensuring design quality through the use of high quality finishing materials with detailed architectural quality is an important objective within DCAP.

Materials

Although the Old Town Guidelines acknowledge designs that can assert themselves and have their own presence, there is still a need to be sensitive to the context. The subject site is located

on the edge of the Chinatown district, and is surrounded by buildings that are varied in architectural finishes and detailing, including masonry, stucco and metal cladding. The Applicant has provided no evidence to demonstrate how the proposed finishes respond to the Old Town context, other than a branding exercise to assert an "Ironworks" palette in reference to the site's industrial history. The use of weathering steel is proposed as the primary landscape finishing material. Due to the Applicant's desire to avoid the runoff sometimes associated with weathered steel onto paved areas, the primary building material is proposed to be a dark brown metal cladding, which is intended to complement the weathered steel landscape finishes. Staff have concerns with the extensive use of metal cladding not being of sufficiently high quality and being inappropriate to the context. One of the key characteristics of Old Town is the individual expression of building frontages that add to the fine-grain character and rich historic fabric. The proposal has taken an approach at applying the metal cladding at a scale too large for the context. Integrating a small proportion of weathering steel may be appropriate as an accent building treatment if paired with richly textured materials, and if careful consideration is given to integrating building planes with appropriate drainage. The use of fiber-reinforced cementitious "Oko Skin" cladding may assist in breaking up the overall scale of the buildings by providing some texture and detail, although at the time of writing this report a physical sample was not available for staff to fully review this material. The proposal includes a vertical expression of this architectural element, although a horizontal alignment with concealed fastenings would be more sensitive to the context and surrounding heritage brick buildings.

The proposal does include a simple palette with limited materials which is commendable, and staff are not advocating for the use of a greater variety of materials. However, the ADP's advice is being sought on the proposed finishes, materials and architectural details, as well as whether these are considered appropriate to the Chinatown and Old Town heritage context.

Upper Termination and Detailing

As mentioned earlier in this report, the Guidelines emphasize the rich architectural detailing of Old Town and many of the uppermost portions of buildings in the area terminate with a cornice that protrudes from the wall. This is mostly decorative in nature but does serve the dual purpose of protecting the façade. The proposed termination of the building would be "Oko Skin" cladding with pre-finished metal flashing. Opportunities exist to enhance the termination of the building in a contemporary manner that speaks to the context of other buildings in the area, and the ADP is invited to comment on this aspect of the design.

Blank Walls

The DCAP encourages visually articulated designs and detailing in building bases and street walls to enhance visual interest for pedestrians. The proposal contains a number of blank walls, including the south elevation of Building A, the east elevation of Building D, both east and west elevations of Building C and the west elevation of Building E. While it is recognized that adjacent sites may be developed in the future, there should be sufficient visual interest on these elevations in the interim as well as providing a welcoming space for the inner courtyard. The Applicant has responded to staff comments by including additional reveals in the metal cladding on these elevations. However, given the attention to detail in the Ironworks palette, as demonstrated through precedent images, the proposal could benefit from similar treatment along the blank walls. This is of particular importance on the east and west side elevations for Buildings C and E, which will remain visible for the life of the proposed development. The ADP is invited to comment on

whether sufficient visual interest has been provided on the blank elevations or if there are opportunities for further detailing in these locations.

Pedestrian Experience

The Guidelines encourage pedestrian-friendly streetscapes that are inviting and active. Chatham Street and Store Street are identified as commercial streets within DCAP, and active commercial uses are one of the defining characteristics. In response to staff comments, the Applicant has increased the proportion of commercial use, which now extends along the entire length of Building B (approximately half the length of the site when combined with Building A). The increased proportion of commercial level glazing is welcomed and adds interest at the pedestrian level, although the small 51m² (554 sq. ft.) units may not be conducive to commercial adaptability over time. Opportunities exist to articulate the plane along the street level with distinct retail bays characteristic of Old Town, which would provide more visual interest and greater opportunities for pedestrian interaction.

Although the proposal includes recesses and seating areas to enhance the pedestrian experience, the three sculptural columns at the intersection of Chatham and Store Streets will impede pedestrian movement. The Applicant refers to the sculptures as being a defining element of this gateway site, although this is not supported by the policy. Staff would prefer to see this detail integrated into the overall building design rather than it being a feature adjacent to the sidewalk.

A stair access is proposed from the central courtyard, linking Herald Street to Chatham Street. The access will be for residents and the Applicant is not willing to secure public access through the site by means of a statutory right-of-way. Taking this into consideration, staff have questioned the need for a stair access in this location, since it creates a distinct break in the pedestrian experience that could otherwise be devoted to active retail use. This further detracts from the welcoming pedestrian experience sought by the Guidelines. There is no formal connection proposed through the surface parking lot to the south, and ultimately this lot could be redeveloped in the future, which would result in the grand stair/ramp access being redundant. Advice from the ADP is sought regarding opportunities to enhance the pedestrian experience as it relates to the stair access from the central courtyard to Chatham Street.

The current zoning does not require parking, although provision of 170 stalls are being proposed, which the Applicant notes as being a necessity for the current market. To facilitate this provision of parking, a 6m wide vehicular access is proposed along Store Street which ultimately prevents any active use along this commercial street, detracting from the pedestrian experience. Staff have advised the Applicant that a zero parking rate would be supportable given the current zoning. The ADP is invited to comment on any opportunities to enhance the pedestrian experience along Store Street, recognizing the Applicant's desire to exceed the parking requirements under the current regulations.

Potential CPTED Concerns

Public access is not proposed through the central courtyard; it is intended primarily for residential use. The proposal includes a gate at the top of the stairs between Buildings A and B as well as between Buildings D and E (although no details of the gate design have been included in the package). Staff understand that the intent is to relocate the gate between Buildings A and B to the bottom of the stairs, which would help to eliminate any potential Crime Prevention Through

Environmental Design (CPTED) concerns. However, a large open space is proposed to the north of the stair/ramp access which has the potential to be an unsecured loitering area. Residential units do face onto this space adding an element of natural surveillance, although staff have raised concerns with the functionality of the space given the lack of formal public access and the uncertainty with the potential redevelopment of the adjacent lot.

The vehicular access off Store Street includes an overhead gate set back from the building frontage behind four parking stalls. This recess has the potential to create a perceived fear of crime and further detail is required to ensure this space is well lit with no potential entrapment spaces. Staff have advised the Applicant that an independent CPTED analysis may benefit the proposal and the ADP is invited to comment on any opportunities for improvement in this area.

OPTIONS

1. Recommend to Council that Development Permit Application No. 00034 for 515 and 533 Chatham Street does not sufficiently meet the applicable design guidelines and the following changes are required along with any other recommendations by the Advisory Design Panel:
 - a) breaking up the scale and massing of the proposal to provide a better fit with the fine-grain and small lot characteristic of Old Town
 - b) provision of materials that provide a sensitive response to the detailed texture and variety of the immediate context
 - c) providing a greater level of architectural detailing on the exposed blank walls
 - d) improving the pedestrian streetscape experience and the view from the public realm along Chatham, Herald and Store Streets
 - e) eliminating any Crime Prevention Through Environmental Design (CPTED) concerns associated with the stairs between Building A and B in Phase 1, the stairs to east of Building E in Phase 2 and the vehicle access along Store Street.
2. Recommend to Council that Development Permit Application No. 00034 for 515 and 533 Chatham Street be approved as presented.
3. Recommend to Council that Development Permit Application 00034 for 515 and 533 Chatham Street does not sufficiently meet the applicable design guidelines and polices and should be declined.

CONCLUSION

The proposal would result in a major redevelopment of a significant part of Chinatown, and would add vibrancy to an otherwise underutilized site. Efforts have been made to respond to the heritage context through the cluster of buildings organized around a central courtyard for residents. However, the proposal does not adequately respond to the immediate context in terms of scale, massing and finishes. Opportunities also exist to enhance the pedestrian experience along both Chatham, Store and Herald Streets. To this end, staff are recommending that the proposal does not sufficiently meet the applicable design guidelines and polices and should be revised based on staff's feedback as well as with input from the Advisory Design Panel in order to better respond to the Guidelines.

ATTACHMENTS

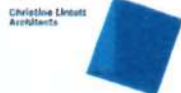
- Aerial Map
- Zoning Map
- Plans date stamped July 14, 2017
- Applicant's letter dated May 2, 2017.

cc: Christine Lintott, Christine Lintott Architects.

APPLICATION FOR DEVELOPMENT PERMIT AT 515 CHATHAM STREET

DRAWING LIST

Number	Sheet Name	Number	Sheet Name
A0.00	Proposed Site Plan & Project Information	A9.01	Cladding Details
A1.01	Existing Site Plan	A9.02	Site Details
A1.02	Site Context Plan	PH1.01	Site Plan & Project Information (Phase 1)
A1.03	Site Context Elevations	PH1.02	Phase 1 Site Context Plan
A1.04	View Analysis	PH1.03	Phase 1 Site Context Elevations
A1.05	Perspective Studies	PH1.04	Phase 1 View Analysis
A1.06	Perspective Studies	PH1.05	Perspective Studies
A1.07	Survey Plan	PH1.06	Phase 1 Parking, Chatham & Store St. Level Plans
A1.08	Building Code Analysis	PH1.07	Phase 1 Herald St., Level 3 Plans
A2.01	Parking, Store & Chatham St. Level Plans	PH1.08	Phase 1 Level 4 & 5 Plans
A2.02	Herald St., Level 3 Plans	PH1.09	Phase 1 Roof Level & Exterior Lighting Plans
A2.03	Level 4 & 5 Plans	PH1.10	Phase 1 Overall Elevations
A2.04	Roof Level & Exterior Lighting Plans		
A3.01	Overall Elevations	L1	Landscape Plan
A3.02	Building Elevations		
A3.03	Building Elevations		
A3.04	Spatial Separation Calculations	C1	Conceptual Site Servicing
A3.05	Spatial Separation Calculations		
A4.01	Sections		
A4.02	Site Sections		
A4.03	Sections		



Issued for Development Permit March 2, 2017

Revision No.	Description	Date
1	Staff Review	May 1, 2017
2	ADP Review	July 12, 2017

Consultant

IRONWORKS
515 Chatham Street
Victoria, BC

Proposed Site Plan & Project Information

Project number:	01A-16-30
Date:	July 12, 2017
Drawn by:	NR
Checked by:	CL
Scale:	1:200

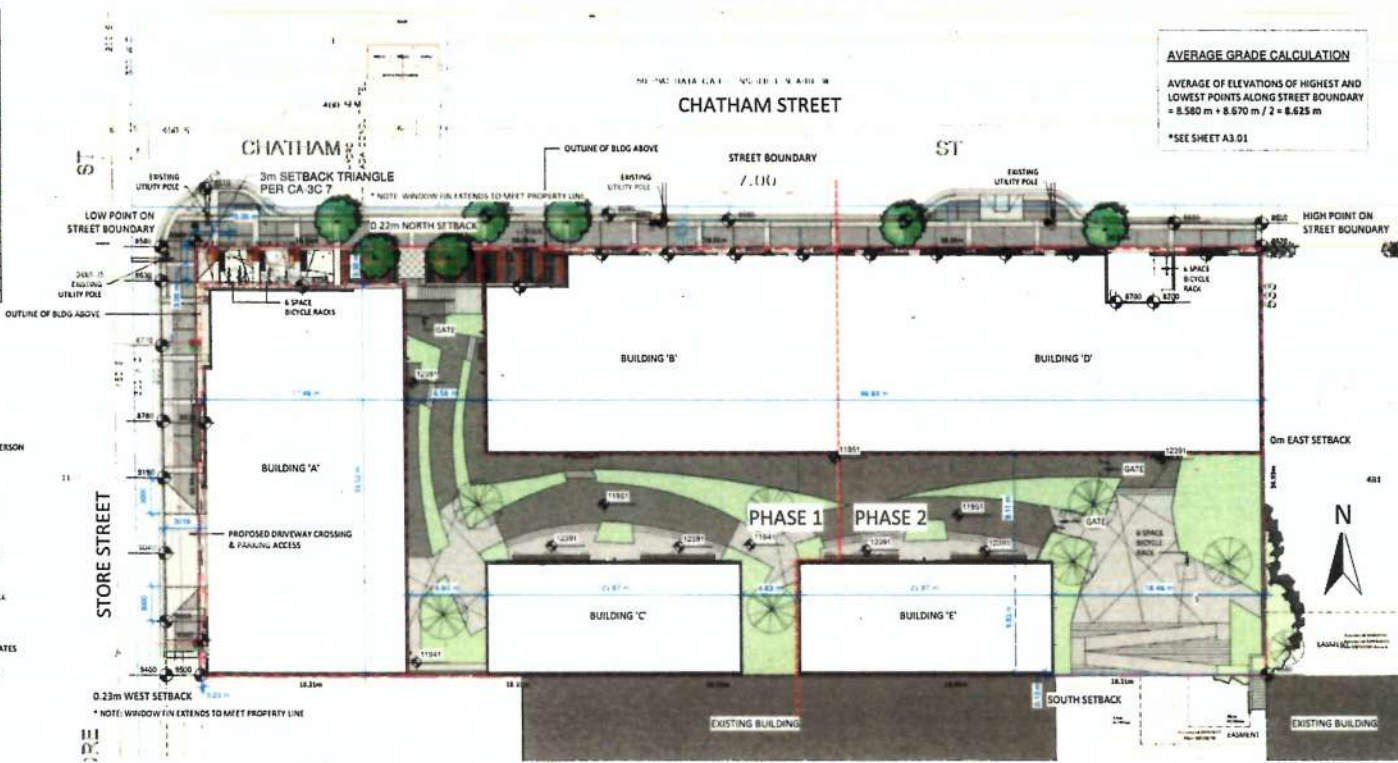
Committee of the Whole - 05 Oct 2017

Project Information Table	
Zone (existing)	CA-3C
Site Area	1,181.3 m ²
Lot Area	1,181.3 m ²
Lot Frontage	15.4 m
Front Setback	3.1 m
Side Setback	2.7 m
Open Area Ratio	10.5%
Height of Building	13.0m Max. 29.53 m (maximum requested) (based on Phase 1 Heights)
Stories	5
Parking Spaces	120
Building Setbacks	15.5 m 15.5 m 15.5 m 15.5 m 15.5 m
Front Yard (Depth)	0m Min. 0m
Side Yard (Depth)	0m Min. 0m (subject to variance)
Side Yard (Width)	0m Min. 0m
Side Yard (Depth)	0m Min. 0m
Residential Use Details	
Total Number of Units	180
Unit Type Breakdown	Number: 49 One Bed, 56 One Bed, 13 Two Bed, 5
Unsold/Unleased Units	0
Maximum Lot Floor Area	29 m ²
Total Residential Floor Area	6,718 m ²

* Refer to drawing sheets A0.00 & A3.01 for height calculations.

CONTACTS

OWNER LE FÈVRE & COMPANY 530 HERALD STREET VICTORIA, BC V8W 1S6 250 340-0000 CONTACT: CHRIS LE FÈVRE	ARCHITECTURAL CHRISTINE UNITT ARCHITECT UNIT 1 - 884 QUEEN'S AVENUE VICTORIA, BC V8A 1G5 250 384-1968 CONTACT: CHRISTINE UNITT	STRUCTURAL READ JONES CHRISTOPHERSON 200 TREE ROAD VICTORIA, BC V8A 6A5 250 386-7794 CONTACT: LEON PLETY
CONTRACTOR CAMPELL CONSTRUCTION LTD. 149 KILVER ROAD VICTORIA, BC V8E 1C4 250 475-1300 CONTACT: WAYNE FARBY	BUILDING ENVELOPE READ JONES CHRISTOPHERSON 200 TREE ROAD VICTORIA, BC V8A 6A5 250 386-7794 CONTACT: TERRY BERGEN	LANDSCAPE LADR 28 - 495 DUFFIN ROAD VICTORIA, BC V8E 1M8 250 598-0105 CONTACT: REV WINGLACK
INTERIOR KIMBERLY WILLIAMS 7174 WEST SAUNDERS ROAD BURNABY, BC V5M 1P6 250 452 6488 CONTACT: KIMBERLY WILLIAMS	GEOTECHNICAL RYLKE GEOTECHNICAL ENGINEERING 28 CREASE AVENUE VICTORIA, BC V8E 1S3 250 475 3131 CONTACT: SCOTT CURRIE	CON JE ANDERSON & ASSOCIATES 4112 GLENFORD AVE VICTORIA, BC V8E 4B7 250 727 2214 CONTACT: ROSS TUCK
SURVEYOR JE ANDERSON & ASSOCIATES 4112 GLENFORD AVE VICTORIA, BC V8E 4B7 250 727 2214 CONTACT: DANNY CARRIER		



AVERAGE GRADE CALCULATION
AVERAGE OF ELEVATIONS OF HIGHEST AND LOWEST POINTS ALONG STREET BOUNDARY = 8.580 m + 8.670 m / 2 = 8.625 m
*SEE SHEET A3.01

Site Plan of Proposed Development
1:200

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Issued for
Development Permit March 2, 2017

Revision	No.	Description	Date
2	ADP Review	July 12, 2017	

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IRONWORKS

515 Chatham Street
Victoria, BC

Existing Site

Project Number	CLA 16-30
Date	12, 2017
Drawn By	NR
Checked By	CL

Scale 1 : 350

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1 Existing Site Plan
1 : 350

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Revision No.	Description	Date
2	ADP Review	July 12, 2017

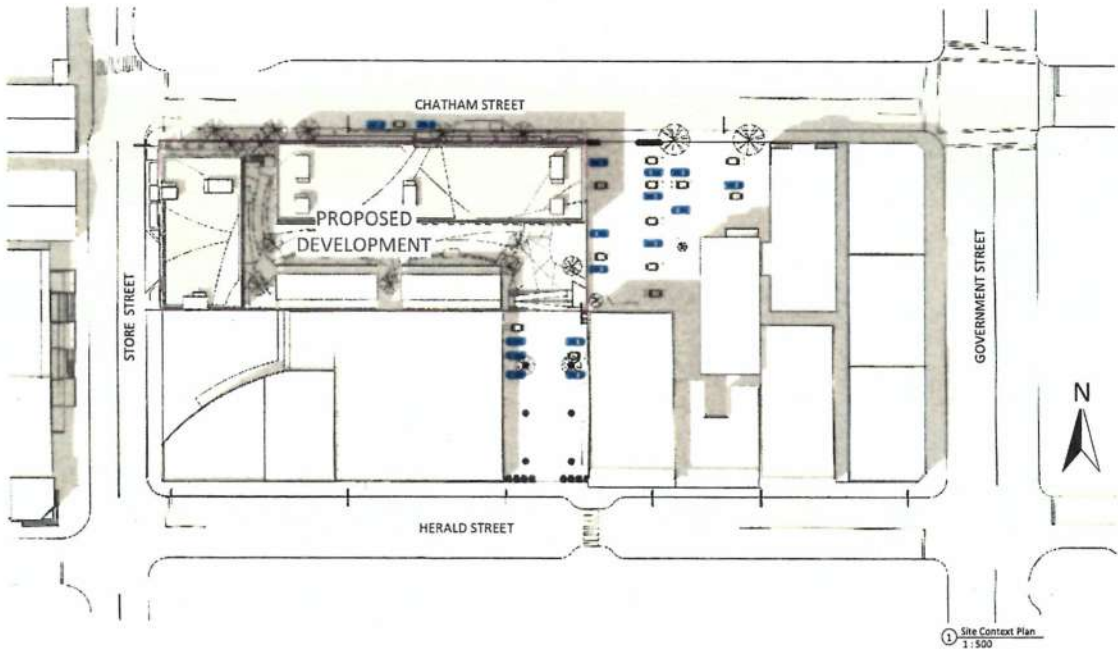
Consultant

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515 Chatham Street
Victoria, BC

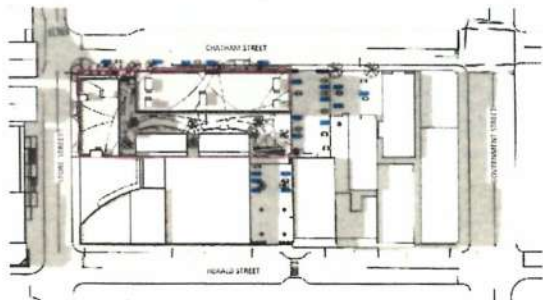
Site Context Plan

Project Number	CLA 16-30
Date	July 12, 2017
Drawn by	FW
Checked by	CL
Scale	A1.00

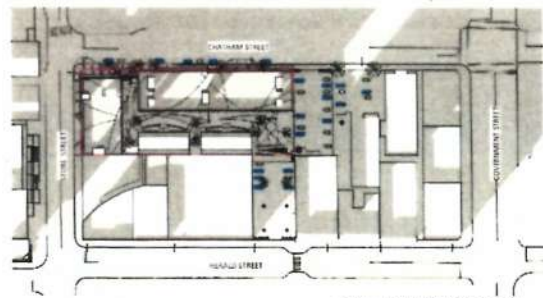
Committee of the Whole - 05 Oct 2017



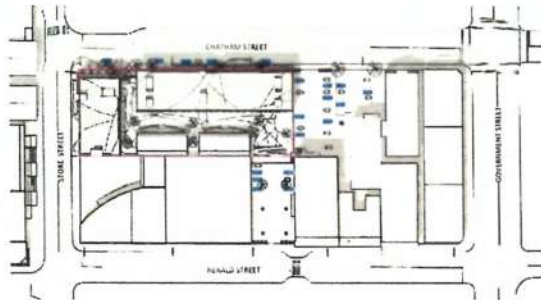
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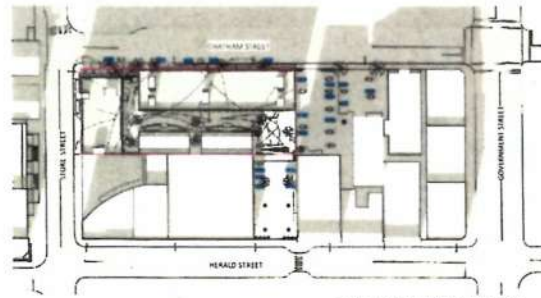
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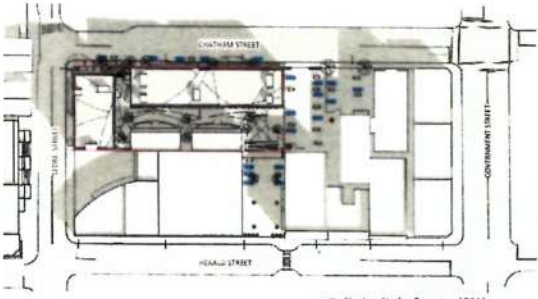
6 Shadow Study - Winter Solstice - 3PM
1:1000



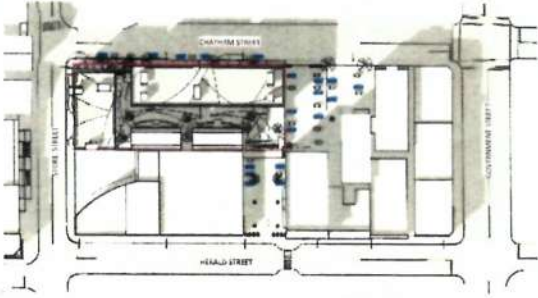
5 Shadow Study - Summer Solstice - 1PM
1:1000



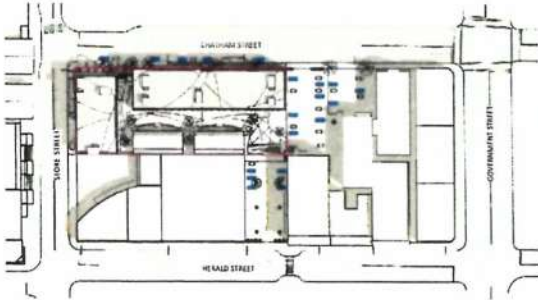
8 Shadow Study - Winter Solstice - 1PM
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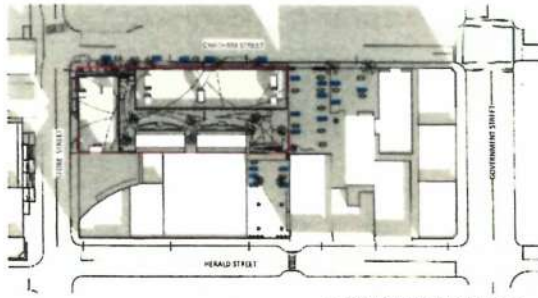
2 Shadow Study - Equinox - 10AM
1:1000



1 Shadow Study - Equinox - 3PM
1:1000



4 Shadow Study - Summer Solstice - 10AM
1:1000



7 Shadow Study - Winter Solstice - 10AM
1:1000

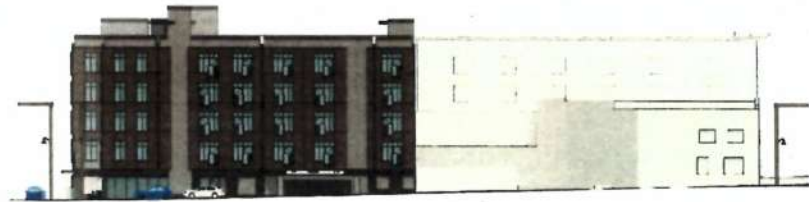
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① North Context Elevation
1:250



② South Context Elevation
1:250



③ West Context Elevation
1:250

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Revision No.	Description	Date
1	Staff Review	May 1, 2017
2	ADP Review	July 12, 2017

Consultant

IRONWORKS
CLUB TOWER VICTORIA
515 Clatham Street
Victoria, BC

Site Context Elevations

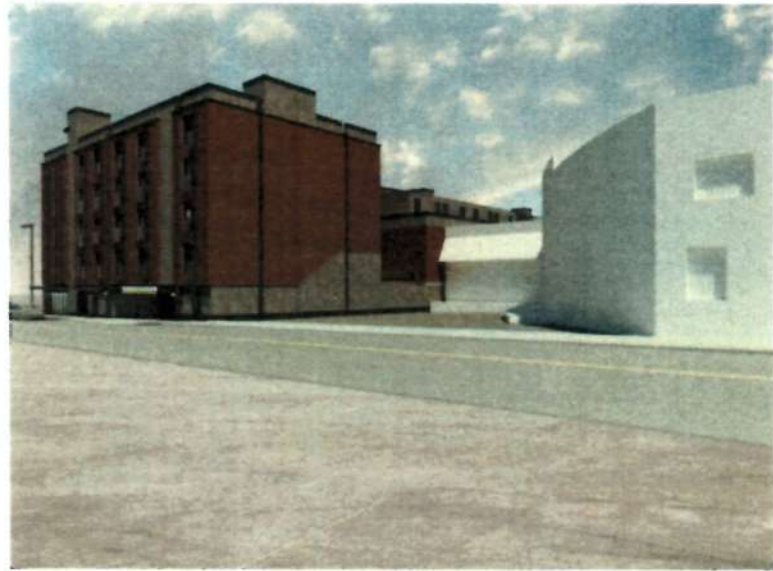
Project Number: CL16-30
Date: July 12, 2017
Drawn by: NIS
Checked by: CL

A1.03
Scale: 1:250

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STORE STREET LOOKING SOUTHEAST



STORE STREET LOOKING NORTHEAST



CHATHAM STREET LOOKING SOUTHWEST



HERALD STREET LOOKING NORTHEAST

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Issued for
Development Permit March 2, 2017

Revision No.	Description	Date
1	Staff Review	May 1 2017
2	ADP Review	July 12, 2017

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C.L.W. ARCHITECTS
515 Chatham Street
Victoria, BC

View Analysis

Project Number: A1.0
Date: July 12, 2017
Drawn by: NR
Checked by: CL
Scale:

Committee of the Whole - 05 Oct 2017



AERIAL PERSPECTIVE



VIEW FROM CHATHAM & STORE STREETS



VIEW FROM HERALD STREET



VIEW THROUGH MEWS

Christine Lintott Architects



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Issued for Development Permit March 2, 2017

Revision No.	Description	Date
1	Staff Review	May 1, 2017
2	ADP Review	July 12, 2017

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L.P. (LOWE VICTORIA)
515 Chatham Street
Victoria, BC

Perspective Studies

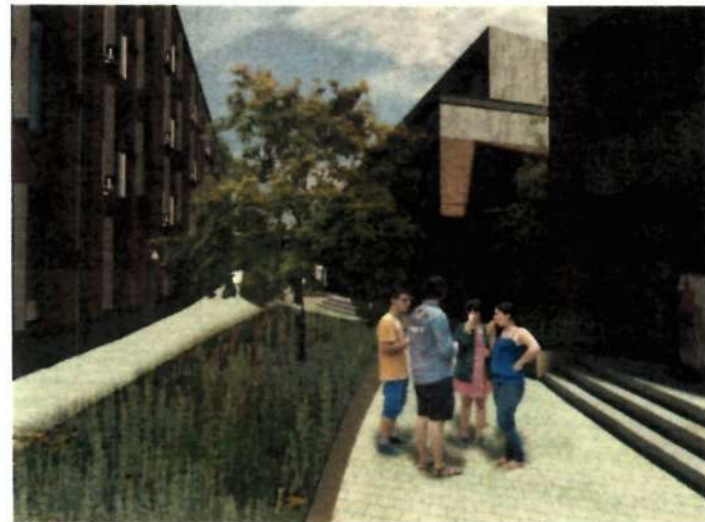
Project Number	LA-16-30
Date	July 12, 2017
Drawn by	NR
Checked by	CL
Scale	A1.05

Committee of the Whole 05 Oct 2017

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STREETSCAPE VIEW



INNER COURTYARD



PERSPECTIVE - CHATHAM STREET

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Revision		
No.	Description	Date
1	Staff Review	May 1 2017
2	ADP Review	July 12, 2017

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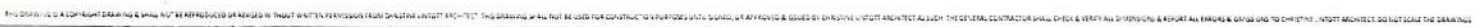
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515 Chatham Street
Victoria, BC

Perspective Studies

Project Number	CLA 16-30
Date	July 12, 2017
Drawn by	NR
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Scale	A1.06

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Revision		
No.	Description	Date
2	ADP Review	July 12, 2017

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515 Chatham St
Victoria, BC

Survey Place

Project number	CLA 16-30
Date	12, 2017
Drawn by	n/a
Checked by	n/a

A1.07

Scale 1 : 250

Committee of the Whole - 05 Oct 2017

Building Code Analysis - Overview - Parkade Building

NO.	DESCRIPTION	REMARKS	REMARKS
1	PROJECT TYPE	<input checked="" type="checkbox"/> NEW CONSTRUCTION <input type="checkbox"/> RECONSTRUCTION <input type="checkbox"/> ADDITION	
2	EXISTING BUILDING CODE	2012 BC BUILDING CODE, ALIGNED TO ALL DISTRICTS	
3	EXISTING LOCAL PERMITS	APPLY 1 2 3 4 5 6 7 8 9 10	2014 1.0.0
4	EXISTING LOCAL PERMITS	APPLY 1 2 3 4 5 6 7 8 9 10	2014 1.0.0
5	EXISTING LOCAL PERMITS	APPLY 1 2 3 4 5 6 7 8 9 10	2014 1.0.0
6	EXISTING LOCAL PERMITS	APPLY 1 2 3 4 5 6 7 8 9 10	2014 1.0.0
7	EXISTING LOCAL PERMITS	APPLY 1 2 3 4 5 6 7 8 9 10	2014 1.0.0
8	EXISTING LOCAL PERMITS	APPLY 1 2 3 4 5 6 7 8 9 10	2014 1.0.0
9	EXISTING LOCAL PERMITS	APPLY 1 2 3 4 5 6 7 8 9 10	2014 1.0.0
10	EXISTING LOCAL PERMITS	APPLY 1 2 3 4 5 6 7 8 9 10	2014 1.0.0
11	EXISTING LOCAL PERMITS	APPLY 1 2 3 4 5 6 7 8 9 10	2014 1.0.0
12	EXISTING LOCAL PERMITS	APPLY 1 2 3 4 5 6 7 8 9 10	2014 1.0.0
13	EXISTING LOCAL PERMITS	APPLY 1 2 3 4 5 6 7 8 9 10	2014 1.0.0
14	EXISTING LOCAL PERMITS	APPLY 1 2 3 4 5 6 7 8 9 10	2014 1.0.0
15	EXISTING LOCAL PERMITS	APPLY 1 2 3 4 5 6 7 8 9 10	2014 1.0.0
16	EXISTING LOCAL PERMITS	APPLY 1 2 3 4 5 6 7 8 9 10	2014 1.0.0
17	EXISTING LOCAL PERMITS	APPLY 1 2 3 4 5 6 7 8 9 10	2014 1.0.0
18	EXISTING LOCAL PERMITS	APPLY 1 2 3 4 5 6 7 8 9 10	2014 1.0.0
19	EXISTING LOCAL PERMITS	APPLY 1 2 3 4 5 6 7 8 9 10	2014 1.0.0
20	EXISTING LOCAL PERMITS	APPLY 1 2 3 4 5 6 7 8 9 10	2014 1.0.0
21	EXISTING LOCAL PERMITS	APPLY 1 2 3 4 5 6 7 8 9 10	2014 1.0.0
22	EXISTING LOCAL PERMITS	APPLY 1 2 3 4 5 6 7 8 9 10	2014 1.0.0
23	EXISTING LOCAL PERMITS	APPLY 1 2 3 4 5 6 7 8 9 10	2014 1.0.0
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27	EXISTING LOCAL PERMITS	APPLY 1 2 3 4 5 6 7 8 9 10	2014 1.0.0

Building Code Analysis - Overview - Mixed Use Buildings "A" & "B/D"

NO.	DESCRIPTION	REMARKS	REMARKS
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3	EXISTING LOCAL PERMITS	APPLY 1 2 3 4 5 6 7 8 9 10	2014 1.0.0
4	EXISTING LOCAL PERMITS	APPLY 1 2 3 4 5 6 7 8 9 10	2014 1.0.0
5	EXISTING LOCAL PERMITS	APPLY 1 2 3 4 5 6 7 8 9 10	2014 1.0.0
6	EXISTING LOCAL PERMITS	APPLY 1 2 3 4 5 6 7 8 9 10	2014 1.0.0
7	EXISTING LOCAL PERMITS	APPLY 1 2 3 4 5 6 7 8 9 10	2014 1.0.0
8	EXISTING LOCAL PERMITS	APPLY 1 2 3 4 5 6 7 8 9 10	2014 1.0.0
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Building Code Analysis - Overview - Residential Buildings "C" & "E"

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Development Permit March 2, 2017Revision
No. Description Date

2 ADP Review July 12, 2017

Consultant

IRONWORKS
L.L.B. VICTORIA515 Chatham Street
Victoria, BC

Building Code Analysis

Project number: 16-30

Date: July 12, 2017

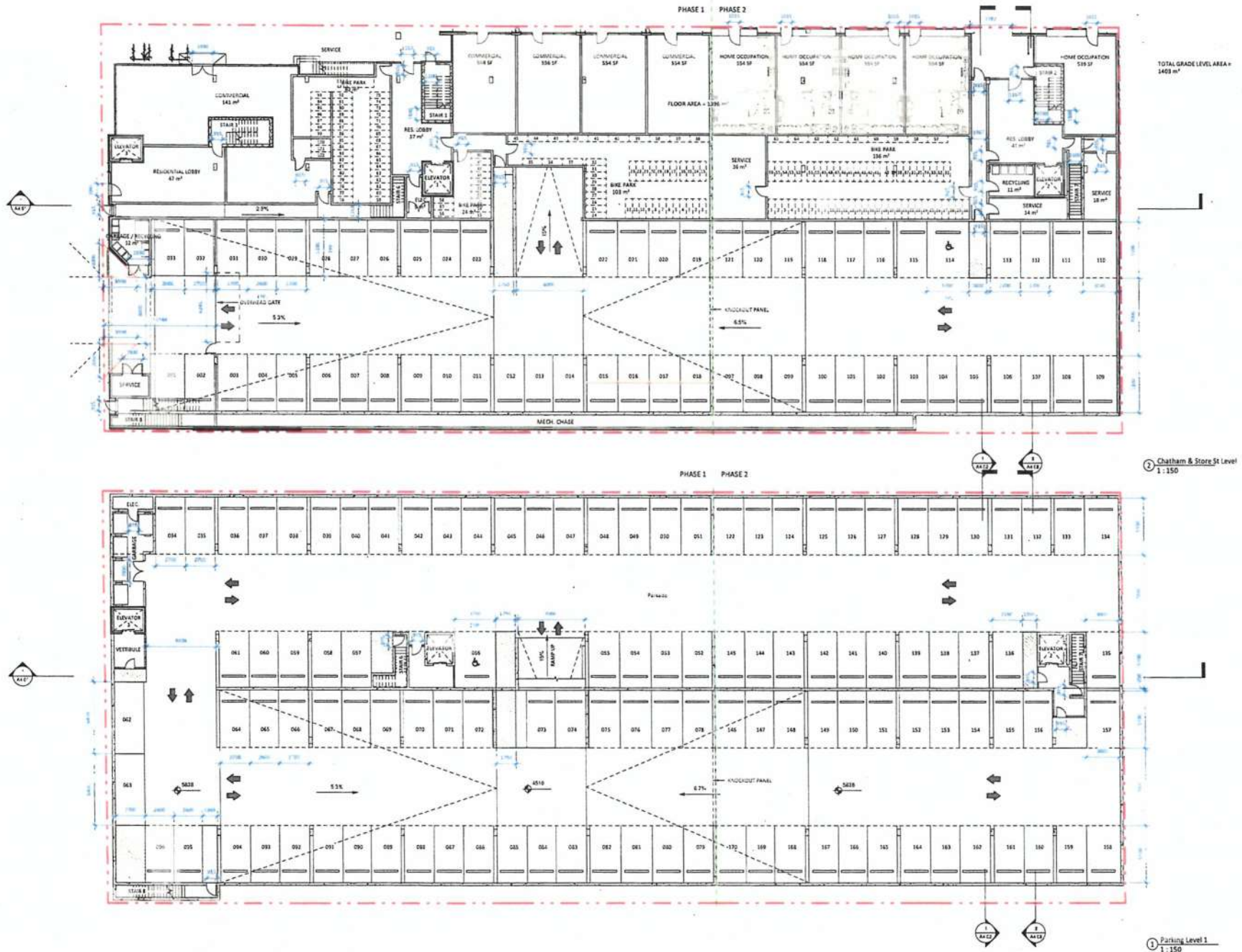
Drawn by: TK

Checked by: CL

A1.08

Scale: 1:1

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Issued for Development Permit March 2, 2017

Revision		
No.	Description	Date
1	Staff Review	May 1 2017
2	ADP Review	July 12, 2017

Consultant

IRONWORKS
L.L.B. T. W. H. V. G. J. A.
515 Chatham Street
Victoria, BC

Parking, Store & Chatham Level Plan

Project Number:	CA-16-30
Date:	May 12, 2017
Drawn by:	NR
Checked by:	CS
Scale:	A2.00 1:150

Committee of the Whole 05 Oct 2017



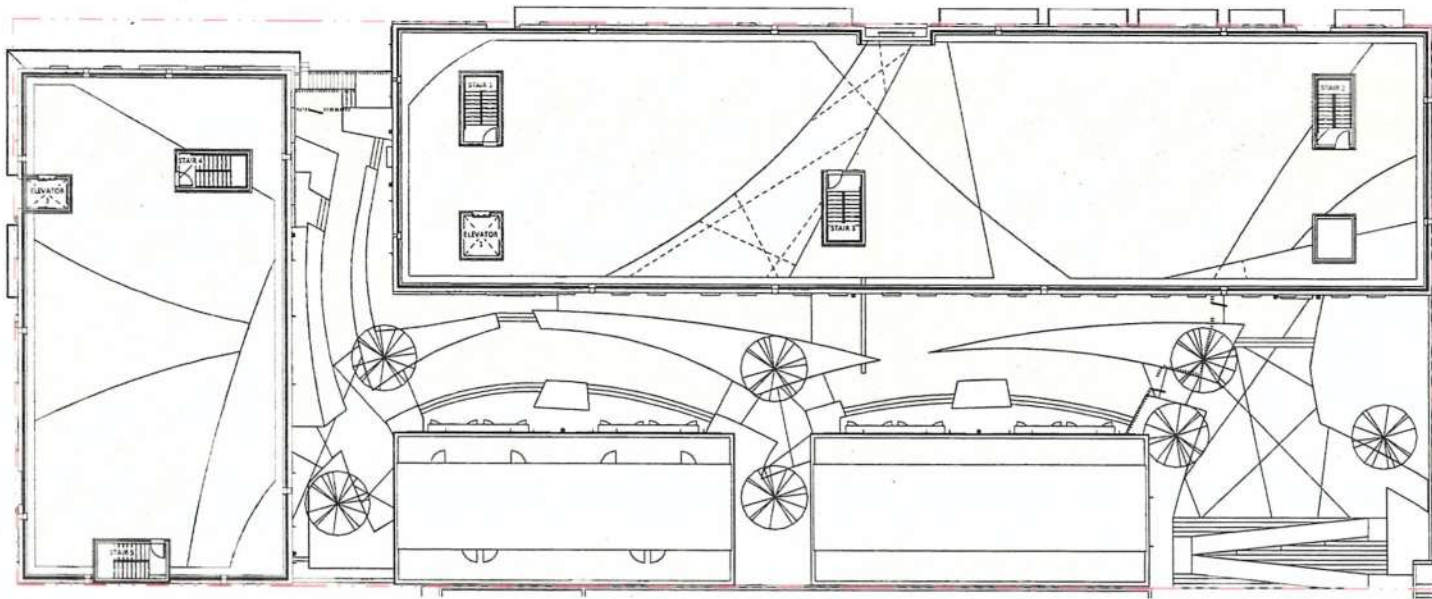
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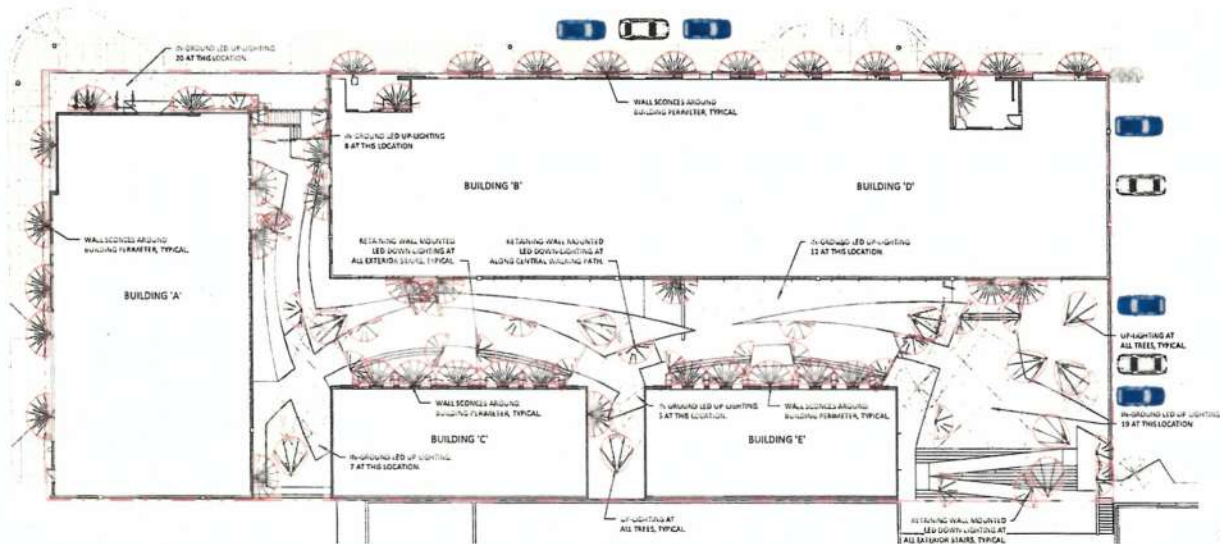
Scale 1 : 150

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1 Roof Level Plan
1:150

TOTAL GRADE LEVEL AREA =
50 m²



2 Exterior Lighting Plan
1:200

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Issued for
Development Permit March 2, 2017

Revision No.	Description	Date
1	Staff Review	May 1, 2017
2	ADP Review	July 12, 2017

Consultant

IRONWORKS
C.L.M. & W.R.V. LTD.
515 Chatham Street
Victoria, BC

Roof Plan & Exterior
Lighting Plan

Project Number	CIA 16-30
Date	July 12, 2017
Drawn By	NLR
Checked By	CL
Scale	A2.05 Oct 2017 Indicated

Committee of the Whole - 05 Oct 2017

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Revision	Description	Date
1	Staff Review	May 1 2017
2	ADP Review	July 12, 2017

Consultant

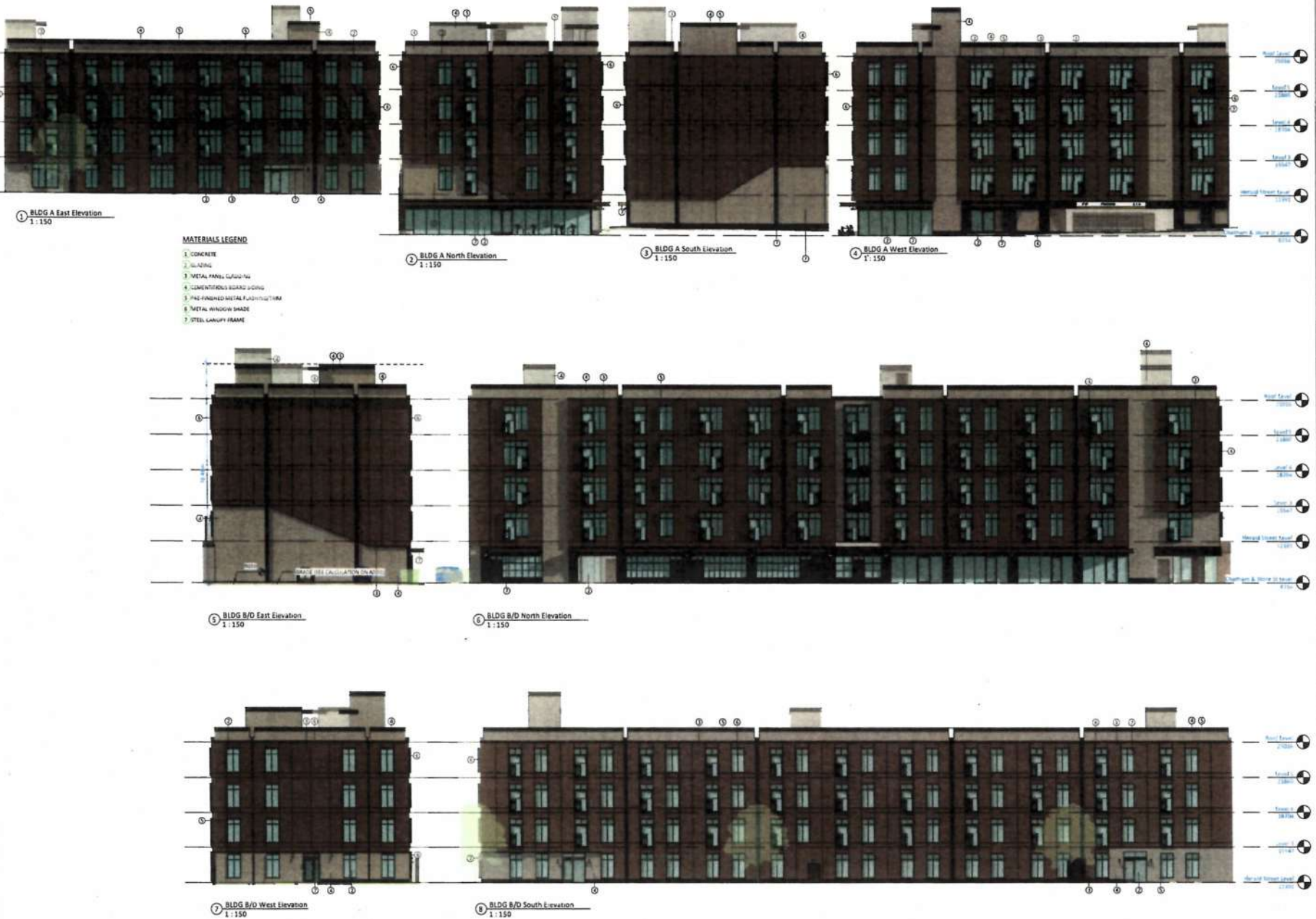
IRONWORKS
L.L.B. L.L.B. L.L.B.
515 Chatham Street
Victoria, BC

Overall Elevation

Project Number: 16-30
Date: July 17, 2017
Drawn by: NH
Checked by: CL

A3.01
Scale: 1:150

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Consultant

IRONWORKS
L.L.P. 1200 VICTORIA
515 Chatham Street
Victoria, BC

Building Elevations

Project number: CL-16-30
Date: July 12, 2017
Drawn by: NR
Checked by: CL

A3.02

Scale: 1:150

Committee of the Whole 05 Oct 2017



- MATERIALS LEGEND**
- 1. CONCRETE
 - 2. GLAZING
 - 3. METAL PANEL CLADDING
 - 4. COARSENITIOUS BOARD SIDING
 - 5. PINK FINISHED METAL FLASHING/TRIM
 - 6. METAL WINDOW SHADE
 - 7. STEEL GALVANIZED FRAMES

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Revision		
No.	Description	Date
1	Staff Review	May 1 2017
2	ADP Review	July 12, 2017

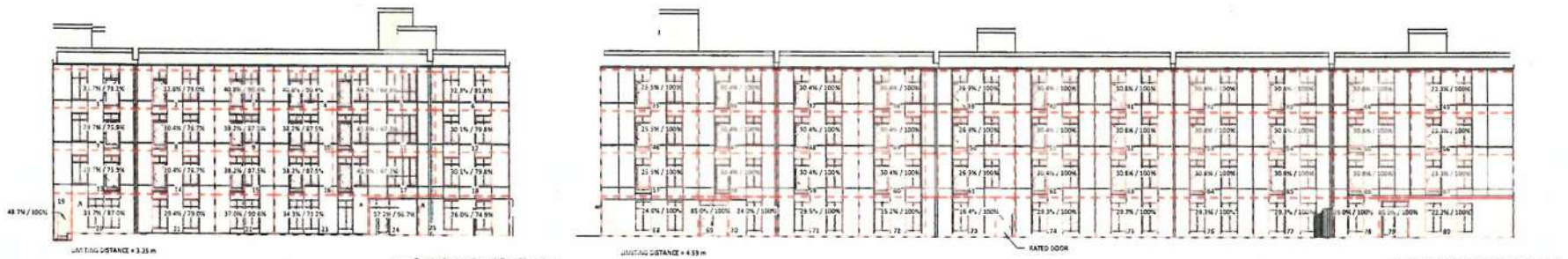
Consultant

IRONWORKS
L.L.B.T. W.V. U.T.H.A.
515 Chatham Street
Victoria, BC

Building Elevations

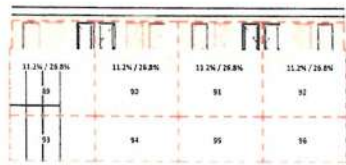
Project Number	CLA 16-30
Date	July 12, 2017
Drawn by	NBR
Checked by	CL
Scale	1:150

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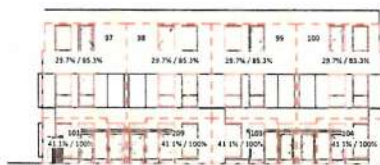


1 Spatial Separation - A East Elevation
1:150

8 Spatial Separation - B/D South Elevation
1:150



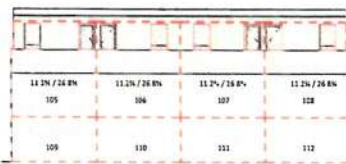
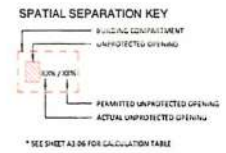
3 Spatial Separation - C South Elevation
1:150



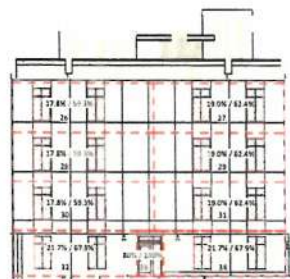
4 Spatial Separation - E North Elevation
1:150



2 Spatial Separation - C North Elevation
1:150



5 Spatial Separation - E South Elevation
1:150



7 Spatial Separation - B/D West Elevation
1:150



6 Site Plan - Spatial Separation
1:200

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Issued for
Development Permit March 2, 2017

Revision	Description	Date
2	ADP Review	July 12, 2017

Consultant

IRONWORKS
515 Chatham Street
Victoria, BC

Spatial Separation
Calculation

Project number	CLA 16-30
Date	July 12, 2017
Drawn by	NR
Checked by	CL
Scale	A3.04

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Spatial Separation Calculation Table

Building Face	Fire Compartment	Limiting Distance	Area of Existing Building Foot (m ²)	Maximum Area of Unprotected Opening (m ²)	Actual Area of Unprotected Opening (m ²)	Building Face	Fire Compartment	Limiting Distance	Area of Existing Building Foot (m ²)	Maximum Area of Unprotected Opening (m ²)	Actual Area of Unprotected Opening (m ²)
RUDG A - East	001	3.35 m	17.7	23.9 (78.2%)	5.4 (31.7%)	RUDG C - North	81	4.59 m	37.0	31.8 (85.7%)	11.0 (29.7%)
RUDG A - East	002	3.35 m	17.2	23.4 (79.0%)	5.1 (31.1%)	RUDG C - North	82	4.59 m	37.0	31.8 (85.7%)	11.0 (29.7%)
RUDG A - East	003	3.35 m	12.8	21.8 (80.4%)	5.2 (40.8%)	RUDG C - North	83	4.59 m	37.0	31.8 (85.7%)	11.0 (29.7%)
RUDG A - East	004	3.35 m	12.9	21.9 (80.4%)	5.2 (40.8%)	RUDG C - North	84	4.59 m	37.0	31.8 (85.7%)	11.0 (29.7%)
RUDG A - East	005	3.35 m	22.4	35.9 (88.9%)	10.0 (44.7%)	RUDG C - North	85	4.59 m	12.4	100%	5.1 (41.1%)
RUDG A - East	006	3.35 m	15.7	22.3 (81.2%)	5.1 (31.1%)	RUDG C - North	86	4.59 m	12.4	100%	5.1 (41.1%)
RUDG A - East	007	3.35 m	16.2	24.4 (75.9%)	5.5 (29.7%)	RUDG C - North	87	4.59 m	12.4	100%	5.1 (41.1%)
RUDG A - East	008	3.35 m	18.5	24.2 (79.7%)	5.5 (30.4%)	RUDG C - North	88	4.59 m	12.4	100%	5.1 (41.1%)
RUDG A - East	009	3.35 m	13.7	22.2 (77.3%)	5.5 (31.2%)						
RUDG A - East	010	3.35 m	13.7	22.2 (77.3%)	5.5 (31.2%)						
RUDG A - East	011	3.35 m	23.8	25.1 (87.2%)	10.0 (41.6%)	RUDG C - South	89	2.35 m	33.0	8.8 (26.4%)	3.7 (11.2%)
RUDG A - East	012	3.35 m	16.8	23.4 (79.8%)	5.1 (30.1%)	RUDG C - South	90	2.35 m	33.0	8.8 (26.4%)	3.7 (11.2%)
RUDG A - East	013	3.35 m	16.8	24.4 (79.8%)	5.1 (30.1%)	RUDG C - South	91	2.35 m	33.0	8.8 (26.4%)	3.7 (11.2%)
RUDG A - East	014	3.35 m	18.5	24.2 (77.1%)	5.4 (30.4%)	RUDG C - South	92	2.35 m	33.0	8.8 (26.4%)	3.7 (11.2%)
RUDG A - East	015	3.35 m	13.7	22.2 (77.1%)	5.5 (31.2%)	RUDG C - South	93	0.14 m	No openings proposed		
RUDG A - East	016	3.35 m	13.7	22.2 (77.1%)	5.5 (31.2%)	RUDG C - South	94	0.14 m	No openings proposed		
RUDG A - East	017	3.35 m	23.8	25.1 (87.2%)	10.0 (41.6%)	RUDG C - South	95	0.14 m	No openings proposed		
RUDG A - East	018	3.35 m	16.8	23.4 (79.8%)	5.1 (30.1%)	RUDG C - South	96	0.14 m	No openings proposed		
RUDG A - East	019	3.35 m	4.6	4.9 (102%)	2.2 (46.7%)						
RUDG A - East	020	3.35 m	13.3	22.1 (77.0%)	5.1 (30.4%)						
RUDG A - East	021	3.35 m	17.2	23.8 (79.8%)	5.1 (29.6%)	RUDG C - East	No openings proposed				
RUDG A - East	022	3.35 m	12.8	21.8 (80.4%)	4.7 (37.2%)	RUDG C - West	No openings proposed				
RUDG A - East	023	3.35 m	20.5	25.0 (79.2%)	7.0 (34.1%)						
RUDG A - East	024	3.35 m	11.0	22.4 (78.7%)	6.1 (57.2%)						
RUDG A - East	025	3.35 m	18.5	24.8 (79.9%)	5.1 (20.6%)						
RUDG A - North	Limiting Distance = 9.0 m. Maximum Area of Unprotected Openings: 100%.					RUDG C - North	97	4.59 m	37.0	31.8 (85.7%)	11.0 (29.7%)
RUDG A - South	No openings proposed					RUDG C - North	98	4.59 m	37.0	31.8 (85.7%)	11.0 (29.7%)
RUDG A - West	Limiting Distance = 9.0 m. Maximum Area of Unprotected Openings: 100%.					RUDG C - North	99	4.59 m	37.0	31.8 (85.7%)	11.0 (29.7%)
RUDG B/D - East	No openings proposed					RUDG C - North	100	4.59 m	37.0	31.8 (85.7%)	11.0 (29.7%)
RUDG B/D - North	Limiting Distance = 9.0 m. Maximum Area of Unprotected Openings: 100%.					RUDG C - North	101	4.59 m	12.4	100%	5.1 (41.1%)
						RUDG C - North	102	4.59 m	12.4	100%	5.1 (41.1%)
						RUDG C - North	103	4.59 m	12.4	100%	5.1 (41.1%)
						RUDG C - North	104	4.59 m	12.4	100%	5.1 (41.1%)
RUDG B/D - West	26	3.35 m	28.7	17.0 (59.3%)	5.1 (17.8%)	RUDG L - South	105	2.35 m	33.0	8.8 (26.4%)	3.7 (11.2%)
RUDG B/D - West	27	3.35 m	29.8	16.7 (56.0%)	5.1 (19.0%)	RUDG L - South	106	2.35 m	33.0	8.8 (26.4%)	3.7 (11.2%)
RUDG B/D - West	28	3.35 m	28.7	17.0 (59.3%)	5.1 (19.0%)	RUDG L - South	107	2.35 m	33.0	8.8 (26.4%)	3.7 (11.2%)
RUDG B/D - West	29	3.35 m	28.8	16.7 (58.4%)	5.1 (18.6%)	RUDG L - South	108	2.35 m	33.0	8.8 (26.4%)	3.7 (11.2%)
RUDG B/D - West	30	3.35 m	28.7	17.0 (59.3%)	5.1 (18.6%)	RUDG L - South	109	0.13 m	No openings proposed		
RUDG B/D - West	31	3.35 m	28.8	16.7 (58.4%)	5.1 (18.6%)	RUDG L - South	110	0.13 m	No openings proposed		
RUDG B/D - West	32	3.35 m	22.8	16.0 (67.9%)	5.1 (25.7%)	RUDG L - South	111	0.13 m	No openings proposed		
RUDG B/D - West	33	3.35 m	5.0	5.0 (100%)	4.0 (80.0%)	RUDG L - South	112	0.13 m	No openings proposed		
RUDG B/D - West	34	3.35 m	23.4	16.0 (67.9%)	5.1 (21.7%)	RUDG F - West	No openings proposed				
RUDG B/D - South	35	4.59 m	22.0	100%	5.6 (25.5%)						
RUDG B/D - South	36	4.59 m	16.5	100%	5.6 (30.4%)						
RUDG B/D - South	37	4.59 m	16.5	100%	5.6 (30.4%)						
RUDG B/D - South	38	4.59 m	16.5	100%	5.6 (30.4%)						
RUDG B/D - South	39	4.59 m	20.8	100%	5.6 (26.9%)						
RUDG B/D - South	40	4.59 m	16.5	100%	5.6 (30.4%)						
RUDG B/D - South	41	4.59 m	18.2	100%	5.6 (30.4%)						
RUDG B/D - South	42	4.59 m	18.2	100%	5.6 (30.4%)						
RUDG B/D - South	43	4.59 m	18.2	100%	5.6 (30.4%)						
RUDG B/D - South	44	4.59 m	18.2	100%	5.6 (30.4%)						
RUDG B/D - South	45	4.59 m	24.0	100%	5.6 (23.3%)						
RUDG B/D - South	46	4.59 m	22.0	100%	5.6 (25.5%)						
RUDG B/D - South	47	4.59 m	18.5	100%	5.6 (30.4%)						
RUDG B/D - South	48	4.59 m	18.5	100%	5.6 (30.4%)						
RUDG B/D - South	49	4.59 m	18.5	100%	5.6 (30.4%)						
RUDG B/D - South	50	4.59 m	20.8	100%	5.6 (26.9%)						
RUDG B/D - South	51	4.59 m	18.5	100%	5.6 (30.4%)						
RUDG B/D - South	52	4.59 m	18.2	100%	5.6 (30.4%)						
RUDG B/D - South	53	4.59 m	18.2	100%	5.6 (30.4%)						
RUDG B/D - South	54	4.59 m	18.2	100%	5.6 (30.4%)						
RUDG B/D - South	55	4.59 m	18.2	100%	5.6 (30.4%)						
RUDG B/D - South	56	4.59 m	24.0	100%	5.6 (23.3%)						
RUDG B/D - South	57	4.59 m	22.0	100%	5.6 (25.5%)						
RUDG B/D - South	58	4.59 m	18.5	100%	5.6 (30.4%)						
RUDG B/D - South	59	4.59 m	18.5	100%	5.6 (30.4%)						
RUDG B/D - South	60	4.59 m	18.5	100%	5.6 (30.4%)						
RUDG B/D - South	61	4.59 m	20.8	100%	5.6 (26.9%)						
RUDG B/D - South	62	4.59 m	18.5	100%	5.6 (30.4%)						
RUDG B/D - South	63	4.59 m	18.2	100%	5.6 (30.4%)						
RUDG B/D - South	64	4.59 m	18.2	100%	5.6 (30.4%)						
RUDG B/D - South	65	4.59 m	18.2	100%	5.6 (30.4%)						
RUDG B/D - South	66	4.59 m	18.2	100%	5.6 (30.4%)						
RUDG B/D - South	67	4.59 m	24.0	100%	5.6 (23.3%)						
RUDG B/D - South	68	4.59 m	20.7	100%	5.1 (24.4%)						
RUDG B/D - South	69	4.59 m	6.7	100%	5.7 (85%)						
RUDG B/D - South	70	4.59 m	10.4	100%	2.5 (24.0%)						
RUDG B/D - South	71	4.59 m	17.1	100%	5.1 (29.9%)						
RUDG B/D - South	72	4.59 m	14.5	100%	5.1 (35.2%)						
RUDG B/D - South	73	4.59 m	15.7	100%	2.5 (16.4%)						
RUDG B/D - South	74	4.59 m	17.4	100%	5.1 (29.3%)						
RUDG B/D - South	75	4.59 m	17.1	100%	5.1 (29.9%)						
RUDG B/D - South	76	4.59 m	17.1	100%	5.1 (29.9%)						
RUDG B/D - South	77	4.59 m	17.1	100%	5.1 (29.9%)						
RUDG B/D - South	78	4.59 m	30.0	100%	2.5 (8.3%)						
RUDG B/D - South	79	4.59 m	6.7	100%	5.7 (85.0%)						
RUDG B/D - South	80	4.59 m	23.0	100%	5.1 (22.2%)						

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No. Description Date

2 ADP Review July 12, 2017

Consultant

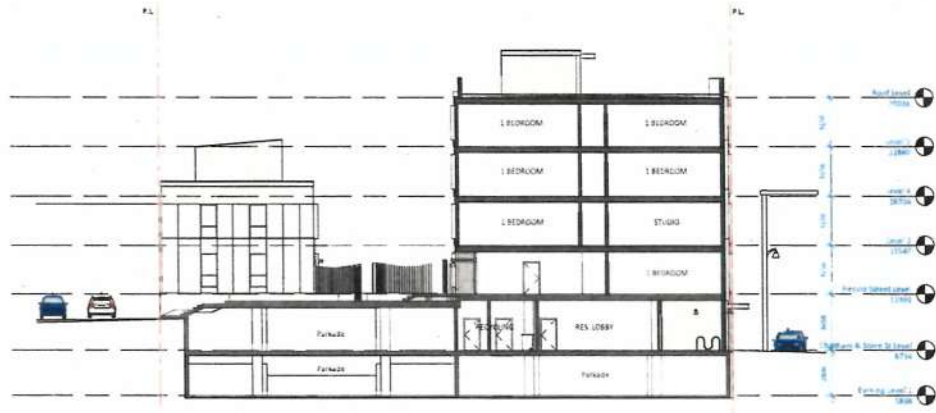
IRONWORKS
L.L.B. INC.515 Chatham Street
Victoria, BCSpatial Separation
CalculationProject number: CLS-16-30
Date: 12, 2017
Drawn by: NR
Checked by: CL

A3.05

Scale 1:50



1 Long Section
1:150



2 Cross Section
1:150

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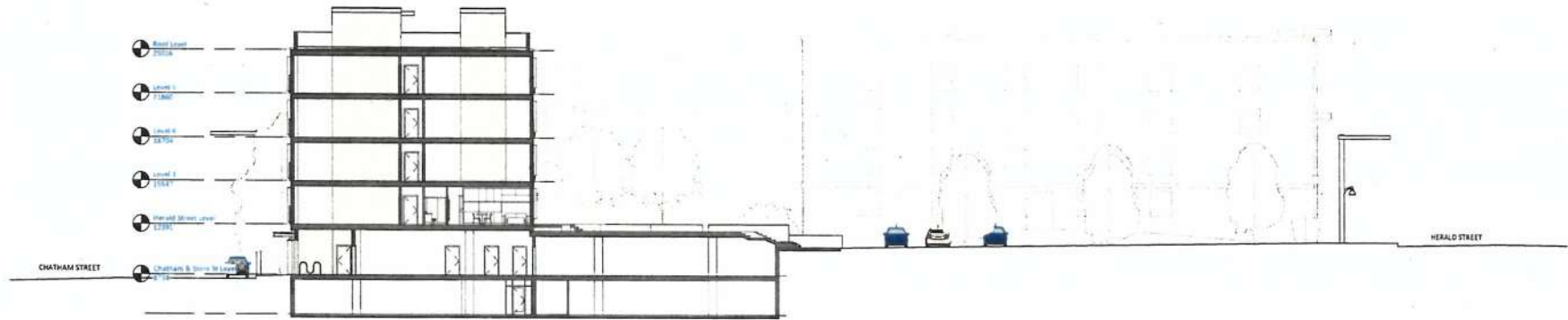
IRONWORKS
515 Chatham Street
Victoria, BC

Sections

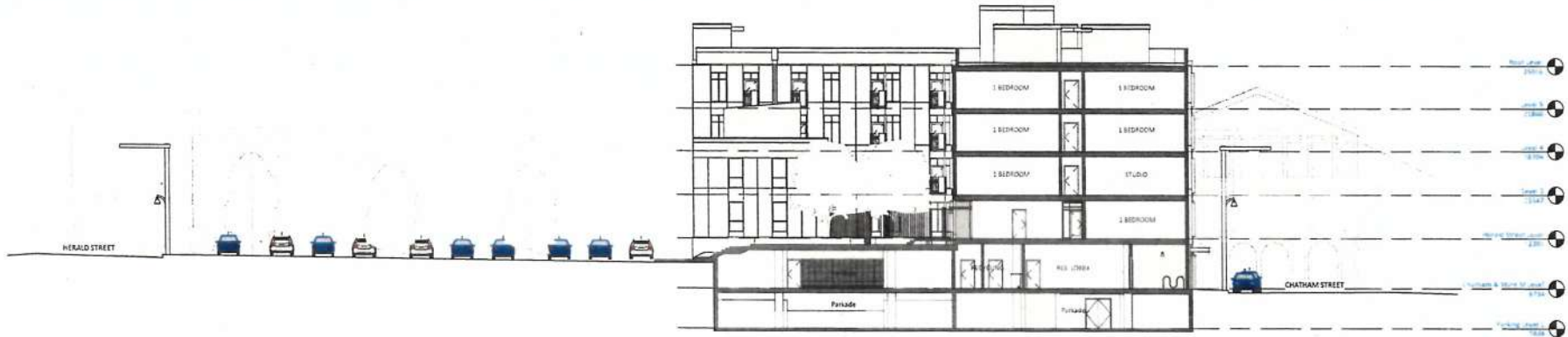
Project Number	CIA 16-30
Date	July 12, 2017
Drawn by	NR
Checked by	CL

Scale 1:150

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1. Courtyard Section Looking East
1:150



2. Courtyard Section Looking West
1:150

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2	ADP Review	July 12, 2017

Consultant

IRONWORKS
CUBIC WORKS

515 Chatham Street
Victoria, BC

Site Section

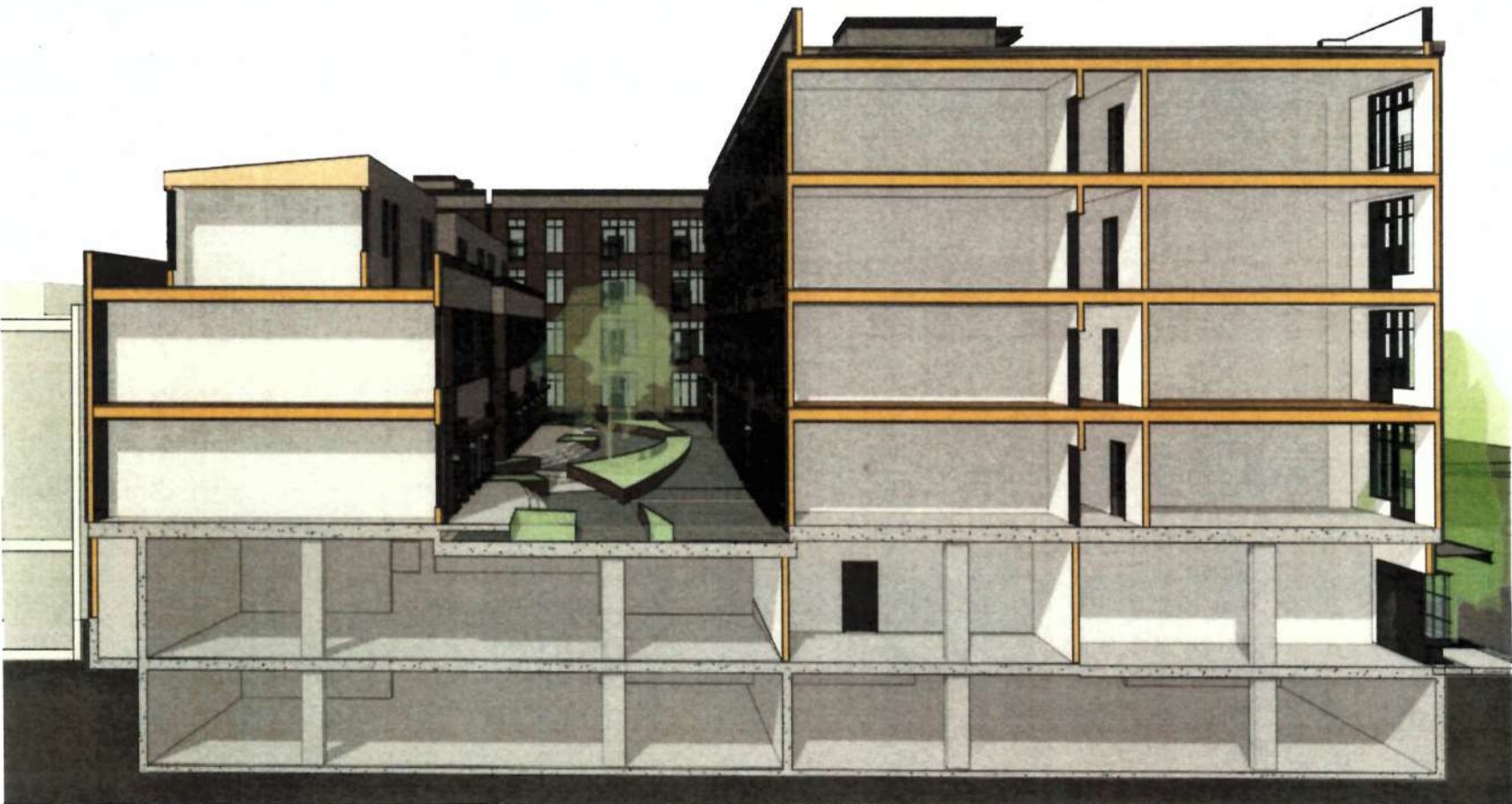
Project number: CIA-16-30
Date: July 12, 2017
Drawn by: Author
Checked by: Checker

A4.00

Scale 1:150

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① Sectional Perspective

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1	Staff Review	May 1, 2017	
2	ADP Review	July 12, 2017	

Consultant

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S.U.F.W. INC.
515 Chatham Street
Victoria, BC

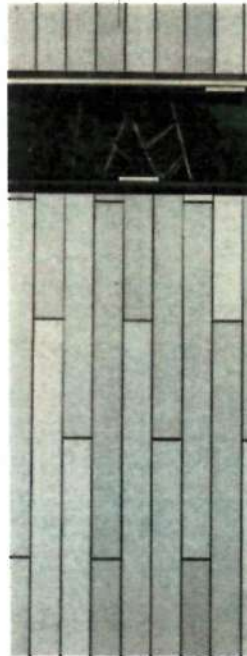
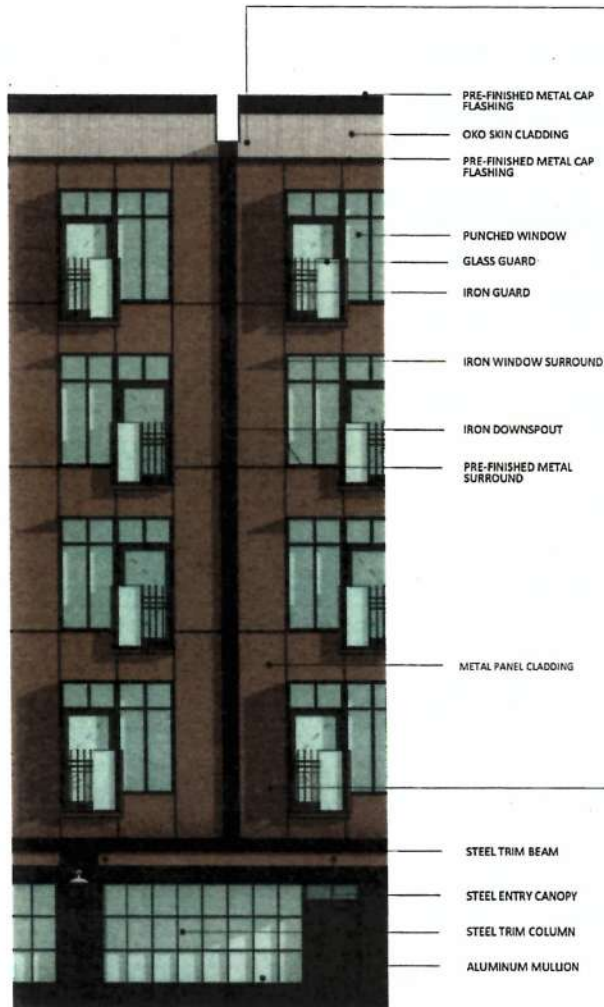
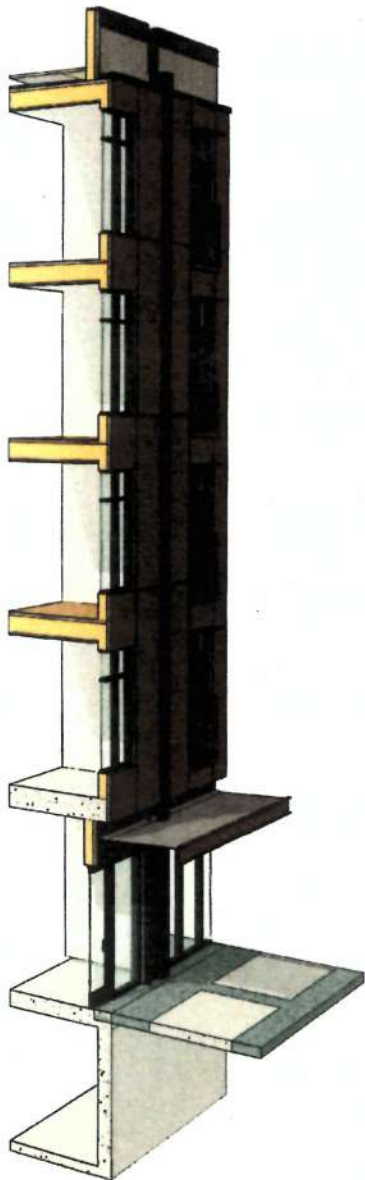
Sections

Project Number:	CLA 16-30
Date:	July 12, 2017
Drawn by:	NR
Checked by:	CL
Scale:	

A4.00

Committee of the Whole - 05 Oct 2017

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1	Staff Review		May 1, 2017
2	ADP Review		July 12, 2017

Consultant

IRONWORKS
CLADDING
515 Chatham Street
Victoria, BC

Cladding Details

Project Number	CJA 16-30
Date	July 12, 2017
Drawn By	NR
Checked By	CI
Scale	1:125

Committee of the Whole - 05 Oct 2017

A9.01



GUARDS / GATES



COURTYARD FURNITURE



FINIS / SHADES



SCULPTURAL FURNITURE



EXTERIOR LIGHTING



CAST IRON DOWNSPOUT



SIGNAGE



COURTYARD PAVING



PROJECT SIGNAGE

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Consultant

IRONWORKS
CLUB TOWN VICTORIA

515 Chatham Street
Victoria, BC

Site Detail

Project Number: CLA 15-30
Date: July 12, 2017
Drawn by: NR
Checked by: CL

Scale: A9.02

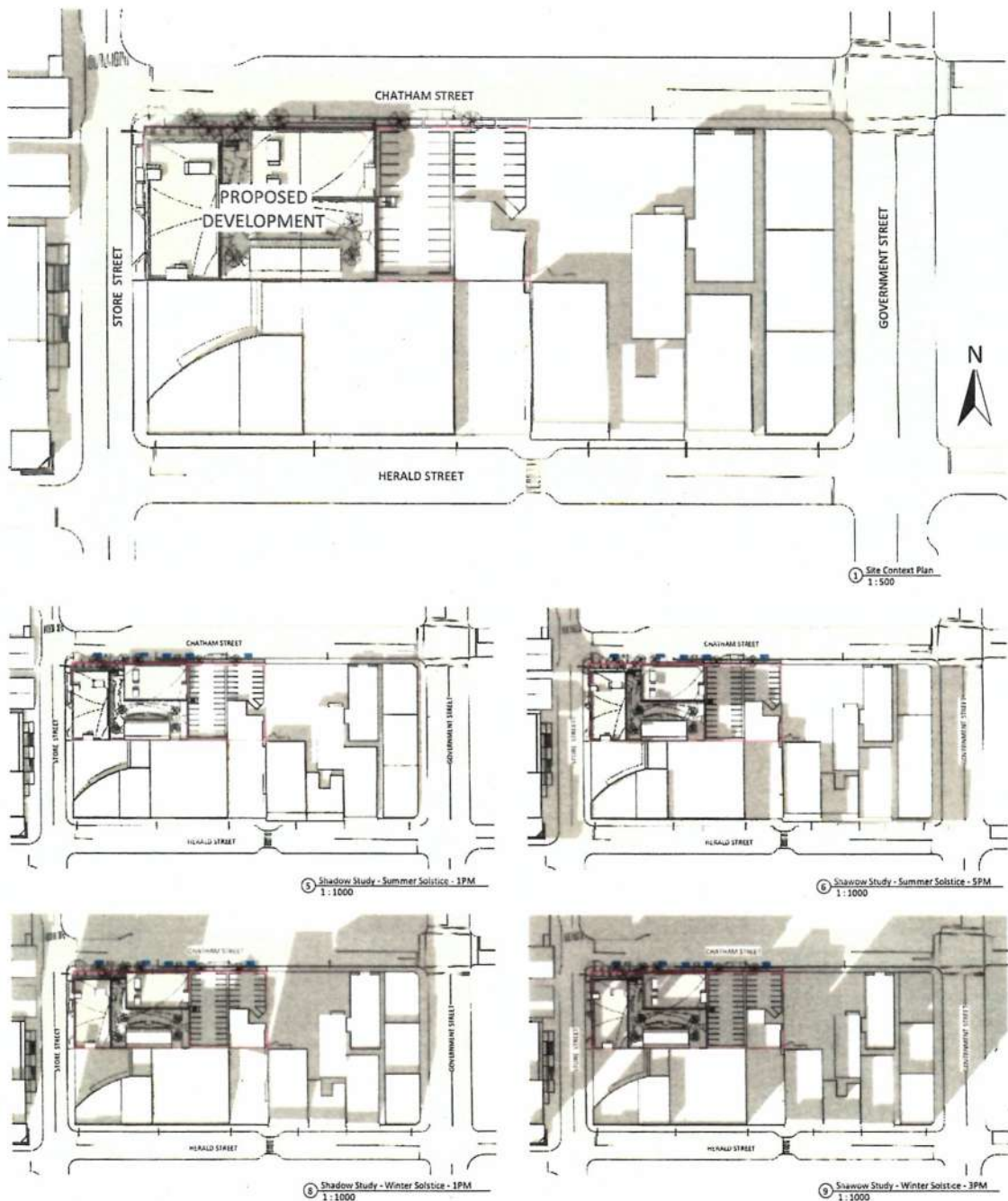
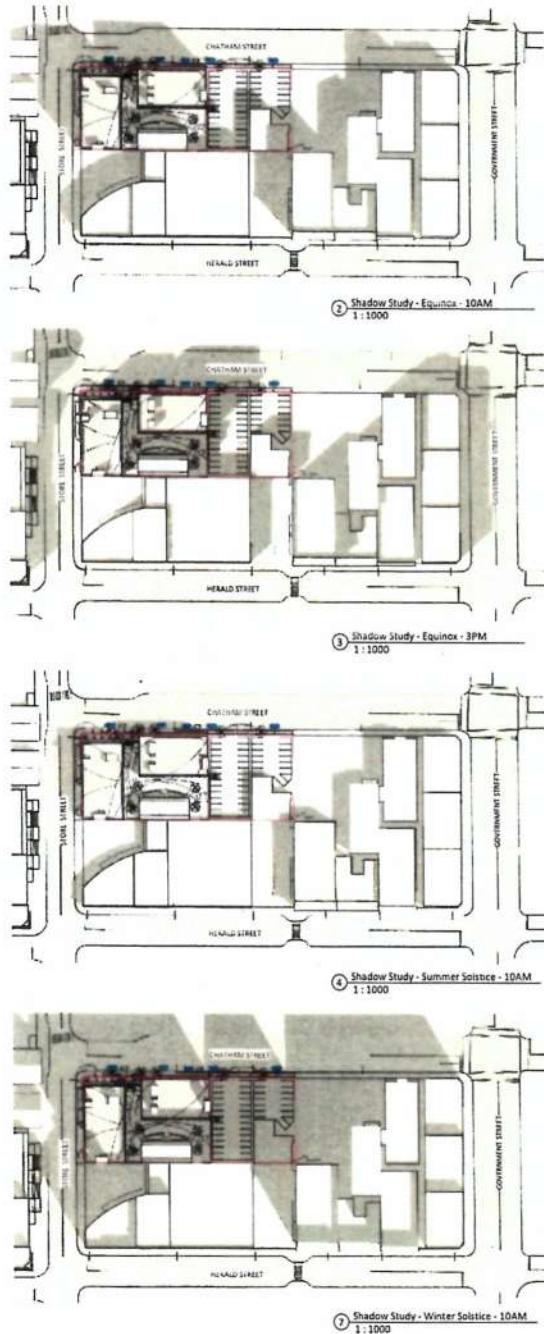
Committee of the Whole 05 Oct 2017

[illegible]

① Site Plan of Proposed Development - Phase 1
1:200

PROJECT NUMBER	CLA 16-3
Date	July 12, 2016
Drawn By	N
CHECKED BY	C
PH1.01	
Scale	As indicated

Committee of the Whole - 05 Oct 2017



⑨ Site Context Plan
1:500

CHRISTINE LINTOTT ARCHITECT

1-564 Queens Ave., Victoria, BC V8T 1M5
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www.christinelintott.com
clintott@christinelintott.com

Issued for Development Permit March 2, 2017

Revision No.	Description	Date
2	ADP Review	July 12, 2017

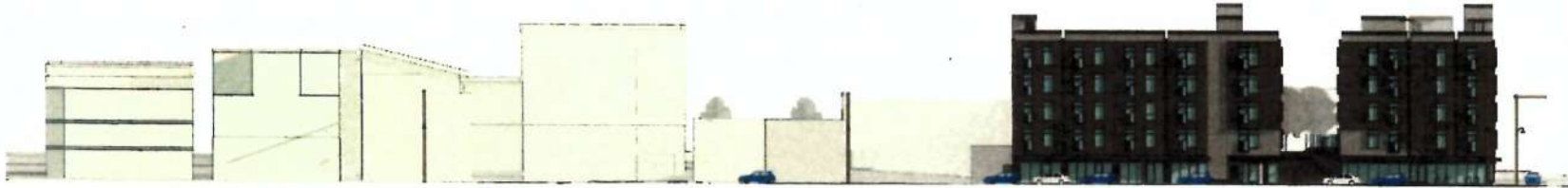
Consultant

IRONWORKS
515 Chatham Street
Victoria, BC

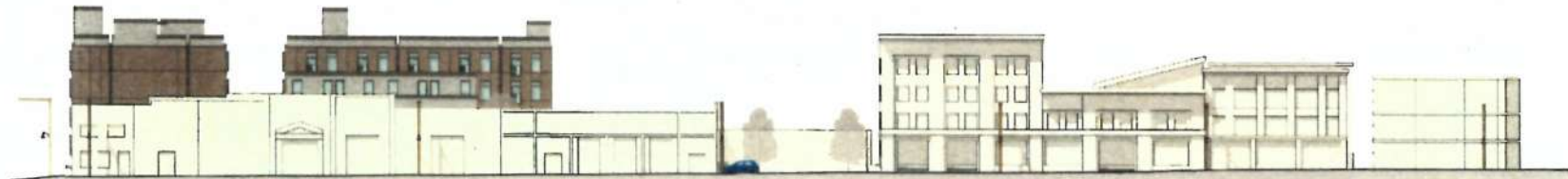
Phase 1 Site Context Plan

Project Number	CLA 16-30
Date	July 12, 2017
Drawn by	NR
Checked by	CL
Scale	PH1.00

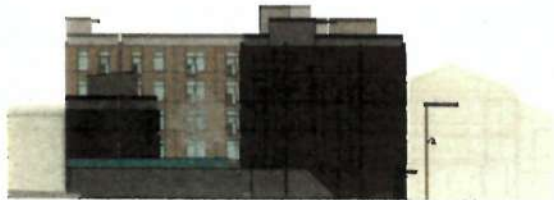
Committee of the Whole - 05 Oct 2017



① North Context Elevation
1:250



② South Context Elevation
1:250



④ East Context Elevation
1:250



③ West Context Elevation
1:250

CHRISTINE LINTOTT ARCHITECT

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Issued for
Development Permit March 2, 2017

Revision No.	Description	Date
2	ADP Review	July 12, 2017

Consultant

IRONWORKS
L.L. & L.L. VICTORIA
515 Chatham Street
Victoria, BC

Phase 1 Site Context
Elevations

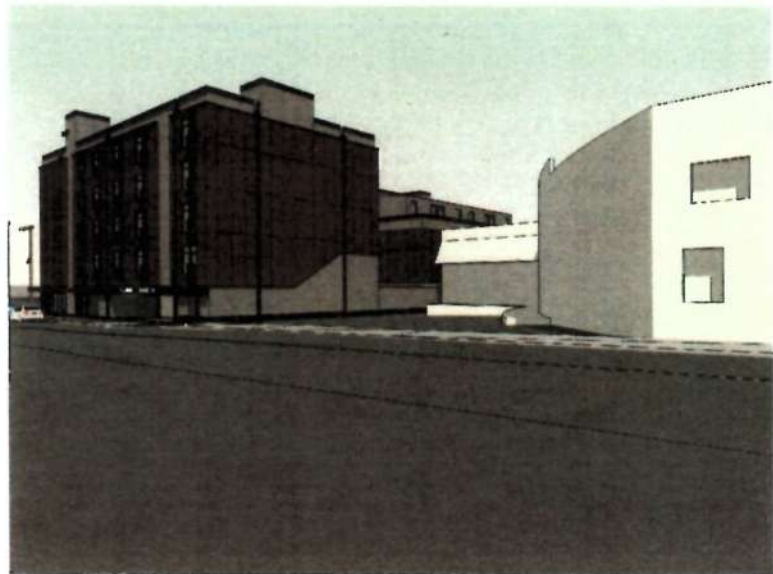
Project Number	CLA-16-30
Date	July 12, 2017
Drawn by	NB
Checked by	CL

PH1.0
Scale 1:250

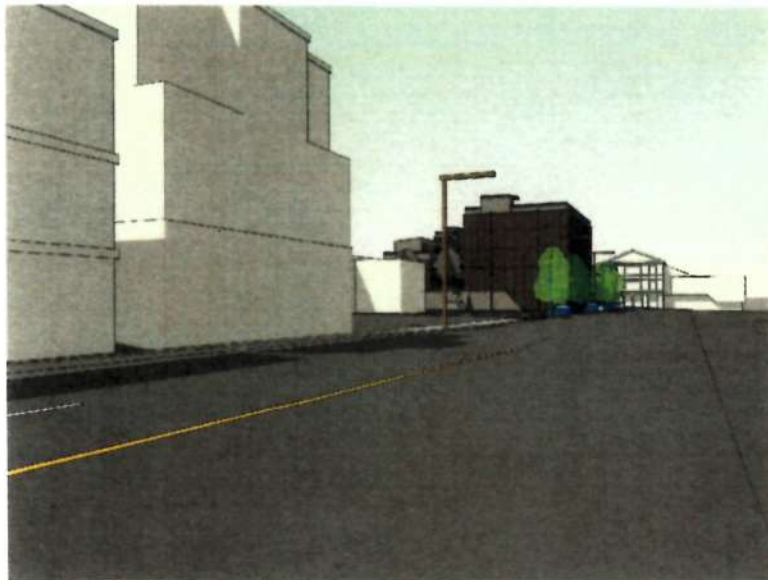
Committee of the Whole 05 Oct 2017



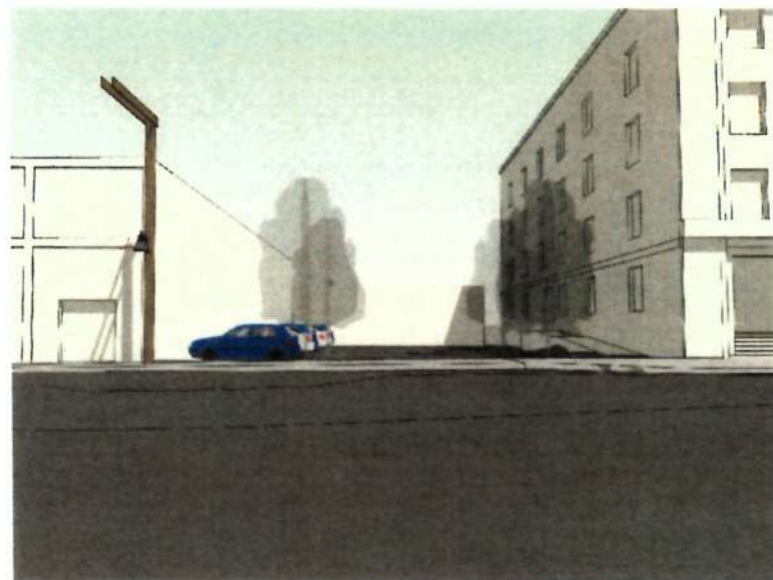
① Store Street Looking Southeast



② Store Street Looking Northeast



③ Chatham Looking Southwest



④ Herald Looking North

CHRISTINE LINTOTT ARCHITECT

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clintott@christinelintott.ca

Issued for
Development Permit March 2, 2017

Revision No.	Description	Date
2	ADP Review	July 12, 2017

Consultant

IRONWORKS

515 Chatham Street
Victoria, BC

Phase 1 View Analysis

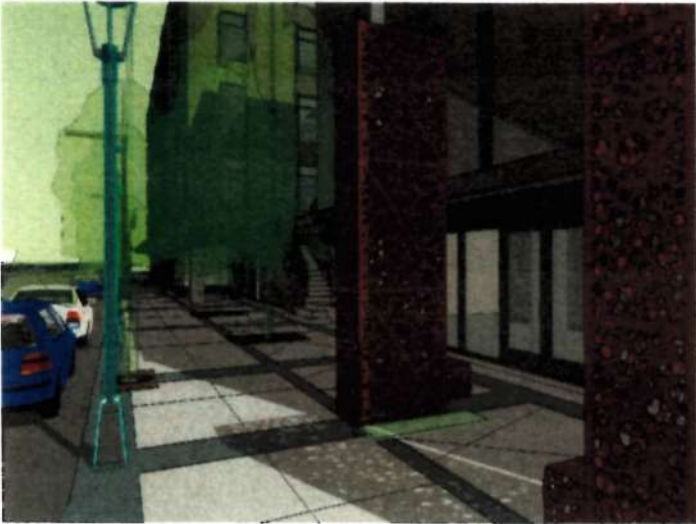
Project number: CLA 16-30
Date: July 12, 2017
Drawn by: NR
Checked by: CL

PH1.0

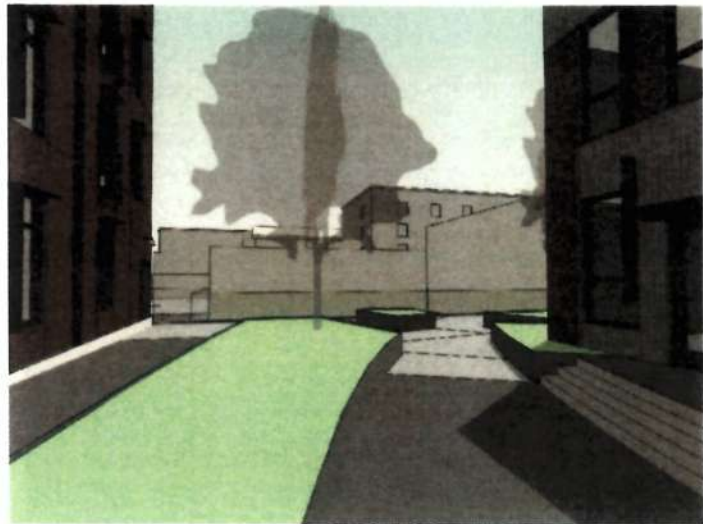
Scale

Committee of the Whole - 05 Oct 2017

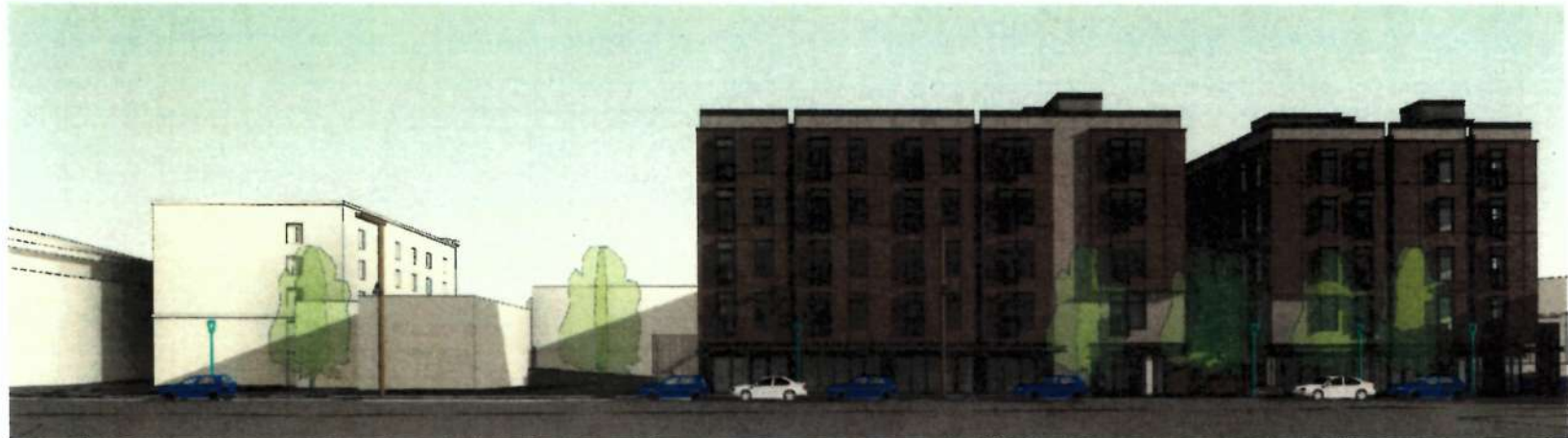
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② Landscape Stair



① Inner Courtyard



③ 3D View - Chatham Street

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Issued for
Development Permit March 2, 2017

Revision No.	Description	Date
2	ADP Review	July 12, 2017

Consultant

IRONWORKS
L.L.O. L.L.W. VICTORIA
515 Chatham Street
Victoria, BC

Phase 1 Perspective
Studies

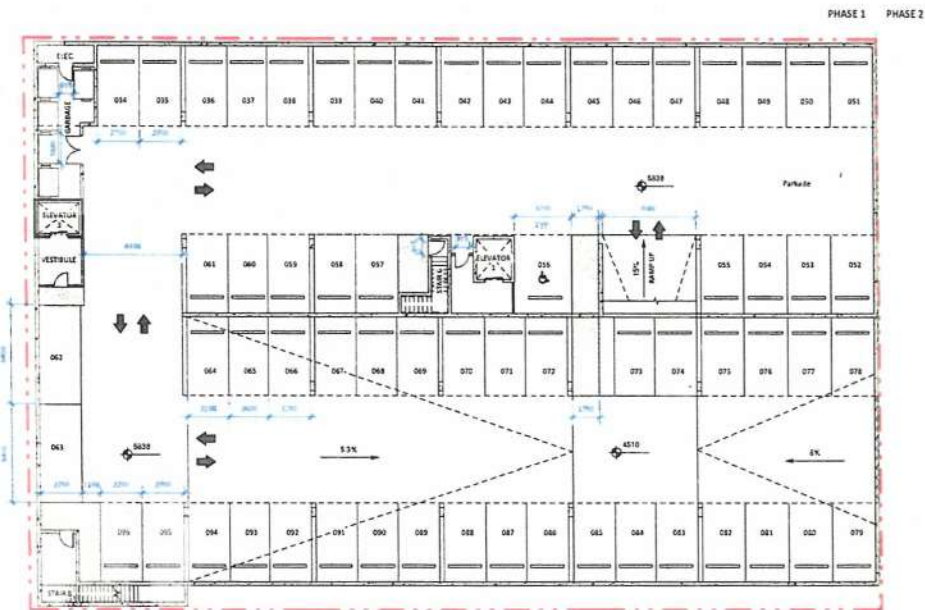
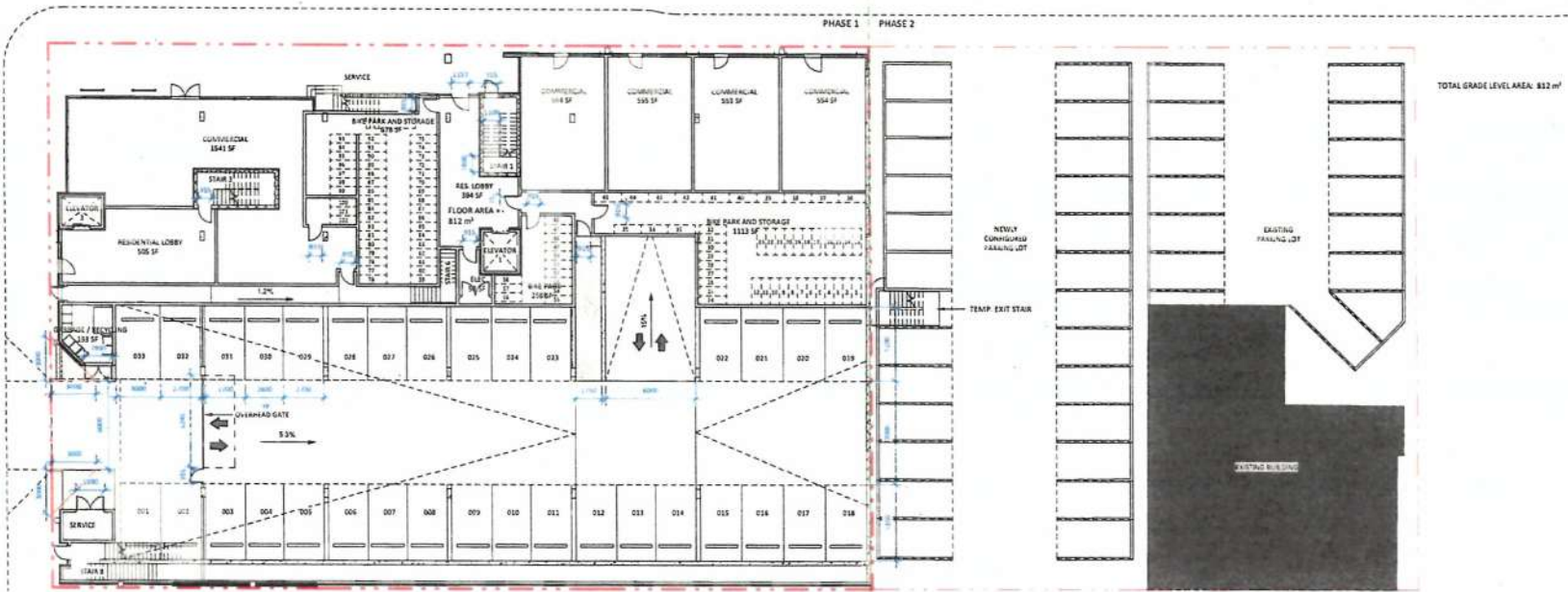
Project Number: CLA 16-30
Date: July 12, 2017
Drawn by: NB
Checked by: CL

PH1.00

Scale

Committee of the Whole - 05 Oct 2017

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Issued for Development Permit March 2, 2017

Revision No.	Description	Date
2	ADP Review	July 12, 2017

Consultant

IRONWORKS
CLUB TOWN VICTORIA
515 Chatham Street
Victoria, BC

Phase 1 Parking, Chatham & Store St. Level Plans

Project Number: CLA 16-30
Date: July 12, 2017
Drawn By: NR
Checked By: CL

PH1.0

Scale 1:150

Committee of the Whole 05 Oct 2017

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PH1.0

Committee of the Whole - 05 Oct 2017



CHRISTINE LINTOTT ARCHITECT

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Issued for Development Permit March 2, 2017

Revision No.	Description	Date
2	ADP Review	July 12, 2017

Consultant

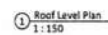
IRONWORKS
L.L.B. I. W. V. L.L.B.
515 Chatham Street
Victoria, BC

Phase 1 Level 4 & 5 Plans

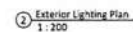
Project Number: CLA 16-30
Date: July 12, 2017
Drawn by: NR
Checked by: CL

PH1.00
Scale: 1:150

Committee of the Whole - 05 Oct 2017



TOTAL FLOOR LEVEL AREA: 40 m²



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Issued for
Development Permit March 2, 2017

Revision		
No.	Description	Date
2	ADP Review	July 12, 2017

Consultant

IRONWORKS

515 Chatham Str
Victoria, BC

Phase 1 Roof Plan & Exterior Lighting Plan

Project number	CLA 16-30
Date	July 12, 2017
Drawn by	NR
Checked by	CL

PH1.0

Scale As indicated

Committee of the Whole - 05 Oct 2017



PH1.1 Oct 1:150

Committee of the Whole - 05 Oct 2017



4	JUL 11-17	ROOF REVISED
3	MAY 1-17	DP RESUBMISSION, REVISED
2	APR 25-17	DEVELOPMENT PERMIT RESUBMISSION
1	MAR 2-17	ISSUED FOR DEVELOPMENT PERMIT

ASSISTANCE / REVISIONS

PROJECT
Chatham Mews
515 Chatham Street
Victoria, BC



SCALE 1:150
PROJECT No 1652
DATE Apr 21-17
DRAWN RL
CHECKED
L1
SHEET

Notes:

1. All work to be completed to current CSLA Landscape Standard
2. All soft landscape to be irrigated with an automatic irrigation system



SITE PLAN
H 1.200

ISSUED										REVISION										LEGEND										<div>  J E ANDERSON & ASSOCIATES SURVEYORS - ENGINEERS VICTORIA HANNOY PARKVILLE PHONE: 250-727-2214 FAX: 250-727-3395 </div>										<div> CLIENT LEFEVRE AND CO. PROJECT IRON WORKS CONCEPTUAL SITE SERVICING </div>									
1 ISSUED FOR DEVELOPMENT PERMIT 2 ISSUED FOR REVIEW 3 DESCRIPTION										1 20170227 RT RT  REVISED SITE PLAN 2 20170227 RT RT REVISED AS PER CITY OF VICTORIA COMMENTS 3 YYYYYYDD CHECK APRIL NO.										1 20170712 RT RT WATER MOUNTABLE CURB 2 20170427 RT RT SEWER NON-MOUNTABLE CURB 3 YYYYYYDD CHECK APRIL DRAIN EDGE ASPHALT										1 CLEANOUT 2 CATCHBASIN 3 MANHOLE 4 SERVICE PIPER 5 MOUNTABLE CURB 6 NON-MOUNTABLE CURB 7 DRAIN 8 EDGE ASPHALT 9 BENCH 10 JUMP 11 TYPICAL 12 TYPICAL 13 TYPICAL 14 TYPICAL 15 TYPICAL 16 TYPICAL 17 TYPICAL 18 TYPICAL 19 TYPICAL 20 TYPICAL 21 TYPICAL 22 TYPICAL 23 TYPICAL 24 TYPICAL 25 TYPICAL 26 TYPICAL 27 TYPICAL 28 TYPICAL 29 TYPICAL 30 TYPICAL 31 TYPICAL 32 TYPICAL 33 TYPICAL 34 TYPICAL 35 TYPICAL 36 TYPICAL 37 TYPICAL 38 TYPICAL 39 TYPICAL 40 TYPICAL 41 TYPICAL 42 TYPICAL 43 TYPICAL 44 TYPICAL 45 TYPICAL 46 TYPICAL 47 TYPICAL 48 TYPICAL 49 TYPICAL 50 TYPICAL 51 TYPICAL 52 TYPICAL 53 TYPICAL 54 TYPICAL 55 TYPICAL 56 TYPICAL 57 TYPICAL 58 TYPICAL 59 TYPICAL 60 TYPICAL 61 TYPICAL 62 TYPICAL 63 TYPICAL 64 TYPICAL 65 TYPICAL 66 TYPICAL 67 TYPICAL 68 TYPICAL 69 TYPICAL 70 TYPICAL 71 TYPICAL 72 TYPICAL 73 TYPICAL 74 TYPICAL 75 TYPICAL 76 TYPICAL 77 TYPICAL 78 TYPICAL 79 TYPICAL 80 TYPICAL 81 TYPICAL 82 TYPICAL 83 TYPICAL 84 TYPICAL 85 TYPICAL 86 TYPICAL 87 TYPICAL 88 TYPICAL 89 TYPICAL 90 TYPICAL 91 TYPICAL 92 TYPICAL 93 TYPICAL 94 TYPICAL 95 TYPICAL 96 TYPICAL 97 TYPICAL 98 TYPICAL 99 TYPICAL 100 TYPICAL										1 SCALE: H: 1:200 2 DESIGN: RT 3 DRAWN: AM 4 MIN. FILE 5 SHEET 1 OF 1									

DRAWING LIST

Number	Sheet Name
A0.00	Proposed Site Plan & Project Information
A1.01	Survey Plan
A1.02	Site Context Plan
A1.03	Site Context Elevations
A1.04	Perspective Studies
A1.05	Building Code Analysis
A2.01	Parking, Store & Chatham St. Level Plans
A2.02	Herald St., Level 3 Plans
A2.03	Level 4 & 5 Plans
A2.04	Roof Level & Exterior Lighting Plans
A3.01	Overall Elevations
A3.02	Building Elevations
A3.03	Building Elevations
A9.01	Cladding Details
A9.02	Character Details
PH1.01	Site Plan & Project Information (Phase 1)
PH1.02	Phase 1 Site Context Plan
PH1.03	Phase 1 Site Context Elevations
PH1.04	Phase 1 Parking, Chatham & Store St. Level Plans
PH1.05	Phase 1 Herald St., Level 3 Plans
PH1.06	Phase 1 Level 4 & 5 Plans
PH1.07	Phase 1 Roof Level & Exterior Lighting Plans
PH1.08	Phase 1 Overall Elevations
L1	Landscape Plan
C1	Conceptual Site Servicing

[illegible]

CONTACTS

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VICTORIA, BC V8W 2S6
250-380-4900
CONTACT CHRIS LE FEVRE

ARCHITECTURAL
CHRISTINE LINTOTT ARCHITECT
UNIT 1 - 864 QUEEN AVENUE
VICTORIA, BC
250-884-1909

CONTACT CHRISTINE LINTOTT

STRUCTURAL
READ JONES CHRISTOPHERSON
200 TYLE ROAD
VALUENIA, DC 98A 8X5
250 386 7794

CONTACT: LEON PLETT

CONTRACTOR
CAMPBELL CONSTRUCTION LTD.
555 ALLVIN ROAD
VICTORIA, BC V8Z 1C4
250-475-1300

CONTACT WAYNE FAREY

MAILING ENVELOPE
FEAD JONES & HENRI J. PETERSON
200 TYEE ROAD
VICTORIA, BC V9A 6A5
250-266-7798
CONTACT: TERRY BERGEN

LANDSCAPE
LADR
28 - 495 DUFFLINS ROAD
VICTORIA, BC V8Z 1B8
250-598-0105
CONTACT: BILLY ANDERSON

INTERIOR
KIMBERLY WILLIAMS
7174 WEST SANNON ROAD
DRETFWOOD BAY, BL, WEST LF
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CONTACT: KIMBERLY WILLIAMS

GEOTECHNICAL
RYLUN GEOTECHNICAL ENGINEERING
28 CREASE AVENUE
VICTORIA, BC V8Z 1S3
250-475-3131

CONTACT: SCOTT CURRIE

R. ANDERSON & ASSOCIATES
 4112 CLAYTON AVE
 VICTORIA, BC V8Z 4B7
 250-727-2214
 CONTACT ROSS TUCK

Received
City of Miami
SEP 21 1994

Planning & Development Department
Development Services Division

Christine Lintott
Architects

Researcher with appropriate systems	March 2, 2017
Review of data received	May 1, 2017
AQIC System report	July 12, 2017
Review of audit results	August 1, 2017

Revision		
No.	Description	Date
1		

Consultant

IRONWORK
215 ST. JAMES STREET
515 Chatham Street
Victoria, BC

Proposed Site Plan
Project Information

Date: _____
 Drawn by: _____
 Checked by: _____
 A0.00

Committee of the Whole - 05 Oct 2017



SITE PLAN
LeFevre & Co

Scale: 1" = 100' 0"

LEA LEANERSON & ASSOCIATES

Christine Lintell
Architects

Approved: May 2, 2017
May 1, 2017
July 12, 2017
N/A
N/A

Revision
No. Description Date

Consultant

IRONWORKS
515 Chatham Street
Victoria, BC

Survey Plan

Project Number: 100-100-0000
Date: July 12, 2017
Drawn by: n/a
Checked by: n/a
Scale: 1" = 100' 0"

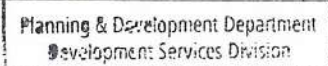
A1.01

Received
City of Victoria

SEP 21 2017

Planning & Development Department
Development Services Division

Committee of the Whole - 05 Oct 2017



Committee of the Whole - 05 Oct 2017



1 North Context Elevation - Chatham Street
1:250



2 South Context Elevation - Herald Street
1:250



3 West Context Elevation
1:250



Christine Lintott
Architects



Issue of Development Permit: March 2, 2017
Reviewed Development: May 1, 2017
ADP: Development: July 12, 2017
Reviewed Development: September 1, 2017
Reviewed Development: September 21, 2017

Revision No.	Description	Date

Consultant

IRONWORKS

515 Chatham Street
Victoria, BC

Site Context Elevation

Project Number: CL-180
Date: July 12, 2017
Drawn by: NR
Checked by: CL

A1.03

Scale: 1:250



Corner of Store and Chatham Street



Courtyard



Chatham Street Elevation

Christine Lintott
Architects



Revision
No. Description Date

Consultant

IRONWORKS

515 Chatham Street
Victoria, BC

Perspective Study

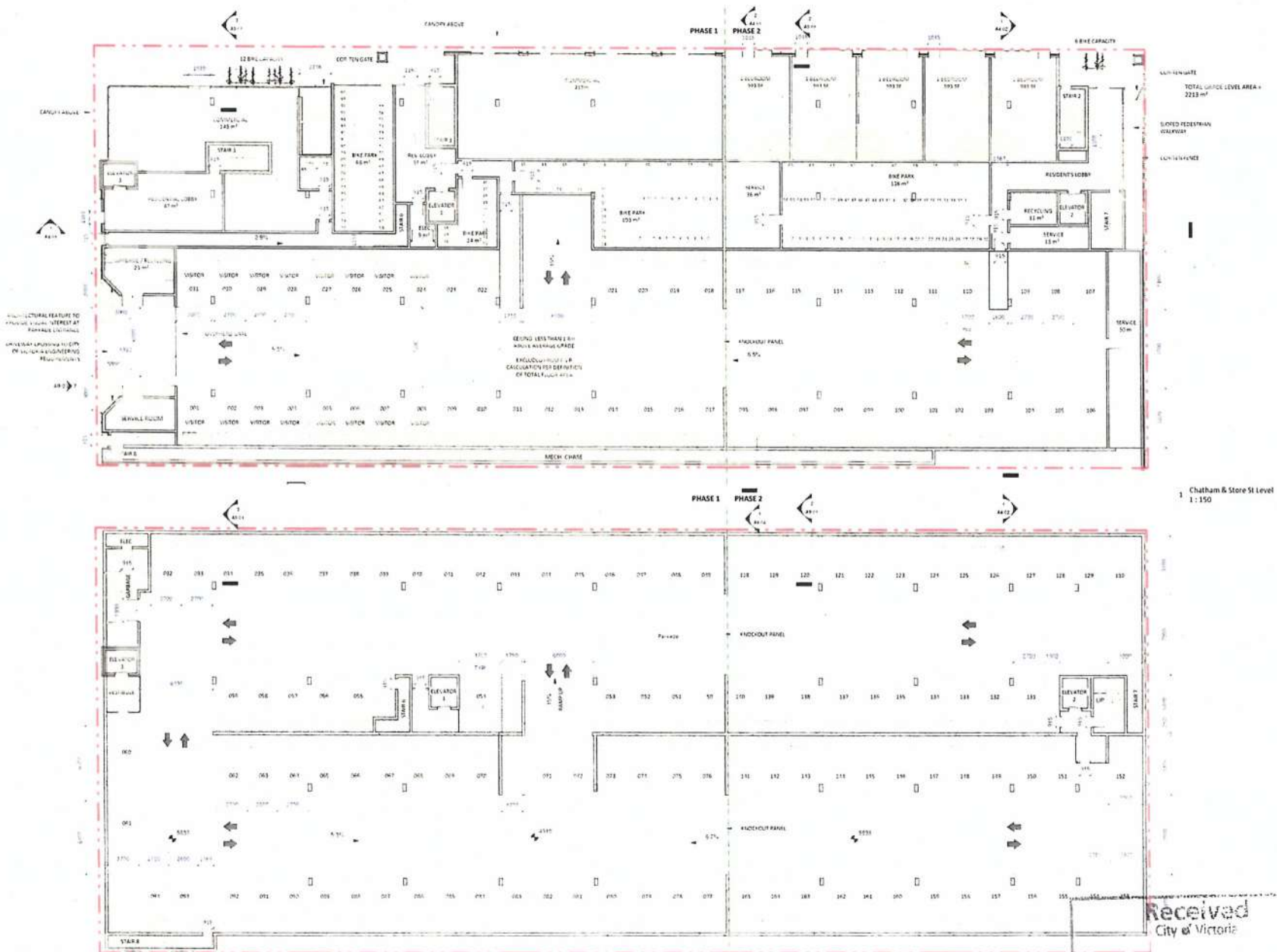
Project Name: 515 Chatham Street
Date: July 12, 2017
Drawing: A1.04
Scale: 1/8" = 1'-0"

Committee of the Whole - 05 Oct 2017

SEP 21 2017

Planning & Development Department
Development Services Division

Committee of the Whole - 05 Oct 2017



Christine Lintell
Architects

Revision
No. Description Date
1. Lampposts Indicated Above 17-09-19

Consultant

IRONWORKS

515 Chatham Street
Victoria, BC

Parking, Store & Chatham
Level Plan

Author: [Name]
Date: July 10, 2017

A2.01

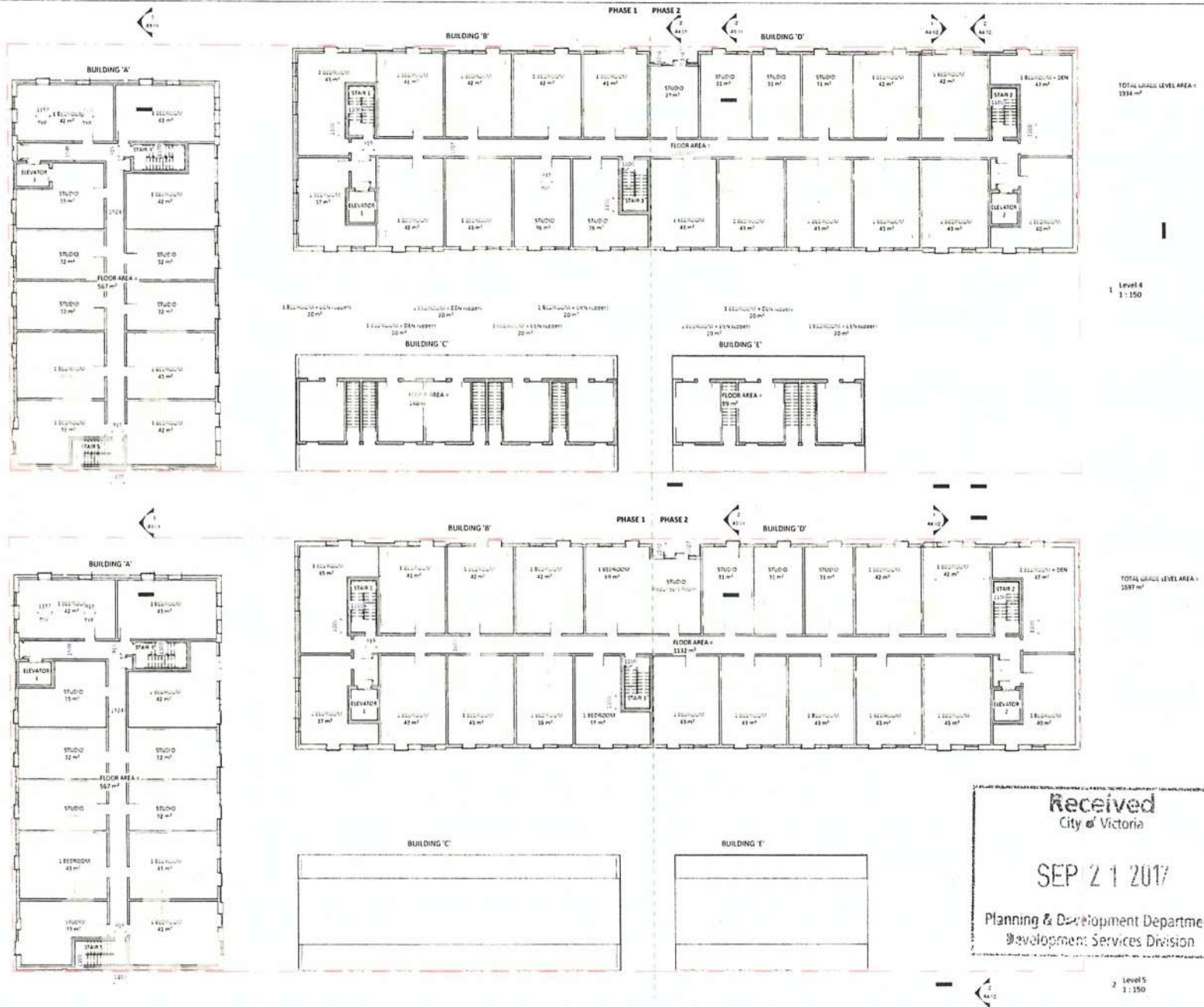
Received
City of Victoria

SEP 21 2017

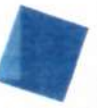
Planning & Development Department
Development Services Division

Committee of the Whole 05 Oct 2017

Committee of the Whole 05 Oct 2017



Christine Lintott
Architects



Project: 515 & 533 Chatham Street
Phase 1 & 2
Date: May 1, 2017
Author: [Name]
Checked: [Name]
Reviewed: [Name]

Revision No.	Description	Date

Consultant

IRONWORKS

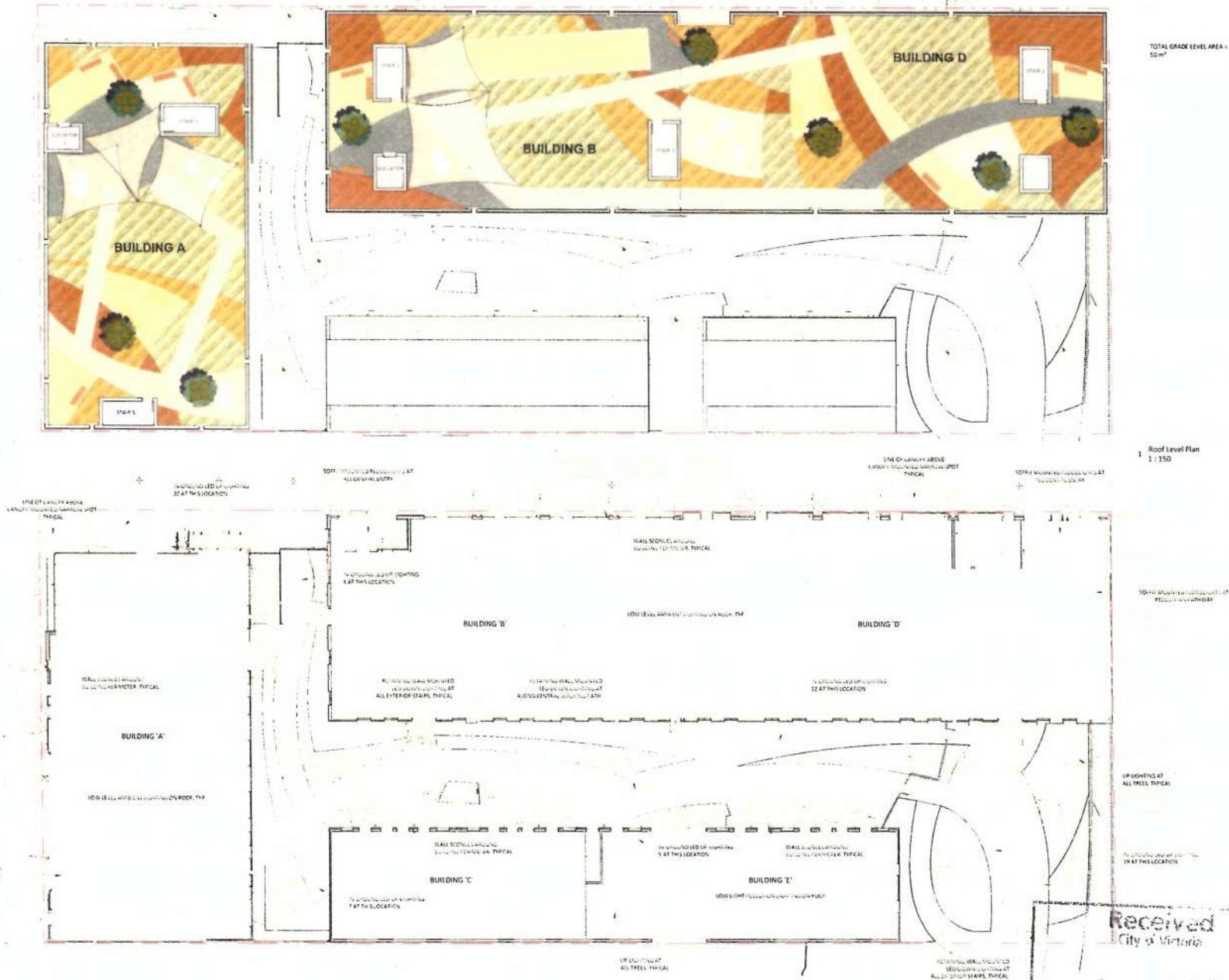
515 Chatham Street
Victoria, BC

Level 4 & 5 Plans

Drawn by: [Name]
Checked by: [Name]
Reviewed by: [Name]

A2.03

Committee of the Whole - 05 Oct 2017



Christine Lintart Architects

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Victoria, BC V8W 2E1
Tel: 250.683.1111
Fax: 250.683.1112
www.christinelintart.com

Submitted for Development Permit: November 2, 2017
Revised Submission: May 4, 2017
Approved Submission: May 12, 2017
Revised Submission: September 1, 2017
Approved Submission: September 21, 2017

Revision		
No.	Description	Date

Consultant	

IRONWORKS

515 Chatham Street
Victoria, BC

Roof Plan & Exterior Lighting Plan

Project number: 100-100-100-100
Date: July 10, 2017
Drawing: A2.04
Scale: 1:50

A2.04



Christine Lintott
Architects

Project No. 00034
Date: 09/21/2017
Project Name: 515 Chatham Street

Revision No.	Description	Date
1	Initial Design	March 2, 2017
2	Revised Design	May 1, 2017
3	Revised Design	July 12, 2017
4	Revised Design	September 1, 2017
5	Revised Design	September 1, 2017

Consultant

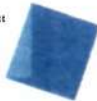
Overall Elevation

Project Name: 515 Chatham Street
Date: 09/21/2017
Drawing: A3.01
Author: CL

A3.01



Christine Lintatt
Architects



Revised Design (2016.01.15)
Revised Design (2016.02.15)
Revised Design (2016.03.15)
Revised Design (2016.04.15)
Revised Design (2016.05.15)
Revised Design (2016.06.15)
Revised Design (2016.07.15)
Revised Design (2016.08.15)
Revised Design (2016.09.15)
Revised Design (2016.10.15)
Revised Design (2016.11.15)
Revised Design (2016.12.15)

Revision
No. Description Date

Consultant

IRONWORKS

515 Chatham Street
Victoria, BC

Building Elevation

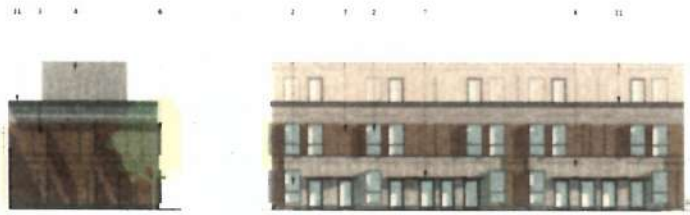
Received
City of Victoria

SEP 21 2017

Planning & Development Department
Development Services Division

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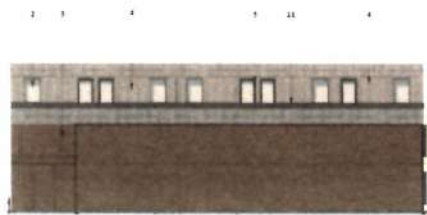
A3.02



1 BLDG C East Elevation
1:150



2 BLDG C North Elevation
1:150



3 BLDG C South Elevation
1:150



4 BLDG C West Elevation
1:150

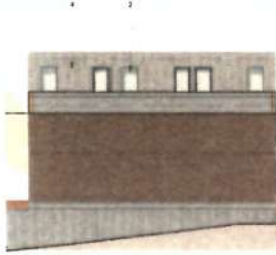
Scale 1:150
Scale 1:150
Scale 1:150
Scale 1:150
Height: 12.1m



5 BLDG E East Elevation
1:150



6 BLDG E North Elevation
1:150



7 BLDG E South Elevation
1:150



8 BLDG E West Elevation
1:150

Scale 1:150
Scale 1:150
Scale 1:150
Scale 1:150
Height: 12.1m

MATERIALS LEGEND

1. CONCRETE
2. METAL PANEL
3. METAL PANEL
4. METAL PANEL
5. PRE-FINISHED METAL PANEL
6. METAL PANEL
7. METAL CANOPY FRAME
8. COR-TEN FABRIC
9. METAL AND GLASS CURTAIN WALL
10. METAL AND GLASS CURTAIN WALL
11. METAL AND GLASS CURTAIN WALL
12. COR-TEN FENCING / GATE



Christine Lintott
Architects



Project: 515 & 533 Chatham Street
Client: City of Victoria
Date: March 2, 2017
May 1, 2017
July 15, 2017
September 1, 2017
November 1, 2017
December 1, 2017

Revision
No. Description Date

Consultant

IRONWORKS

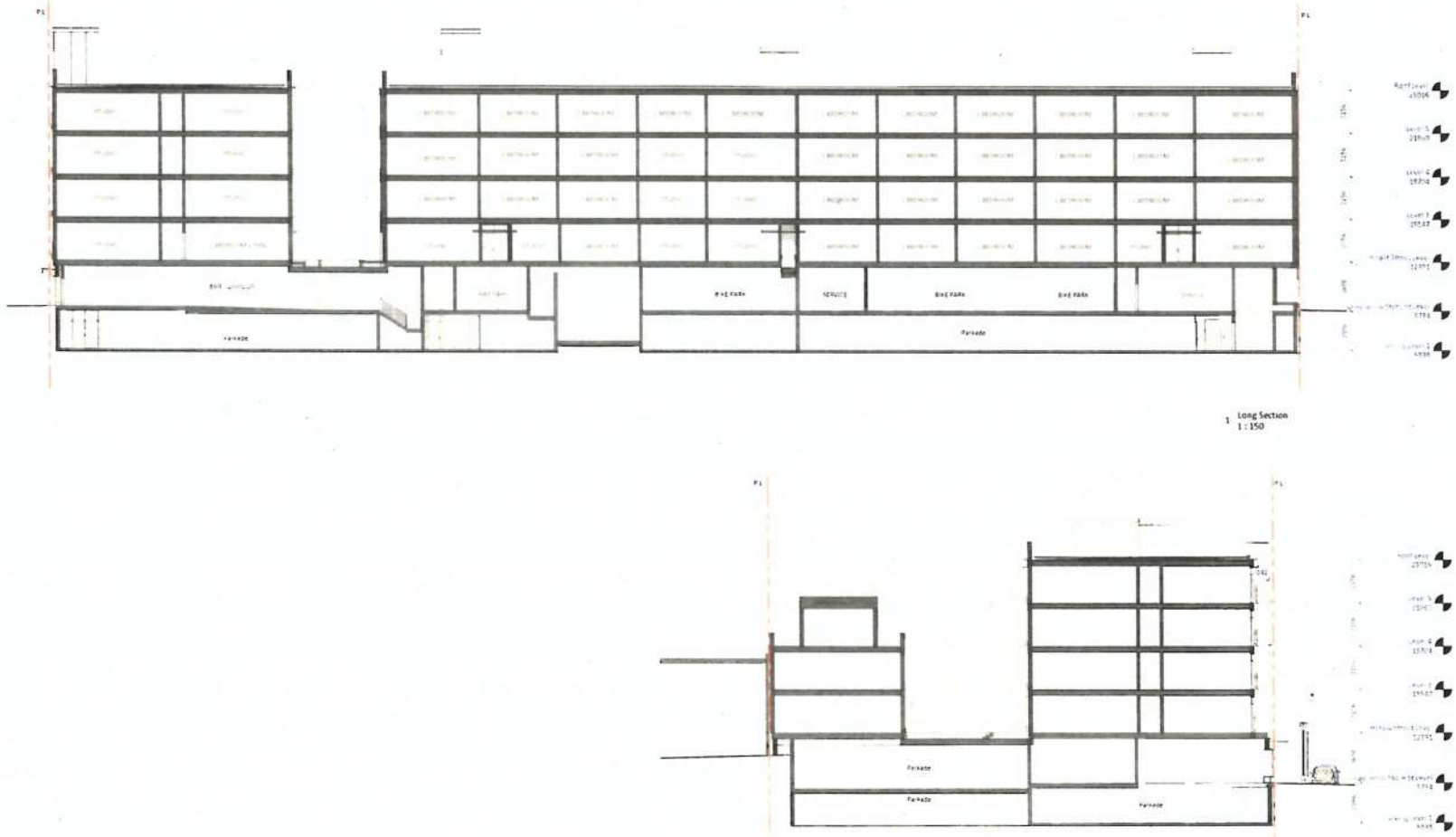
515 Chatham Street
Victoria, BC

Building Elevation

Project Number: 10
Date: July 15, 2017
Drawn by: RHL
Checked by: CL

A3.03

Committee of the Whole - 05 Oct 2017



Received
City of Victoria
SEP 21 2017
Planning & Development Department
Development Services Division

Christine Lintott
Architects



Prepared by: Christine Lintott
Reviewed by: Christine Lintott
Date: March 2, 2017
Project: 515 & 533 Chatham Street
Drawing: A4.01

Revision
No. Description Date

Consultant

IRONWORKS

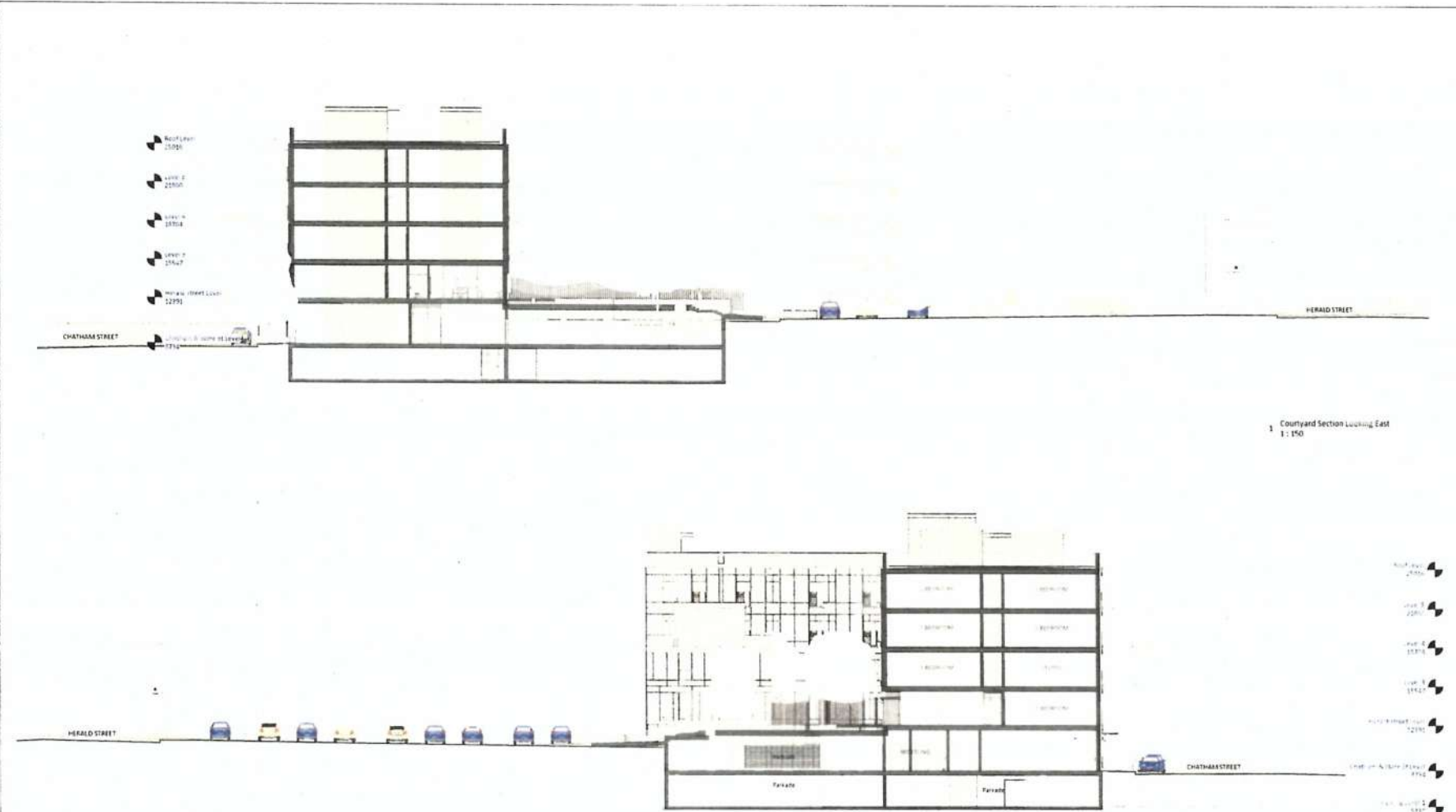
515 Chatham Street
Victoria, BC

Sections

Project Number: 00034
Date: July 2017
Drawn by: NR
Checked by: CL

A4.01

Committee of the Whole - 05 Oct 2017



Christine Lintott
Architects



Issued for development permit March 2, 2017
 Approved by Council May 8, 2017
 Approved by the Board of Directors July 12, 2017
 Approved by the Board of Directors July 12, 2017
 Approved by the Board of Directors July 12, 2017

Revision
 No. Description Date

Consultant

IRONWORKS

515 Chatham Street
 Victoria, BC

Site Sections

Prepared by: [Name]
 Date: July 12, 2017
 Drawn by: [Name]
 Checked by: [Name]

A4.02

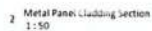
Scale

Received
 City of Victoria

SEP 21 2017

Planning & Development Department
 Development Services Division

Committee of the Whole - 05 Oct 2017



SEP 21 2017

Committee of the Whole - 05 Oct 2017



CHATHAM STREET



FIN / SHADES



CAST IRON DOWNSPOUT



SIGNAGE



GUARDS / GATES



COURTYARD FURNITURE



EXTERIOR LIGHTING



COURTYARD PAVING



City of Victoria
PROJECT SIGNAGE

SEP 21 2017

Planning & Development Department
Development Services Division

Christine Lintott
Architects



Project Name: 515 & 533 Chatham Street
Project Number: 00034
Project Location: 515 & 533 Chatham Street
Project Date: March 2, 2017
Project Status: Approved
Project Owner: Ironworks
Project Designer: Christine Lintott Architects

Revision
No. Description Date

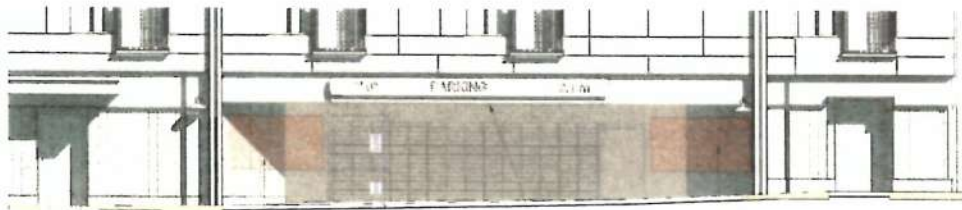
Consultant

IRONWORKS
515 Chatham Street
Victoria, BC

Character Details

A9.02

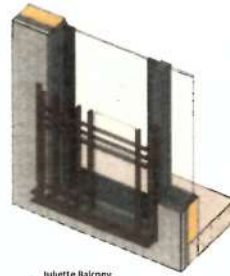
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PERFORATED METAL SOFFIT

ARCHITECTURAL FEATURE TO PROVIDE VISUAL INTEREST TO PARKADE
ENTRANCE
PICK UP FOR PERFORATED COR-TEN PANELS TO MATCH EXISTING ON BOTH
SIDE OF THE PARKADE ENTRANCE

7 Parkade Entry Feature
1:50



5 Juliette Balcony



3 Juliette Balcony - typical
1:20

METAL RAIL AND PICKETS
GLASS PANEL

METAL RAILING CURB



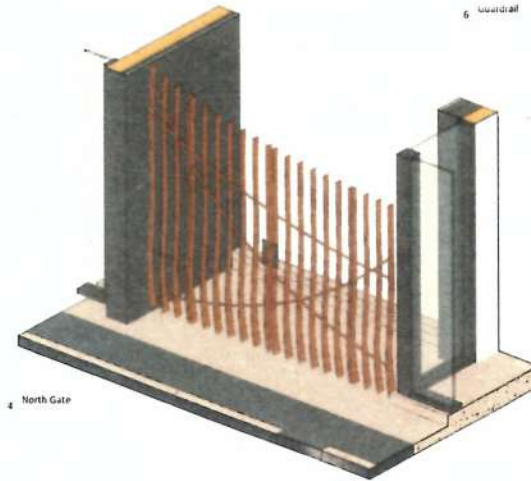
6 Guardrail



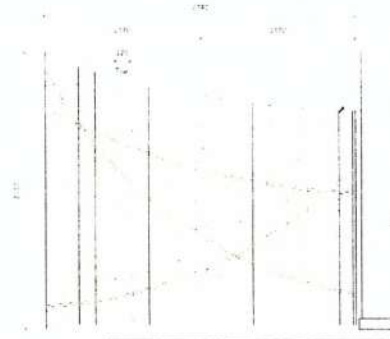
2 Landscape Guardrail - typical
1:20

METAL RAIL AND PICKETS
GLASS PANEL

METAL RAILING CURB



4 North Gate



1 Chatham St Elevation - North Gate
1:20

COR-TEN GATE

Christine Lintatt
Architects



Author: Christine Lintatt
Date: May 2, 2017
Reviewer: Christine Lintatt
Date: July 24, 2017
Reviewer: Christine Lintatt
Date: September 24, 2017

Revision
No. Description Date

Consultant

IRONWORKS

515 Chatham Street
Victoria, BC

Railing Details

Project: 515 Chatham Street
Date: July 20, 2017
Author: Christine Lintatt
Checker: Christine Lintatt

A9.03

As Shown

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City of Victoria

SEP 21 2017

Planning & Development Department
Development Services Division

Committee of the Whole - 05 Oct 2017

CHATHAM STREET

AVERAGE OF ELEVATIONS OF HIGHEST AND LOWEST POINTS ALONG STREET BOUNDARY
 $= 8.580 \text{ m} + 8.600 \text{ m} / 2 = 8.590 \text{ m}$

STREET BOUNDARY

HIGH POINT ON
STREET BOUNDARY

FAST SETBACK

PHASE 2

PHASE 1

EXISTING BUILDING

EXISTING BUILDING

HERALD STREET

Received
City of Victoria

SEP 21 2017

Planning & Development Department
Development Services Division



Issued for circulation	March 2, 2017
Received by the library	May 1, 2017
ADP (date)	July 12, 2017
Received by the library	September 1, 2017
Received by the library	October 11, 2017

Revision		
No.	Description	Date
1	Revised Massing Building C	17-09-05
2	Revised Orientation of Chatham Street Stair	17-09-05
3	Revised Project Data	17-09-05
4	Deletion of Street Sculpture and Benches	17-09-05

Consultant

IRONWORKS

515 Chatham Street
Victoria, BC

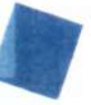
Phase 1 Proposed Site Plan & Project Information

PH1.01

Committee of the Whole - 05 Oct 2017



Christine Lintott
Architects



Revised Plan for Site Context Plan
Revised Building C
400' South Street
Revised Building C
Revised Building C

March 2, 2017
May 1, 2017
July 11, 2017
September 21, 2017

Revision No.	Description	Date
1	Revised Massing Building C	17-09-05

Consultant

IRONWORKS

515 Chatham Street
Victoria, BC

Phase 1 Site Context

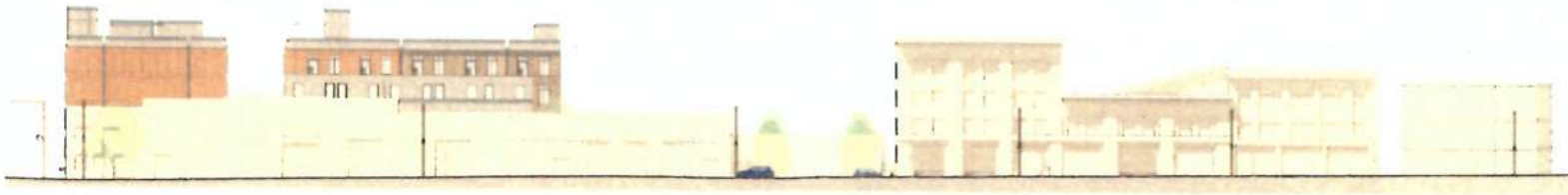
Project Name: PH1.02
Date: July 11, 2017
Prepared by: NR
Reviewed by: CL

PH1.02

Received
City of Victoria
SEP 21 2017
Planning & Development Department
Development Services Division



1 North Context Elevation
1 : 250



2 South Context Elevation
1 : 250



3 West Context Elevation
1 : 250



Christina Lintott
Architects



Issued for Development Permit May 2, 2017
Revised South Elevation May 2, 2017
400 North Street July 12, 2017
Revised South Elevation July 12, 2017
Revised South Elevation September 14, 2017

Revision	Description	Date
1	Revised Orientation of Chatham Street Star	17-09-05
2	Deletion of Street Sculpture and Benches	17-09-05
3	Core-10 Cladding	17-09-05
4	Metal Panel Variations in Tone	17-09-05

Consultant

IRONWORKS

515 Chatham Street
Victoria, BC

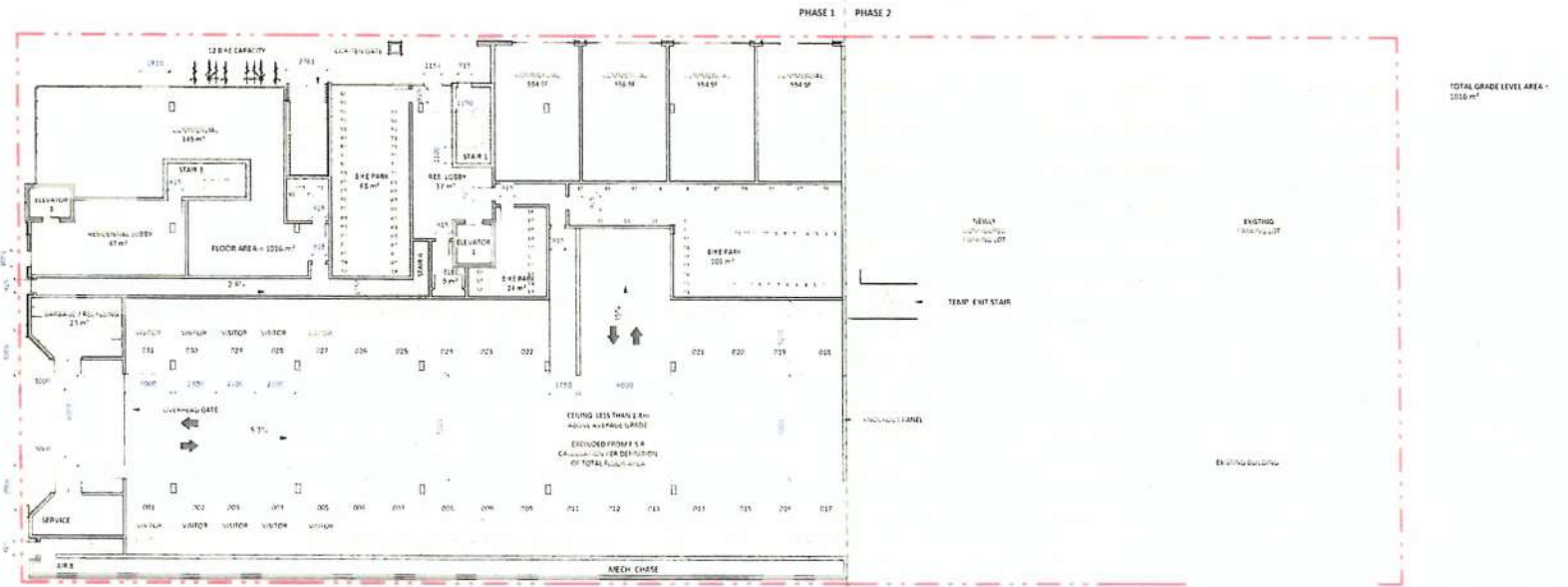
Phase 1 Site Context
Elevations

Project Number: 100-30
Date: July 12, 2017
Drawn by: NR
Reviewed by: CL

PH1.03

Scale: 1" = 20'

Committee of the Whole - 05 Oct 2017



Christine Linscott
Architects



Revised Orientation of Chatham Street Stair
ADP Submission
Revised Submission

No.	Description	Date
1	Revised Orientation of Chatham Street Stair	17-09-05
2	Revision to Parkade Entrance	17-09-05
3	Bike Parking	17-09-19

Consultant

IRONWORKS

515 Chatham Street
Victoria, BC

Phase 1 Parking, Store
Chatham Level Plan

PH1.04

Received
City of Victoria

SEP 21 2017

Planning & Development Department
Development Services Division

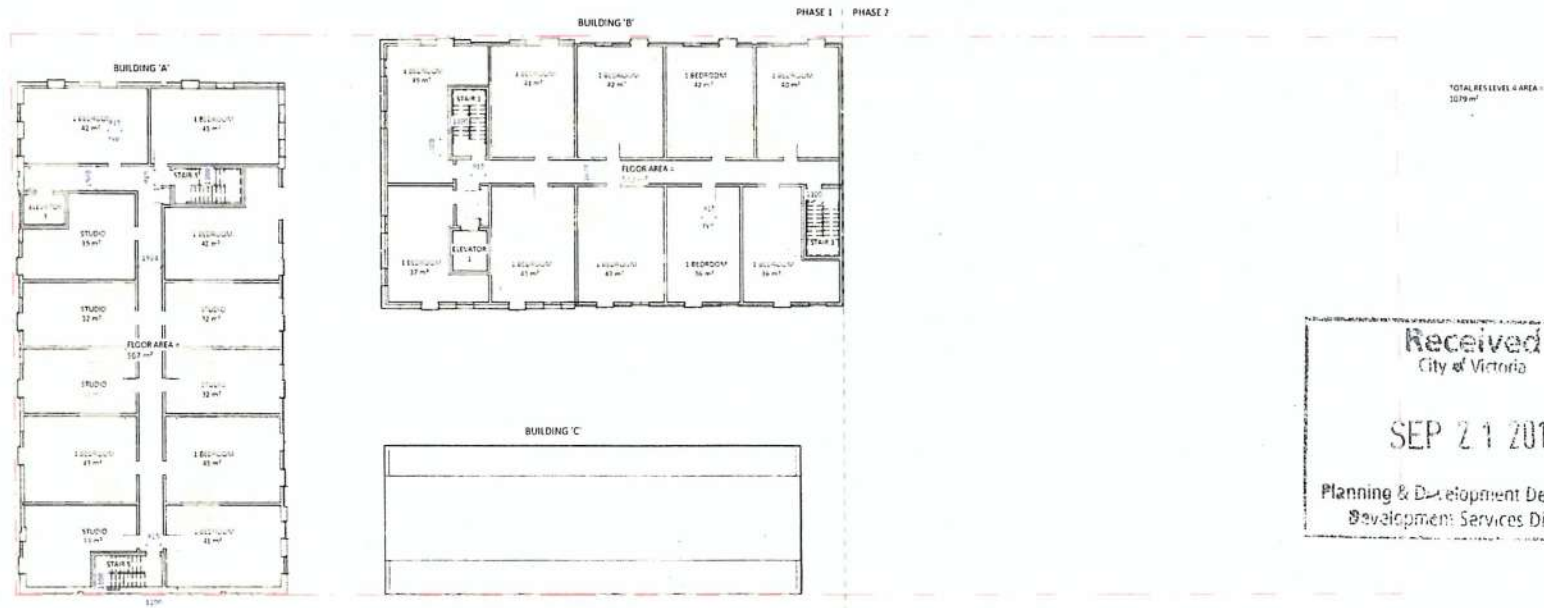
1:150

Committee of the Whole
05 Oct 2017





Level 4
1:150



Level 5
1:150

Christine Linstott
Architects



Issue/Revision	March 2, 2017
Revised Building	May 1, 2017
ADP Submission	July 12, 2017
Revised Submission	September 1, 2017
Revised Submission	September 21, 2017

Revision No.	Description	Date
1	Revised Massing Building C	17-09-05

Consultant

Received
City of Victoria

SEP 21 2017

Planning & Development Department
Development Services Division

IRONWORKS

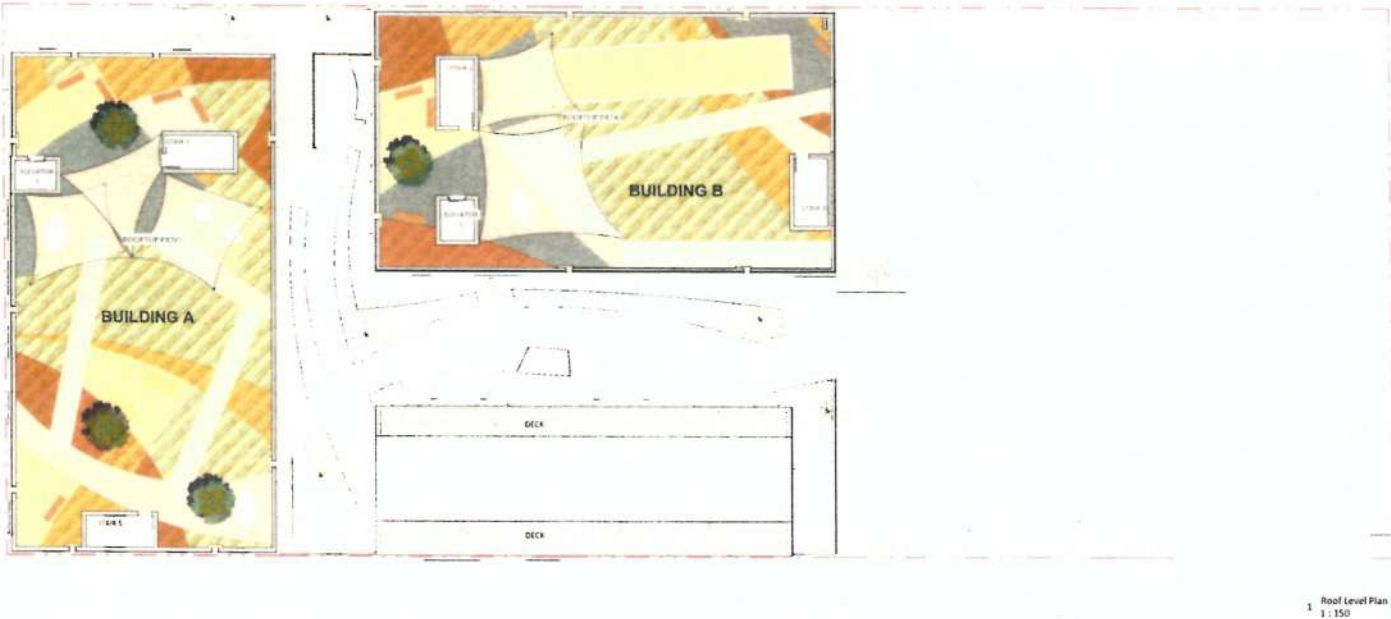
545 Chatham Street
Victoria, BC

Phase 1 Level 4 & 5 Plan

Project Number	CL-10
Date	July 2017
Drawn by	NR
Checked by	CL

PH1.06

Committee of the Whole - 05 Oct 2017



TOTAL ROOF LEVEL AREA = 955 m²

Christine Linton
Architects



Revised for development permit March 8, 2017
Revised Submittal May 1, 2017
RDP Submittal July 12, 2017
Revised Submittal July 12, 2017
Revised Submittal July 12, 2017

Revision No.	Description	Date
1	Revised Massing Building C	17-09-05
2	Revised Rooftop Landscaping	17-09-05

Consultant

IRONWORKS

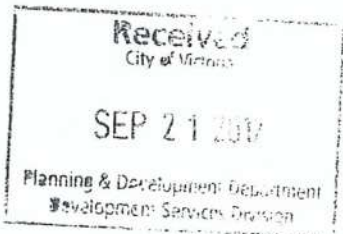
515 Chatham Street
Victoria, BC

Phase 1 Roof Plan

Project Number: 16-30
Date: July 12, 2017
Drawn by: NR
Checked by: CL

PH1.07

Scale: 1:150





Christine Lintott Architects

1000 West 10th Avenue, Suite 100
Victoria, BC V8V 2P6
Tel: 250.688.1111
Fax: 250.688.1112
www.christinelintott.com

Prepared for: [Redacted]
Prepared by: [Redacted]
Reviewed by: [Redacted]
Date: [Redacted]

Revision

No.	Description	Date
1	Initial Design	March 2, 2017
2	Revised Design	May 1, 2017
3	Revised Design	June 1, 2017
4	Revised Design	July 1, 2017
5	Revised Design	August 1, 2017
6	Revised Design	September 1, 2017

Consultant

IRONWORKS
515 Chatham Street
Victoria, BC

Phase 1 Overall Elevations

PH1.08

Trees in grates with grates to match City standard (University of Victoria)

Street furnishings to City standard - landscape area (University of Victoria)

Curb alignment and streetscape improvements will be implemented to City of Victoria standards once confirmed. The applicant has noted any improvements and movements based on input from the City of Victoria Engineering and Parks Departments.

Handicapped parking

Handicapped parking

Handicapped parking

Handicapped parking

new curb alignment as provided by the City's engineering department

Unit pavers in rust and charcoal, bike racks, trees in grates to match off site trees on Chatham Street

Existing utility poles and overhead hydro cables along Chatham St.

Mid-block crossing location per COV engineering
Tree species (acceptable for planting under overhead cables) being coordinated with Parks. Not all trees along Chatham Street

Ground level planting, pre-grown in single species blankets to create graphic planting pattern, typ.
All roof furnishings to be supplied after construction

Tree form English Laurel with grasses and groundcover, landscaping in courtyard

Building D - to be removed

Seating height plants, wares, typical throughout courtyard

Flowering Maple (acer) specimens continues along pattern

Flowering pathway to Chatham Street

New planting bed around existing tree

Existing parking footprint and tree area

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LADR
3-884 Quivers Ave. Victoria B.C. V8T 1M5
Phone: (250) 598-0105

PROJECT
Ironworks
515 Chatham Street
Victoria, BC

TITLE
Landscape Plan

SCALE
1:150

PROJECT NO. 1652

DATE
Aug 31, 2017

L1 of 10 SHEET

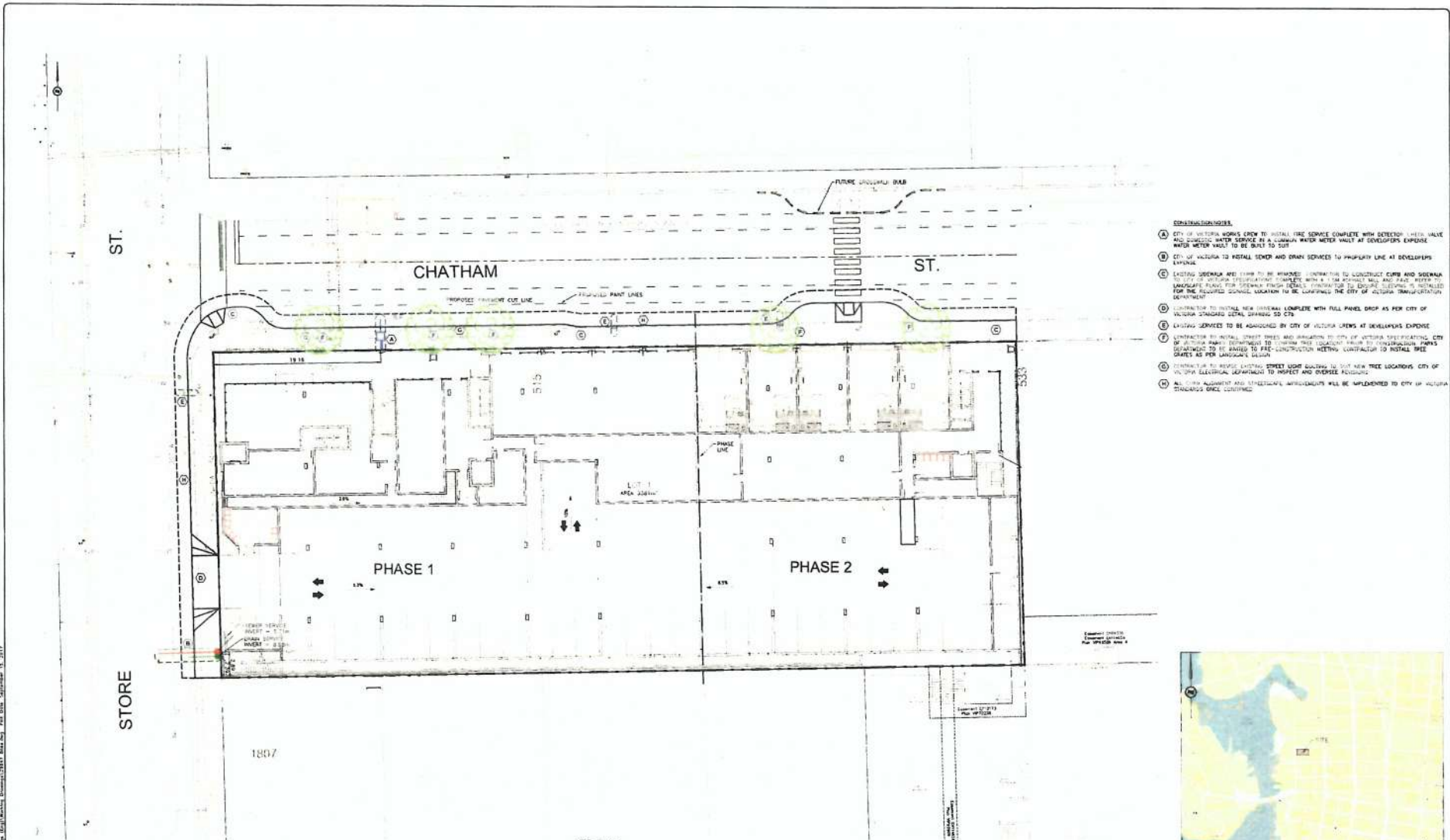
Received
City of Victoria

SEP 21 2017

Planning & Development
Development Services

RECOMMENDED NURSERY STOCK

Trees	Quantity	Botanical Name	Common Name	Size
	1 in the	Abies balsamea	Western Red Cedar	100 cm dbh
	5 off site	Thuja occidentalis	Eastern Red Cedar	100 cm dbh
	2 on site			
Perennials, Annuals and Ferns	Quantity	Botanical Name	Common Name	Size
	1 in the	Asplenium ad-nigrum	Rock-rose	100 cm dbh
	5 off site	Asplenium ad-nigrum	Rock-rose	100 cm dbh
	2 on site			
	1 in the	Asplenium ad-nigrum	Rock-rose	100 cm dbh
	5 off site	Asplenium ad-nigrum	Rock-rose	100 cm dbh
	2 on site			
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	5 off site	Asplenium ad-nigrum	Rock-rose	100 cm dbh
	2 on site			
	1 in the	Asplenium ad-nigrum	Rock-rose	100 cm dbh
	5 off site	Asplenium ad-nigrum	Rock-rose	100 cm dbh
	2 on site			
	1 in the	Asplenium ad-nigrum	Rock-rose	100 cm dbh
	5 off site	Asplenium ad-nigrum	Rock-rose	100 cm dbh
	2 on site			
	1 in the	Asplenium ad-nigrum	Rock-rose	100 cm dbh
	5 off site	Asplenium ad-nigrum	Rock-rose	100 cm dbh
	2 on site			
	1 in the	Asplenium ad-nigrum	Rock-rose	100 cm dbh
	5 off site	Asplenium ad-nigrum	Rock-rose	100 cm dbh
	2 on site			
	1 in the	Asplenium ad-nigrum	Rock-rose	100 cm dbh
	5 off site	Asplenium ad-nigrum	Rock-rose	100 cm dbh
	2 on site			



- CONSIDERATIONS:**
- (A) CITY OF VICTORIA WORKS CROW TO INSTALL FIRE SERVICE COMPLETE WITH DETECTION - FLOOD VALVE AND EXISTING WATER SERVICE IN A COMMON WATER METER VAULT AT DEVELOPERS EXPENSE. WATER METER VAULT TO BE BUILT TO SUIT.
 - (B) CITY OF VICTORIA TO INSTALL SEWER AND DRAIN SERVICES TO PROPERTY LINE AT DEVELOPERS EXPENSE.
 - (C) EXISTING SIDEWALK AND CURB TO BE REMOVED. CONTRACTOR TO CONSTRUCT CURB AND SIDEWALK TO SUIT THE VICTORIA STREETLIGHT SYSTEM. CONTRACTOR TO INSTALL NEW AND EXISTING STREETLIGHTS. LANDSCAPE PLANT FOR EXISTING FRONT DETAIL. CONTRACTOR TO EXISTING EXISTING IS INSTALLED FOR THE EXISTING SERVICE. LOCATION TO BE DETERMINED BY THE CITY OF VICTORIA (TRANSPORTATION DEPARTMENT).
 - (D) CONTRACTOR TO INSTALL NEW SIDEWALK COMPLETE WITH RAIL PANEL DROP AS PER CITY OF VICTORIA STANDARD DETAIL DRAWING SD CTS.
 - (E) EXISTING SERVICES TO BE ASSIGNED BY CITY OF VICTORIA CROWN AT DEVELOPERS EXPENSE.
 - (F) CONTRACTOR TO INSTALL STREET TREES AND BOLLARDS TO CITY OF VICTORIA SPECIFICATION. CITY OF VICTORIA PARKS DEPARTMENT TO DETERMINE TREE LOCATION. BOLLARDS TO CONSTRUCTION PARKS DEPARTMENT TO BE BUILT TO PRE-CONSTRUCTION MEETING. CONTRACTOR TO INSTALL TREE GRATES AS PER LANDSCAPE DESIGN.
 - (G) CONTRACTOR TO REPAIR EXISTING STREET LIGHT BOLLARD TO SUIT NEW TREE LOCATIONS. CITY OF VICTORIA ELECTRICAL DEPARTMENT TO INSPECT AND OVERSEE REPAIRS.
 - (H) ALL OTHER REQUIREMENTS AND CONDITIONS APPROVED BY CITY OF VICTORIA STANDARD DETAIL DRAWING.



ISSUED FOR DEVELOPMENT PERMIT RESUBMISSION

SITE PLAN
H 1:200

LEGAL DESCRIPTION: LOTS 483-485 (VIC. CROWN)
BENCHMARK: MONUMENT 17-107
ELEV. 8.10m

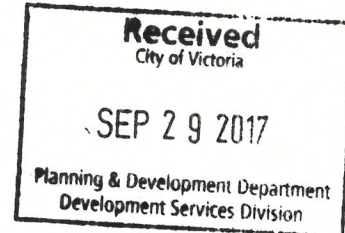
JEA J E ANDERSON & ASSOCIATES
SURVEYORS - ENGINEERS
VICTORIA NANAIMO PRINCEVILLE
PHONE 250-727-2214 FAX 250-727-2255

APPROVAL				CROWN			
CITY OF VICTORIA				LEFEVRE AND CO.			
SCALE: H 1:200				PROJECT: 29847-01			
REVISION: RT				DATE: 29847-01			
DRAWN: AVE				CITY OF VICTORIA			
				MAIN FILE			
				SHEET 1 OF 1			

ISSUED										REVISION										LEGEND									



Mayor Helps and Council
City of Victoria
No.1 Centennial Square
Victoria, BC
V8W 1P6



September 28, 2017

Re: Le Fevre and Company – Development Permit with Variances for 515 Chatham Street

Dear Mayor Helps and Council,

The DRA Land Use Committee has not been contacted by the applicant or the applicant's Architect to discuss this project. In absence of a presentation or meeting, the DRA LUC has reviewed the drawings for the proposed building. Based on the information contained in the drawings, the purpose of the Development Permit is to create a market condominium building with ground floor commercial space fronting Chatham and Store Streets. The drawings indicate the applicant is requesting a variance for height that would allow for the construction of a fifth floor of residential accommodation to achieve the maximum permitted FSR for this site.

Comments and concerns raised by committee members are as follows:

- While the proposed density complies with the existing zoning, the building appears to require a significant height variance to accommodate the fifth storey. Council should consider granting this variance only if it is satisfied with all other aspects of the design.
- The intent of the Old Town Design Guidelines is to promote buildings that are strongly contextual and respect the “densely built up, small scale, small lot character” and “not looking for monumental buildings”. The sheer size of this proposal with its extremely long, unbroken, unarticulated and repetitive facade is out of context with the typical rhythm of historic development in Old Town and particularly the Chinatown local area and is offside with the Old Town Design Guidelines.
- While design guidelines reference the area's industrial past. Corten “Weathering Steel” may not be a representative material.
- The extremely small unit size is homogenous throughout the proposal with no provision of larger units for double or family occupancy. The recent ruling on STVRs would hopefully encourage the applicant to revise this proposal and provide a range of unit sizes designed to accommodate the needs of permanent residents including families.
- At minimum, articulation of the facade and change of glazing patterns and cladding materials between the phases 1 and 2 should be noticeably distinct and would help reduce the impression of massiveness of this proposal.
- It was noted that there is a Nightclub opposite to the north fronting Discovery Street that has been in operation for many years. Phillips Brewery also hosts many live concert events and has done so for several years. Members pointed out that there have been serious livability issues created with other recent residential projects built in close

proximity to nightclubs without adequate consideration given to sound mitigation measures and full disclosure by the developer to the owners. Members agree that there are expectations that sound transmission mitigation measures be included within this project and that the existence of the nightclub and music venue and its possible livability effects be fully disclosed by the applicant to any potential purchasers. DRALUC does not support the possibility of longstanding entertainment venues be hounded out of business because of the lack of either mitigation measures by the applicant or due diligence by the future owners.

The DRA LUC is concerned that amalgamation of properties into large parcels (especially in Old Town) will facilitate the construction of buildings that do not respect the neighbourhood context. This application is an example of this and it may be appropriate for Council to create a policy to address the potential results of the amalgamation of such lots (perhaps through the new zoning bylaw) to encourage the construction of "Ballerinas" not "Elephants".

While the applicant is not required by statute to consult with the CALUC in this particular situation, the DRA LUC would like to point out that given the extremely large size of this project, it is particularly unfortunate that the applicant made no effort to provide the public with a rationale to support the proposed variances or the non-compliance with the Old Town Design Guidelines.

The DRA LUC would encourage Council to fully support the City of Victoria's Old Town Design Guidelines and request this proposal be reconfigured. In our opinion, it is not compliant with existing policy nor would be in the public interest for this application to be approved in its current form.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ian Sutherland', with a stylized, flowing script.

Ian Sutherland
Chair Land Use Committee
Downtown Residents Association

cc COV Planning

Alicia Ferguson

Subject: RE: Proposed Building on Chatam St.

From: Carol

Sent: Saturday, March 18, 2017 6:28 PM

To: Victoria Mayor and Council <mayorandcouncil@victoria.ca>

Subject: Proposed Building on Chatam St.

Hello,

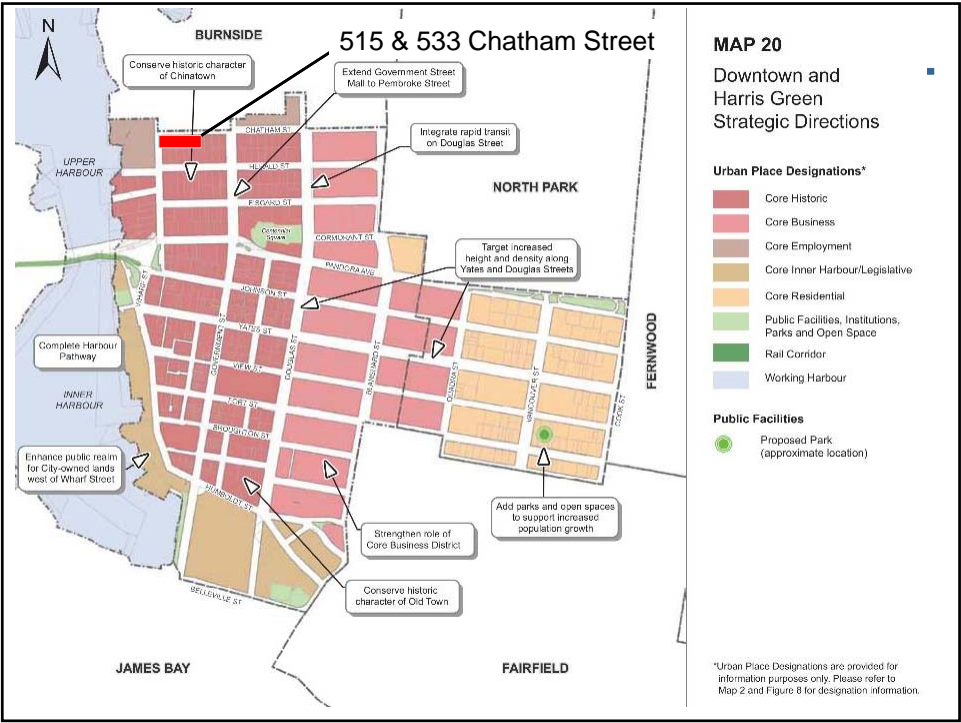
I was quite taken aback by the design of the proposed condo building Chris LeFevre is considering for the parking lot across from Capital Iron. It looks like a penitentiary. Surely with the advancement of architectural designs in the world today we could come up with something a bit more in keeping with the heritage district. On that note it was a bit disappointing to see that half of the Janion is of one brick and obviously not too much thought went into the rest of the building which leaves one to think they a) ran out of money or b) did not have the ability to foresee the contrast in shades. Again, disappointing.....

I hope Council has the vision as to how these buildings will look like 10 – 20 or 50 years down the road and how they will fit into the heritage area of Victoria.

Regards, Carol Williams

Development Permit with Variances for 515 and 533 Chatham Street

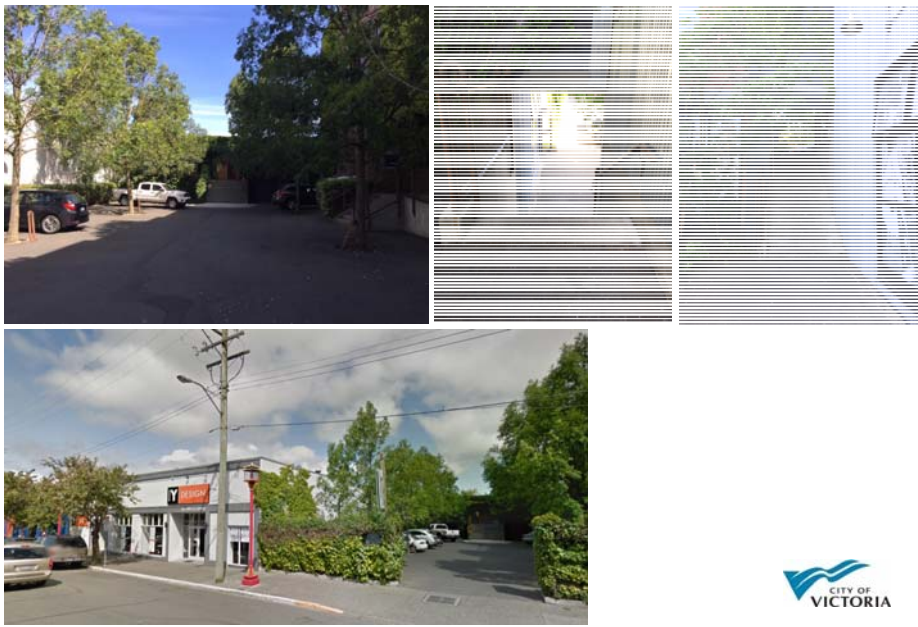




Subject site



Herald Street Context



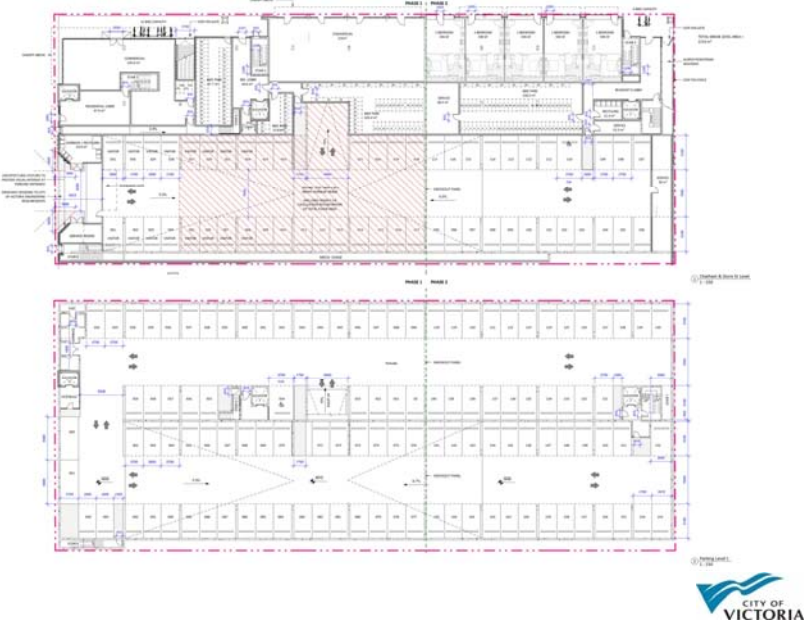
Chatham Street Context



Site Plan



Parking Layout



Floor Plans

Level 2

Level 3

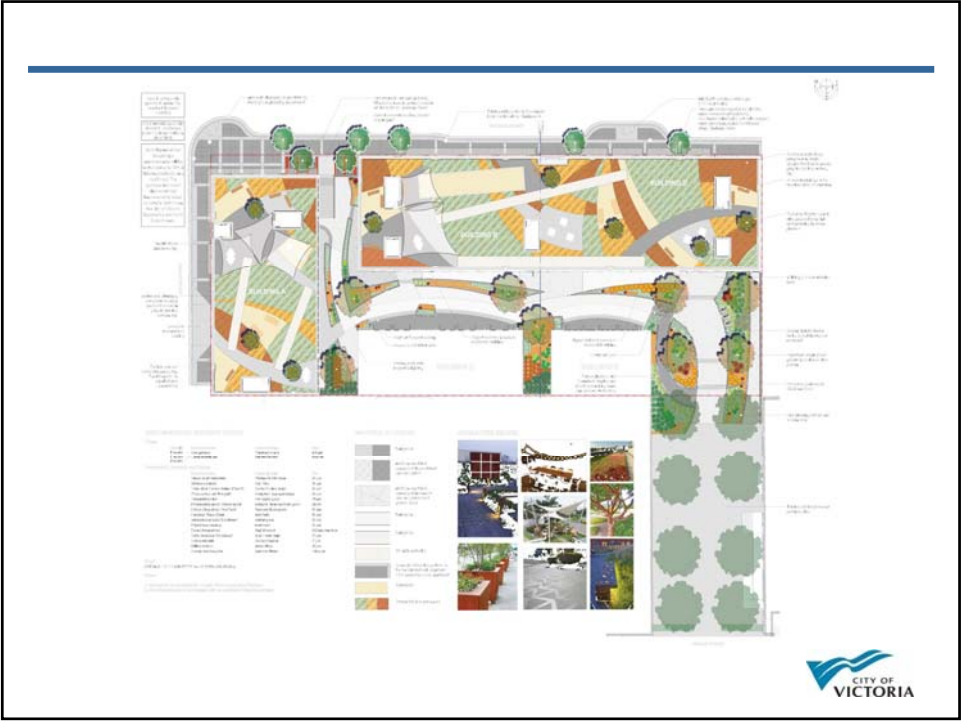


Floor Plans

Level 4

Level 5





Elevations



Building C and E Elevations



Streetscape Context Elevations



Perspective View | Interior Courtyard

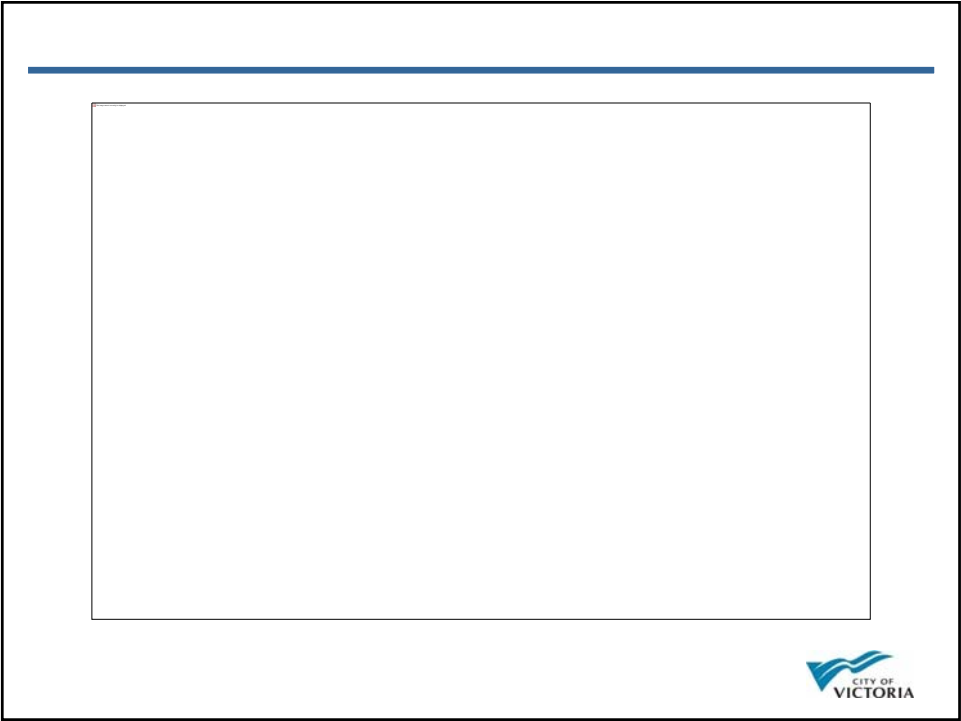
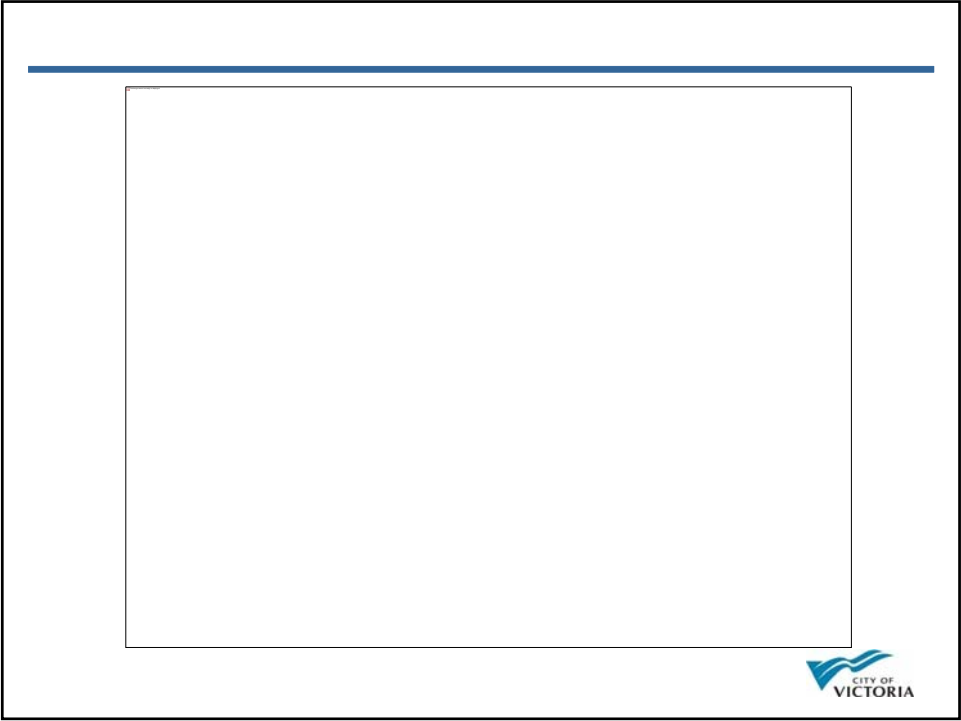


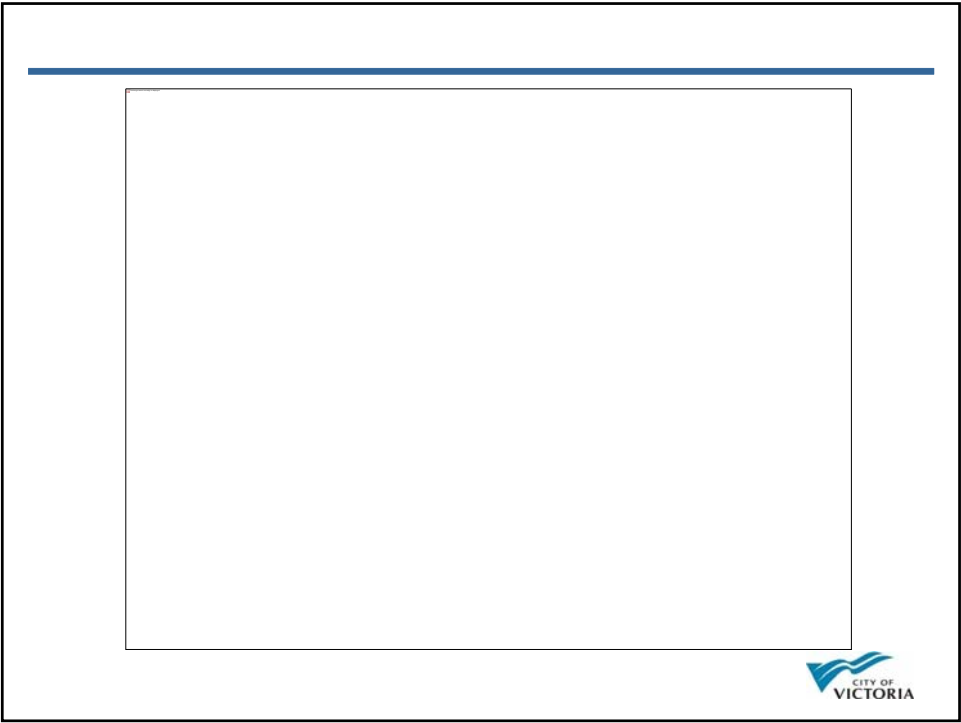
Perspective View | Chatham Street



Perspective View | Store and Chatham Street









Committee of the Whole Report

For the Meeting of October 5, 2017

To: Committee of the Whole **Date:** September 21, 2017

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

Subject: Rezoning Application No.00591 for 1122 Collinson Street

RECOMMENDATION

That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00591 for 1122 Collinson Street, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set subject to preparation and execution of a Housing Agreement Bylaw to secure the six dwelling units as rental housing for 10 years to the satisfaction of the Director of Sustainable Planning and Community Development.

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 483 of the *Local Government Act*, Council may enter into a Housing Agreement which may include terms agreed to by the owner regarding the occupancy of the housing units and provided such agreement does not vary the use of the density of the land from that permitted under the zoning bylaw.

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 1122 Collinson Street. The proposal is to rezone from the R1-B Zone, Single Family Dwelling District, to a site specific zone in order to permit six self-contained units. The current use is an eight unit house conversion (one self-contained suite and seven light housekeeping units); the proposed use is six self-contained units.

The following points were considered in assessing this Application:

- the proposal is generally consistent with the Traditional Residential Urban Place Designation in the *Official Community Plan, 2012* (OCP), which supports House Conversions. The OCP includes policy to enable and support upgrades and rehabilitation of existing housing stock.
- changes to the House Conversion Regulations would be required to accommodate the minimum floor area which is below that required for six self-contained units, as well as below the minimum floor area for self-contained units.
- rental housing secured through a 10 year Housing Agreement is proposed by the applicant.

BACKGROUND

Description of Proposal

A new site specific zone based on the R1-B Zone, Single Family Dwelling District, and the House Conversion regulations of the Zoning Bylaw is being proposed in order to decrease the minimum total floor area required to accommodate conversion to six self-contained dwelling units from 560m² to 351m². One of the units is also below the minimum area required for self-contained units, and would be decreased from 33m² to 29.7 m². Additionally, the new zone would allow the addition of approximately 10.87m² of enclosed floor area, which already exists but was constructed without permit.

Affordable Housing Impacts

The applicant proposes to reduce the number of units in this eight unit house conversion (seven light housekeeping units and one self-contained unit) to six self-contained units. The reconfiguration would allow each of the units to be slightly larger and contain separate bathrooms.

A Housing Agreement for 10 years is also being proposed by the applicant which would secure the six dwelling units as rental housing. Staff's request for a Housing Agreement ensuring rental for a minimum of twenty years or in perpetuity was declined by the applicant.

Sustainability Features

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

Active Transportation Impacts

The applicant has proposed six bike racks for tenants, which supports 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 single family homes, house conversions, multi-family residential and commercial. There are also several heritage designated properties along Trutch Street, in close proximity.

Existing Site Development and Development Potential

The site is presently an eight unit house conversion containing seven light housekeeping units (with shared bathrooms) and one self-contained unit (with an individual bathroom). Under the current R1-B Zone, Single Family Dwelling District, the property could be developed as a single-family dwelling with secondary suite or garden suite.

Data Table

The following data table compares the proposal with the R1-B Zone, Single Family Dwelling District, and the House Conversion Regulations under Schedule G of the Zoning Bylaw. An asterisk (*) is used to identify where the proposal is less stringent than the existing zone. A double asterisk (**) is used to identify existing legal non-conformities.

Zoning Criteria	Proposal	Zone Standard R1-B
Site area (m ²) - minimum	613.30	460.00
Floor area of all floor levels combined for lots less than 669m ² - maximum	350.95**	300.00
Lot width (m) - minimum	16.79	15.00
Height (m) - maximum	9.02** (approx. - data not provided)	7.6
Storeys - maximum	3**	2
Site coverage % - maximum	34.37	40.00
Setbacks (m) - minimum:		
Front	5.79**	7.50
Rear	15.93	9.09
Side (west)	1.52** (to building) 0.30** (to stairs)	3.00
Side (east)	2.46**	1.68
Combined side yards	2.76**	4.50
Schedule G - House Conversion Regulations		
Required minimum habitable floor area for a six self-contained dwelling units (m ²)	351.00*	560.00

Minimum floor area for individual dwelling units (m ²)	29.73*	33.00
Addition of enclosed space	10.87*	Not permitted
Landscape - total lot (%) - minimum	40.30	30.00
Landscape - total rear yard (%) - minimum	42.00	33.00
Parking - minimum	3**	4
Schedule F - Accessory Building - Garage/Carport		
Combined floor area (m ²) (max)	31.59	37.00
Height (m) (max)	existing	3.50
Setbacks (m) - minimum		
Rear setback	1.50	0.60
Side setback	0.30**	0.60
Separation from main building	8.16	2.40
Rear yard site coverage (%) (max)	19.50	25.00

Relevant History

The existing building, built in 1912, was converted and approved for seven light housekeeping units (without separate bathrooms) and one self-contained unit (with a bathroom) in 1959. There is an accessory building in the rear built with permit, and a carport built without permit. The balcony at the front of the house was enclosed at some point, and not shown on any building permit plans.

Community Consultation

Consistent with the *Community Association Land Use Committee (CALUC) Procedures for Processing Rezoning and Variances Applications*, the applicant has consulted the Fairfield Gonzales CALUC at a Community Meeting held on May 15, 2017. A letter dated May 15, 2017 is attached to this report.

ANALYSIS

Official Community Plan

The proposal for a six unit House Conversion is consistent with the Traditional Residential Urban Place Designation contained in the *Official Community Plan, 2012* (OCP) which supports a diversity of ground-oriented housing types and house conversions. The Application proposes to convert the existing eight units to six self-contained units. Although there is an overall reduction of two units, there would be renovations to the existing building interior, upgrades in

compliance to current BC Building Code, and livability would increase by providing individual bathrooms. Additionally, the overall number of occupants may not decrease, as it would be more likely that multiple individuals could live in each unit.

The applicant has also proposed a Housing Agreement, ensuring the units remain rental for at least 10 years. After the 10 years, the owner could apply to convert the rental units to strata; however, the OCP states that conversion will not be supported when the vacancy rate provided by Canada Mortgage and Housing Corporation for Greater Victoria is at 4% or lower, and would require Council approval.

Suburban Neighbourhoods Plan

The proposal would conserve the traditional character of the neighbourhood, while making improvements to the housing stock, which is consistent with the *Suburban Neighbourhoods Plan, 1984*.

Tree Preservation Bylaw and Urban Forest Master Plan

There are no Tree Preservation Bylaw impacts with this Application.

Heritage

The applicant has declined designating or including the property on the Heritage Registry; however, since the proposal would be facilitated through modification to the House Conversion Regulations, the house would be retained.

Regulatory Considerations

This Rezoning Application is to rezone from the R1-B Zone, Single Family Dwelling District, to a site specific zone to allow a House Conversion with six dwelling units. The new zone would be based on the R1-B Zone, except for the following changes:

- a decrease in the minimum habitable floor area required for six self-contained units in a house conversion would change from 560m² to 350m²
- a decrease in the minimum floor area for individual dwelling units for conversion to a multiple dwelling would change from 33m² to 29.73m²
- allowing for the addition of enclosed floor area to accommodate the front porch enclosure.

The intent of the House Conversion Regulations is to ensure liveability of self-contained units. Since the overall unit size of the units would change when converting from a light housekeeping arrangement to self-contained units, the units would become larger and potentially more liveable.

Other deviations from the zone with regard to height, parking, setbacks and number of storeys would remain legal, non-conforming.

CONCLUSIONS

The proposal is to rezone the subject property from the R1-B Zone, Single Family Dwelling District, to a new site specific zone to permit a six self-contained dwelling unit House Conversion and is generally consistent with Traditional Residential Urban Place Designation

and other OCP policies. The Application includes a Housing Agreement Bylaw that would secure the six units as rental for 10 years. Staff recommend that Council consider supporting the Application.

ALTERNATE MOTION

That Council decline Rezoning Application No. 00591 for the property located at 1122 Collinson Street.

Respectfully submitted,

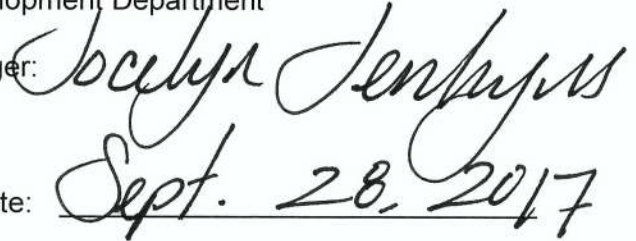


Chelsea Medd
Planner
Development Services Division



Jonathan Tinney, Director
Sustainable Planning and Community
Development Department

Report accepted and recommended by the City Manager:



Date:

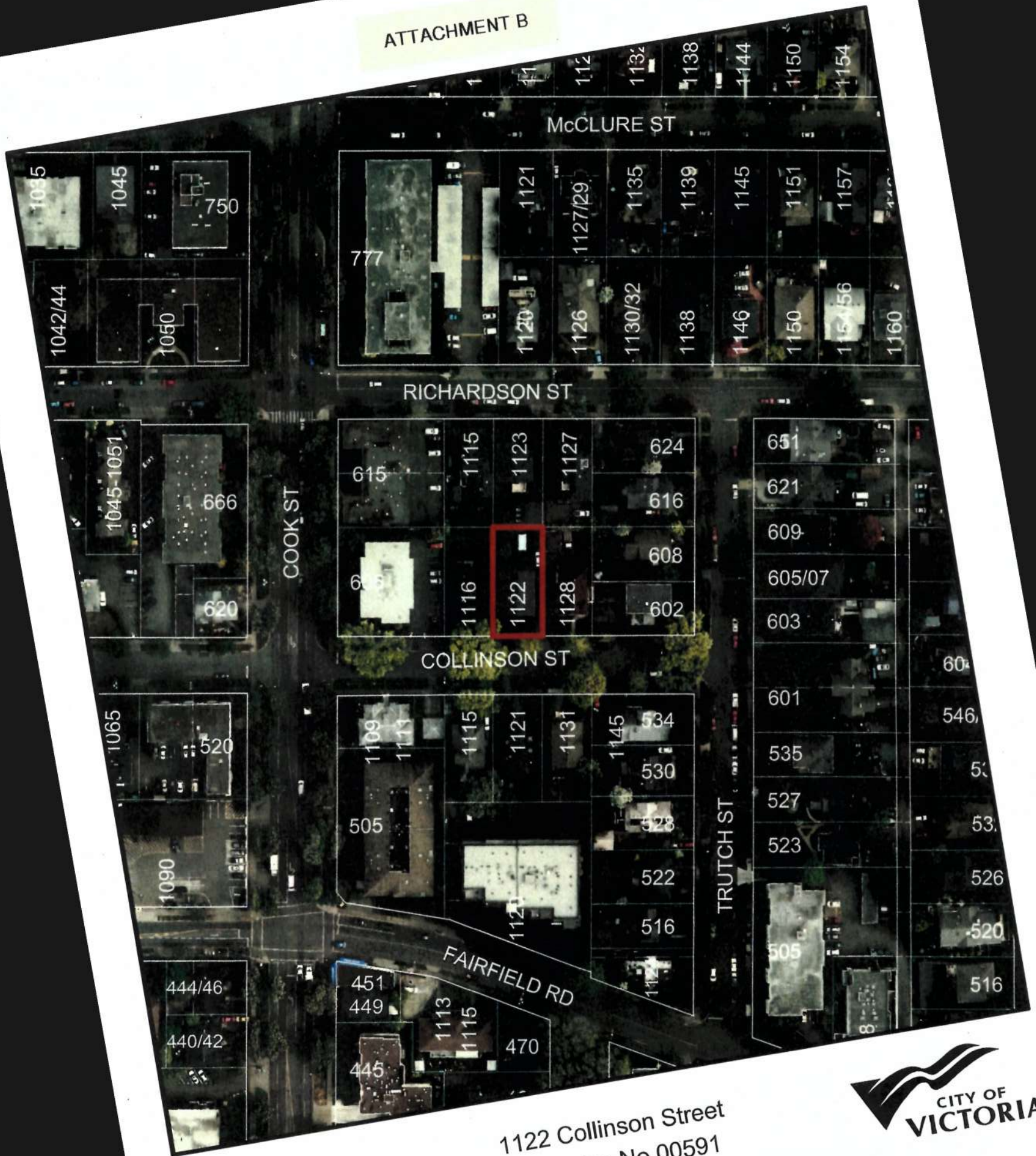
Sept. 28, 2017

List of Attachments

- Attachment A: Subject Map
- Attachment B: Aerial Map
- Attachment C: Plans dated/date stamped September 18, 2017
- Attachment D: Letter from applicant to Mayor and Council dated August 22, 2017
- Attachment E: Community Association Land Use Committee comments dated May 15, 2017
- Attachment F: Correspondence.



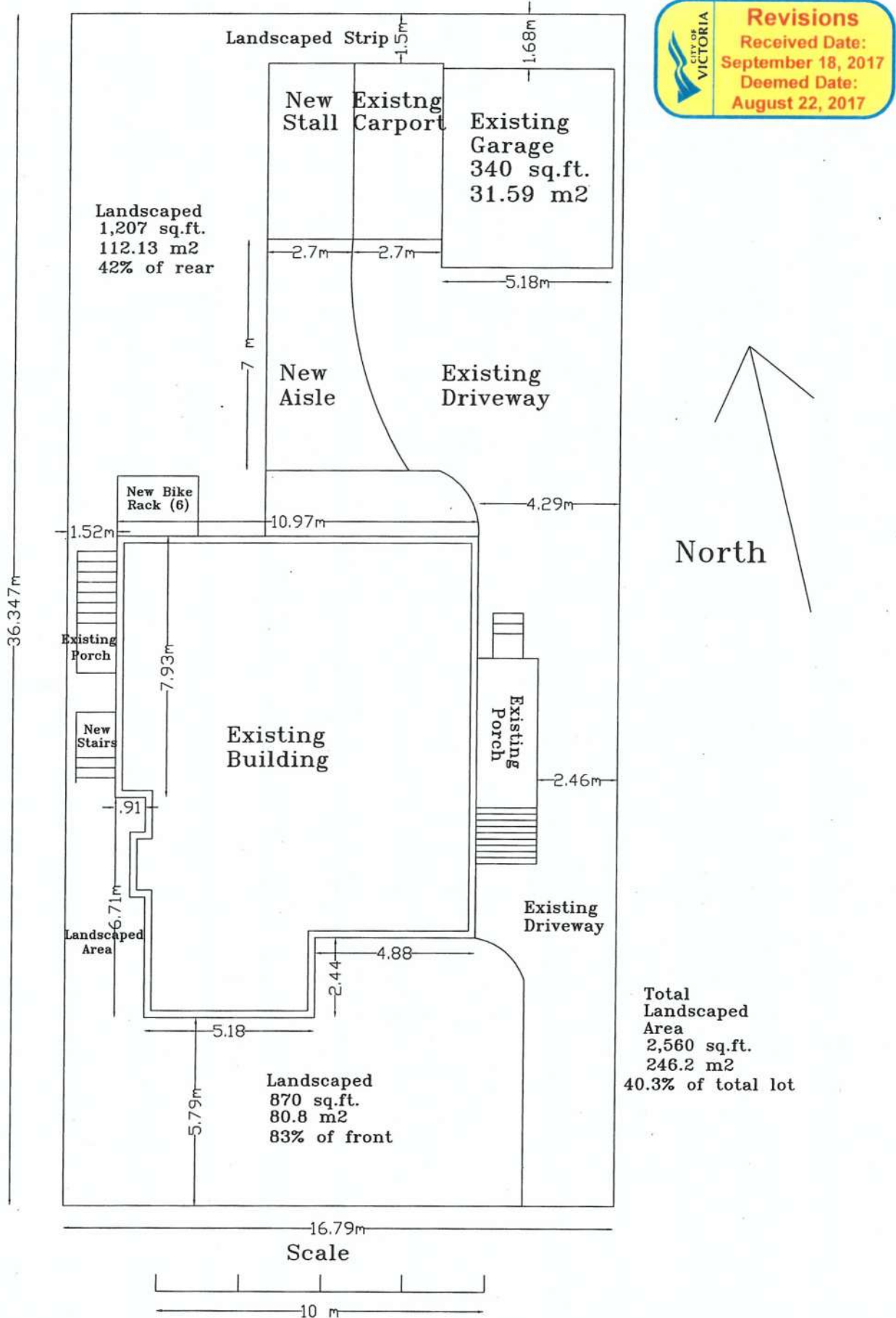
ATTACHMENT B



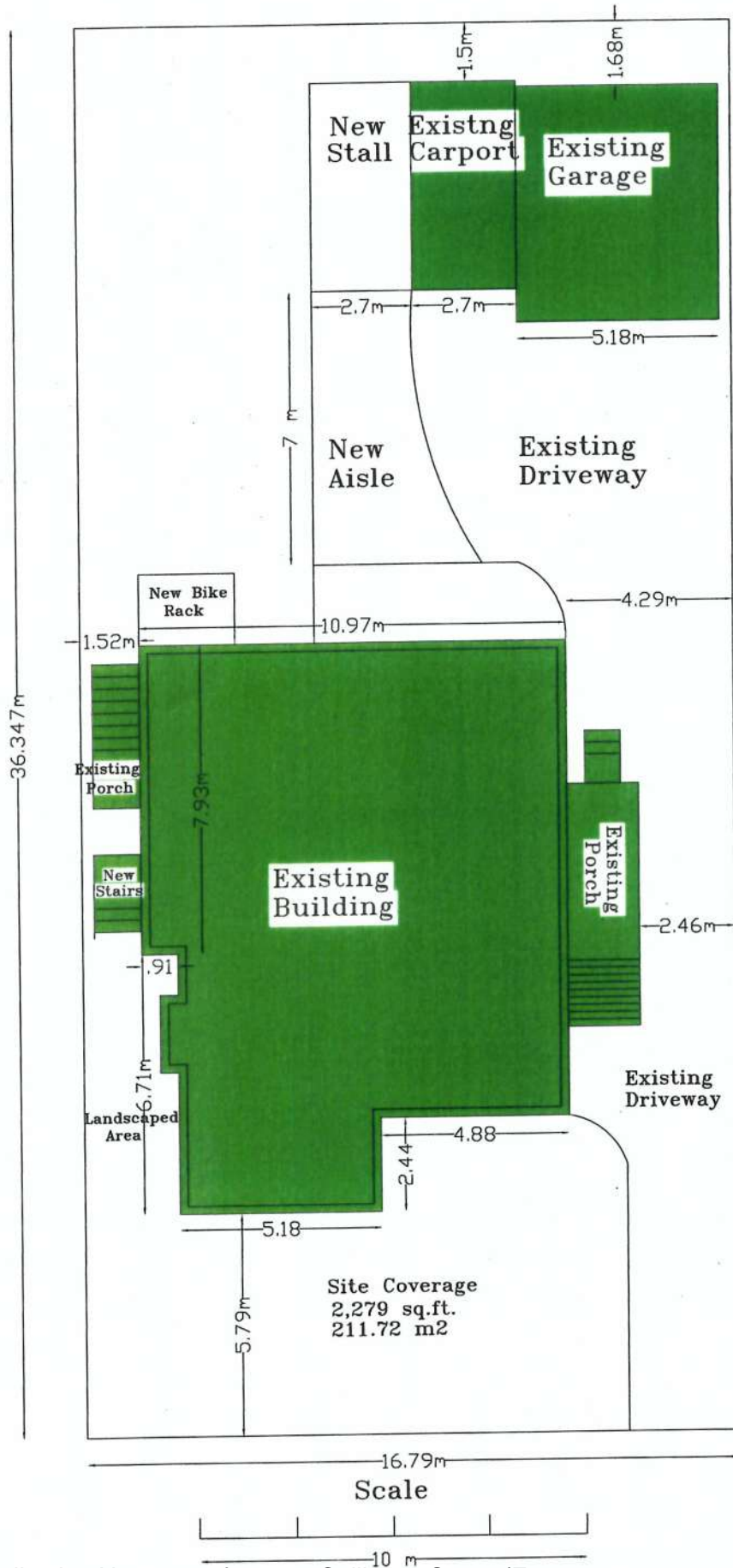
1122 Collinson Street
Rezoning No.00591



1122 Collinson St.
Site & Parking Plan



1122 Collinson St.
Site Coverage Plan



Received
City of Victoria
SEP 18 2017
Planning & Development Department
Development Services Division



Interior Floor Areas		
Suite #5	54.14 m2	(583 sq.ft.)
Suite #6	54.69 m2	(589 sq.ft.)
Laundry	8.55 m2	(92 sq.ft.)
Electrical Rm	5.57 m2	(60 sq.ft.)
Utility & Chimney	<u>7.68 m2</u>	<u>(83 sq.ft.)</u>
Ground FI Total	130.63 m2	(1,406 sq.ft.)

SPATIAL SEPARATION WEST #2

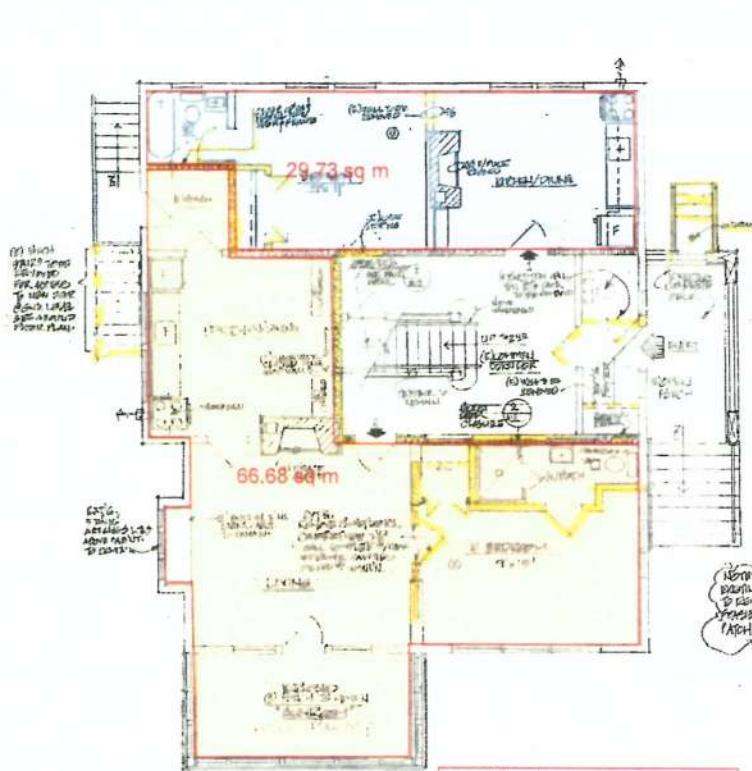
WEST WALL (3) POINT 1: 64.45° 3990.05, 55.82 M2
• 3.02 M2, 9.0% = 3.82 M2 ALLOWED.
• ACTUAL GIBBER OF WAP = 2.45 M2

FOR PILE 7: 1.0, 1.5, 4.4, 3.1, 3.1, 1.4, 5/8000 1212
• APPENIX B, D, N, A. 742.

ARTIAL BLDG. SECTION

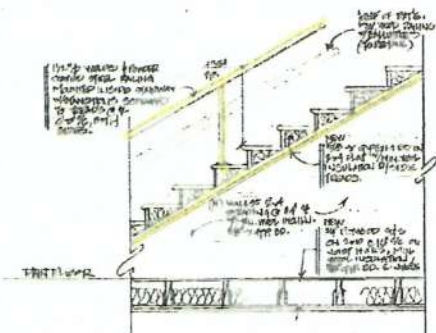
Planning & Development Department
Development Services Division

 <p>Irwin New Architecture INC. I</p> <p>3647 Steeles Road, Unit 108 W. York, Ont. (416) 751-7636</p>	<p>The company and drawings prepared by the architect are representations of services for the construction of the earth structure and are the property of the architect. No part of the drawings or the drawings together with the design for construction and the cost for construction the separate drawings and the drawings together with the design for construction shall be used in any way except as stated without the written consent of the architect.</p> <p>Written instructions shall have precedence over the drawings. The construction of all works at the site shall be in accordance with the drawings and the instructions of the architect. The architect shall be responsible for the design and construction of the earth structure and the construction of the earth structure shall be in accordance with the design and construction of the earth structure.</p>
<p><u>REGISTERED PROFESSIONAL</u></p>	<p><u>A. RICHARDS</u> <u>R.E.</u> <u>P.Y.</u></p>
	
<p>1122 COLUMBIA ST., VICTORIA, B.C. -</p>	
<p>SCALE <u>AS NOTED</u> OFFICED BY _____</p> <p>DATE: <u>June 18, 1971</u></p>	<p>APPROVED BY <u>RS</u></p> <p>DATE: _____</p>
<p><u>GROUND FLOOR PLAN, HILLS, HILLS,</u></p>	
<p><u>BATH BUILDING SECTION</u></p>	<p>REVISIONS</p> <p>1. _____</p>

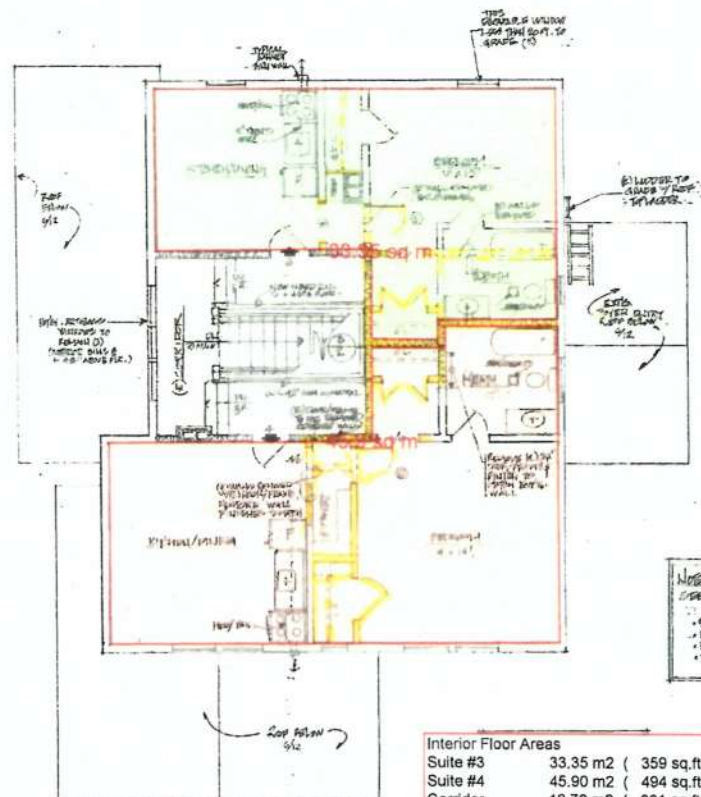
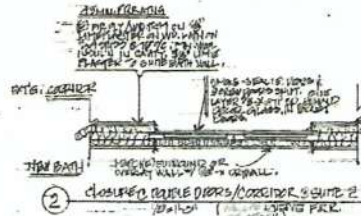


Interior Floor Areas	
Suite #1	66.68 m ² (718 sq.ft.)
Suite #2	29.73 m ² (320 sq.ft.)
Corridor inc Stair	25.96 m ² (279 sq.ft.)
Main Floor Total	122.37 m ² (1,317 sq.ft.)

MAIN FLOOR PLAN
1/4" = 1'-0"

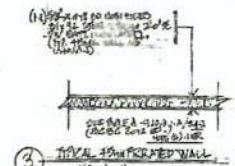


PARTIAL 2ND FLOOR PLAN (MAIN TO 2ND FLOOR)
1/4" = 1'-0" (NOTE: 2ND FLOOR WHEN LOWER FLOOR REMOVED)



Interior Floor Areas	
Suite #3	33.35 m ² (359 sq.ft.)
Suite #4	45.90 m ² (494 sq.ft.)
Corridor	18.70 m ² (201 sq.ft.)
Main Floor Total	97.95 m ² (1,054 sq.ft.)

2ND FLOOR PLAN
1/4" = 1'-0"



NOTES ON INTERCONNECTED FLOORS:
1. 2ND FLOOR TO BE REMOVED WHEN LOWER FLOOR IS REMOVED.
2. 2ND FLOOR TO BE REMOVED WHEN LOWER FLOOR IS REMOVED.
3. 2ND FLOOR TO BE REMOVED WHEN LOWER FLOOR IS REMOVED.
4. 2ND FLOOR TO BE REMOVED WHEN LOWER FLOOR IS REMOVED.

Irvin Hew Architecture Inc.
1122 COLLINSON ST. VICTORIA, B.C.
V8W 2E1
(250) 383-1111

1122 COLLINSON ST. VICTORIA, B.C.
V8W 2E1
(250) 383-1111

MAJOR FLOOR, 2ND FLOOR PLANS
DESIGNER: IRVIN HEW
DATE: 11/11/11

Received
City of Victoria
SEP 18 2017
Planning & Development Department
Development Services Division

Sustainable Planning & Community Development
1 Centennial Square
Victoria, B.C.
V8W 1P6

August 22, 2017

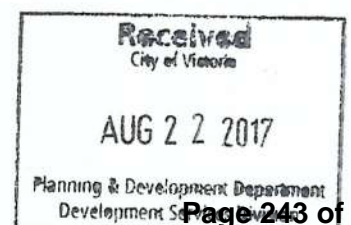
Regarding: Site Specific Rezoning Request for 1122 Collinson St.

Honorable Mayor and Council;

It is being proposed that the existing permitted usage of 1122 Collinson St., comprised of seven (7) Light House Keeping units and one (1) self-contained apartment be improved by converting to another permitted use of six (6) self-contained one (1) bedroom apartments. This will extend the functional life cycle of the building; provide increased tenant security and privacy; and better match surrounding occupancies provided by our neighbors on Collinson St. and in Fairfield.

There exists negligible density change because the basement floor space will be finished and habitable. Existing maximum occupancy, per BC Building Code, is increased from nine (9) persons to twelve (12) persons, proposed, respectively. All apartments will remain rental and will surely meet the need for additional long-term, rental accommodations in the area. There is no current intention to stratify units.

This proposal conforms to Section 13 of the Official Community Plan because it allows for an increase in density and self-contained units, it extends the economic life of the building, and it provides enhancements to security, privacy and hygiene. The exterior of the building will be preserved to maintain the character continuity on the street because all proposed changes are to the interior. This proposal is timely and advantageous to our City to alleviate some of the rental demand for accommodations with access and convenience to amenities and to downtown commerce zones.



The subject property sits between two (2) six (6)-plex rental dwellings and is surrounded by multi-plex rentals on Collinson St. and Richardson St.; strata-conversions on Trutch St. and high-density apartment buildings on the 500-700 blocks of Cook St. The neighbors will not be impacted because activity levels will remain similar. The owner has 15yrs experience providing low turn-over, long-term rentals to Victoria with emphasis on neighborly integration, creating communal social space and empowering tenants to create permanence in their homes. Existing rooming house occupants will be assisted in their transitions and relocations. The two willing participants have already been successfully transitioned into subsidized accommodations.

This proposal does not decrease conformity in regard to parking. Off-street parking may be increased with no foreseen impact on in/egress congestion or current street parking availability.

The subject property is not designated as Heritage, nor is it even listed on the Heritage Registry. Furthermore, there are no listed Heritage Properties within the 1100 block of Collinson. It is not fiscally responsible to designate a mid-block parcel when none of the adjacent properties are designated Heritage, as it impairs any long-term future sale. Furthermore, it blocks long term re-development of the adjacent properties should greater density ever be required. The exterior has few redeeming heritage qualities compared with both adjacent properties. The interior reconfiguration and remodeling will preserve the character features and feel of the original design.

The upgrading that will be completed significantly increase the remaining life of the building; thereby, this proposal significantly lengthens the time period over which the property will provide market rental accommodations. Additionally; there are numerous infrastructural upgrades to electrical and mechanical systems that reduce

environmental impact; including the installations of low-flow fixtures, partitioned heating, and pervious hardscape parking.

It is requested that this proposal be expedited for approval and issuance of a new site-specific rezoning due to its improved permitted usage among surrounding buildings, similarly comprised of multiple self-contained rental apartments; its compliance to the BC Building Code and conservation of original building features; and its preservation and improvement of desperately needed, local rental stock. No precedent exists for rental housing agreements requiring registered covenants of 20yrs for rental improvement conversions. It should be noted that BC Housing has officially exempted this project from new housing as it does not meet qualifications for substantial renovations. Such covenant terms would jeopardize my ability to conduct business in the apartment owners' community and would limit financing and exit options.

I am gravely concerned that protectionist recommendations encountered mid-application have created undo financial hardship on this project that simply cannot absorb further costs as a rental proposal. Our proposal mustn't be leveraged for controlling future large-scale and purpose-built rentals or used against smaller strata conversion applications that deplete primary rental stock. I am proposing that a covenant of no longer than 10yrs be appropriate for this proposal while qualifying for expedited attention before Mayor and Council since I believe we are achieving the same critical goal in securing more long-term rentals in Victoria.

Sincerely;

Cameron Stewart
1087620 BC Ltd.



FAIRFIELD GONZALES
COMMUNITY ASSOCIATION
the place to connect

Location of proposed development (address)

1122 Collinson, Victoria

Community Meeting Details

Date: May 15, 2017

Location of Meeting (address):

1330 Fairfield Road, Victoria

Meeting hosted by:

Fairfield Gonzales Community Association Land Use Committee

Approximate total number of people in attendance:

Eight (8)

Meeting Chair: Andrew Brownwright

Note Taker: Heather Murphy

PROPOSED DEVELOPMENT DETAILS

Applicant represented by:

The proponent, Cameron Stewart represented himself and was also accompanied by, Dick Horwood

The applicant explained that this proposal is to change the zoning and / or Official Community Plan for the subject property to accommodate the following proposal:

Change zoning to support reconfiguring the existing 1 apartment and 7 rooming house rooms in a large house to 6 apartments. These new self-contained



1330 FAIRFIELD RD. VICTORIA, BC V8S 5J1

Tel. 250.382.4604 Fax 250.382.4613

www.fairfieldcommunity.ca
place@fairfieldcommunity.ca

apartment suites will be rental units not strata title. There will be no changes to the exterior.

Community Questions and Answers:

Requested clarification of term, "light house keeping room".

The "shared" driveway width etc. requires clarification.

Community Comments (including positive, negative, and neutral):

Concern from adjacent neighbours / owners to the south regarding the headlights and noise from the driveway between the two houses.

By far, the greatest concern is displacement of the existing tenants many of whom live with disabilities and receive social services. They are: uncertain as to when they must vacate, if they can find appropriate and affordable alternative housing, breaking up their community and leaving a community of caring neighbours. It must be noted that the applicant referred to a "tenant relocation program" and appears sincere in wishing to ensure that the existing tenants are: kept apprised of lead times for moving out, will help with securing alternative housing, and even, if possible, keep tenants together.

As well, is the loss of below market housing units.

CALUC Chair: David Biltek

May 17, 2017

Michelle Mulder and Gastón Castaño,

404 – 605 Cook Street,

Victoria, BC, V8V 3Y6.

September 20, 2016.

Dear Mayor Helps and Councillor Coleman:

We are writing to let you know about a housing situation that has arisen on our street, in hopes that your office and council members are able to assist the residents involved. We also hope that the City of Victoria implements policy to prevent this situation from recurring in future.

In early September, our aging neighbour sold her two large houses (at 1116 & 1122 Collinson St.) to a new owner. These houses are rooming/rental properties and accommodate mainly workers and low-income tenants. On the first Friday of the month, all nine tenants at 1122 and one of the tenants at 1116 were “renovicted”. They must leave by October 31. Among those evicted is a woman who turns seventy this month and who will not be able to afford alternate housing until January. She may be living in a women’s shelter until the new year. Another tenant has been living in his suite for 25 years, working to maintain the house in partial payment of his rent. He now has less than two months to find a new place. These situations triggering homelessness are increasingly common in our city, where it is estimated approximately 60% of residents are tenants. As a city that is already struggling to house those who live here, it feels especially urgent to address the issues that are creating even *more* homelessness.

We have spoken with the new owner of the houses next to us, and he explained his intent to renovate the aging structures over the next year. (Both properties are zoned under R1-B: Single Family Dwelling District.) He assures us that new tenants will be more community-minded. Yet at the same time, he was surprised that we knew about the private sale and asked how we found out. Our answer? We are *already* a community, and we talk to our neighbours. The idea of living in a city that only has room for people with a higher income bracket is alarming indeed.

Thanks for taking the time to read our letter. We do hope that you are able to support our neighbours in their search for housing and that the City of Victoria can effectively address the issue of “renovictions” in a timely manner, as highlighted in the upcoming UBCM annual conference.

Respectfully submitted,

Gastón Castaño

Michelle Mulder.

CC: Councillors Ben Issit, Jeremy Loveday, Margaret Lucas, Charlayne Thornton-Joe, Marianne Alto, Geoff Young, Pan Madoff.

Michelle Mulder and Gastón Castaño,

404 – 605 Cook Street,

Victoria, BC, V8V 3Y6.



1116 & 1122 Collinson St.

June 8, 2017

Honourable Mayor and City Council
1 Centennial Square
Victoria BC

Rezoning application 1122 Collinson Street

We are the owners of the adjacent property to 1122 Collinson Street and wish to express our opposition with the request to the rezone the property from 7 light housekeeping and one apartment to 6 one bedroom suites.

We have owned our property for 25 years and keep a suite in the building for personal use. During this time we have experienced no problems or disturbance from the people living there. The building is in good condition and has many heritage qualities.

The rooming house serves an important role in the community for providing affordable housing for low income individuals. To displace these long term tenants some who have disabilities would cause great hardship to them as affordable housing is not easily obtained in Victoria.

Over the last 25 years the tenants at 1122 Collinson did not own vehicles and were not permitted to park on the property.

Any additional parking added to 1122 Collinson would adversely affect our tenants with headlights, noise and trespass.

Do to the fact the driveways run parallel to one another it is essential the property line be surveyed with markers to determine the exact location of the property line to avoid trespassing. The property measurements the applicant has provided for their application conflict with the documents we obtained from the city.

We feel the responsibility of obtaining the survey should be the applicant of this rezoning application.

In the event the property is rezoned the applicant should be responsible for installing a substantial fence on their property to address the headlight, noise and trespassing issues that will result with several vehicles accessing the rear parking.

Also, their garage has no foundation and requires considerable repair as the roof run off has caused it to rot and the water is also damaging our garage.

We appreciate the opportunity to voice our concerns regarding this rezoning application to the Mayor and City Council.

Respectfully.

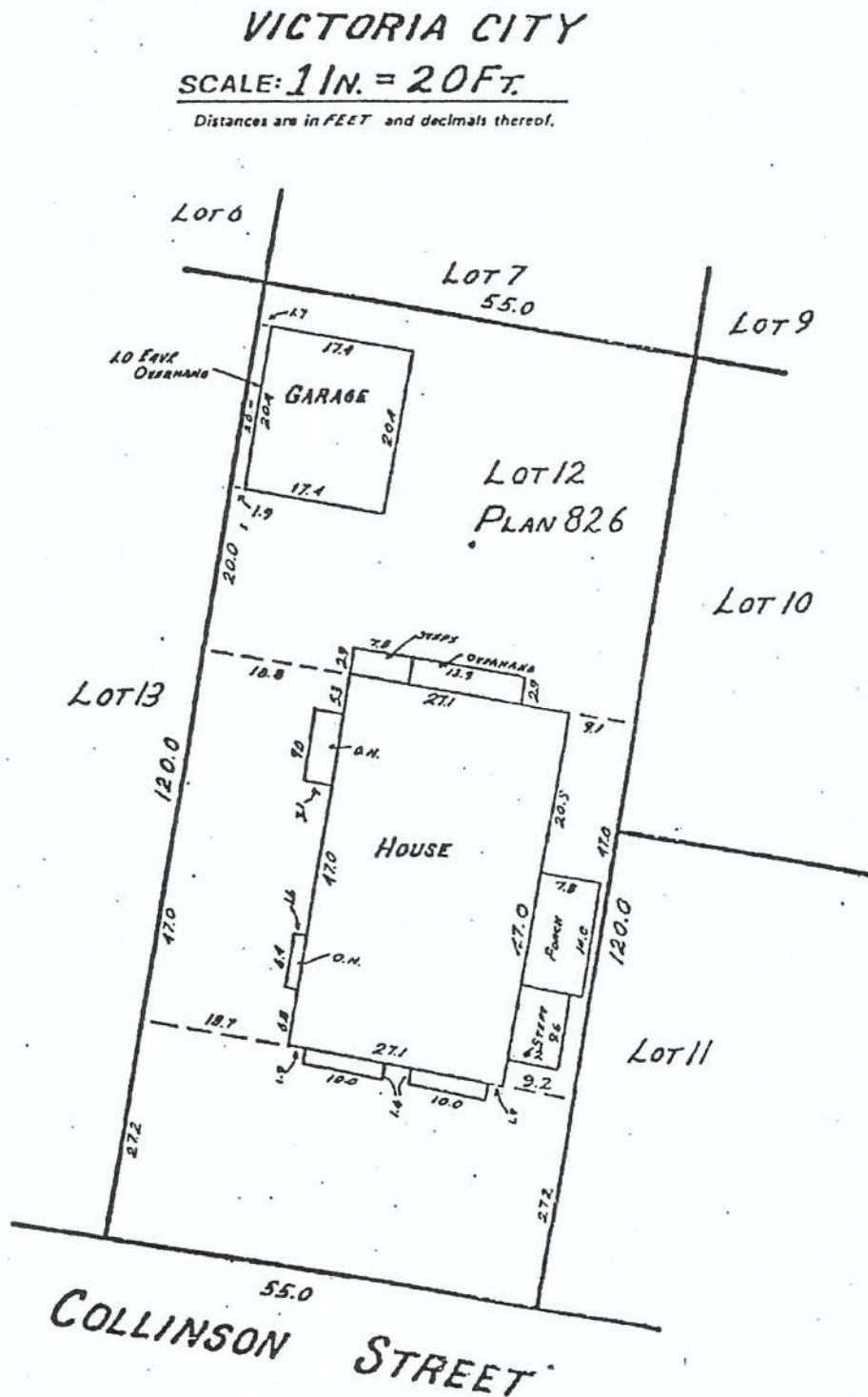


Brenda Craven and Michael Cedar
#3 1128 Collinson Street, Victoria, BC

FLOORPLAN

Borrower	Michael Cedar
Property Address	1128 Collinson St.
City	Victoria
Lender	Bank of Montreal

File No.: 090212
Case No.:
P.C.: V8V 3C3



103 - 4430 Chatterton Way, Victoria, BC V8X 5J2

Susan Dickstein

7-1122 Collinson Street
Victoria, BC V8V 3C3

RECEIVED

JUL 18 2017

City Hall
1 Centennial Square
Victoria, BC V8W 1P6

Monday, July 17, 2017

RE: Site Specific Rezoning Request for 1122 Collinson Street

Her Worship Mayor Lisa Helps and City Councillors:

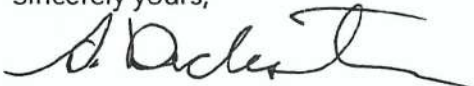
Please consider rejecting Mr. Cameron Stewart's application for rezoning, as it means that the low-income tenants at 1122 Collinson Street will become in dire straits. Some of the tenants are on Disability and the rest are only able to find temporary work in this lovely city. With our rent being at most \$460/month, the tenants here are able to afford rent, food, and utilities, and to keep our dignity. There are no comparable or affordable alternatives for us in the third most-expensive city in Canada. As well, no one would rent to people who don't have long-term employment in such a landlord-choosing-tenant market where the highest bidder wins.

Our building is in fact quite unique. We are single women each living independently with our own kitchens, but sharing the washrooms, toilets, and laundry facilities. We have all lived here for years and with some of us having social anxiety disorders, we are lucky to have long-term friendships, which helps ward against loneliness and sickness. Our building is in a safe neighbourhood near Cook and Fairfield, and since none of us can afford a car, we highly value our location, which is within walking and biking distances to an affordable supermarket, the Y, Cook Street Village, the public library, the Pacific Ocean, and Beacon Hill Park.

We are also part of a community that cares about us. When our landlord attempted to illegally evict us (he gave us eviction notices stating he had permits, when he obviously did not have them), our caring neighbours threw us an "anti-eviction party" to try to brainstorm ways to keep us as part of this great neighbourhood.

Please keep us together in this rare low-income building, in this safe neighbourhood, with neighbours we know, so we may remain independent, healthy, and happy by declining his request to evict us on the basis of major renovations. If not, at least, do not let him do demolition renovations in keeping with the "six-month moratorium for rental demolitions". Thank you.

Sincerely yours,



Susan Dickstein
Current tenant of 1122 Collinson Street

Suite #2 - 1122 COLLINSON ST.
VICTORIA, V8V-3C3, B.C.

SEP 27 2017

RECEIVED

SEPT 12th, 2017.

Honourable Mayor, Lisa Helps
and City Council.

This letter is about my home:

Room #2 - 1122 COLLINSON ST. VICTORIA,
situated between Cook St. + Trutch St.,
It is a safe, peaceful, friendly community
like block right almost in the Cook St
Village in Fairfield.

It is 12 years that I am paying an
affordable rent for my Light House Keeping
Room in a house in which there are
seven such House Keeping Rooms and one
One-Bedroom Suite. NOTE = The house
is zoned under R+B Single Family Dwellings.
A new owner as of early Sept 2016,
Cameron Stewart has submitted an
application to the City Council for
a permit to demolish these rental rooms
and unit with the intention to build
six one-bedroom Suites which will then

be rented at a costly price, far and beyond the affordability rate; thus unaccessible for low income renters, like myself.

Since Mr. Cameron Stewart's application has been accepted by the City Council I am asking your Honourable Mayo and City Councillors to refuse Mr. Cameron Stewart the ~~but~~ rezoning and building permit required to demolish these 7 lovely, unique affordable House Keeping Rooms, for the following reasons:

1. To keep the existing peace on this bloc. What have you without peace? We tenants all ride bicycles (well most of us). BIKEVICTORIA will soon be completing the Cook Street proposed bicycle path.
2. To keep our existing community of neighbourly friendships which has been developed with our efforts and our neighbours.

May 7th - Neighbour Day, I marked on my calendar.

3.

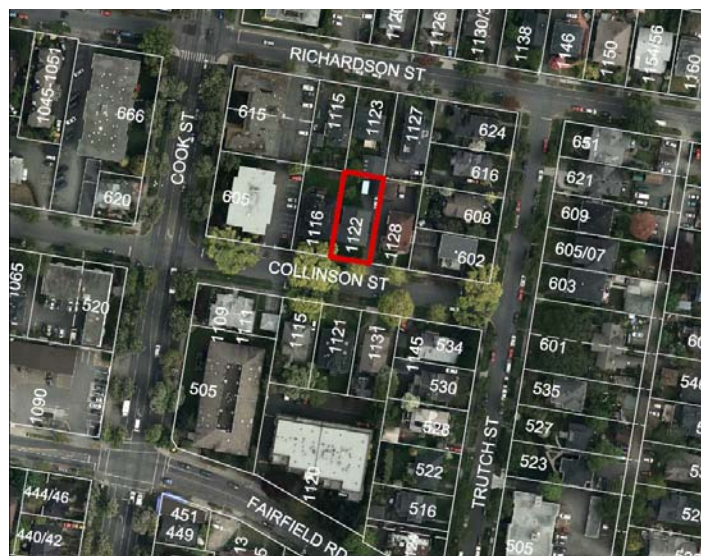
3 To keep the beauty of this bloc on Collinson Street between Cook St and Trutch St. Our home is a house with lovely flower beds, flowering shrubs and trees and lawns, A flourishing French-Kitchen Vegetable Garden, all cared for by the tenants actually living in this home. - And ^{keep} ~~the~~ clothes line - - -

4. To keep my own personal life-style in a community I chose, love and appreciate. I know I could never adapt elsewhere. I fear my life may even end under a noisy bridge. as there simply isn't another (an other) house like ours that could feel like a home in the City of Victoria. Therefore the house must be preserved as it is for us and future generations.

Thank You for taking the time to listen to my request

Cara Zootle

Rezoning Application for 1122 Collinson Street



1122 Collinson



1116 Collinson (west)



1128 Collinson (east)



1115 Collinson (south-west)

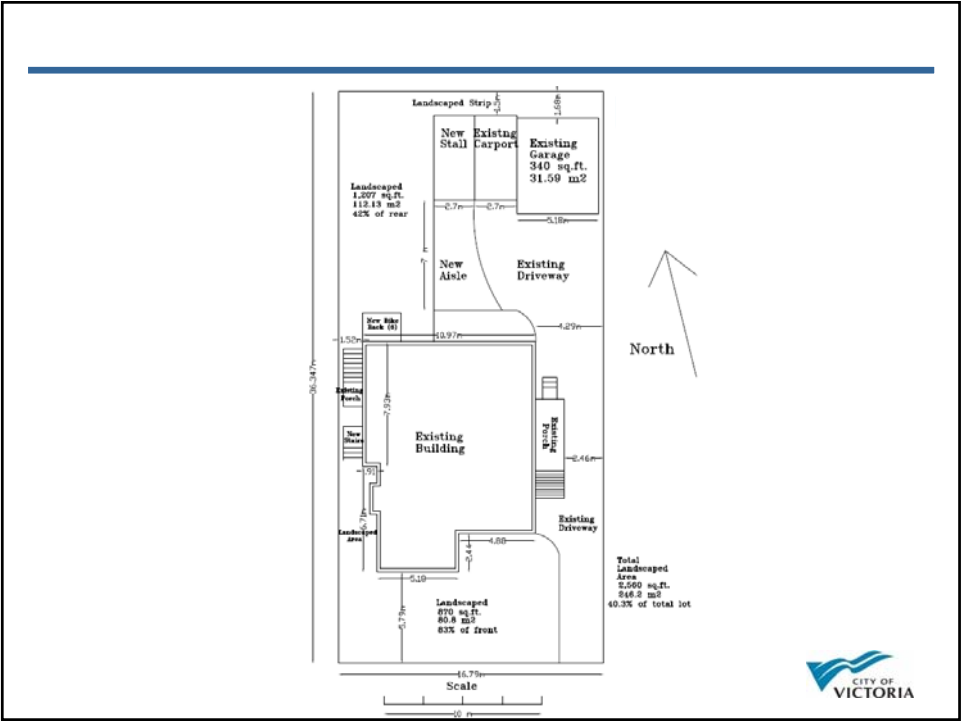
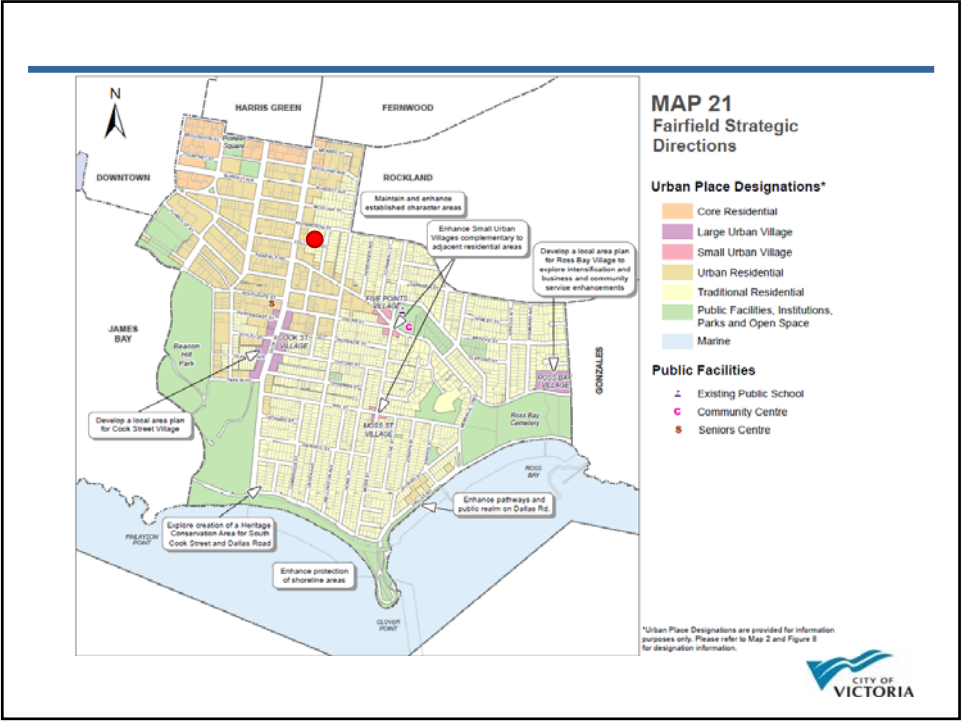


1121 Collinson (south)

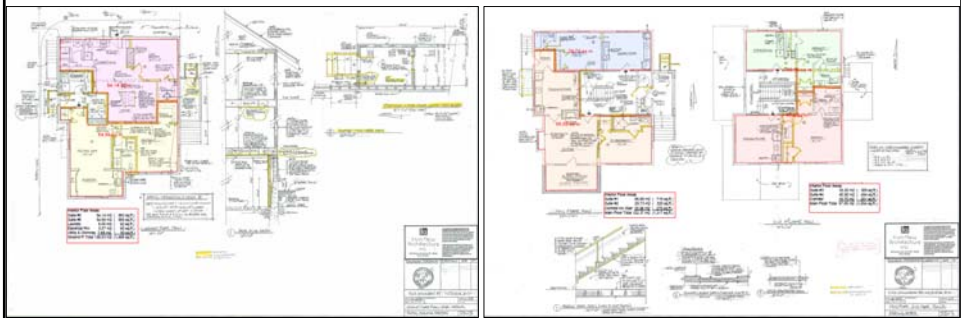


1131 Collinson (south-east)





Floor Plans





Committee of the Whole Report For the Meeting of October 5, 2017

To: Committee of the Whole **Date:** September 21, 2017
From: Jonathan Tinney, Director, Sustainable Planning and Community Development
Subject: Heritage Designation Application No. 000168 for 1120 Faithful Street

RECOMMENDATION

That Council consider the following motion:

“That Council approve the designation of the property located at 1120 Faithful Street, pursuant to Section 611 of the *Local Government Act*, as a Municipal Heritage Site, and that first and second reading of the Heritage Designation Bylaw be considered by Council and a Public Hearing date be set.”

LEGISLATIVE AUTHORITY

In accordance with Section 611 of the *Local Government Act*, Council may designate real property, in whole or in part, as protected property.

EXECUTIVE SUMMARY

The purpose of this report is to present Council with information, analysis and recommendations regarding an owner request to designate the exterior of the Heritage-Registered property located at 1120 Faithful Street. The house was built in 1912 and contributes to the historic character of the Fairfield neighbourhood.

The designation of this building is generally consistent with Section 8: “Placemaking (Urban Design and Heritage)” and Section 21: “Neighbourhood Directions” of the *Official Community Plan, 2012*, and with the *Victoria Heritage Thematic Framework*.

The Application was reviewed by the Heritage Advisory Panel at its September 12, 2017 meeting and it recommended that Council consider approving the designation of the property located at 1120 Faithful Street.

BACKGROUND

Description of Proposal

The property located at 1120 Faithful Street, also referred to as *Yaxley*, is a large 1912 rectangular two-storey Edwardian-era Georgian Revival house situated on a double-wide lot in

the Fairfield neighbourhood. The residence is one of the best examples of the Edwardian era Georgian Revival style in Victoria. Designed by D.H. Bale for Robert Lettice, a principal of Lettice and Sears, a painting and decorating firm, Lettice, with his business partner Joseph Sears, decorated interiors of many well-known early buildings in Victoria. The partnership later became the Melrose Paint Company.

The exterior façade of 1120 Faithful Street has maintained much of its original appearance. Its character-defining elements are influenced by the revival of classical details, such as applied columns, prominent cornices and entablatures, and include a bellcast hipped roof, front and back central dormers, corbelled brick chimneys, double-bevel beaded wood siding with corner boards and a wide belt course and cornice adorned with small dentils and modillions under the soffit. Wide wooden stairs with a low solid balustrade lead to an imposing classically-inspired portico with four Tuscan columns and two pilasters. A glazed entry door is flanked by fixed leaded sidelights, and an exterior door on the upper façade provides access to a balcony with a low balustrade above the portico. Shallow projecting box bays with brackets are on either side of the portico, and both side walls include similar bays, with piano windows. Many of the windows feature leaded art glass.

An Application to designate the exterior of 1120 Faithful Street as a Municipal Heritage site was received from the property owner on August 18, 2017.

Zoning/Land Use

The designation of the residence at 1120 Faithful Street is a condition of a Development Variance Permit and a Development Permit for the subdivision of the panhandle lot and subsequent construction of a single-family dwelling approved by Council on August 10, 2017. The Heritage Designation Bylaw will refer only to the exterior of the residence and the subdivided lot on which it will remain.

Condition/Economic Viability

The building is in excellent condition and its use remains as a duplex.

ANALYSIS

The following sections provide a summary of the Application's consistency with the relevant City policies and guidelines.

Official Community Plan

The designation of this building is consistent with the *Official Community Plan, 2012*, which in the section entitled, "Placemaking (Urban Design and Heritage)", states:

Goals

8 (B) *Victoria's cultural and natural heritage resources are protected and celebrated.*

Broad Objectives

8 (j) *That heritage property is conserved as resources with value for present and future generations.*

8 (l) *That heritage and cultural values are identified, celebrated, and retained through community engagement.*

City Form

- 8.6 *Conserve and enhance the heritage value, character and special features of areas, districts, streetscapes, cultural landscapes and individual properties throughout the city.*
- 8.11 *Determine the heritage value of areas, districts, streetscapes, cultural landscape and individual properties using the Victoria Heritage Thematic Framework as identified in Figure 12.*

Buildings and Sites

- 8.51 *Continue to give consideration to tools available under legislation to protect or conserve heritage property including, but not limited to: heritage designation bylaws; listing on the heritage register; temporary protection; heritage alteration permits; heritage revitalization agreements; design guidelines; and, the protection of views of heritage landmark buildings from public vantage points as identified in Map 8, and to be determined in future local area plans.*
- 8.54 *Continue to work with senior government, community and business partners to identify, protect and conserve property of heritage value.*

The designation of this building is also consistent with Section 21: "Neighbourhood Directions" of the *Official Community Plan, 2012* which states:

Fairfield

- 21.6.1 *Maintain and enhance established character areas.*

Victoria Heritage Thematic Framework

A key policy of the OCP includes the determination of heritage value using a values-based approach. In this regard, a city-wide thematic framework (OCP Fig. 12) was developed and incorporated into the OCP to identify the key civic historic themes. The *Victoria Heritage Thematic Framework* functions as a means to organize and define historical events, to identify representative historic places, and to place sites, persons and events in an overall context. The thematic framework recognizes a broad range of values under which city-wide themes can be articulated. A heritage value assessment with consideration of the *Victoria Heritage Thematic Framework* is incorporated into the Statement of Significance.

Statement of Significance

A Statement of Significance describing the historic place, outlining its heritage value and identifying its character-defining elements, is attached to this report.

Heritage Advisory Panel

The Application was reviewed by the Heritage Advisory Panel at its September 12, 2017 meeting and was recommended for approval.

CONCLUSIONS

This Application for the designation of the Heritage-Registered property located at 1120 Faithful Street as a Municipal Heritage Site is for a structure that is a good example of the Edwardian era Georgian Revival style in Victoria. The residence is also a good example of housing built for the growing merchant class during the building boom in pre-World War One Victoria. The designation of the residence as a Municipal Heritage Site is consistent with relevant City policies

and strategic directions for the Fairfield neighbourhood. Staff therefore recommend that Council consider approving the Heritage Designation Application for the Heritage-Registered building located at 1120 Faithful Street.

ALTERNATE MOTION

That Council decline Heritage Designation Application No. 000168 for the property located at 1120 Faithful Street

Respectfully submitted,



Merinda Conley
Senior Heritage Planner
Development Services Division



Jonathan Tinney, Director
Sustainable Planning and Community
Development Department

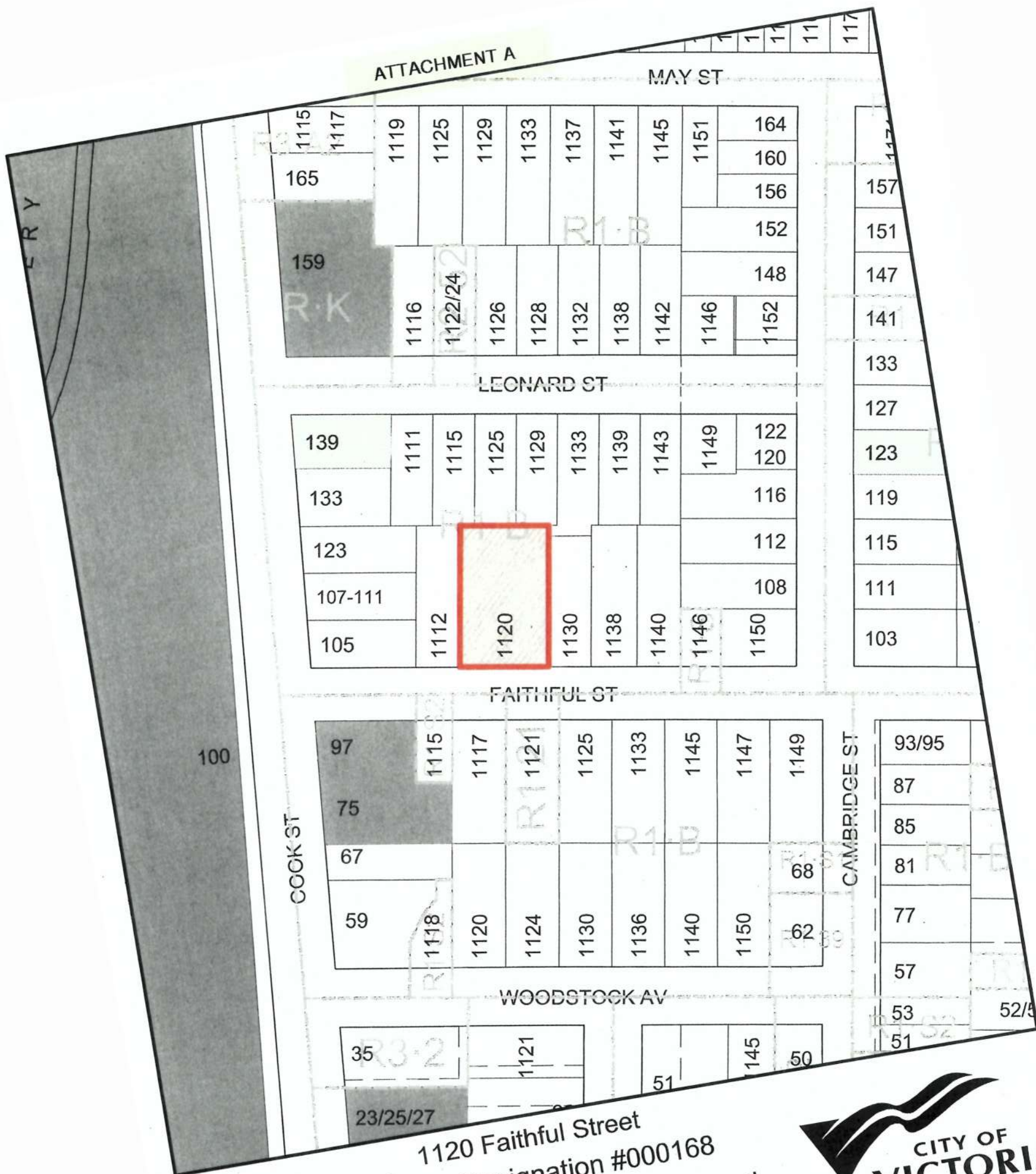
Report accepted and recommended by the City Manager



Date: Sept. 28, 2017

List of Attachments

- Attachment A - Subject Map
- Attachment B - Aerial Map
- Attachment C - Photographs
- Attachment D - Statement of Significance
- Attachment E - Letter from the applicant, date stamped August 18, 2017.

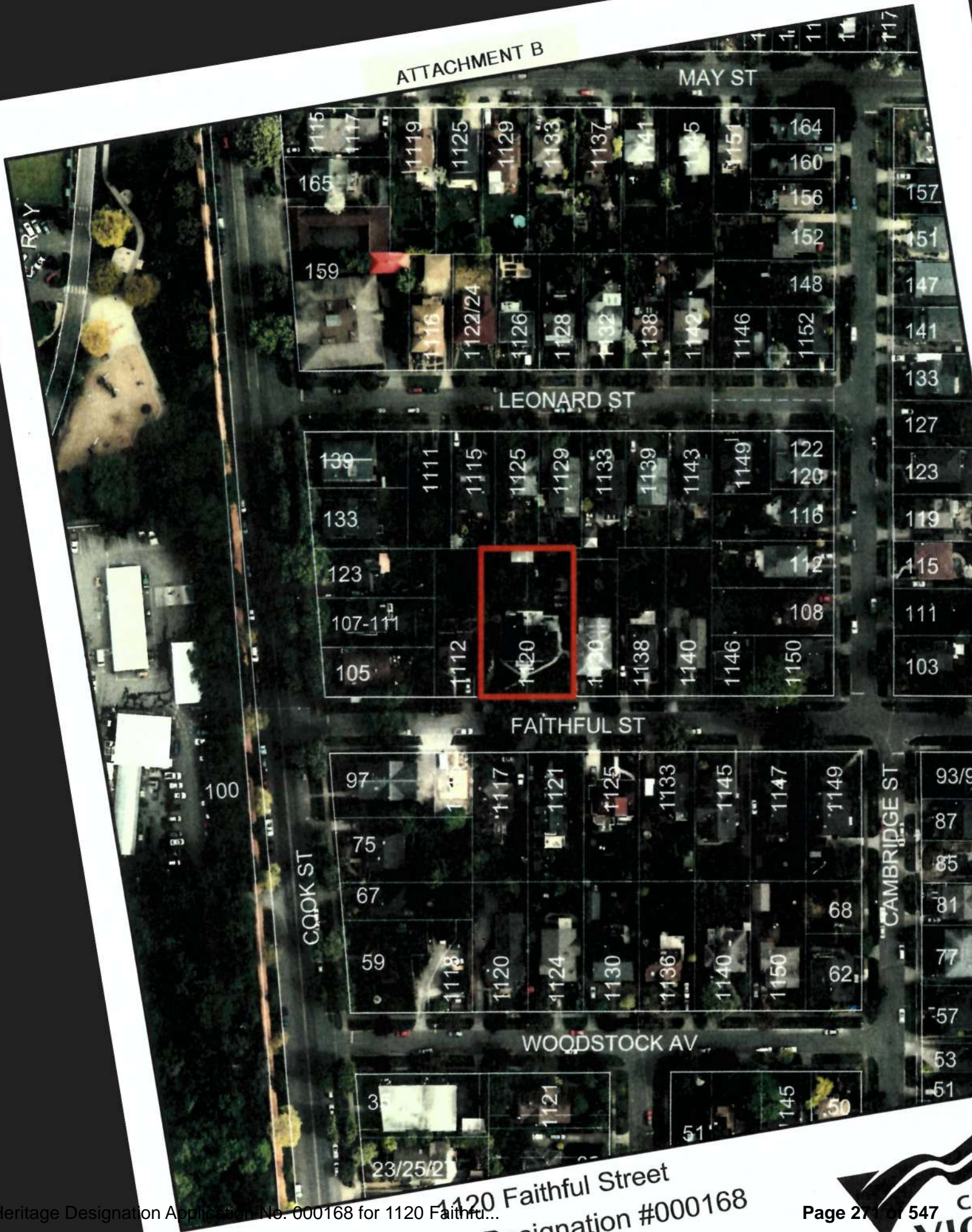


1120 Faithful Street
Heritage Designation #000168
Registered

Designated



ATTACHMENT B



1120 FAITHFUL STREET



1120 FAITHFUL STREET



1120 FAITHFUL STREET



**Address: 1120 Faithful Street****Description of historic place:**

The residence at 1120 Faithful Street is a 1912 rectangular, nearly symmetrical, wood-frame two-storey Edwardian-era Georgian Revival house with a bellcast hipped roof with matching front and back dormers, and an extension on the east side. It is situated on a double-wide lot set back from the street in the southwestern quadrant of Victoria's Fairfield neighbourhood.

Heritage value:

Heritage value is strongly evident in the house, known as the *Yaxley*, as the residence is one of the best examples of the Edwardian era Georgian Revival style in Victoria. The style, characterized by the revival of classical details such as applied columns, prominent cornices and entablatures, was monumental and imposing and popular with institutions such as banks and courthouses. Its setting in mature landscaped grounds adds to the monumentality of the rectangular structure.

The exterior of the structure has a bellcast hipped roof with corresponding front and back dormers, and two corbelled brick chimneys. It is clad in double-bevel beaded wood siding with corner boards and a wide belt course and cornice. The cornice is adorned with small dentils and modillions under the soffit on the front and side facades, but do not exist on the rear of the building, aside from a modillion at each upper corner beneath the extended soffit. A larger band of dentils is found on the belt course and front porch entablature. Wide wooden stairs with a low solid balustrade lead to an imposing classically-inspired portico with four Tuscan columns and two pilasters. A glazed entry door is flanked by fixed leaded sidelights. An exterior door on the upper façade provides access to a balcony with a low balustrade above the portico. Shallow projecting box bays with brackets are on either side of the portico, with the left bay featuring a tripartite window. Both side walls include similar bays, but with piano windows. Many of the windows feature leaded art glass. Upper windows are casements in groups of two and three, and the main floor windows are general double-hung or fixed.

The residence, known as *Yaxley*, was designed and built by D.H. Bale, and was named after the birthplace of the original owner, Robert Lettice, who came to Canada from England c1857 before arriving in Victoria in 1962. Robert Lettice was originally a principal of Lettice and Sears, a painting and decorating firm and, with his business partner Joseph Sears, a firm that decorated interiors of many well-known early buildings in Victoria, including the Metropolitan United Church on Pandora Avenue, the Weiler Building on Government Street, and Victoria's City Hall. The partnership later became the Melrose Paint Company. The residence clearly speaks to the type of housing desired for the growing merchant class during the building boom in pre-World War One Victoria. D.H. Bale converted the residence to a duplex in 1929-30. Descendants of the family lived in the house until 2008.

Character-defining elements:

The heritage character of 1120 Faithful Street is defined by the following character-defining elements:

- Mass, scale and rectangular footprint
- Centered location on lot set back from street
- characteristics of the Edwardian Classical style including:
 - classical portico entrance
 - balcony with perimeter balustrade
 - modillions with dentils under the eaves of the front and side facades
 - bellcast hipped roof with central corresponding dormers
 - leaded casement windows flanking the front entrance
 - two corbelled brick chimneys (currently painted)
 - narrow double-bevel beaded wood siding and corner boards
 - wooden entry stairs with a low solid balustrade
 - shallow projecting box bays with brackets
 - double-hung, three-over-one, and fixed leaded windows.

ATTACHMENT E



August 16, 2017

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

Mayor and Members of Council:

RE: 1120 Faithful Street – Application for Heritage Designation

Please find my application for heritage designation of the Manor house at 1120 Faithful Street attached to this letter.

The 1912 Manor House is an important heritage resource. I committed to apply for Heritage Designation as part of the subdivision of my property; to allow a new house to be built in the rear yard (which you approved on August 10, 2017).

I would appreciate it if you could expedite the Designation approval so that I can proceed with the subdivision and construction of the new home.

I look forward to your consideration of my application.

Thank you,

A handwritten signature in blue ink, appearing to read "Kevin Jensen".

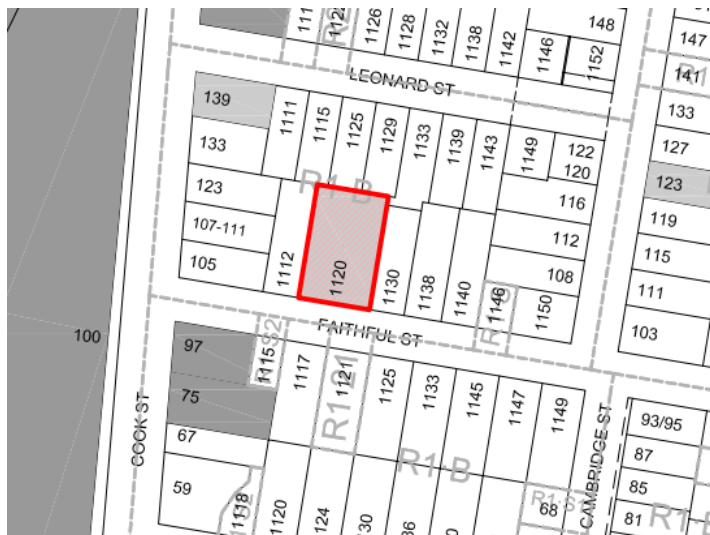
Kevin Jensen
1120 Faithful Street

Heritage Designation Application

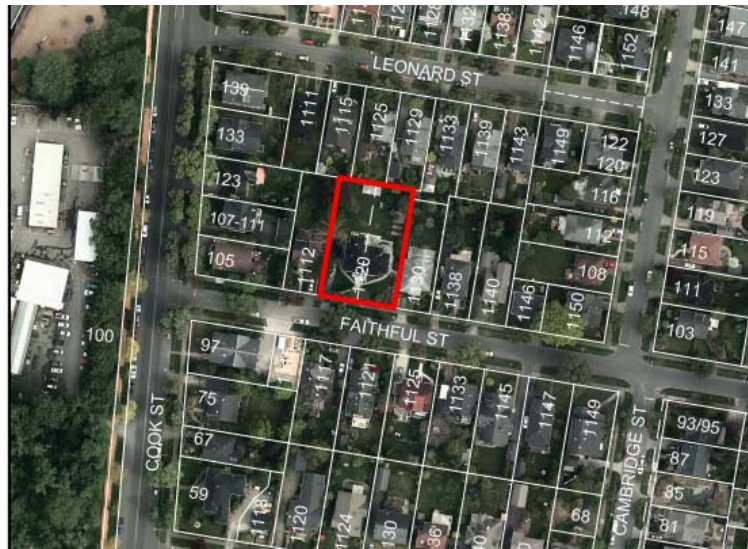
1120 Faithful Street
(Yaxley)



Location | 1120 Faithful Street



Location | 1120 Faithful Street



1120 Faithful Street – constructed in 1912



1120 Faithful Street – designed by D.H. Bale for Robert Lettice



1120 Faithful Street – bellcast roof, dormers, dominating chimneys



1120 Faithful Street – classical portico entrance



1120 Faithful Street – modillions, decorative glass, projecting window bays



1120 Faithful Street





Committee of the Whole Report

For the Meeting of October 5, 2017

To: Committee of the Whole **Date:** September 21, 2017
From: Jonathan Tinney, Director of Sustainable Planning and Community Development
Subject: Review of Off-Street Parking Regulations (Schedule C of Zoning Regulation Bylaw 80-159)

RECOMMENDATION

That Council direct staff to:

1. Undertake focused public consultation on the draft Off-Street Parking Regulations.
2. Report back to Council with the proposed Off-Street Parking Regulations that considers the public feedback received and a related Bylaw prior to advancing to a Public Hearing.
3. Prepare Design Guidelines related to charging and parking for Electric Vehicles, carry out the necessary stakeholder consultation to inform the guidelines and report back to Council prior to preparing the related Official Community Plan amendment.
4. Report back to Council with a scope of work, anticipated timelines and estimated costs associated with the preparation of Design Guidelines relating to Bicycle Parking.
5. Prepare amendments to the Land Use Procedures Bylaw to delegate Development Permit with Variance Applications for minor parking variances associated with small commercial operations, prepare Design Guidelines to inform the review of such variances, carry out the necessary engagement and report back to Council with an amending Bylaw prior to commencing work on an Official Community Plan amendment.

EXECUTIVE SUMMARY

The purpose of this report is to present Council with draft Off-Street Parking Regulations that would replace Schedule C of the *Zoning Regulation Bylaw* and includes regulations for the Downtown that would be included in the emerging Zoning Bylaw 2017. This report also provides Council with options for focused consultation to inform the public and key stakeholders about the new regulations. The key proposed changes to Schedule C are summarized as follows:

- updated vehicle and bicycle parking stall requirements based on data collection and analysis
- a more user friendly format
- fewer parking stalls required for smaller dwelling units
- fewer parking stalls required for rental and (non-market) affordable dwelling units
- front yard parking allowed for single family dwellings and duplexes

- new parking stall requirements based on geographic area
- new regulations for the design and functionality of bicycle parking
- a more user friendly format.

PURPOSE

The purpose of this report is to provide Council with information, analysis and recommendations for the draft Off-Street Parking Regulations (Attachments A & B), and options for consulting and receiving feedback on the regulations from the general public as well as key stakeholders, such as land owners, community and neighbourhood associations and the development industry prior to a Public Hearing.

BACKGROUND

Off-street parking within the City is regulated through Schedule C of the *Zoning Regulation Bylaw* which has been in place since 1981 and regulates the required minimum parking stall supply for vehicles and bicycles for various types of uses.

It is important to note that this project does not include a review of the provision or management of public parking such as on-street parking, parkades or surface parking lots. The draft off-street parking regulations establish appropriate parking requirements for development on private property only.

The objective of the review of the Off-Street Parking Regulations was to produce an updated set of parking requirements that reflect current trends and best practices as well as to align and support the related policies and objectives in the *Official Community Plan (OCP)*. A key component of this project was the review and update of minimum parking requirements for private property which has been completed through data collection (ICBC vehicle ownership and on-site parking demand counts), research, and analysis related to parking demand and best practices. Other project objectives included:

- reducing the frequency of parking variance applications thereby streamlining the overall development application review process
- supporting development and investment with updated regulations and design standards for vehicle and bicycle parking that are better aligned with current practices and trends
- supporting affordable housing and healthier communities
- establishing a user-friendly format.

Accessibility Impact Statement

Barrier free parking is currently regulated through the BC Building Code (where it is referred to as "parking for persons with disabilities") and is discussed later in this report.

The staff recommendation includes language to direct staff to create Design Guidelines relating to Electric Vehicles (EVs) and it is intended that the scope of this work would also address opportunities for accommodating parking and charging of mobility scooters.

ISSUES & ANALYSIS

This section of the report outlines the key findings and recommendations resulting from the review of the City's Off-Street Parking Requirements, including an analysis of specific parking issues that were considered (for example, parking and charging requirements for EVs) and recommendations relating to those issues.

Off-Street Parking Review and Key Findings

A comprehensive review of Schedule C has not been undertaken since 1981. As a result, the current Off-Street Parking Requirements are considered out-of-date, particularly with respect to multiple dwellings, and this is reflected in the parking studies the City receives to justify parking variances, which regularly demonstrate that the City's parking requirements are no longer consistent with actual parking demand or evolving trends. As such, one of the key objectives of the off-street parking review was to revise the minimum parking supply rate so that it is consistent with actual parking demand. In order to better understand parking demand in the city, Watt Consulting Group were retained to carry out the following data collection and analysis:

- review of vehicle ownership in multiple dwellings to determine how demand differed between condominiums, rental units and affordable rental unit
- parking demand observation surveys for commercial uses
- travel survey for commercial uses
- review relevant, current research of parking demand including a review of best practices in other similar municipalities.

The aforementioned data and analysis concluded the following:

- average vehicle ownership rates are significantly higher in condominiums compared to dwelling units that are rented
- average vehicle ownership rates in the Downtown Core are significantly lower than the remainder of the City
- parking demand per dwelling unit increases relative to the size of the unit (i.e. the parking demand for a two-bedroom dwelling unit is greater than the parking demand associated with a one-bedroom unit)
- average vehicle ownership is significantly lower for (non-market) affordable housing developments.

In addition to the above, the analysis also identified new parking supply rates for commercial, institutional and industrial uses.

As a result of the data collected, the draft Off-Street Parking Regulations propose the following key changes:

- for multiple-dwellings the parking supply rates are lower for smaller units
- for multiple-dwellings the parking supply rates are lower for rental units compared to strata units
- for multiple-dwellings the parking supply rates are lower for affordable rental units compared to rental units
- no minimum parking requirement within Old Town area
- off-street parking is not required in the Central Business District, except for multiple-dwellings and hotels

- for the remainder of the City, parking supply rates differ depending on Geographic location, with the lowest rates in the Core Areas (as defined in the OCP), followed by the Large Urban Villages/Town Centres and then the remaining areas.

It should be noted that the data collected did not clearly demonstrate a lower parking demand in the Large Urban Villages/Town Centres when compared to the remaining areas, however, staff have recommended a modest parking relaxation to support OCP policy relating to economic growth, increased residential density and development that supports improved public transit in Large Urban Villages and Town Centres. It should also be noted that the parking supply requirements outlined in the regulations set minimum standards only. If a business or property owner determines that additional parking supply is required to support a development or specific use they may choose to provide additional on-site parking.

In addition to the vehicle parking requirements, revisions to the bicycle parking requirements are also proposed. The current regulations largely speak to the number of bicycle parking stalls required. While staff have proposed updated stall requirements to better reflect demand, additional regulations are proposed to improve the location and functionality of bicycle parking facilities. This includes, for example, requiring that long-term bicycle parking be located within one floor of grade and prescribing minimum dimensions for bicycles racks and associated manoeuvring aisles.

Other key changes to the Off-Street Parking Regulations are:

- allowing required parking only to be located within the front yard of a single family dwelling or duplex (i.e. a single parking stall will be allowed in the front yard of a single family dwelling, two parking stalls will be allowed in the front yard of a duplex and additional vehicular parking will not be permitted). This will potentially reduce barriers to providing for secondary suites in single family dwellings.
- addressing inconsistencies between the *Highways Access Bylaw* and *Zoning Regulation Bylaw* with respect to maximum grade requirements for driveways
- updated landscaping requirements
- a more user-friendly format, including the use of simple tables and example illustrations.

In addition, it will be necessary to amend Schedule A of the *Zoning Regulation Bylaw* in order to include some of the new definitions. Staff would bring forward such Bylaw amendments for Councils consideration concurrent with the final draft of the proposed Bylaw amendments.

Other Issues Considered

As part of the review of the Off-Street Parking Regulations a number of issues were considered but ultimately not included in the draft regulations. Those issues and the reason for not including them are outlined below.

Lower Parking Supply Rates where Car-Share is provided

Staff considered whether or not it would be feasible to reduce parking supply rate requirements where an applicant is willing to provide car share opportunities for residents. However, a car share cannot be guaranteed in perpetuity, meaning that if the City grant a variance based on the provision of car share and, for whatever reason, the car share amenity ceases to operate at that location, the City will have no recourse to address the resulting shortfall in on-site parking. For this reason this option was not pursued for inclusion in the new regulations. In order to provide a justification for a parking variance, an applicant may still propose car share as a Transportation Demand Management (TDM) measure to off-set any parking demand not being addressed through on-site

parking, and the proposal would be evaluated on a case by case basis; however, the same short comings in terms of ongoing obligation would likely exist.

Cash-In-Lieu of On-Site Parking

The *Local Government Act* (LGA) permits municipalities to establish regulations that allow an applicant to pay cash-in-lieu of required parking stalls. The LGA requires that all monies received must be placed in a reserve fund for the purposes of providing either i) new off-street parking stalls (i.e. parkades), ii) improvements to existing public parking infrastructure or iii) transportation infrastructure that supports walking, bicycle, public transit or other alternative forms of transportation. The municipality is then required to report annually on how much money was credited to the reserve fund, the expenditures, the balance at the start and end of the year and the projected timelines for future projects to be funded from the reserve funds.

Staff have reviewed the suitability of establishing such a cash-in-lieu option for the City of Victoria and have concluded the following:

- before establishing regulations relating to cash-in-lieu for off-street parking, the City should first create a policy to outline objectives for reserve fund spending, including priorities for investing the monies collected
- the cash-in-lieu rate (which is typically expressed as dollars per parking stall) would then need to be set at an appropriate level in order to meet the policy objectives
- it is advisable that the degree of a parking variances permitted under a cash-in-lieu policy be balanced to ensure that sufficient funds would be acquired to provide infrastructure improvements that offset the parking demand that is no longer being met through on-site parking
- the cash-in-lieu rate would need to be calibrated and tested to ensure it is appropriate and does not simply become a way to “buy” a variance. Conversely, the rate should not be set so high that it proves a barrier to establishing an effective policy
- another challenge relating to setting a cash-in-lieu rate relates to changing market conditions and constructions costs (i.e. if construction costs increase, then it may be necessary to amend the rate)
- the policy and/or regulations would need to address such issues as to whether cash-in-lieu of off-street parking would be applied city-wide, geographically or to certain uses only
- monies collected could take many years to accumulate to provide sufficient capital to develop infrastructure such as a parkade
- the City’s Sustainable Transportation Strategy will inform the demand for public parking and, until this work is complete, it would be premature to proceed with a cash-in-lieu policy.

While cash-in-lieu of off-street parking is supported in the OCP, the above identifies some of the work, challenges and administration associated with establishing and managing such a regime and for these reasons staff are not recommending that Council pursue a cash-in-lieu option at this time.

Barrier Free Parking

Barrier free parking is currently regulated through the BC Building Code (where it is referred to as “parking for persons with disabilities”). However, in the case of such parking, the City’s *Zoning Regulation Bylaw* can set out more stringent requirements than the Code requirements. Staff considered including regulations relating to barrier free parking in the *Zoning Regulation Bylaw*. Correspondence with members of the City’s Accessibility Working Group suggested that the current requirement, outlined in the BC Building Code, is not providing enough barrier free parking stalls. It was suggested that the City consider increasing the supply to help those with mobility constraints.

Staff also heard some opposition to this approach from the development industry. The concerns primarily related to the fact that, as this is regulated through the BC Building Code, the inclusion of potentially contradictory regulations in the *Zoning Regulation Bylaw* could result in considerable confusion for applicants. Issues with the allocation of such barrier free stalls in strata developments were also raised.

Due to aforementioned concerns, staff recommend further consultation with the development industry to determine whether these issues can be satisfactorily resolved and to what degree additional barrier free parking stalls can be provided. Any resolution would be presented to the Accessibility Working Group for their review and feedback. Staff findings and any feedback received would be brought back to Council in an update report prior to a Public Hearing date being set.

Lower Parking Requirements Subject to Proximity to Transit

Staff considered lower parking supply rates for uses located in close proximity to frequent transit service corridors, however, data collected in the City did not support the hypothesis that proximity to transit opportunities results in a reduced parking demand. It was also established that the City of Victoria does not yet have any transit corridors that meet the threshold for a frequent service corridor.

Monitoring of Off-Street Parking Regulations

Although the above items have not been included in the draft Off-Street Parking Regulations, staff recommend that the regulations are reviewed on a regular basis (i.e. every 5 years) to ensure that they address emerging trends and changing parking demands. For example, increased residential density along key corridors may result in improvements to public transit service which may in turn see transit ridership increase and vehicle ownership decrease. If such a trend is observed, it would be beneficial to make further amendments to the Bylaw.

Electric Vehicles

Through stakeholder engagement staff have heard that there is a desire for the City to address the needs of electric vehicles through policy and regulations. Specifically, the parking and charging needs of electric cars, bicycles and mobility scooters were identified. Furthermore, in order for the City to reach its 100% renewable energy target, rapid adoption of EV's is required across the community. As over 80% of EV users charge their vehicles at home, support for EV charging in multi-unit residential buildings is envisaged to be an essential component of the forthcoming Victoria Climate Leadership Plan. However, the development industry has indicated that this emerging and developing demand be addressed by the market and not through regulations. Staff have given this matter consideration and recommend that Council consider directing staff to prepare Design Guidelines to address parking standards for electric vehicles and amend the OCP in order that these Guidelines apply in all Development Permit Areas. The benefits of this approach are as follows:

- The Design Guidelines would apply to all Development Permit Applications which would capture all new multi-unit residential development
- An applicant would be required to consider and demonstrate compliance with the Design Guidelines or, provide a rationale for any inconsistency with the Guidelines, as part of a Development Permit Application
- Using Design Guidelines, rather than Bylaw regulations, allows for more flexibility in the decision making process as an applicant would require a variance if they were unable to

meet the requirements of the *Zoning Regulation Bylaw* which is a much more onerous process

- It would be challenging to prepare a regulation that addresses emerging trends in technology.

Staff would carry out the necessary public engagement with industry experts and key stakeholders to inform any Design Guidelines. An OCP amendment would also be required and, therefore, a Public Hearing would be required.

In light of the above, staff recommend that Council consider directing staff to prepare Design Guidelines relating to charging and parking for EVs, carry out the necessary stakeholder engagement to inform the guidelines and report back to Council prior to commencing work on an OCP amendment. The staff recommendation includes language to advance this direction.

Bicycle Parking Design Guidelines

The current Off-Street Parking Regulations identify the number of short-term and long-term parking stalls required in respect of a specific use or building, however, they do not address the location of, or functionality of bicycle parking. In other words, to meet the requirements of the *Zoning Regulation Bylaw* an applicant generally has to demonstrate that they are providing the requisite number of parking spaces, but where or how they're provided is not regulated.

As outlined earlier in this report, the draft regulations propose a number of new regulations relating to bicycle rack specifications and location. However, to provide further direction, Bicycle Parking Design Guidelines could be prepared that provide advice and options for developers to ensure that parking areas are designed to a high standard, are functional, accessible, secure and encourage active transportation. Prior to commencing work on such Guidelines, staff first recommend that Council consider directing staff to report back with a scope of work, anticipated timelines and estimated costs associated with this project. Again, the staff recommendation provides language to this effect.

Minor Parking Variances for Commercial Uses

If a change of use occurs within a commercial unit and a more stringent parking requirement applies to the new use, then either a Development Permit with a Variance or a Development Variance Permit is required if there is not a surplus of parking unaccounted for on-site. Both Application types typically take 3-4 months to process (from submission to approval) and, in accordance with the City's *Land Use Procedure's Bylaw* must be referred to a Council meeting for an opportunity for public comment.

City staff have received feedback from small business owners indicating that the requirement to provide off-street parking can potentially be a barrier to opening a business in Victoria. This is primarily due to the timeline and lack of certainty associated with the required permitting process. The proposed off-street parking requirements may reduce the occurrence of such variances as minimum parking supply requirements in the Downtown, Core Area, Large Urban Villages and Town Centres are generally reduced, however, parking variances may still be triggered by a change of use. Possible options that could be considered to address this issue are:

- Reduction in parking requirements for small commercial units: Staff do not recommend that Council consider this option as, depending on the use and success of the business, small businesses can still generate a relatively large parking demand (e.g. restaurants).
- Delegation of certain Applications proposing minor parking variances: The delegation of

minor parking variances, potentially limited to smaller commercial units, could address this issue in some cases. The delegation of such Applications could reduce the estimated Application approval process from 3-4 months to 2-3 weeks. However, under the LGA, Council cannot delegate the approval of Development Variance Permits. To address this, staff recommend that Council consider adding Design Guidelines to Development Permit Areas that outline appropriate considerations for the review of parking variances. The adoption of such guidelines would allow such variances to be handled as Development Permit with Variance Applications which can be delegated to staff as allowed under the LGA. The creation of Council approved Guidelines would also assist staff in reviewing a Delegated Development Permit. The staff recommendation provides language to advance this option, should Council wish to consider delegating Development Permit Applications with minor parking variances to staff.

ENGAGEMENT

To date City staff have carried out the following engagement with the public and key stakeholders:

Website: A webpage was created providing details of the project and outlining opportunities to provide feedback.

Technical Advisory Group: four meetings with key stakeholders comprising representatives from:

- City of Victoria
- Watt Consulting Group
- Buildings Owners and Managers Association of British Columbia
- Victoria Residential Builders Association
- Greater Victoria Housing Society
- Urban Development Institute
- Greater Victoria Chamber of Commerce
- Downtown Victoria Business Association
- Vancouver Island Strata Owners Association

Focused Stakeholder meetings and conversations:

- Capital Regional District
- Townline
- M'akola Development Services
- Pacifica Housing Advisory Association
- Urban Development Institute
- Vancouver Island Strata Owners Association
- Town of Sidney
- Town of View Royal
- District of Saanich
- City of Langford
- Fort Properties Ltd
- Landlord BC
- Proline Management Ltd.
- MODO
- BC Transit
- Victoria EV Club
- Rock Bay Landing
- Our Place

CALUC information session: January 16, 2017

Public Open House: December 7, 2016

Presentation to Active Transportation Committee: April 25, 2017

Accessibility Working Group: Correspondence with members of the City's Accessibility Working Group

A more detailed summary of the public engagement undertaken to date and the feedback received is included in Attachment B.

The draft regulations presented in this report are based on the culmination of research, clarification, analysis and have benefitted from feedback obtained through the engagement. Staff recommend additional consultation prior to a Public Hearing so those affected can understand how the new regulations work and how they may be affected. Staff propose focused consultation through October and November 2017 primarily directed at the business community and the development industry. Staff also propose to mail a letter to all CALUCs to provide awareness of the draft Off-Street Parking Regulations and the various opportunities to receive further information and provide feedback. Staff will also use social media and online tools to share information and provide opportunities for feedback. Staff will review the feedback received, make any necessary revisions and will aim to bring forward the final bylaw by January 2018 for consideration at a Public Hearing.

OPTIONS & IMPACTS

Option 1 (Recommended):

That Council direct staff to:

1. Undertake focused public consultation on the draft Off-Street Parking Regulations.
2. Report back to Council with the proposed Off-Street Parking Regulations that considers the public feedback received and a related Bylaw prior to advancing to a Public Hearing.
3. Prepare Design Guidelines related to charging and parking for Electric Vehicles, carry out the necessary stakeholder consultation to inform the guidelines and report back to Council prior to preparing the related Official Community Plan amendment.
4. Report back to Council with a scope of work, anticipated timelines and estimated costs associated with the preparation of Design Guidelines relating to Bicycle Parking.
5. Prepare amendments to the Land Use Procedures Bylaw to delegate Development Permit with Variance Applications for minor parking variances associated with small commercial operations, prepare Design Guidelines to inform the review of such variances, carry out the necessary engagement and report back to Council with an amending Bylaw prior to commencing work on an Official Community Plan amendment.

Option 2

Direct staff to further refine the proposed off-street parking regulations before initiating a consultation process

Option 3

Council determine not to direct staff to undertake one or more of the focused work objectives listed in Option 1

2015 – 2018 Strategic Plan

This project directly supports Objective 3: Strive for Excellence in Planning and Land Use, as the draft Off-Street Parking Regulations are anticipated to contribute to streamlining Application processes by reducing the need for parking variances. This project also supports Objective 5: Create Prosperity through Economic Development, as the new regulations generally reduce off-street parking supply requirements, reducing development costs and serving to facilitate increased investment and development within the City.

Impacts to Financial Plan

There are no impacts to the Financial Plan required to develop and implement the new Off-Street Parking Regulations.

Should Council direct staff to prepare Design Guidelines for EV Charging and Bicycle Parking then staff resources need to be allocated to these projects. It is considered that the work associated with EV charging would fall under the general scope of work anticipated within the City's Climate Action Program, which includes a budget for assessment work associated with EV Charging in 2018. However, the preparation of Design Guidelines for Bicycle Parking would be a new project not included in current work plans for 2017 or 2018. Therefore, staff recommend that Council direct staff to report back with a scope of work, anticipated timelines and estimated costs associated with the preparation of these Guidelines prior to progressing further.

Official Community Plan

The recommended approach is in direct support of policy 7.12 of the OCP which calls for the review and update of the *Zoning Regulation Bylaw* to consider reductions in parking requirements where the circumstances (i.e. geographic location, walkability and other factors) justify a lower parking demand.

CONCLUSIONS

The City's Off-Street Parking Regulations have not been subject to a comprehensive review since 1981. The proposed draft regulations represent an updated set of parking requirements that reflect current trends and best practices as well as alignment with policies and objectives outlined in the OCP. Staff recommend that Council consider directing staff to undertake focused public consultation on the draft Off-Street Parking Regulations and report back to Council with the final draft regulations, that consider the public feedback received, prior to a Public Hearing.

Staff recommend that Council consider addressing the issues of bicycle parking design and charging and parking opportunities for EVs through the preparation of new Design Guidelines. Staff also recommend that Council consider directing staff to further investigate opportunities to reduce barriers to small businesses resulting from parking requirements and report back to Council with further analysis and recommendations.

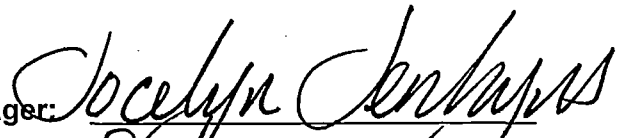
Respectfully submitted,


Jim Handy
Senior Planner – Development Agreements
Development Services


Jonathan Tinney, Director
Sustainable Planning and Community
Development Department

Report accepted and recommended by the City Manager:

Date:


Sept. 29, 2017

List of Attachments

- Attachment A - Draft Off-Street Parking Regulations (Schedule C)
- Attachment B – Draft Off-Street Parking Regulations (Zoning Bylaw 2017)
- Attachment C - Public Engagement

ATTACHMENT A – DRAFT OFF-STREET PARKING REGULATIONS (SCHEDULE C)

Schedule C
Zoning Regulation Bylaw (no. 80-159)

Draft Off-Street Parking Regulations

1. Parking Requirements

1.1 Interpretation

1. The minimum number of parking spaces required for each use must be calculated to the nearest whole number.
2. Where a building contains more than one use, the total number of parking spaces required shall be the sum of the number of parking spaces required for each use, calculated separately.

Example: Calculating Vehicular Parking Requirements

Type of Building or Use	Units / Floor Area	Parking Required	Visitor Parking Required	Total Parking Required
Multi-Residential, Condominium	14 units greater than 70m ² in the Core Area	14 x 1.2 = 16.8 (16.8 → 17)	14 x 0.1 = 1.4 (1.4 → 1)	17 + 1 = 18
Restaurant	155m ²	7.75 (7.75 → 8)	N/A	8
Office, Health Care	678m ²	18.1 (18.1 → 18)	N/A	18

Total Vehicular Parking Spaces Required

44

3. If a use is not specifically listed in Table 1 or Table 2 of this Schedule, the number of parking spaces required shall be calculated on the basis of a use or class of use that is most similar to the actual use, based on parking demand characteristics.
4. Unless otherwise stated, all references to "floor area" in this Schedule shall be calculated as gross floor area.
5. For the purpose of calculating parking requirements under this Bylaw, in addition to all internal floor areas, all outside seating and serving areas located on a lot and associated with a Restaurant or a Drinking Establishment use shall be counted as floor area.
6. For the purposes of calculating parking requirements, the City is divided into "Core Area", "Village / Centre", and "Other Area", as shown in Figure 1 of this Schedule.

1.2 Required Vehicle and Bicycle Parking Spaces

1. The owner or occupier of any land or of any building or other structure must provide off-street vehicular parking spaces in accordance with Table 1 of this Schedule and calculated in accordance with section 1.1.

Table 1: Minimum Number of Required Vehicular Parking Spaces

Use or Class of Use	Minimum Number of Parking Spaces per Dwelling Unit				Minimum Number of Visitor Parking Spaces per Dwelling Unit
Residential					
Single Family Dwelling	1.0				-
Two Family Dwelling	1.0				-
Attached Dwelling	1.0				0.1
Secondary Suite	-				-
Garden Suite	-				-
Assisted Living Facility (dwelling unit within housing for elderly or people with disabilities that provides nursing care, housekeeping and prepared meals as needed and includes Nursing Homes)	0.35				0.1
Use or Class of Use	Minimum Number of Parking Spaces per Dwelling Unit				Minimum Number of Visitor Parking spaces per Dwelling Unit
Multiple Dwelling	Dwelling unit floor area	Core Area	Village / Centre	Other Area	
Condominium (dwelling unit in a building owned by a Strata Corporation)	< 40m ²	0.65	0.70	0.85	0.1
	40m ² to 70m ²	0.80	0.85	1.00	
	> 70m ²	1.20	1.30	1.45	

Apartment (dwelling unit secured as rental in perpetuity through a legal agreement)		< 40m ²	0.50	0.60	0.75	0.1
		40m ² to 70m ²	0.60	0.70	0.90	
		> 70m ²	1.00	1.10	1.30	
Affordable (affordable dwelling units secured in perpetuity through a legal agreement)		< 40m ²	0.20			0.1
		40m ² to 70m ²	0.50			
		> 70m ²	0.75			
Use or Class of Use		Minimum Number of Parking Spaces per Gross Floor Area				
Commercial		Core Area		Village / Centre		Other Area
Office		1 space per 70m ²		1 space per 55m ²		1 space per 50m ²
Medical Office (includes dental offices, surgeries and similar uses)		1 space per 50m ²		1 space per 40m ²		1 space per 37.5m ²
Personal Services (includes hairdressers, dry cleaners, repair of personal goods, travel agents and other similar uses)		1 space per 50m ²		1 space per 40m ²		1 space per 37.5m ²
Financial Service		1 space per 50m ²		1 space per 40m ²		1 space per 37.5m ²
Restaurant		1 space per 40m ²		1 space per 25m ²		1 space per 20m ²
Drinking Establishment (a building or area used primarily for the sale of beer, wine or liquor for consumption on the premises, and includes pubs and bars)		--		1 space per 70m ²		1 space per 60m ²
Retail		1 space per 80m ²		1 space per 50m ²		1 space per 40m ²
Grocery Store	800m ² or less	1 space per 80m ²		1 space per 50m ²		1 space per 40m ²
	> 800m ²	1 space per 50m ²		1 space per 40m ²		1 space per 20m ²
Transient Accommodation		0.25 spaces per room		0.50 spaces per room		

Use or Class of Use	Minimum Number of Parking Spaces per Gross Floor Area		
Institutional	Core Area	Village / Centre	Other Area
Hospital	1 space per 80m ²		
Elementary / Middle School	1 space per 150m ²		
Secondary School	1 space per 75m ²		
University / College (as defined under British Columbia legislation, and regulated as such under said legislation)	1 space per 80m ²		
Arts and Culture (includes museums, art galleries, theatres and other similar uses, but does not include cinemas)	1 space per 80m ²		1 space per 40m ²
Place of Worship	-	1 space per 80m ²	1 space per 40m ²
Assembly (includes convention facilities, cinemas, training facilities and other similar uses)	1 space per 30m ²	1 space per 20m ²	
Health and Fitness (commercial recreational facilities, gymnasiums and other similar uses)	1 space per 30m ²	1 space per 20m ²	
Care Facility (day use facilities, and includes preschool, day care, residential care facilities and similar uses)	1 space per 100m ²	1 space per 80m ²	
Transitional Housing and Emergency Shelters (a staffed facility, open year round, that provides temporary accommodation for persons who are homeless or at risk of homelessness, and may include food and support services)	1 space per 80m ²		

Use or Class of Use	Minimum Number of Parking Spaces per Gross Floor Area
Industrial	
Industrial	1 space per 140m ²
Warehouse	1 space per 100m ²

2. The owner or occupier of any land or of any building or other structure must provide off-street bicycle parking spaces in accordance with Table 2 of this Schedule and calculated in accordance with section 1.1.

Table 2: Minimum Number of Required Bicycle Parking Spaces

Use or Class of Use	Minimum Number of Long Term Bicycle Parking Spaces		Minimum Number of Short Term Bicycle Parking Spaces
Residential			
<u>Single Family Dwelling</u> , <u>Two Family Dwelling</u> , <u>Secondary Suite</u> , <u>Garden Suite</u>	-		-
<u>Attached Dwelling</u>			1 per unit
<u>Multiple Dwelling</u>	1 per unit < 40m ²	1.25 per unit ≥ 40m ²	0.20 spaces per unit
Assisted Living Facility (housing for elderly or disabled people that provides nursing care, housekeeping and prepared meals as needed and includes <u>Nursing Homes</u>)	1 space per 20 units		1 space per 50 units
Commercial			
Office	1 space per 200m ²		1 space per 200m ²
Medical Office (includes dental office, surgeries and similar uses)	1 space per 200m ²		1 space per 200m ²
Personal Services (includes hairdressers, dry cleaners, repair of personal goods, travel agents and other similar uses)	1 space per 200m ²		1 space per 200m ²
<u>Financial Service</u>	1 space per 200m ²		1 space per 200m ²
<u>Restaurant</u>	1 space per 200m ²		1 space per 200m ²
Drinking Establishment (a <u>building</u> or area used primarily for the sale of beer, wine or liquor for consumption on the premises and includes pubs and bars)	1 space per 200m ²		1 space per 200m ²

Retail	1 space per 200m ²	1 space per 200m ²
Grocery Store	1 space per 200m ²	1 space per 200m ²
<u>Transient Accommodation</u>	1 space per 25 rooms	1 space per 40 rooms
Institutional		
<u>Hospital</u>	1 space per 500m ²	6 spaces per public building entrance
Elementary / Middle School	1 space per 1,600m ²	1 space per 160m ²
Secondary School	1 space per 1,600m ²	1 space per 125m ²
University / College (pursuant to British Columbia legislation)	1 space per 1,600m ²	1 space per 100m ²
Arts and Culture (includes museums, art galleries, theatres and other similar uses, but does not include a cinema)	1 space per 450m ²	1 space per 130m ²
Place of Worship	-	1 space per 200m ²
Assembly (includes convention facilities, cinemas, training facilities and other similar uses)	-	1 space per 200m ²
Health and Fitness (commercial recreational facilities, gymnasiums and other similar uses)	1 space per 100m ²	1 space per 100m ²
Care Facility (includes preschool, day care, residential care facilities and similar uses licensed under the <i>Community Care and Assisted Living Act</i>)	1 space per 700m ²	1 space per 200m ²
Industrial		
Industrial	1 space per 1,200m ²	6 spaces
Warehouse	1 space per 1,200m ²	6 spaces

2. Vehicular Parking Specifications

2.1 Vehicular Parking Appearance

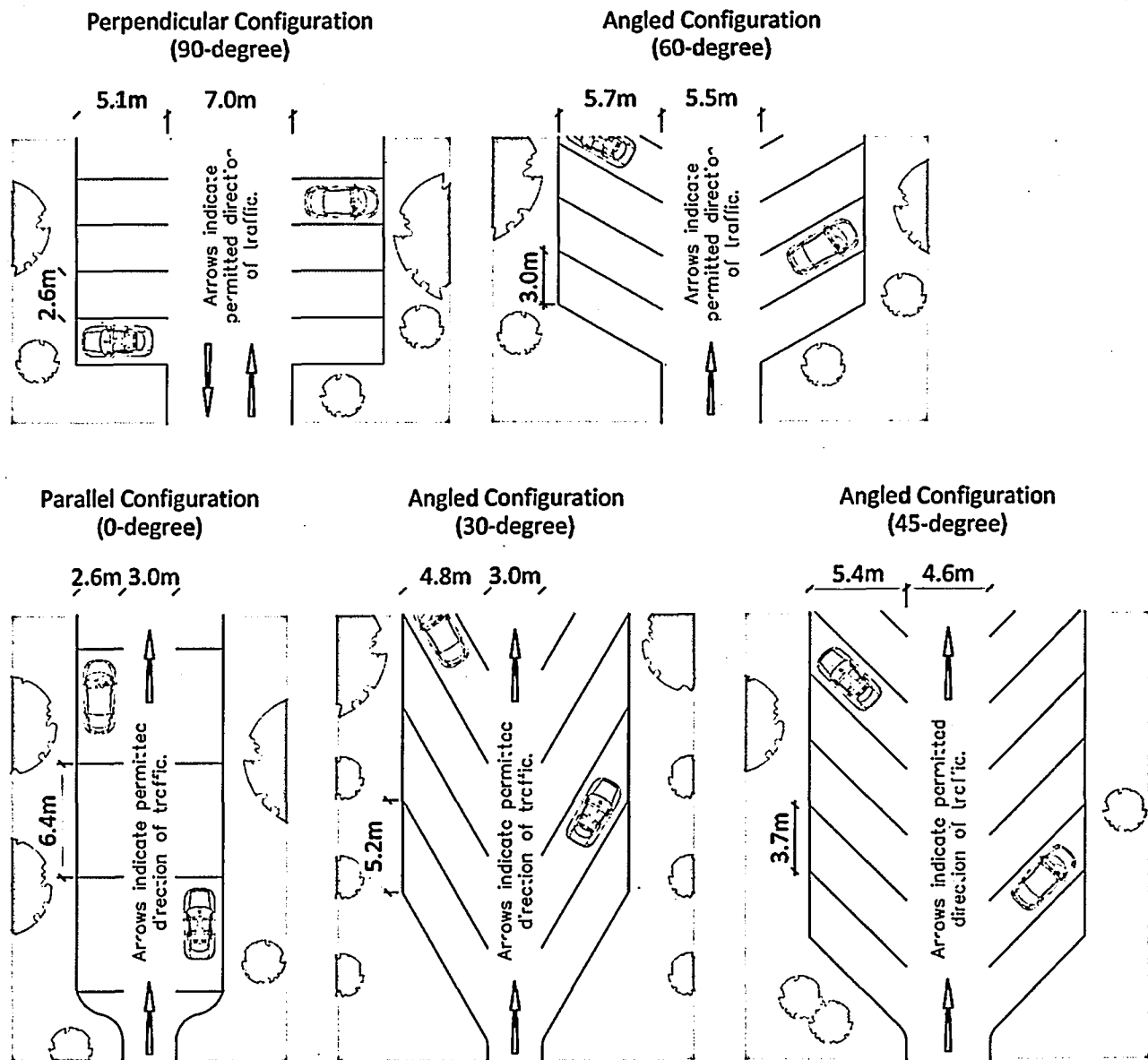
1. A vehicular parking area or vehicle parking space must be surfaced with asphalt, concrete, pavers, or permeable material that provides a durable surface.
2. Each vehicle parking space must be clearly delineated on the parking surface.
3. Vehicular parking areas consisting of five (5) or more parking spaces must be illuminated with shield lighting that is directed toward the ground and designed so that the light does not directly fall on an adjacent lot or street.
4. Each visitor vehicle parking space required under this Bylaw must be clearly identified for the sole use of visitors.

2.2 Vehicular Parking Location and Dimensions

1. All vehicle parking spaces required under this Bylaw must be provided on the same lot as the building or use which they serve.
2. A vehicle parking space must not be closer than 1.0m to a street.
3. A vehicle parking space must have unobstructed access.
4. All vehicle parking spaces and drive aisles must have dimensions not less than those identified in Figure 2 of this Schedule.
5. Notwithstanding section 2.2.4, where:
 - (a) the vehicle parking space is associated with either a Single Family Dwelling or Two Family Dwelling use, and
 - (b) the vehicle parking space is accessed directly from a street,
 the width of the adjacent street may be included towards the total width of the drive aisle provided.
6. One way vehicle access and egress through the parking area is required where:
 - (a) more than one vehicle parking space is provided in the parking area, and
 - (b) the vehicle parking spaces are not configured parallel or perpendicular to the drive aisle.
7. A vehicle parking space that abuts a structure on one side, such as a wall or column, must have a minimum width of 2.7m.
8. A vehicle parking space that abuts a structure on both sides, such as a wall or column, must have a minimum width of 3.0m.

9. Where a vehicle parking space or drive aisle is located underground or covered by a roof, a minimum unobstructed height clearance of 2.1m must be provided between the floor and ceiling.

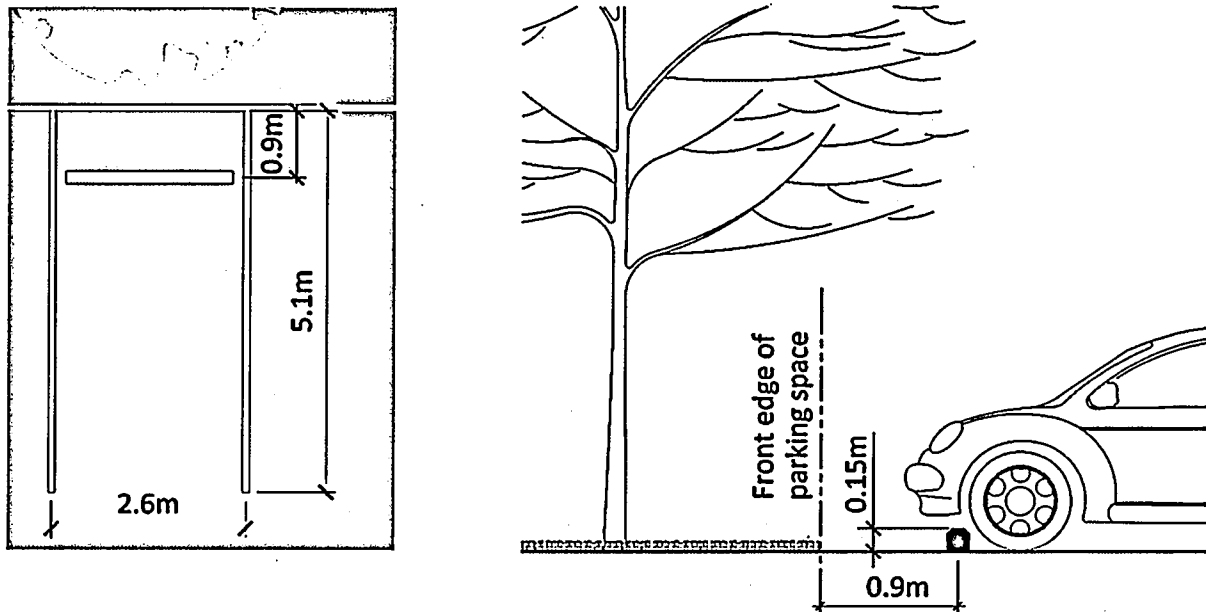
Figure 2: Minimum Parking Space and Drive Aisle Dimensions (all measurements in metres)



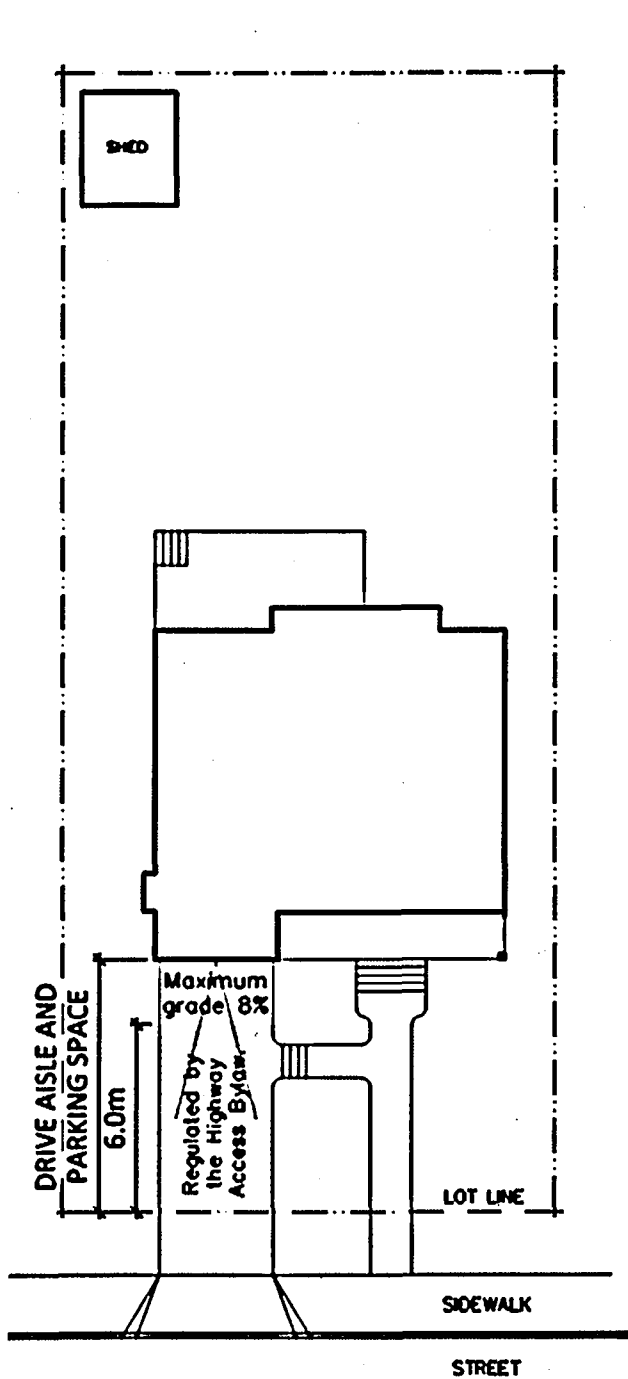
10. Vehicle parking is not permitted in the front yard of a lot except as follows:

- (a) Parking may be provided in the front yard of a lot where:
 - (i) the principal use of the lot is industrial or warehouse,
 - (ii) such parking is required to serve that use, and
 - (iii) the number of parking spaces in the front yard does not exceed the total amount of parking spaces required by this Bylaw;
- (b) Parking may be provided in the front yard of a property where:
 - (i) the principal use of the lot is commercial or institutional,
 - (ii) such parking is required to serve that use, and
 - (iii) the building on the lot existed on the date of adoption of the bylaw incorporating this Schedule;
- (c) A maximum of one parking space that meets the minimum dimensions described in this Schedule may be provided in the front yard of a property where the principal use of the lot is Single Family Dwelling; or
- (d) A maximum of two parking spaces that meet the minimum dimensions described in this Schedule may be provided in the front yard of a property where the principal use of the lot is Two Family Dwelling.

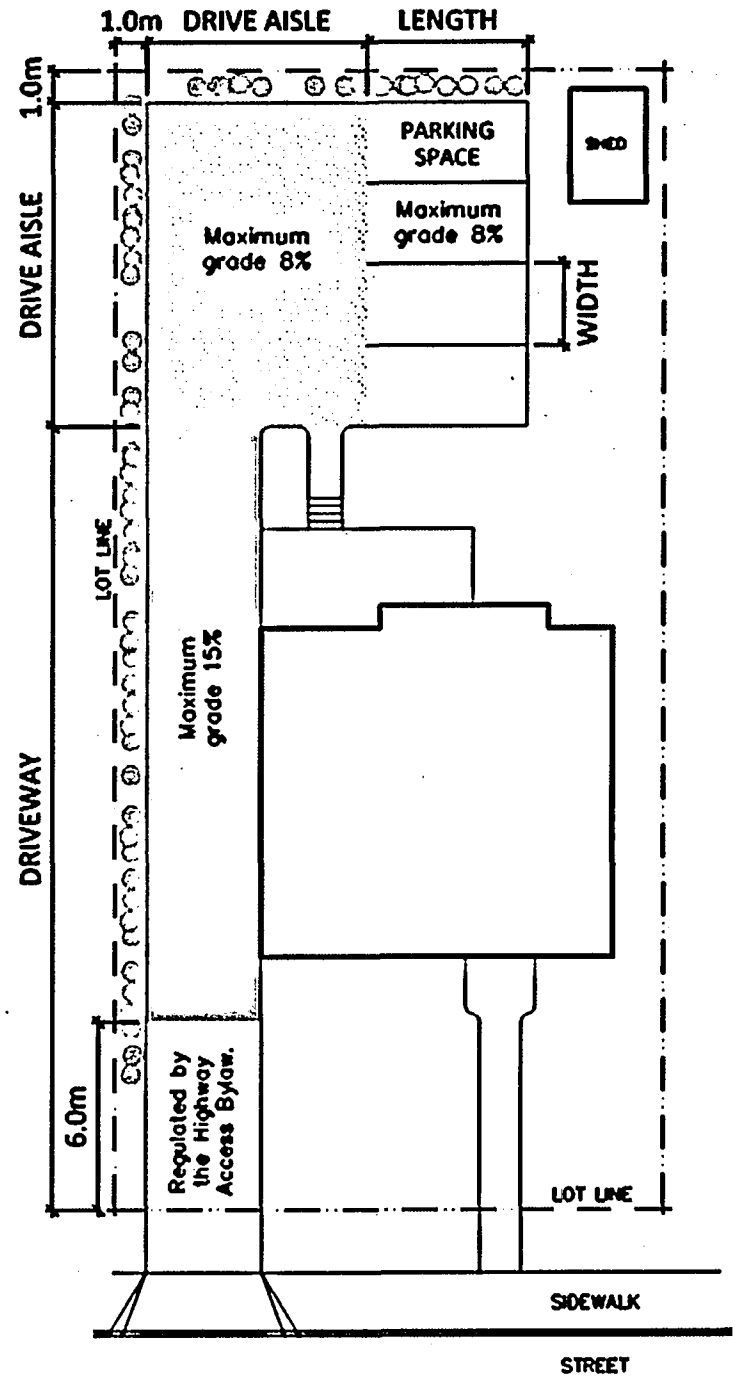
11. (a) An unenclosed surface vehicle parking space that abuts a pedestrian walkway or landscaped area without a barrier curb between the parking space and the pedestrian walkway or landscaped area must have a wheel stop centered horizontally within the parking space and placed 0.9m from the end of the parking space adjacent to the pedestrian walkway or landscaped area, in accordance with Figure 3 of this Schedule.
- (b) The requirements of subsection (a) do not apply to a parking space that satisfies at least one of the following conditions:
- (i) The parking space is configured parallel to the curb or drive aisle;
 - (ii) The parking space shares a common front boundary with another parking space;
or
 - (iii) The parking space is associated with either a Single Family Dwelling or Two Family Dwelling use.
- (c) Where a wheel stop is provided pursuant to subsection (a), the portion of the parking space between the wheel stop and the front edge of the parking space, as marked in Figure 3, is exempt from the requirements of section 2.1.2 and may be surfaced with permeable material or landscaping, provided that no landscaping exceed 0.15m in height.

Figure 3: Required Wheel Stop Placement

12. (a) Where a drive aisle or parking space is located within 6.0m of a street boundary it must comply with applicable grade requirements prescribed in this Schedule and the *Highway Access Bylaw*.
- (b) The maximum grade for a drive aisle or parking stall is 8%.
- (c) The maximum grade for a driveway is 15%.

Examples: Maximum Grades for Parking Areas

Typical single family dwelling configuration

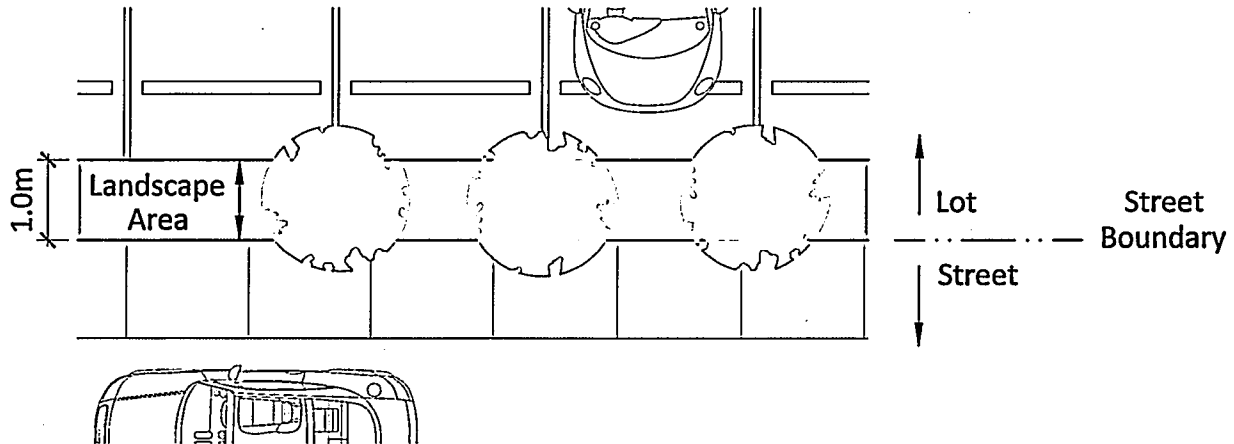


Typical multiple dwelling configuration

2.3 Vehicular Parking Landscaping and Screening

1. If a surface vehicular parking area or vehicle parking space is located adjacent to a street, it must include a soft landscaped area, with a minimum width of 1.0m between the parking area or parking space and the street boundary.

Example: Minimum Landscape Area Adjacent to a Street Boundary



2. A surface vehicular parking area or surface vehicle parking space must include:
 - (a) continuous soft landscape areas with a minimum width of 1.0m, and
 - (b) a continuous landscape screen
 between the parking area or parking space and any adjacent lot used primarily for residential purposes, excluding the area where landscaping is prohibited pursuant to the *Highway Access Bylaw*.
3. The requirements of sections 2.3.1 and 2.3.2 do not apply where the principal use of the lot is Single Family Dwelling or Two Family Dwelling.
4. Where thirty (30) or more vehicular parking spaces are provided on a lot as surface parking, a minimum of 10% of the parking area must be soft landscaped.

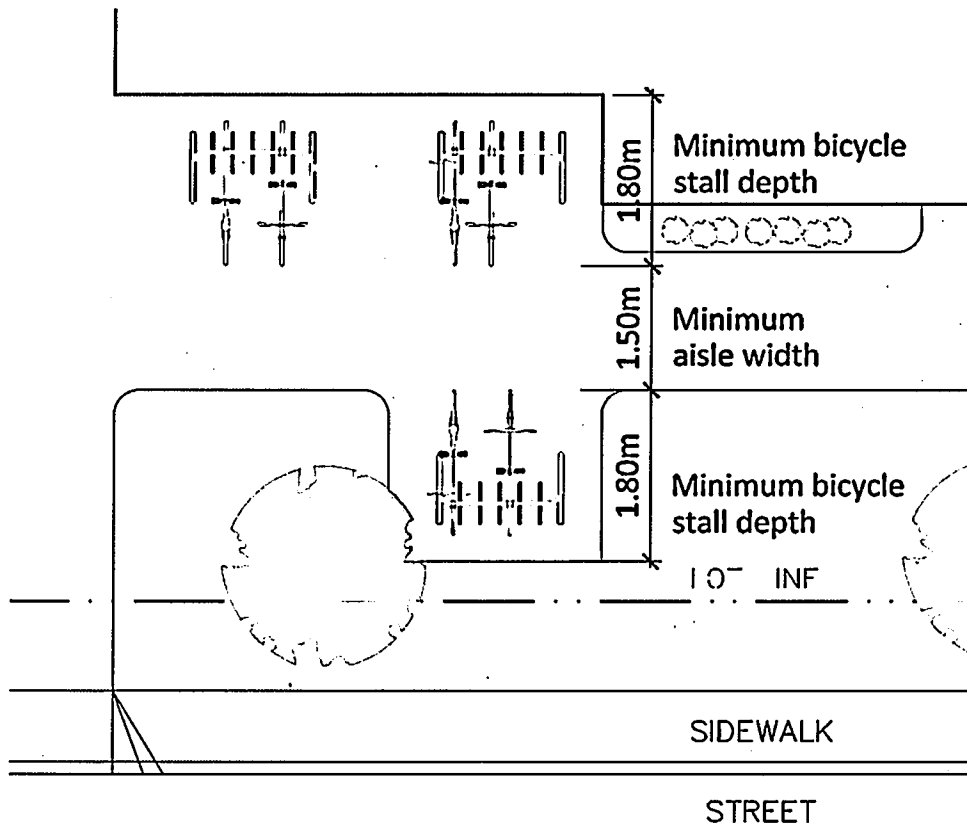
3. Bicycle Parking

3.1 Bicycle Parking Specifications

1. All bicycle parking spaces required under this Bylaw must be provided on the same lot as the building or use which they serve.
2. (a) Each short term bicycle parking space required under this Bylaw must be:
 - (i) designed and installed to the minimum dimensions shown in Table 3 of this Schedule; and
 - (ii) provided as a bicycle rack that is permanently anchored to the ground or a wall.
- (b) Each short term bicycle parking space required under this Bylaw in association with a residential use must be located a maximum of 15.0m from a building entrance that is accessible by visitors.
- (c) Each short term bicycle parking space required under this Bylaw in association with a commercial or institutional use must be located a maximum of 15.0m from a building entrance that is accessible by the public.
- (d) Each short term bicycle parking space required under this Bylaw in association with an industrial use must be located a maximum of 15.0m from the primary building entrance.

Table 3: Minimum Dimensions for Bicycle Parking (all minimum dimensions measured in metres)

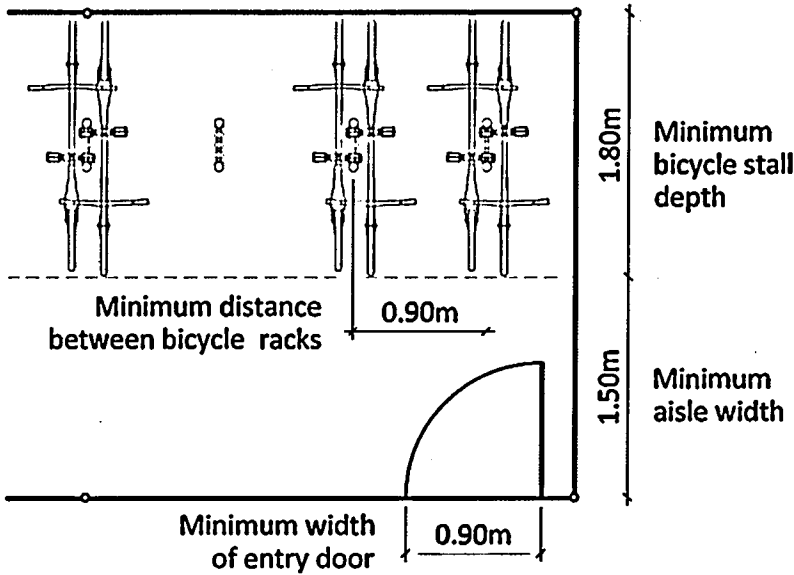
	Ground Anchored Rack		Wall Mounted Rack	
	>45 degrees	≤45 degrees	>45 degrees	≤45 degrees
Angle of Rack (in an aerial perspective, measured from the plane of the nearest wall of a <u>building</u>)				
Minimum stall depth	1.8	1.45	1.2	1.2
Minimum aisle width	1.5	1.5	1.5	1.5
Minimum distance between bicycle racks	0.9	1.3	0.9	1.3
Minimum distance between bicycle racks and entrance door to bicycle storage facility	0.6	0.6	0.6	0.6

Examples: Short-Term Bicycle Parking Configuration

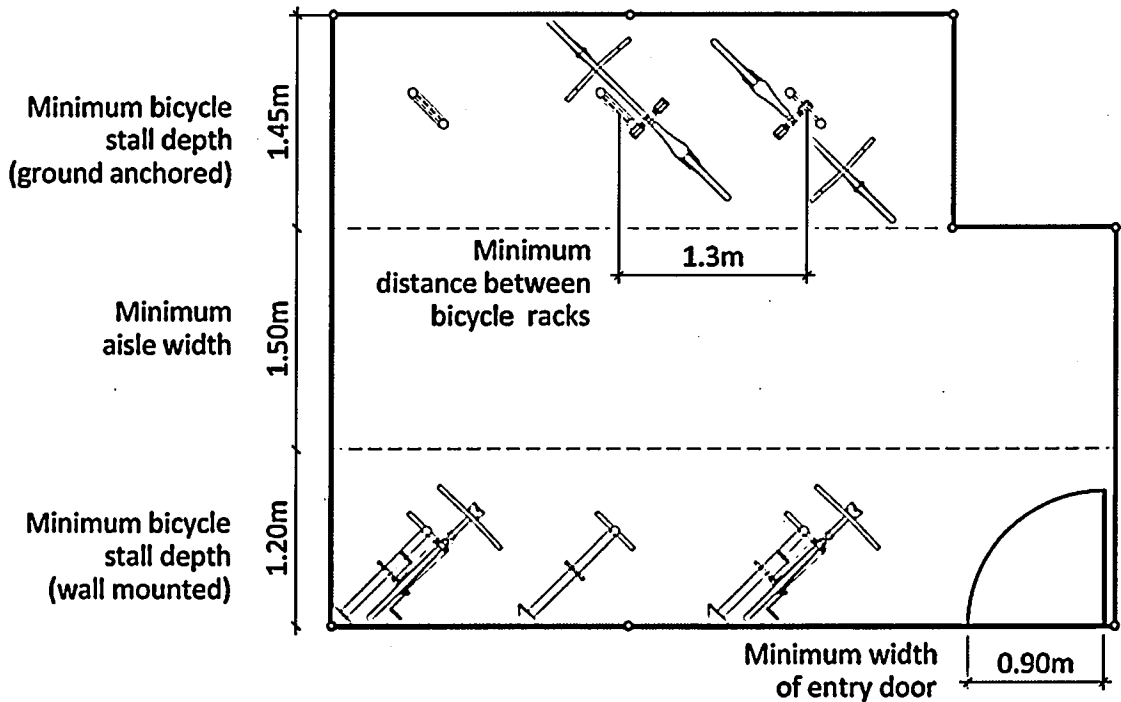
3. (a) Each long term bicycle parking space required under this Bylaw must:
 - (i) be designed and installed to the minimum dimensions shown in Table 3 of this Schedule;
 - (ii) be provided as a bicycle rack that is permanently anchored to the ground or a wall;
 - (iii) have a minimum unobstructed height clearance of 2.1m between the floor and ceiling;
 - (iv) be provided in a secure, weather-protected, dedicated bicycle parking facility accessible to residents, employees or other identified users of the building;
 - (v) be located in a bicycle parking facility accessible through an entry door with a minimum width of 0.9m; and
 - (vi) be located within one floor of finished grade and, if accessed by a stairwell only, the stairwell must include a ramp for bicycles.
- (b) At least half of the long term bicycle parking spaces required under this Bylaw must be ground anchored.

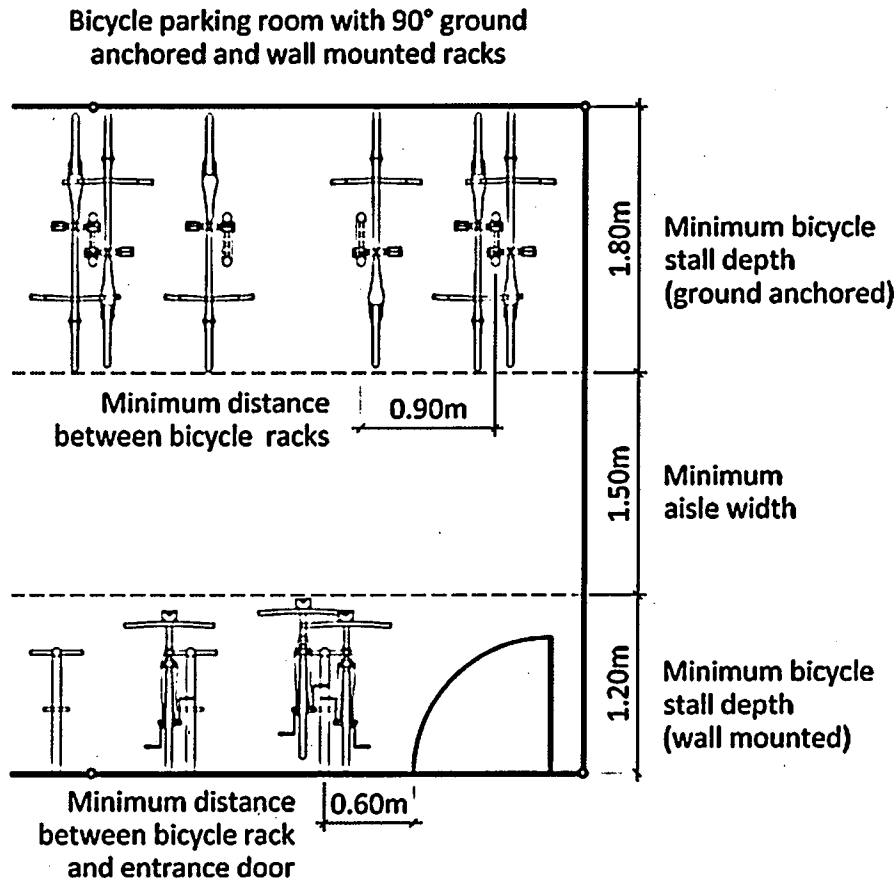
Examples: Long-term Bicycle Parking Configurations

**Bicycle parking room with
90° ground anchored racks**



**Bicycle parking room with 45° angled ground
anchored and wall mounted racks**





3.2 Bicycle Parking Exemptions

1. Notwithstanding section 1.2.2, short term bicycle parking spaces are not required to be provided where the siting of a building existing on the date of adoption of the bylaw incorporating this Schedule physically prohibits such spaces from being provided on a lot in accordance with this Bylaw.
2. Notwithstanding section 1.2.2, no additional short term or long term bicycle parking spaces are required to be provided where any additions, alterations or changes of use to a building existing on the date of adoption of the bylaw incorporating this Schedule would, in total, result in an increase of less than 10% of the number of spaces required before the additions, alterations or change in use.

**ATTACHMENT B – DRAFT OFF-STREET PARKING REGULATIONS (ZONING BYLAW
2017)**

5.1 Off-Street Parking Regulations

1. Parking Requirements

1.1 Interpretation

1. The minimum number of parking spaces required for each use must be calculated to the nearest whole number.
2. Where a **Building** contains more than one use, the total number of parking spaces required shall be the sum of the number of parking spaces required for each use, calculated separately.

Example: Calculating Vehicular Parking Requirements

Type of Building or Use	Units / Floor Area	Parking Required	Visitor Parking Required	Total Parking Required
Multi-Residential, Condominium	14 units greater than 70m ² in the Downtown Area	$14 \times 1.2 = 16.8$ (16.8 → 17)	$14 \times 0.1 = 1.4$ (1.4 → 1)	$17 + 1 = 18$

Total Vehicular Parking Spaces Required

18

3. If a use is not specifically listed in Table 1 or Table 2 of this Part, the number of parking spaces required shall be calculated on the basis of a use or class of use that is most similar to the actual use, based on parking demand characteristics.
4. Unless otherwise stated, all references to "**Floor Area**" in this Schedule shall be calculated as gross floor area.

1.2 Required Vehicle and Bicycle Parking Spaces

1. The owner or occupier of any land or of any **Building** or other structure must provide off-street vehicular parking spaces in accordance with Table 1 of this Schedule and calculated in accordance with section 1.1 of this Part.

Table 1: Minimum Number of Required Vehicular Parking Spaces

Use or Class of Use	Minimum Number of Parking Spaces per Dwelling Unit		Minimum Number of Visitor Parking Spaces per Dwelling Unit
Residential	Dwelling Unit Floor Area		
Condominium (dwelling unit in a building owned by a Strata Corporation)	< 40m ²	0.65	0.1
	40m ² to 70m ²	0.80	
	> 70m ²	1.20	
Apartment (dwelling unit secured as rental in perpetuity through a legal agreement)	< 40m ²	0.50	0.1
	40m ² to 70m ²	0.60	
	> 70m ²	1.00	
Affordable (affordable dwelling units secured in perpetuity through a legal agreement)	< 40m ²	0.20	0.1
	40m ² to 70m ²	0.50	
	> 70m ²	0.75	
Assisted Living Facility	-	0.35	0.1
Use or Class of Use	Minimum Number of Parking Spaces per Dwelling Unit		Minimum Number of Visitor Parking spaces per Dwelling Unit
Commercial			
Hotel	0.25 spaces per room		-

2. The owner or occupier of any land or of any **Building** or other structure must provide off-street bicycle parking spaces in accordance with Table 2 of this Part and calculated in accordance with section 1.1 of this Part.

Table 2: Minimum Number of Required Bicycle Parking Spaces

Use or Class of Use	Minimum Number of Long Term Bicycle Parking Spaces		Minimum Number of Short Term Bicycle Parking Spaces
Residential	Dwelling Unit Floor Area		
Condominium (Dwelling unit in a Building owned by a Strata Corporation)	< 40m ²	1 per unit	0.20 spaces per unit
	≥ 40m ²	1.25 per unit	0.20 spaces per unit
Apartment (Dwelling unit secured as rental in perpetuity through a legal agreement)	< 40m ²	1 per unit	0.20 spaces per unit
	≥ 40m ²	1.25 per unit	0.20 spaces per unit
Affordable (Affordable Dwelling units secured in perpetuity through a legal agreement)	< 40m ²	1 per unit	0.20 spaces per unit
	≥ 40m ²	1.25 per unit	0.20 spaces per unit
Assisted Living Facility	1 space per 20 units		1 space per 50 units
Commercial			
Brew Pub, Distillery and Winery	1 space per 200m ²		1 space per 200m ²
Drinking Establishment	1 space per 200m ²		1 space per 200m ²
Equipment Rental	1 space per 200m ²		1 space per 200m ²
Financial Service	1 space per 200m ²		1 space per 200m ²
Food and Beverage Service	1 space per 200m ²		1 space per 200m ²
Hotel	1 space per 25 rooms		1 space per 40 rooms
Office	1 space per 200m ²		1 space per 200m ²
Personal Service	1 space per 200m ²		1 space per 200m ²
Retail Liquor Sale	1 space per 200m ²		1 space per 200m ²
Retail Trade	1 space per 200m ²		1 space per 200m ²
Storefront Cannabis Retailer	1 space per 200m ²		1 space per 200m ²
Institutional			
Assembly	-		1 space per 200m ²
Civic Facility	1 space per 400m ²		1 space per 400m ²
Cultural Facility	1 space per 450m ²		1 space per 130m ²
Care Facility	1 space per 700m ²		1 space per 200m ²

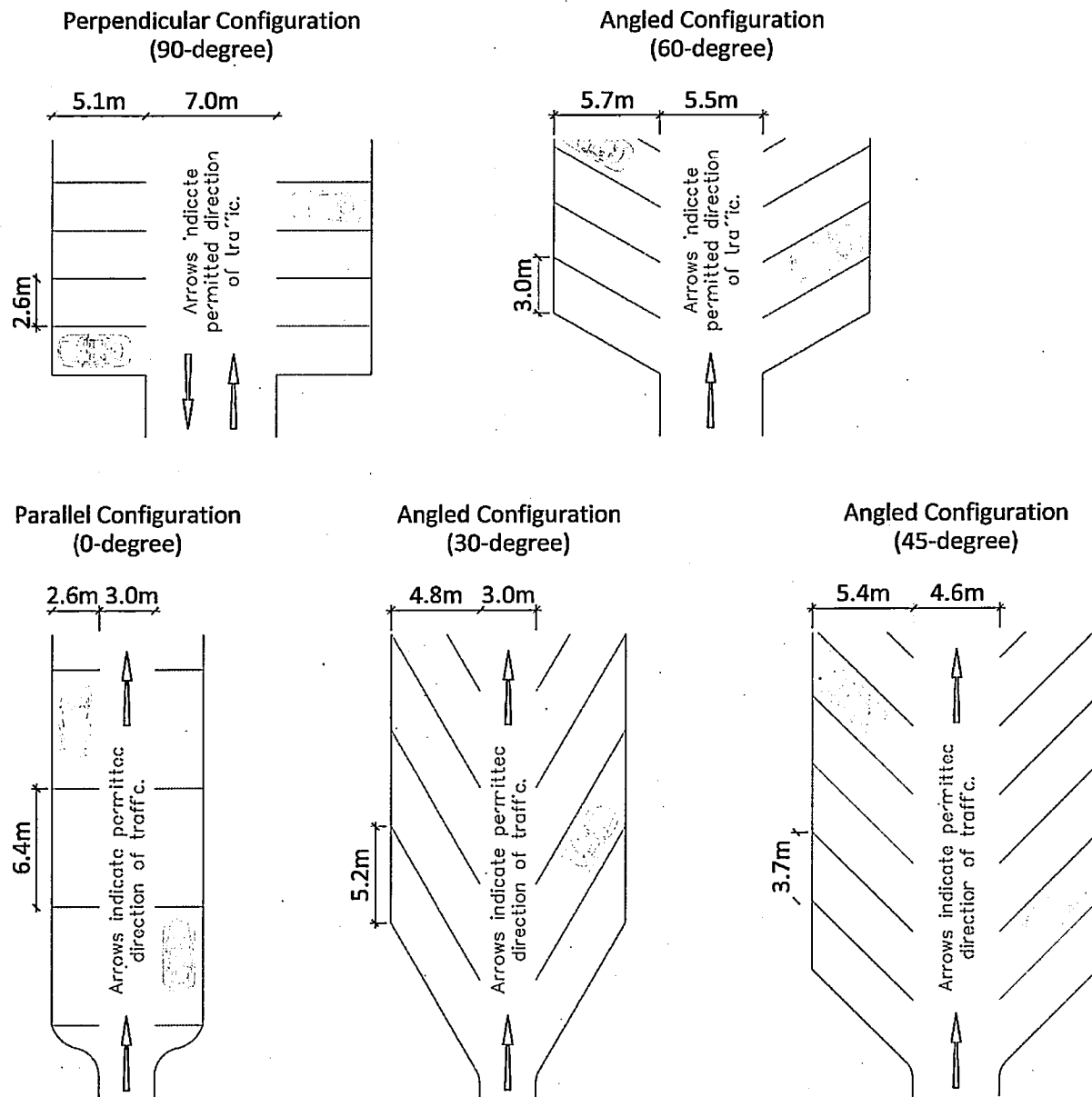
2. Vehicular Parking Specifications

2.1 Vehicular Parking Appearance

1. Each vehicle parking space must be clearly delineated on the parking surface.
2. Each visitor vehicle parking space required under this Bylaw must be clearly identified for the sole use of visitors.

2.2 Vehicular Parking Location and Dimensions

1. All vehicle parking spaces required under this Bylaw must be provided on the same **Lot** as the **Building** or use which they serve.
2. A vehicle parking space must have **Unobstructed access**.
3. All vehicle parking spaces and **Drive aisles** must have dimensions not less than those identified in Figure 2 of this Schedule.

Figure 2: Minimum Parking Space and Drive Aisle Dimensions (all measurements in metres)

4. One way access and egress through the parking area is required where:
 - (a) more than one vehicle parking space is provided in the parking area, and
 - (b) the vehicle parking spaces are not configured parallel or perpendicular to the drive aisle.
5. A vehicle parking space that abuts a structure on one side, such as a wall or column, must have a minimum width of 2.7m.
6. A vehicle parking space that abuts a structure on both sides, such as a wall or column, must have a minimum width of 3.0m.

7. Where a vehicle parking space or **drive aisle** is located underground or covered by a roof, a minimum unobstructed height clearance of 2.1m must be provided between the floor and ceiling.
8. (a) Where a **Drive aisle** or parking space is located within 6.0m of a **Street Boundary** it must comply with applicable grade requirements prescribed in this Schedule and the *Highway Access Bylaw*.
- (b) The maximum grade for a **Drive Aisle** or parking stall is 8%.
- (c) The maximum grade for a **Driveway** is 15%.

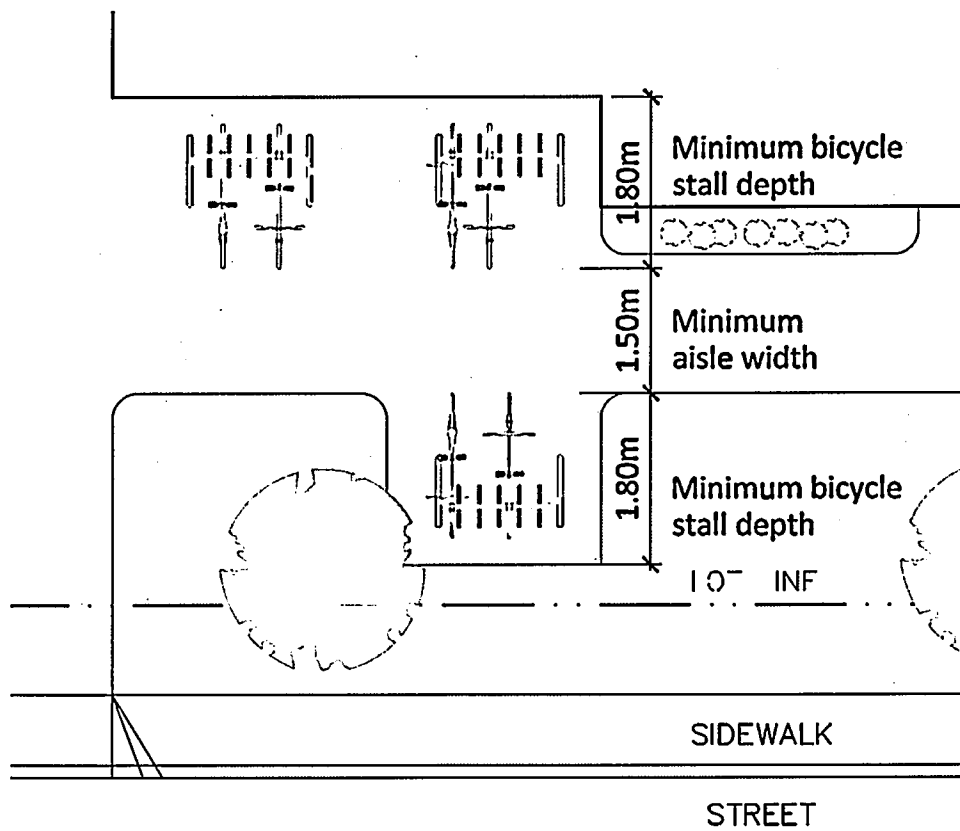
3. Bicycle Parking

3.1 Bicycle Parking Specifications

1. All bicycle parking spaces required under this Bylaw must be provided on the same **Lot** as the building or use which they serve.
2. (a) Each short term bicycle parking space required under this Bylaw must be:
 - (i) designed and installed to the minimum dimensions shown in Table 3 of this Schedule; and
 - (ii) provided as a bicycle rack that is permanently anchored to the ground or a wall.
- (b) Each short term bicycle parking space required under this Bylaw in association with a residential use must be located a maximum of 15.0m from a **Building** entrance that is accessible by visitors.
- (c) Each short term bicycle parking space required under this Bylaw in association with a commercial or institutional use must be located a maximum of 15.0m from a **Building** entrance that is accessible by the public.
- (d) Each short term bicycle parking space required under this Bylaw in association with an industrial use must be located a maximum of 15.0m from the primary **Building** entrance.

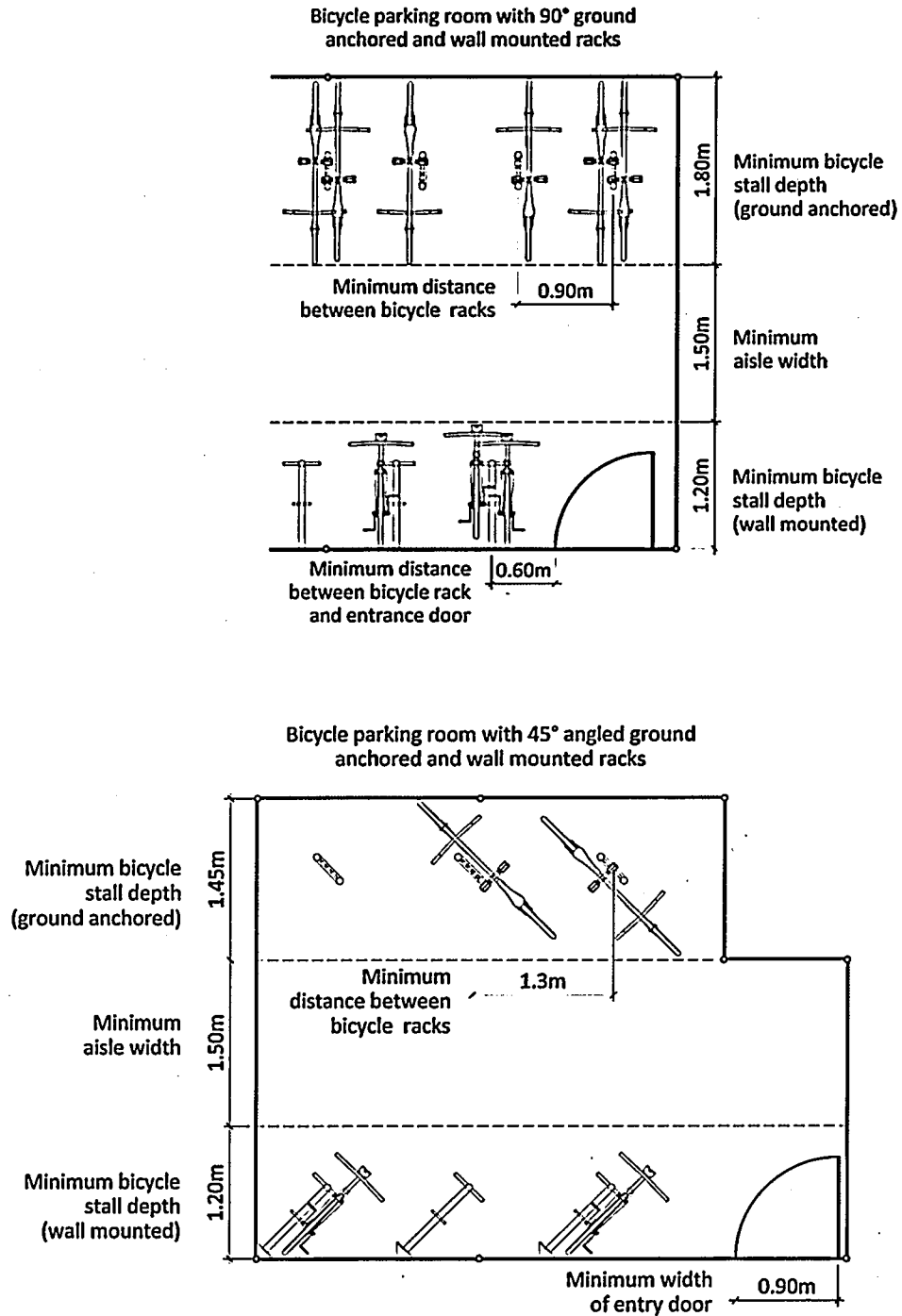
Table 3: Minimum Dimensions for Bicycle Parking (all minimum dimensions measured in metres)

	Ground Anchored Rack		Wall Mounted Rack	
	>45 degrees	≤45 degrees	>45 degrees	≤45 degrees
Angle of Rack (in an aerial perspective, measured from the plane of the nearest wall of a Building)				
Minimum stall depth	1.8	1.45	1.2	1.2
Minimum aisle width	1.5	1.5	1.5	1.5
Minimum distance between bicycle racks	0.9	1.3	0.9	1.3
Minimum distance between bicycle racks and entrance door to bicycle storage facility	0.6	0.6	0.6	0.6

Examples: Short-Term Bicycle Parking Configuration

3. (a) Each long term bicycle parking space required under this Bylaw must:
- (i) be designed and installed to the minimum dimensions shown in Table 3 of this Schedule;
 - (ii) be provided as a bicycle rack that is permanently anchored to the ground or a wall;
 - (iii) have a minimum unobstructed height clearance of 2.1m between the floor and ceiling;
 - (iv) be provided in a secure, weather-protected, dedicated bicycle parking facility accessible to residents, employees or other identified users of the **Building**;
 - (v) be located in a bicycle parking facility accessible through an entry door with a minimum width of 0.9m; and
 - (vi) be located within one floor of **Finished Grade** and, if accessed by a stairwell only, the stairwell must include a ramp for bicycles.
- (b) At least half of the long term bicycle parking spaces required under this Bylaw must be ground anchored.

Examples: Long-term Bicycle Parking Configurations



3.2 Bicycle Parking Exemptions

1. Notwithstanding section 1.2.2, short term bicycle parking spaces are not required to be provided where the siting of a **Building** existing on the date of adoption of the bylaw incorporating this Schedule physically prohibits such spaces from being provided on a **Lot** in accordance with this Bylaw.
2. Notwithstanding section 1.2.2, no additional short term or long term bicycle parking spaces are required to be provided where any additions, alterations or changes of use to a **Building** existing on the date of adoption of the bylaw incorporating this Schedule would, in total, result in an increase of less than 10% of the number of spaces required before the additions, alterations or change in use.

ATTACHMENT C - PUBLIC ENGAGEMENT

Contents:

Technical Advisory Group Meeting Minutes

- Group Meeting #1, April 19, 2016
- Group Meeting #2, May 20, 2016
- Group Meeting #3, October 6, 2016
- Group Meeting #4, April 25, 2017

Focused Stakeholder Discussion Groups

- Cash-in-Lieu Focus Group Meeting Notes, July 19, 2016
- Affordable Housing & Parking Focus Group Meeting Notes, July 25, 2016
- Multi-Residential Parking Supply Rates Focus Group Meeting Notes, July 25, 2016

Meeting with Urban Development Institute, November 23, 2016

- Meeting Notes

Public Open House, December 7, 2017

- Open House Materials
- Feedback Received

CALUC information session, January 16, 2017

- Staff Presentation

Active Transportation Committee, April 25, 2017

- Staff Presentation
- Feedback Received

Correspondence

REVIEW OF ZONING REGULATION BYLAW
OFF-STREET PARKING REQUIREMENTS

MEETING MINUTES

Advisory Group Meeting no.1

2:00pm | April 19, 2016

Present: Jim Handy, Robert Batallas, and Steve Hutchison (City of Victoria); Dan Casey and Tim Shah (Boulevard Transportation); Kerry Shular (Building Owners and Managers Association of British Columbia); Wilf Gorter (Victoria Residential Builders Association); Kathy Hogan (Urban Development Institute); Kaye Melliship (Greater Victoria Housing Society); Wendy Wall (Vancouver Island Strata Owners Association); Mo Jessa (Downtown Victoria Business Association); Peggy Kulmala (Greater Victoria Chamber of Commerce)

1. Introductions

- A round of introductions from City staff, consulting team, and the Advisory Group members

2. Project Background

- a. Project Purpose + relation to other initiatives
 - Boulevard walks the group through the purpose of the project and stresses that the goal is to reduce the number of variances sought by developers. The updated parking bylaw needs to match expected parking demand
 - City staff re-inforce the purpose of the project and emphasize that by reducing the amount of parking needing to be provided by developers, the City will have the opportunity to work with developers toward building affordable housing units, exploring active transportation choices, and other initiatives that build healthy communities
 - Boulevard explains that the off-street parking regulations are concerned with establishing appropriate parking requirements for private land development. They do not directly influence on-street parking or City parkade management

GREAT!

b. Overview of project

- Boulevard walks the group through the six phases of the project and indicates the main deliverables along the way and the approximate dates of the three remaining Advisory Group meetings
- Advisory Group Meeting no.2 will be focused on the tasks in Phase 4 where Boulevard will be asking the Advisory Group for feedback on certain technical topics that are uncovered through research and data collection
- Phase 5 will be the focus of Meeting no.3 where Boulevard will be asking the Advisory Group for feedback on the preliminary recommendations
- City staff explain that there is a public consultation component to this process. Once the bylaw is in draft stage, there will be a public hearing to give the community an opportunity to provide feedback. Following the public consultation period, the draft will go before Council for final adoption
- Boulevard stresses that there will be other opportunities throughout the project for stakeholder groups to provide input. Phase 5 includes a series of focus groups on specific topics (e.g., parking rates in the downtown area, affordable housing, carsharing opportunities etc.) and Boulevard will be looking to the Advisory Group for suggestions on which stakeholders to invite to participate in these focus groups
- Focus groups will start in early June and will be completed by the end of that month before people go away on holidays
- **Question from Advisory Group member:** Are we, at any point during this project, going to vision how the parking bylaw will need be flexible enough to account for changes in behaviour, trends, and habits in the future?
 - City staff explain how we can always make amendments to the bylaw as new trends / research emerge
 - City staff explain that we could include language in the updated bylaw that, for example, grant developers a certain reduction in parking spaces if they provide something like a carsharing vehicle, or anything else that might lower the demand for a vehicle
 - Boulevard explains that there is a really interesting trend right now where Millennials are simply not driving as much. They are far less likely to have a driver's license compared to their parents a previous generation ago, which is having all kinds of implications including lower demand for parking

GREAT!

- **Question from Advisory Group member:** is it a fair assumption that people who live downtown also work downtown? We tend to think that this is the case but it may not necessarily be true. The member explained that Stantec Consulting is currently working on a project mapping where people live and work in the Capital Region
 - **ACTION:** Peggy Kulmala to send Boulevard the Stantec study to determine if it has any relevance to this project
- **Question from Advisory Group member:** Does this project deal with residential on-street parking?
 - Boulevard explains that this project is only dealing with off-street parking in private developments. The bylaw will not explicitly deal with on-street parking but it will have implications for it
- **Question from Advisory Group member:** will this project be exploring how off-street parking rates affect the availability of on-street parking?
 - City staff explain that while there is no doubt a relationship between off-street parking in private developments and on-street parking for residents and business patrons, the reality is that off-street parking requirements cannot fully account for, and moderate the demands of on-street parking. This project will be looking at things like the location of parking stalls to address access and safety issues which could help minimize residents parking on the street

3. Advisory Group Role + Responsibilities

a. Overview + rationale

- Boulevard explains that the goal or hope of the Advisory Group is to have a sounding board to test out the research findings and make sure the recommendations made are in line with the realities on the ground
- Boulevard will also be looking to the Advisory Group to help with raising awareness about the project and in reaching out to their own member organizations to get the word out
- **Question from Advisory Group member:** are we going to be using social media for this project?
 - City staff explain that the City has a Citizen Engagement & Strategic Planning department that has dedicated staff who will be helping out with this project and using social media

GREAT!

- The goal is to have consistent messaging about the project and a project website will eventually be up and running to give the public a chance to learn more
- City staff proceed to state the role / expectation of each Advisory Group member and reminds them why they are here and what we are looking for. The only group not represented are the industrial operators
- **Question from Advisory Group member:** What about the institutional groups and their interests in parking?
 - City staff explain that the larger stakeholder list will help ensure that we reach out to as many interests as possible including the institutional groups

4. Preliminary Discussion

- a. Existing challenges with Schedule C, defining each group's interest in Schedule C, and preliminary input on possible changes to Schedule C
- There are ongoing challenges with providing parking for tenants of the building and setting the appropriate price. Tenants can't function without parking, but building and providing parking is expensive and therefore needs to be reflected in the price of parking
- There are so many different needs for parking these days including smart cars, electric vehicles, etc. Schedule C needs to be able to recognize the differences in these types of vehicles in setting the parking requirements
- People, Parking, and Pets (the three P's) are the big issues when it comes to parking in strata buildings. In general, one parking space is needed for each unit – anything less results in problems (i.e., shortages). It is also important to have designated parking for visitors and electric vehicles. But it is also important to remember that when an electric vehicle charging station is constructed in a parking space, it may only benefit one user so this needs to be considered when thinking about how many electric vehicle parking spaces should be provided
- FLEXIBILITY is important and must be part of the updated Schedule C bylaw. The parking supply rates need to be flexible and responsive to changing consumer needs
- In order to keep residential buildings full, parking needs to be provided. The key thing here is location, location, location. Some areas of the city (e.g., downtown) may not need to provide / require as much parking as places on the urban periphery. Socio-economic characteristics are also important to consider when setting parking rates; generally, lower income people and seniors, for example, have lower rates of vehicle ownership

GREAT!

and therefore do not need as much parking. Also, buildings in closer proximity to public transit should not be required to provide as much parking

- It will be really important for the updated Schedule C bylaw to have clear, concise definitions so the terms are easy to understand for developers
- Housing affordability is part of the parking equation; the less parking developers need to build (each stall is estimated to cost \$44,000 to construct), the more money there is for things like affordable housing units. Remember, the costs of constructing parking are passed on to the buyer
- Pay attention to new trends; people are driving less than they were 20 years ago, multi-modal transportation is a viable option so the demand for parking is on the decline. The updated schedule C bylaw must include incentives for developers to provide less parking
- Public parking facilities tend to be full in the morning with office workers parking their cars, so there is nowhere for shoppers/tourists to park if they arrive later in the day, to the detriment of downtown businesses. Therefore, adequate parking should be provided in commercial developments for employees
- The reality is that public parking is very much connected to off-street parking and therefore public parking needs to be considered when updating the bylaw
- Also, it may be true that people who live downtown drive less and therefore require less parking. However, we need to carefully consider this demographic as some still require a vehicle for the weekend for hikes to Mount Finlayson or trips to Costco, for example. So, it is really fair to assume that downtown dwellers require less parking?
- It is important to not get carried away with the demands of the present, and look forward to the demands of future generations. The bylaw needs to reflect emerging trends and future changes such as an improved transit network and greater access to carsharing vehicles, both of which will reduce the demand for parking
- Again, flexibility is important for keeping in mind the needs of today's needs and tomorrow's
- **Question from Advisory Group member:** can the bylaw be phased in over time?
 - City staff explains that we could make amendments to the bylaw as new trends emerge
- It would be helpful if the bylaw had clear timelines. For example, it could be a 20 year bylaw and be updated after this time

GREAT!

- The new bylaw needs to be simple and easy to understand. Developers have had difficulty interpreting the bylaw in the past
- **Question from Advisory Group member:** how does the parking variance process work?
 - City staff explain that it is a formal process that goes through City Council
- It would be great if there was an app created that showed the vacancies (i.e., available supply) of unused parking spaces in residential buildings that could then be used by other users
- The new bylaw needs to be flexible to allow, for example, strata owned units to be able to rent out their unused spaces. When parking spaces are reserved for tenants, it becomes problematic as it removes the ability to share
- Boulevard briefly explains the idea of cash in-lieu and how it functions
- The updated Schedule C should include some forward-thinking language that requires developers to set up the electrical infrastructure to enable the construction of future electric vehicle charging stations. As electric vehicles become more popular, it will be much easier, less costly, and less contentious to build the conduits for charging station infrastructure in advance, so the charging stations could be constructed easily in the future

5. Next Steps

- City staff will send out a Doodle poll to find a date for Advisory Group meeting no.2
- Boulevard will be in touch with the Advisory Group with instructions about when and how to help with distribution of the travel surveys

Actions

- Peggy Kulmala to send Boulevard the Stantec project on mapping where people live and work
- City staff to send out a Doodle poll to find a date for Advisory Group meeting no.2
- Boulevard to send travel survey and a letter to City staff with instructions on who to distribute the survey to. Letter will need to be in City of Victoria letter head

GREAT!

REVIEW OF ZONING REGULATION BYLAW
OFF-STREET PARKING REQUIREMENTS

MEETING MINUTES

Advisory Group Meeting no.2

10:00am | May 20, 2016

Present: Jim Handy and Robert Batallas (City of Victoria); Dan Casey and Tim Shah (Boulevard Transportation); Kerry Shular (Building Owners and Managers Association of British Columbia); Wilf Gorter (Victoria Residential Builders Association); Kaye Melliship (Greater Victoria Housing Society); Wendy Wall (Vancouver Island Strata Owners Association)

Regrets: Peggy Kulmala (Greater Victoria Chamber of Commerce); Mo Jessa (Downtown Victoria Business Association); Kathy Hogan (Urban Development Institute); Steve Hutchison (City of Victoria)

1. Advisory Group Comments on Preliminary Findings from Working Paper no.2
 - Important for Schedule C to have clear definitions on what constitutes "affordable housing"
 - Important to be sensitive to the existing bike parking requirements; the current requirements are quite generous and sometimes result in too much bike parking. Some seniors' buildings for example, have too much bike parking and not enough use
 - Schedule C should have something on parking for scooters as they are becoming more commonplace in Victoria
 - It would be great if Schedule C had flexibility where some parking spaces in multi-family residential buildings could be "common property" and others tied to the unit. This would allow some tenants to lease or sell their space if they were not using it. We need to remember that developers have control over how the parking spaces are designated from day 1, so any accommodations or flexible arrangements must involve them and the strata
 - Visitor parking → some initial results from a survey administered by the Vancouver Island Strata Owners Association found that residents prefer when visitor parking requirements are expressed as "in addition to" the number of required spaces as it is much easier to understand

GREAT!

- Visitor parking should consider the needs of trades workers or contractors who often have challenges finding parking when visiting sites
- The visitor parking requirements in Schedule C should also explore whether all visitor parking needs to be "gated" or located in access controlled areas; having visitor parking behind gates often results in challenges
- In updating Schedule C, it will be important to not simply refer to legislation such as the BC Building Code. Legislation often changes and therefore copying the requirements from any legislation may not be appropriate
- For barrier free parking, it will be important that Schedule C not simply refer to the BC Building Code but state the requirements very clearly. Given Victoria's unique demographics (i.e., an aging population), customized barrier free parking – both in terms of rates and design – will need to be explored
- A cash in-lieu regulation could work for the City but a sweet spot needs to be found for the rate. If designed well, it could help the City meet its OCP goals including the prioritization of public transit and non-motorized and active modes of transportation such as cycling and walking
- For TDM programs, it will be important that Schedule C insulates itself so it is not tied to specific companies or organizations providing the TDM program, such as Modo, for example. Companies providing TDM services such as carsharing may encounter financial challenges and close down their operations. Thus, keeping the TDM language more general will allow for flexibility

2. Update on Travel Survey

- This agenda item was skipped due to time constraints. Travel survey is out and responses will be in by mid-June

3. Setting Minimum Parking Supply Rates by Geographic Area

- City staff ask that Boulevard reconsider the boundaries for the "Urban Neighbourhoods". The boundaries may need to be condensed to truly capture the higher density residential pockets and exclude anything that is "traditional residential" which has lower density and potentially higher parking demand

4. Upcoming Focus Groups

- This agenda item was skipped due to time constraints. Focus group topics/participants/questions will be emailed out to the Advisory Group for input

GREAT!

5. Schedule + Next Steps

- This agenda item was skipped due to time constraints. The project schedule, next steps and date for Advisory Group meeting no.3 will be determined and communicated at a later time

Issues to be reviewed further

- Boulevard to provide City staff with a draft of the focus group topics and participants along with a map of the potential geographic areas to be included in Schedule C. These documents will be sent to the Advisory Group for feedback
- Boulevard to work with City staff to contact the City of Victoria Accessibility Working Group to collect input on appropriate rates and design of barrier free parking spaces
- Boulevard to explore how visitor parking requirements could be flexible enough to allow visitor parking to be located outside of access controlled areas
- Boulevard to explore how "scooter" parking could be accommodated in Schedule C

GREAT!

REVIEW OF ZONING REGULATION BYLAW
OFF-STREET PARKING REQUIREMENTS

MEETING MINUTES

Advisory Group Meeting no.3

2:00pm | October 06, 2016

IN ATTENDANCE

- Urban Development Institute – Kathy Hogan
- Greater Victoria Housing Society – Kaye Melliship
- Downtown Victoria Business Association – Mo Jessa
- City of Victoria – Jim Handy, Robert Batallas, Steve Hutchison
- Watt Consulting Group - Dan Casey, Tim Shah

REGRETS

- Building Owners and Managers Association of British Columbia – Kerry Shular
- Vancouver Island Strata Owners Association – Wendy Wall
- Victoria Residential Buildings Association – Wilf Gorter
- Victoria Chamber of Commerce – Peggy Kulmala

1. Update on Project Schedule

- Working papers no.3 and 4 are now complete
- Advisory Group members will be asked to share the slides of today's presentation with their respective organizations so the Watt team can collect feedback on the preliminary recommendations / directions
- Advisory Group meeting no.4 will be focused on discussing and receiving feedback on the draft Schedule C document
- The next step is to complete Working paper no.5 and draft the Schedule C document

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2. Key Findings from Working Paper no.3 and no.4

- The group speculated that the reason why the vehicle ownership rate may be higher in the Urban Villages / Town Centres may be because units are larger in these areas, compared to other parts of the City
- The demand rate for visitor parking makes sense, however, it is important to keep in mind that some buildings are seeing drivers abuse the visitor parking system whereby visitors are parking in shopping centre parking lots because of the limited on-site visitor parking spaces available. Therefore, the visitor parking demand observations may not be telling the full story of how visitor parking is actually accommodated, as some people park in illegal areas (or on-street)
 - The Watt team is confident with the visitor parking demand observations that were completed, however, the concern echoed by the group will be considered
- Consideration should be given to having a blended rate for affordable housing, recognizing that demand differs by the size of the unit (e.g., bachelor vs. 2-bedroom) and the type of unit (e.g., supportive housing)
- The group expressed concern about setting the minimum supply rates based on current trends which may overlook or inadequately reflect demand in the future
 - Schedule C can be revisited every 5 years and updated accordingly based on new trends, demand, etc.

3. Key Directions for Working Paper no.5 / Prelim Recommendations

- It is important that Schedule C include a definition of "affordable housing". Most importantly, there should be language that explains how affordable housing must be provided in perpetuity in order for it to truly be "affordable"
 - The definition of affordable housing will be consistent with current definitions found in City documents including the newly released "Victoria Housing Strategy"
- Generally, the group is supportive of increasing the rates for off-street bicycle parking to reflect the City's policies, its desire to increase bicycle mode share, and its larger goals to become a more bike-friendly city. Moreover, the group generally agreed that cycling is increasing in the City and that the rates / requirements should reflect this

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- Consideration could be given to having a tiered system for multi-residential whereby smaller units are required to provide 1 bicycle parking rack facility and larger units provide 1.25 per unit
- Beyond the rates, the City may need to provide more stringent requirements on bicycle facility design to ensure that bicycle storage facilities and bike lockers are designed in a sensible way. Some of the existing bicycle facilities are poorly designed resulting in challenges with residents getting in and out of the cages
- Bicycle parking facilities should also be designed in such a way that they can expand in response to growing demand
- There should be clear requirements for bicycle lockers for commercial (office) uses to encourage and incentivize cycling to work
 - It is important to include design requirements for bicycle parking in Schedule C but the requirements should not be overly stringent to the point where it stifles flexibility and the creativity of developers
- Given Victoria's unique demographics, attention needs to be given to scooter parking. In seniors' housing developments, there could be a provision for scooter parking (i.e., XX number of scooter parking spaces are required depending on the number of units). In all other developments, there could be a provision where scooter parking spaces are in place of vehicle parking spaces up to a certain percentage
 - The Watt team will give this more consideration as it drafts the Schedule C document
- The group is ambivalent on whether Schedule C should require more barrier free (disability parking) than what is required under the BC Building Code.¹ The group was supportive of the idea in principle, but outlined some concerns. For example, there have been cases where these parking spaces sit empty due to lower demand. In other cases, they are being used by those who do not require barrier free parking. Therefore, consideration needs to be given to how these barrier free spaces can best be managed to ensure that they are available to others based on demand
- Including a requirement for electric vehicles in Schedule C is easier said than done. This can be a very complicated process. In general, the principle of encouraging higher EV use is good, however, it may be too premature to require new developments to provide EV charging infrastructure as the market for EVs has not fully developed

¹ The British Columbia Building Code requires parking stalls for persons with disabilities. Where more than 50 parking stalls are provided, parking for persons with disabilities shall be provided in the ratio of 1 for every 100 or part thereof.

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- The group was generally supportive of the idea of requiring new developments to install conduits and the electrical capacity to accommodate EV charging infrastructure in the future. However, there was also discussion about whether a Zoning Bylaw is the best place to require and regulate this as it may be better suited for the BC Building code
- While the group liked the idea of EV charging infrastructure, there was not clear support to include it in Schedule C until further study is done and until the market for EV grows
- Due to time constraints, the group did not have a discussion about the pros and cons of including a carsharing provision in Schedule C. Advisory Group members were asked to give this further thought and send their feedback to the Watt team
- The group is supportive of including a parking reduction provision (10% reduction from what is required) based on proximity to transit. The group agreed that the condition should be for sites that are “within 200 metres of a frequent transit corridor”. The group explained how such a provision can help encourage more transit use
 - Generally, there is support for basing the transit proximity provision on current frequent transit routes in the City. However, the group indicated that by signaling where the future frequent routes are, this could help secure more funding from the federal government to support transit expansion in Victoria. These future routes can be shown on a map and included in Schedule C
- Schedule C can include the transit proximity provision now based on current frequent routes. A definition of “frequency” would be provided and all of the current frequent routes would be shown on a map. In 5 years from now, the document could be amended to include new frequent routes

4. Schedule + Next Steps

- This agenda item was skipped due to time constraints. The project schedule, next steps and date for Advisory Group meeting no.4 will be determined and communicated at a later time

Issues to be reviewed further

- The Watt team will need feedback from the group on the pros and cons of including a carsharing provision in Schedule C

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REVIEW OF ZONING REGULATION BYLAW
OFF-STREET PARKING REQUIREMENTS

MEETING MINUTES

Advisory Group Meeting no.4

1:00pm | April 25, 2017

IN ATTENDANCE

- Urban Development Institute – Kathy Hogan
- Greater Victoria Housing Society – Kaye Melliship
- Downtown Victoria Business Association – Mo Jessa
- Victoria Chamber of Commerce – Peggy Kulmala
- Vancouver Island Strata Owners Association – Wendy Wall
- City of Victoria – Jim Handy, Robert Batallas, Steve Hutchison
- Watt Consulting Group - Dan Casey, Tim Shah

REGRETS

- Building Owners and Managers Association of BC – Kerry Shular
- Victoria Residential Buildings Association – Wilf Gorter

SUMMARY NOTES

1. Recap of Project Process:

- Overview of the four working papers that were completed in 2016
- Overview of key recommendations from Working Paper no.5
- Recap of what we discussed in the three previous Advisory Group meetings

2. Highlights from draft Schedule C & Feedback from Advisory Group:

- The group seemed satisfied with the proposed Multi-Residential rates but questioned whether the development community is or would be satisfied
 - One Advisory Group member indicated that the development community is happy with what they have seen so far. Moreover,

there was appreciation expressed for how the rates are now easier to understand

- The group recommended that the Multi-Residential supply rates include a note indicating what the visitor parking requirement is. The visitor parking requirement is not part of the numbers presented in the table. It is 0.10 spaces per unit, therefore, "in addition to" the numbers presented in the table.
- A question was asked to clarify how the new Schedule C will reduce variances
 - City staff and Watt team reiterated that updated supply rates in Schedule C will help to streamline the development process. It will indeed result in less variances, at least that is the intent
- Concern expressed by an Advisory Group member that the rate of 0.30 spaces per unit for multi-residential affordable housing ($\leq 50\text{m}^2$) is too high. Some affordable housing developments in the City are providing parking at a rate of 0.25 spaces per unit. In one case, a rate of 0.50 spaces per unit was provided but the parking spaces are mostly sitting empty. In general, parking demand in affordable housing developments is low as most tenants are low-income and do not own or drive a vehicle
- It was suggested that it could be valuable to set the rate as low as possible and allow developers / housing providers to provide the amount of parking they believe is most suitable for their market
 - Watt team to explore the idea of breaking out the Multi-Residential Affordable Housing rate into three categories: [a] $\leq 40\text{m}^2$, [b] 40-70m² [c] $>70\text{m}^2$. These categories would better reflect the differences in parking demand and allow Schedule C to set a requirement of 0.20 per unit for units less than $\leq 40\text{m}^2$, for example
- There was some concern expressed by the group that the rates for Office, Personal & Financial Services, and Retail are too low. There was some discussion about the current reality where downtown office employees and retail employees / customers cannot find parking. There isn't enough parking provided on-site and therefore they are relegated to on-street parking which is either not available or too expensive.

The proposed Schedule C rates for Commercial / Retail might exacerbate this problem by resulting in more pressure on on-street parking supplies. Until a good transit system is brought to Victoria, people will still rely on their vehicles to commute into downtown Victoria.

- The Watt team will revisit the supply rates for Office, Retail, and Personal & Financial Services to see if any modifications could be made
- The group seemed generally supportive of the proposed bicycle parking requirement for Multi-Residential (1.25 per unit if greater than 40m²). However, concern was expressed about how the short-term visitor parking requirement is written (1 6-space rack at the entrance of each building). A 6 space rack was perceived as potentially limiting flexibility. And there may be more than one building entrance.
 - The Watt team will revisit the short-term bicycle parking requirement for Multi-Residential uses
- The group unanimously decided that the rate for barrier free parking is too high. In their experience, most barrier free parking spaces sit empty most of the time. Therefore, the concern is that having a stricter requirement (i.e., above and beyond the BC Building Code) would result in more barrier free parking spaces sitting empty when parking demand might be high
 - The Watt team will explore the idea of breaking apart the barrier free parking rate by commercial / retail and residential uses. The rate for residential might need to be lower as personal observation and experience suggest that they sit empty most of the time
- No concern with mobility scooter parking requirement but more thought needed about *where* the parking should be provided. For example, can mobility scooters be parked in the common area (lobby) of a building? The requirement need not be too rigid about this but it's important to think about where mobility scooter users would realistically park their scooter.
 - The Watt team will give this more consideration
- One Advisory Group member expressed strong desire to see a requirement for electric vehicle conduits in the Schedule C bylaw. It is far cheaper to have the conduit put in before the building is fully constructed.
 - City staff explained that this is an important topic and consideration will be given to developing Development Permit Area design guidelines that would be embedded in the OCP, giving the City the opportunity to require EV charge infrastructure while offering flexibility to forego EV facilities where not necessary

3. Schedule + Next Steps

- This agenda item was skipped due to time constraints. The Watt team will email out next steps and the presentation to the Advisory Group

REVIEW OF ZONING REGULATION BYLAW
OFF-STREET PARKING REQUIREMENTS

SUMMARY NOTES

Cash in-lieu Focus Group

3:00pm | July 19, 2016

IN ATTENDANCE

- City of Victoria – Jim Handy, Robert Batallas, Steve Hutchison
- City of Victoria Parking Services - Ismo Husu
- Urban Development Institute – Kathy Hogan
- Fort Properties Limited – Jayne Bradbury
- Town of Sidney - Corey Newcomb
- Vancouver Island Strata Owners Association – Lynn Klein
- Watt Consulting Group - Dan Casey, Tim Shah

QUESTIONS AND RESPONSES TO OPENING PRESENTATION

- With a cash in-lieu mechanism, it is important to understand what the potential impacts will be on-site, that is, with less parking stalls available, what is the impact on future tenants?
- The Town of Sidney explained how they've had a cash in-lieu mechanism for over 10 years; the cash in-lieu reserve fund is now empty. In 2010-2011, they spent about \$250,000 on constructing on a new parking lot in the Town
- Many communities set their cash in-lieu requirements based on the proposed site's proximity to a public parking facility (typically in the range of 70m to 900m).
 - Question was asked if cash in-lieu could be structured in way that is not based on distance to public parking, but instead based on proximity to transit services. Recognizing that downtown Victoria does

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not have much room to accommodate new public parking facilities, it may be more sensible to allow cash in-lieu if developments are close to transit to incentivize and encourage use

DISCUSSION TOPICS

- Town of Sidney is going to take a new approach to their cash in-lieu bylaw. They have currently drafted a letter (to be presented to Council) making a recommendation to amend the cash in-lieu bylaw to allow for greater flexibility in its design. The amendment will give developers more flexibility and the ability to assess current market conditions and parking demand and pay an appropriate cash in-lieu rate of required parking, accordingly. This is a “market-based approach” that will give developers the flexibility they need and potentially result in more revenue for the Town’s reserve fund
- Town of Sidney collects approximately \$20,000-\$40,000 every year from its cash in-lieu mechanism and has historically spent the monies on providing public parking, not on sustainable transportation infrastructure
- Before moving too far along with the cash in-lieu idea, it would be prudent to explore communities such as Ottawa, Calgary and Vancouver – all of which have forthcoming plans to repeal their cash in-lieu bylaws
 - Cash in-lieu is being phased out of Calgary due to a variety of reasons. This will require some investigation to find out why
- It is important to assess what the City of Victoria’s planning priorities are. Does the City really need to provide more public parking downtown? The trends are changing with ride sharing services such as Uber and carsharing services like Modo. Younger generations are not driving as much, and those living downtown have lower rates of vehicle ownership. Therefore, the City needs to be very clear on the **purpose** of the cash in-lieu mechanism; how the money is being collected and more importantly, how the monies will be spent so it is not perceived by developers as a “cash grab”. If the City adopted cash in-lieu, it would be better to spend its cash in-lieu monies on sustainable transportation infrastructure and not on providing more public parking downtown
- There’s economies of scale with cash in-lieu. It may not be worth it for the developer if he/she is constructing a building with 20-30 units and pay a cash in-lieu rate of \$10,000 per space, for example. However, with a much larger building with 100-150 units, there could be economic advantages from

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providing cash in-lieu of the required number of parking spaces, especially if one parking stall costs the developer \$30,000

- Whether we realize it or not, there are actually more cars in the downtown core than ever before which is consequently resulting in high demand for parking. It may be better to have developers build the required amount of parking (and not pay cash in-lieu) and use better parking management models such as shared parking. This would help ensure there is “enough” parking in the downtown when demand is highest
- It is important to approach this from a macro perspective, considering that the trends are changing and people are driving less. More importantly, if the City were to adopt a cash in-lieu mechanism, it would need to provide developers with the flexibility they need. Developer do not want to pay any unnecessary costs and do not want the approval process to be further delayed
 - The downtown is trying to attract diverse and interesting businesses that typically have very thin profit margins. Therefore, if cash in-lieu were to be adopted, the costs would ultimately be passed on to the merchants which can result in businesses not opening in the first place, or financial hardship once open
- Cash in-lieu is not appropriate for all land uses. For example, it should not apply to residential uses as multi-residential buildings still need to provide a certain amount of parking for its tenants. It might make the most sense to have the cash in-lieu apply only to the downtown and for commercial uses such as office
- Going back to flexibility, a cash in-lieu reserve fund should be flexible and have a clear purpose. Does it really make sense to pay for more public parking facilities? The City's current transit system is subpar and not keeping up with demand. Victoria residents would use it if a better system was in place. Cash in-lieu should be flexible enough to direct monies to transit, for example
- The City released a parking study in 2007 that called for a “alternative transportation fund” (similar to a cash in-lieu reserve fund) but this never materialized
- If cash in-lieu were adopted, developers would need to understand that it would be most efficient to pay the cash in-lieu where there is a small shortfall in the number of required parking spaces. If there is a small shortfall in the amount of parking needed, developers could pay the cash in-lieu which would not amount in a significant cost if they are only paying for a few parking stalls

GREAT!

- Instead of regulation, cash in-lieu could be pursued as policy which may offer more flexibility. However, it would only kick-in when a re-zoning was triggered

KEY TAKE AWAY POINTS

- If a cash in-lieu mechanism is going to be adopted, it must not come across as a “cash grab”. Developers will clearly need to understand how their contributions to the cash in-lieu reserve fund are going to be used by the City and more importantly, a clear picture and understanding of the benefits for future tenants of the site
- Cash in-lieu should not slow down the development approval process. It must have enough flexibility to adapt to market conditions whereby developers are paying an appropriate rate
- A cash in-lieu bylaw would need to have a clear purpose. What are the funds intended to be used for? If the City has plans to expand its sustainable transportation network, then the cash in-lieu rate, and the reserve fund itself, can be designed in such a way where the monies are directed toward infrastructure such as sidewalks, bike lanes, bus stops etc.

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REVIEW OF ZONING REGULATION BYLAW
OFF-STREET PARKING REQUIREMENTS

SUMMARY NOTES

Multi-Residential Parking Supply Rates Focus Group

3:00pm | July 25, 2016

IN ATTENDANCE

- Urban Development Institute – Kathy Hogan, Ally Dewji
- Vancouver Island Strata Owners Association – Wendy Wall
- LandlordBC – Jordan Milne, Nicole Roberts
- Proline Management Limited – Arnold Hobson
- City of Victoria – Jim Handy, Robert Batallas, Steve Hutchison
- Watt Consulting Group - Dan Casey, Tim Shah

QUESTIONS AND RESPONSES TO OPENING PRESENTATION

- The map showing the proposed geographic areas is incomplete. UDI explained how there are certain developments in Victoria West (e.g., Dockside Green, Railways, Bayview Place) that should be part of the “Downtown Core” area as these developments are in line with the City’s policy direction and densification / population growth goals
- Whether or not the Victoria West developments are included in the “Downtown Core” area, the required parking supply rates for these developments – and future developments in the area – should be lower given their proximity to transit, bike trails, downtown, etc.
 - In addition, consideration should be given to expanding the “Downtown Core” along the Douglas Street corridor as the corridor is projected to see significantly more residential development in the coming years
- The Vancouver Island Strata Owners Association recently conducted a survey on vehicle ownership / parking demand rates among strata owned sites in the CRD.

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They found that for their sites within the City of Victoria, the average parking demand rate is 1.1 stalls per unit. Concern was expressed about the demand rate found through the data collection being far too low (0.74 vehicles per unit for condo units)

DISCUSSION TOPICS

Feedback on Multi-Residential Parking Demand Findings

- Schedule C should give consideration to including a carsharing mechanism for parking relaxations. In the City of Vancouver, the regulations are very clear on carsharing; in multi-unit buildings, parking can be substituted at a 1:5 ratio to a maximum of one shared vehicle and one shared parking spaces for each 50 dwelling units. This substitution rate is clear for developers (it also provides certainty). It would be great to see carsharing expand in the Victoria area as developers are starting to see its value
 - Carsharing is helping to reduce parking demand among tenants of condo buildings in Victoria
- More and more of the condo market is serving a rental purpose. Condos are being constructed and units are being rented out. As a result, the parking demand behaviour is becoming harder to predict. In addition, many of the purpose built rental buildings in Victoria were constructed several years ago when parking demand may have been different. Newly constructed (and forthcoming) purpose built rental buildings may have different parking demand needs
- According to Schedule C, buildings containing residential use in the CA-3 zone require 0.7 spaces per unit. It would be interesting to see how many households within this zone actually own vehicles
- Developers always need to carefully think about how much parking they provide versus the amenities available in the neighbourhood. You don't want to build a project and risk not selling your units if the amenities are not available to future residents
- Bike parking is having a measurable impact in reducing vehicle parking demand. In Proline Management's experience, when they have added secure bike parking to their rental properties, it has usually lowered demand for vehicle parking, except in 55+ buildings

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Visitor Parking

- It would be great if Schedule C could be designed in such a way to allow for “flex parking spaces”. Flex spaces would be common property parking that would give strata councils the flexibility to manage and allocate these spaces for a variety of uses including residential parking, visitor parking, additional bike parking, scooter parking, and EV charging etc.
 - The Vancouver Island Strata Owners Association has noticed that across their buildings, many of their visitor parking stalls are often occupied resulting in shortages. If buildings were allowed to provide a few extra “flex spaces”, they would be in a better position to respond to competing demands from visitors including trades workers, service workers along with managing the spaces according to tenant needs (e.g., providing additional bike parking)
- Consideration should be given to differentiating the visitor parking requirements by housing type. The visitor parking demand observations found that demand is higher for condo units than market rental units. The focus group participants agreed with this finding and support higher visitor parking requirements for condo units
 - The group speculated that the reason why condo units might have higher visitor parking demand is that trade workers may come at various times of the day whereas for market rental units, trade workers usually come at one time to fix the various problems in the units
- When setting the visitor parking requirements, consideration needs to be given to Victoria's changing demographics. As the City continues to age in population, there may be even higher demand for service care workers in seniors' facilities. This may have implications on the amount of visitor parking needed
- Given the complexity and competing demands for visitor parking, Schedule C may need to include language that recognizes the different types of visitors, and allows for flexibility in re-allocated visitor parking spaces when demand is higher
- While not directly pertaining to visitor parking but more relevant to the City's aging demographics, it may be worthwhile to explore other communities that include a requirement for scooter parking in their parking regulations

Adjustment Factors

- There was general consensus among the group that the parking supply rate for market rental housing should be lower than the rate for condos. Jurisdictions

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such as the City of Vancouver recognize this difference and as such, differentiate the parking supply rate for market rental and condo

- Dockside Green, in their site-specific zoning, has structured their parking requirements by unit size. This has proven to be effective for the site and has provided builders with more certainty on the amount of parking required for each unit type
- There was general consensus among the group that *location* matters when it comes to parking demand. The group seemed supportive of differentiating the parking supply rates by location and commented on how parking demand is usually lower among sites located in the urban / downtown area
- Schedule C should explore the parking requirements for heritage buildings that have a residential use component
- Access to transit is an important adjustment factor. The group largely supports a parking reduction if a site is located on or adjacent to a rapid transit corridor in the City, which could help encourage development. A distance of 400m was considered to be too far and would cover most of the City. A distance of 200 metres was discussed by the group as an appropriate distance and a parking reduction should be made available accordingly
 - In addition, it may be worth exploring which of the identified "Frequent Transit Network" corridors currently provide frequent service. These FTN corridors are part of a 25-year plan and therefore may not be currently providing frequent service

KEY TAKE-AWAYS

- Developers like certainty and therefore, whatever the revised Schedule C parking supply rates are, they must be clear and simple so developers fully understand how much parking they need to provide. The current rates presented in Schedule C for multi-residential are confusing and hard to understand
- Differentiating the parking supply rates by housing type (condo vs market rental) and by location is a good idea. Condo units tend to have higher parking demand, as do sites located more on the periphery of the City
- Offering a parking reduction based on transit proximity makes sense for Victoria especially if the site is located directly on a Frequent Transit Network corridor and within a certain distance (e.g., within 200m) of the corridor. This could help encourage and prioritize development along the corridor

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- Visitor parking is an important topic. The requirements should differ by housing type (visitor parking is higher among condo than market rental). Consideration should also be given to having flexible visitor parking requirements i.e., can there be “flex spaces” that give strata councils the ability to manage these spaces based on tenant needs and demands?

GREAT!



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REVIEW OF ZONING REGULATION BYLAW
OFF-STREET PARKING REQUIREMENTS

SUMMARY NOTES

Affordable Housing & Parking Focus Group

10:00am | July 25, 2016

IN ATTENDANCE

- Capital Regional District – John Reilly
- M'akola Development Services - Kaela Schramm
- Greater Victoria Housing Society – Kaye Melliship
- Pacifica Housing Advisory Association – Dean Fortin
- City of Victoria – Jim Handy, Robert Batallas, Steve Hutchison
- van Hemert & Company - James van Hemert
- Watt Consulting Group - Dan Casey, Tim Shah

REGRETS

- Island Community Mental Health – Imogen Burr
- Community Social Planning Council – Marika Albert

QUESTIONS AND RESPONSES TO OPENING PRESENTATION

- To complement the data collected, it may be valuable to look at a sample of affordable housing sites in the City and see what parking rate they adopted (and how many parking stalls provided) to get a sense of *how much* parking is common in these developments
- Dockside Green explored unbundling parking stall requirements from its affordable housing units but ran into a number of administrative challenges, particularly related to resale of units

GREAT!

transportation solutions for communities

DISCUSSION TOPICS

- Before discussing an appropriate parking supply rate for affordable housing, it is valuable to actually define “affordable housing”. There is a full spectrum of housing needs for affordable housing tenants. Typically, the City’s OCP defines it as no more than 30% of income being spent on housing. The recently released City Housing Strategy provides important direction (and definitions) which is worth exploring as we work to develop an appropriate definition for affordable housing for the purposes of Schedule C
- It is important to remember that when affordable housing sites are constructed and managed, the landlord (often a non-profit housing association) must look at the parking needs of its tenants over the long-term. The needs of the tenants may be different tomorrow than they are today. Also, if one provides less parking, viable alternatives need to exist such as good public transit, for example. Parking demand among affordable housing tenants can be even lower if they have access to a multiplicity of transportation options (e.g., cycling, transit, carsharing) to support their travel needs
 - If an insufficient amount of parking is provided for an affordable housing site – especially when the site does not have access to other transportation options – then the developer may ask for an increase over the required amount
- An important thing to remember as we re-write Schedule C is the parking needs of home-based businesses; they are the number one incubator for economic development in the City
- Affordability needs to reflect the full housing continuum, purpose built and general affordability for market rate housing
- For the sites that Pacifica Housing manages, the common parking supply rate is 0.33 spaces per unit. The parking stall itself is unbundled from the unit. Tenants have the option of paying an extra \$50 to rent the parking space
- Some consideration may need to be given to structuring parking supply rates by geographic area; the parking needs for tenants in the urban core is much different than those living just off Gorge Road, for example
- Visitor parking is a common problem for affordable housing sites. Visitors may include trades people, family, etc. they often run into problems because there is an insufficient amount of visitor parking

GREAT!

- It may be worth exploring which sites / buildings in the City have multiple vehicles. These households make up the approximately 15% of people who frequently show up at public hearings to complain about the lack of parking options
- Uptake in carsharing for Pacifica Housing's sites has generally been pretty good; however, for some sites managed by the Greater Victoria Housing Society (GVHS), uptake has been poor. The GVHS has managed to secure carsharing memberships in perpetuity for some of their sites but utilization has been low resulting in wasted money
 - It would be valuable to know what carsharing utilization is like among a small sample of affordable housing sites in the City
- Overall, tenants of affordable housing sites could benefit from access to transportation demand management programs, like carsharing or transit passes for example, but more effort is needed to promote these programs to maximize uptake / utilization
- Bus kits are routinely distributed to affordable housing tenants to provide them with information about how to use the transit system. Bus passes are provided (in some instances) but there is no easy way to monitor their use and effectiveness. Providing bus shelters (and more frequent buses) may be the best TDM incentive
- The CRD has seen huge variability in parking demand for their managed sites. Many of their family housing units have a parking stall but often it is not enough. These units often pay for an additional parking stall due to demand and there is currently a waitlist for parking
- There is also large variability in parking needs among seniors' housing; typically the supply rate for seniors' buildings managed by the CRD is 0.30 stalls per unit
- Like the GVHS, the CRD believes that parking supply needs to take a long-term view; affordable housing tenants have different parking needs and they could change tomorrow. Strong consideration should also be given to how (or if) parking supply requirements specific to Affordable housing apply only to sites where "Affordability" can be guaranteed in perpetuity. Possible future conversion of Affordable sites to market rental or owned condominiums could lead to parking shortfall
- A blanket parking supply rate for affordable housing has benefits including its simplicity. A low rate could work for many of the proposed affordable housing sites in the City. In cases where it does not, a developer can attempt to provide parking above the required amount

GREAT!

- Visitor parking is a huge issue for M'akola Development Services too. There usually is not enough visitor parking resulting in problems for trades people
- M'akola Development Services has seen variability in parking demand among its sites, too. One site they manage in Sooke has far too much parking where many of the stalls sit empty
- M'akola Development Services' site in Langford is different; they followed the City of Langford's requirement for affordable housing sites (1 stall per unit) and the parking lot is about two-thirds full
- It is very important to remember that parking demand needs vary by tenant; the needs of families, individuals, couples, seniors, supportive housing, etc. all vary
- When providing parking for affordable housing sites, it is particularly important to think about providing space for other forms of transport such as scooters. Some of the sites managed by the GVHS have tenants who use scooters for transportation and often there is insufficient space to accommodate this. Scooters are then carried up to the tenants' unit which results in wear and tear on the interior of the building itself
- A 15-storey seniors' housing project is proposed for a site occupied by the boarded-up Crystal Court Motel building near Victoria Harbour. The site will have a mix of bedroom types along with rental and condo units. It will be important that Schedule C has an appropriate rate for seniors' housing and supportive housing if the City sees more of these types of developments in the coming years
- It may be most effective (and simple) to have a parking supply rate differed by housing type e.g., a rate for row housing, a rate for multi-unit residential apartment buildings etc.
 - It is important to be careful about how you set rates for family style housing; if the rate is too high you may end up disincentivizing this type of development which can result in a shortage
- The Railyards development in Victoria West ended up adopting a more complicated set of specific parking requirements by unit type, size etc. The intention was to differ the rates based on the size of the unit recognizing the differences in parking demand by number of bedrooms. However, this ended up resulting in more administrative headaches and complications and has been very challenging for the City

GREAT!

- Often the unit configuration in proposed affordable housing sites can change during the development approval process which results in complications
- It is important to remember that building and managing a site is very different than just building a site. When a housing provider both develops and manages a site they must think very carefully about how much parking is appropriate for the building because they are stuck dealing with the consequences of parking management. When the site does not have a landlord or manager, a developer can simply provide an amount of parking they think is appropriate then walk away and not deal with the consequences of a parking shortfall when and if that occurs
- Schedule C does not have to set the “optimal” parking supply rates right now. Appropriate rates could be set based on the research, data collection, and observations – all of which support less parking overall. In 5 or 10 years, the rates could be revisited and adjusted accordingly
- There are many ways to “incentivize” or better encourage affordable housing construction. Most importantly, by setting a low (and appropriate) rate for affordable housing, a developer may feel more obliged to build this type of housing and partner with not for profit organizations to manage the site
 - You could also secure affordable housing units in new developments through a covenant, or through a density bonus (much like the City of Duncan is doing)
- It is critical that a non-profit organization partner with a developer to manage an affordable housing site. The City has a role to play in this by having clear policy on what constitutes affordable housing so developers can respond to market conditions accordingly

KEY TAKE-AWAYS

- A “blanket rate” for affordable housing sites may not be appropriate given the full spectrum (and diversity) of affordable housing needs. There is value in having parking rate for affordable housing developments that differs by unit type (e.g., studios / bachelors vs. 1, 2, and 3-bedroom units), recognizing that the parking demand needs of those living in smaller units (e.g., less than 500 sq. ft.) may be completely different from those living in larger units (e.g., families). A different rate for supportive housing is needed recognizing their different parking demand needs
- Visitor parking in affordable housing sites needs to be addressed as there is currently a shortage. The existing Schedule C regulations require 10% of the

GREAT!

total spaces to be provided as visitor parking spaces but through research and discussion with the focus group, it may be valuable to change the requirement to an "additional" number of visitor parking stalls required (e.g., 0.5 spaces per unit plus an additional 0.1 visitor parking stalls). This may help resolve the issue of visitor parking shortages

- It is critical to think about the parking needs of affordable housing tenants over the long term. It is hard to predict how parking needs will change in the future but Schedule C must give consideration to improving access to other transportation options for affordable housing sites. If a low parking supply rate is set for affordable housing sites, and tenants lack options other than driving, then parking demand will inevitably increase. This is, and will continue to be a challenge for non-profits as they must manage the parking demand needs of their tenants. Carsharing, improved transit, and other TDM measures will require further exploration in Schedule C

GREAT!

REVIEW OF ZONING REGULATION BYLAW
OFF-STREET PARKING REQUIREMENTS

MEETING NOTES

Meeting with City of Victoria + Urban Development Institute

2:30pm | November 23, 2016

IN ATTENDANCE

- **UDI** | Kathy Hogan, Robert Jawl, Justin Filuk, Bijan Neyestani
- **City of Victoria** | Jim Handy, Robert Batallas
- **WATT Consulting Group** | Dan Casey

FEEDBACK

Commercial Uses:

- General discussion that Commercial rates shown are representative of "elsewhere" but consideration should be given to lower, more appropriate rates for "Villages / Centres" and "Downtown Area"
- Concern over high restaurant / retail parking rates in Villages / Centres
- Rates should account for the role of nearby public parking as well as ability to support OCP policies
- The group noted that parking at Office sites is typically priced, which is driving parking demand down. The Bylaw cannot regulate whether parking is priced or not, but supply rates may be factored to reflect this.

EV Charging:

- The proposal (10% of stalls have chargers) exceeds the LEED Platinum building requirements
- Let the market provide for demand and emerging trends at this time. The group expressed concern that EV stalls would be unoccupied.
- At minimum consider reducing overall requirement

MEETING NOTES | UDI / CITY OF VICTORIA MEETING

Review of Zoning Regulations Bylaw Off-Street Parking Requirements

Pg.2

- Providing Level 2 chargers is problematic as technology and compatibility varies between vehicles

Bike Parking:

- General though that better bike parking design and facilities (i.e. a “bike kitchen”) is more critical than increasing supply, although concern voices that design standards in Bylaw may be too prescriptive and result in added variances
- Concern that 1.25 spaces / unit is too high for Multi-Residential and there is little apparent evidence to support the proposed increase
- Consider higher quality bicycle parking and bicycle kitchens as an incentive (rather than regulation).

Barrier Free:

- Concern that an increase in Barrier Free parking is unnecessary and may lead to more un-used BF spaces.
- Concern that proposed regulations are inconsistent with BC Building Code requirements.
- Suggestion that employment uses may not need as much Barrier Free parking as residential uses.

Overview

The off-street parking regulations apply to private property only and do not address public on-street parking, City parkades or parking lots.

Purpose of the Open House

- Receive feedback on the proposed changes and other key considerations.

Format

- You are encouraged to review the project display boards and provide any comments using sticky (post-it) notes.
- A more detailed summary of the proposed changes to the off-street parking requirements are also available as a hand-out.



Off-Street Parking Regulations within the City of Victoria

What is off-street parking?

- Off-street parking regulations specify the **type, quantity, and design** of off-street parking facilities required in private development.
- Regulations primarily relate to parking for **passenger vehicles and bicycles**.
- Off-street parking regulations apply only to private development.
- Victoria's off-street parking regulations form part of the City's Zoning Regulations Bylaw, and are commonly referred to as "**Schedule C**".

What isn't off-street parking?

- On-street parking management, public parking lots or parkades.

Why are the off-street parking regulations being updated?

- To provide better support for affordable housing and healthier communities.
- To create a better understanding of actual parking demand for a range of uses and areas in Victoria.
- To reduce the number of parking variances thereby improving the Development Permit Application review process.
- To create a more user friendly format for the off-street parking regulations.
- To better support and encourage development and investment.
- To create regulations and design standards for vehicle and bicycle parking that reflect current practices and trends.

The updated "Schedule C" bylaw will require a public hearing and Council approval before taking effect.

Process and Timeline

What is the process for reviewing the off-street parking regulations?



REVIEW OF OFF-STREET PARKING REQUIREMENTS ZONING REGULATION BYLAW ("SCHEDULE C")

Parking Regulations by Geographic Area

Engagement, local data collection, and review of research and regulations from other communities revealed that parking needs in the Core Area and Large Urban Villages/Town Centres are different than elsewhere in the City. Therefore, three distinct geographic areas are being considered so that parking regulations:

- address the unique characteristics of each area
- align with key strategic areas for growth and development identified in the Official Community Plan and Neighbourhood Plans.

Vote with
sticky dots!

Tell us what you think!

What do you think of this approach to develop parking regulations that respond to the unique context of the Downtown Core Area, Large Urban Villages and Town Centres from other areas of the city?

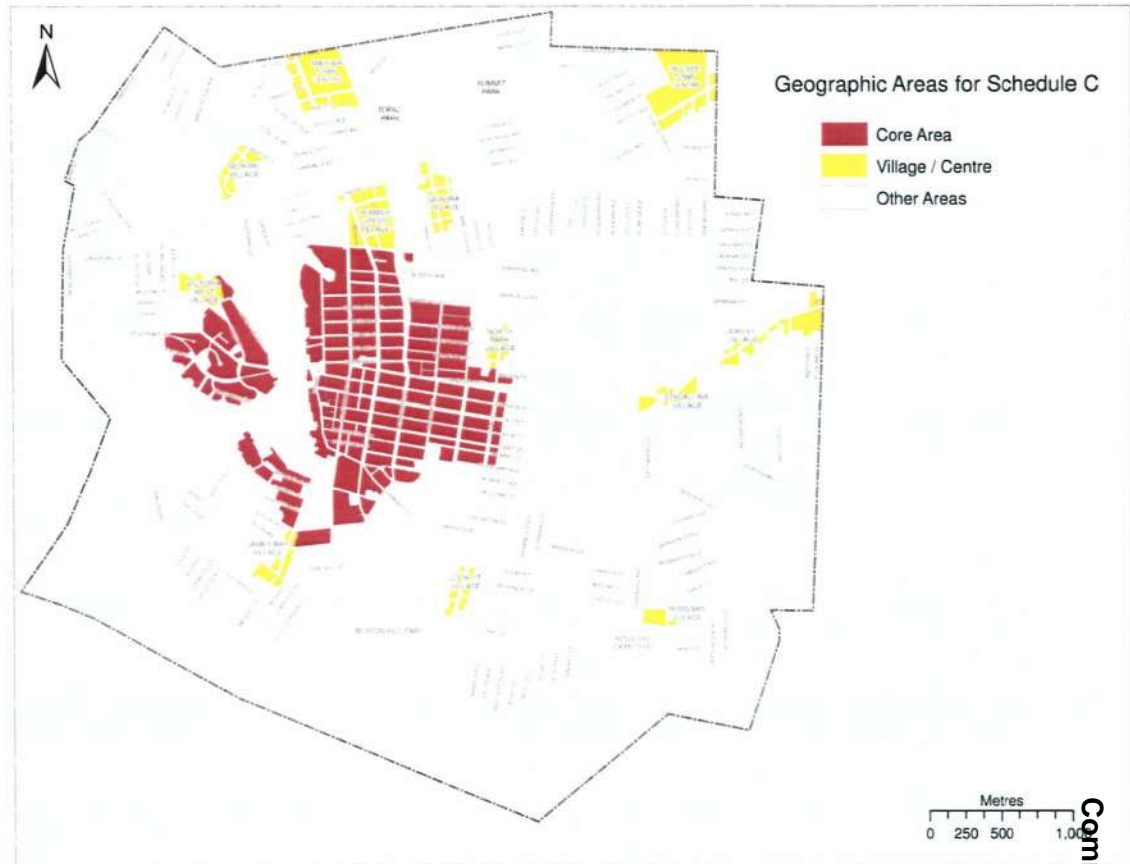
Strongly Agree

Agree

Neutral

Disagree

Strongly Disagree



What Do You Think of the Proposed Changes?

The following are some of the key changes that are being considered for the new off-street parking regulations. Please use the sticky notes to provide any comments related to the proposed changes.

Proposed Change	Comments
Analysis indicated lower parking demand for the following uses:	
Fewer parking stalls required for commercial, institutional and industrial uses in Core Areas	
Fewer parking stalls required for purpose-built affordable rental apartments	
Fewer parking stalls required for purpose-built rental apartments compared to privately owned condominiums	

Use a sticky note to write comments

What Do You Think of the Proposed Changes?

The following are some of the key changes that are being considered for the new off-street parking regulations. Please use the sticky notes to provide any comments related to the proposed changes.

Proposed Change	Comments
Fewer parking stalls required for smaller multi-unit residential units	
Increased bicycle parking for multi-residential developments (from 1 stall to 1.25 stalls per unit)	
Allow front yard parking for single detached dwellings and duplexes	

Use a sticky note to write comments

Next Steps

Winter/Spring 2017

Review Feedback
from December 7
Open House

Draft Complete
"Schedule C"
Regulations

Opportunities
for Input

Present "Schedule C"
to Council

1. Draft regulations will be made available to the public on the City's website prior to being presented to Council.
2. The public can provide comments in writing to engage@victoria.ca.
3. There will be an opportunity to provide comments at a formal Public Hearing.

REVIEW OF OFF-STREET PARKING REQUIREMENTS ZONING REGULATION BYLAW ("SCHEDULE C")

General Comments

Please use the sticky notes to provide any general comments related to off-street parking.

Comments

Use a sticky
note to write
comments

Comments: Other Types of Parking

Please use the sticky notes to provide any comments related to other types of parking: on-street parking and parkades

Comments

Use a sticky note to write comments

Summary of Proposed Parking Rates

Low Density Residential Parking Rates

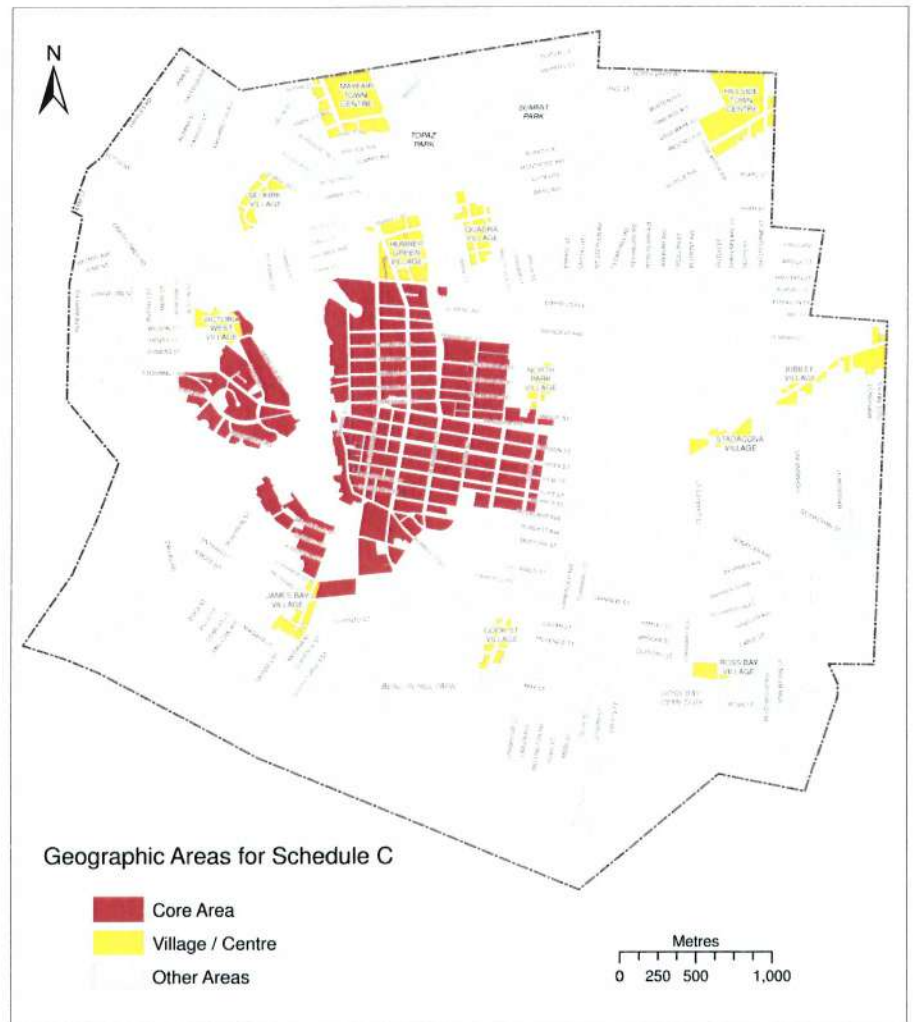
USE	EXISTING REQUIREMENT	PROPOSED REQUIREMENT	CHANGE
Single family dwelling	1 space	1 space	No change
Two family dwelling (i.e. Duplex)	1 space per dwelling unit	1 space per dwelling unit	No change
Attached dwelling (i.e. Townhouse)	1.5 spaces per dwelling unit* (1.4 spaces for rental units)	1 space per dwelling unit*	Decrease
Secondary Suite	No parking required	No parking required	No change
Garden Suite	No parking required	No parking required	No change

*Existing requirement includes visitor parking requirements. Proposed requirement excludes visitor parking requirements (an additional 10% of the total number of required stalls).

Multi-Residential Parking Rates

The format of these rates consider three key factors that have been shown to impact parking demand:

- Tenure Type (i.e. private ownership, purpose built rental, purpose built affordable non-market rental)
- Geographic Area (i.e. Core Area, Large Urban Villages & Town Centres, remainder of the City)
- Unit Size



CONTINUED >

Summary of Proposed Parking Rates

Multi-Residential Parking Rates, continued

CONDOMINIUM (Strata – Private Ownership)				
UNIT SIZE	EXISTING REQUIREMENT	PROPOSED REQUIREMENT		
		CORE AREA	VILLAGES / CENTRES	ALL OTHER AREAS
< 40 m ²	0.7 – 1.4 spaces per unit*	0.65 space per dwelling unit	0.70 space per dwelling unit	0.85 space per dwelling unit
40 m ² to 70 m ²	0.7 – 1.4 spaces per unit*	0.80 space per dwelling unit	0.85 space per dwelling unit	1.0 space per dwelling unit
> 70 m ²	0.7 – 1.4 spaces per unit*	1.2 spaces per dwelling unit	1.3 spaces per dwelling unit	1.45 spaces per dwelling unit

APARTMENT (Purpose Built Rental)				
UNIT SIZE	EXISTING REQUIREMENT	PROPOSED REQUIREMENT		
		CORE AREA	VILLAGES / CENTRES	ALL OTHER AREAS
< 40 m ²	0.7 – 1.4 spaces per unit*	0.50 space per dwelling unit	0.60 space per dwelling unit	0.75 space per dwelling unit
40 m ² to 70 m ²	0.7 – 1.4 spaces per unit*	0.60 space per dwelling unit	0.70 space per dwelling unit	0.90 space per dwelling unit
> 70 m ²	0.7 – 1.4 spaces per unit*	1.0 space per dwelling unit	1.1 spaces per dwelling unit	1.3 spaces per dwelling unit

AFFORDABLE (Purpose Built Non-Market Rental)				
UNIT SIZE	EXISTING REQUIREMENT	PROPOSED REQUIREMENT		
		CORE AREA	VILLAGES / CENTRES	ALL OTHER AREAS
< 50 m ²	0.7 – 1.4 spaces per unit*	0.3 space per dwelling unit	0.3 space per dwelling unit	0.3 space per dwelling unit
> 50 m ²	0.7 – 1.4 spaces per unit*	0.5 spaces per dwelling unit	0.5 spaces per dwelling unit	0.5 spaces per dwelling unit

*parking rates are dependent on specific site zoning but lowest rates are found downtown and elsewhere requirements are typically 1.3–1.4 spaces per dwelling unit.

Parking Rates for Other Residential Uses

USE	EXISTING REQUIREMENT	PROPOSED REQUIREMENT	CHANGE
Senior Citizens' Residences (i.e. Independent Living)	0.35 space per senior citizens' unit (specific geographic location only)	0.35 space per dwelling unit (citywide)	Existing requirement expanded to cover entire City
Supportive Housing and Community Care Facility (i.e. Nursing House, supported living)	1 space per 5 beds	1.0 space per 80 m ² of gross floor area	No change in parking supply rate; change from beds to floor area

Visitor Parking

EXISTING REQUIREMENT	PROPOSED REQUIREMENT	CHANGE
10% of the total number of parking spaces must be reserved for guests	Minimum visitor parking supply rate to be 0.10 spaces per dwelling unit	Supply rate to be expressed independent of total number of parking spaces required

CONTINUED >

Summary of Proposed Parking Rates

Parking Rates for Commercial, Institutional and Industrial Uses

Note: Several Zones in the Downtown area have site specific parking requirements and there are instances where parking is not required for some commercial or residential uses (i.e. CA-3 Central Area General Commercial District, CA-3C Old Town District, CA-4 Central Area Commercial Office District). Properties within these zones would be unaffected by the proposed revisions to Schedule C.

USE	EXISTING REQUIREMENT	PROPOSED REQUIREMENT (CORE AREA)	PROPOSED REQUIREMENT (VILLAGES/CENTRES & ALL OTHER AREAS)	CHANGE
Offices used for medical and dental purposes	1 space per 37.5 m ² of GFA	1 space per 75m ²	1 space per 37.5 m ²	No change
Other offices	1 space per 65 m ² of GFA	1 space per 100m ²	1 space per 50 m ²	Increase
Personal & Financial Services	1 space per 37.5 m ² of GFA	1 space per 75m ²	1 space per 37.5 m ²	No change
Food and Beverage Services: sit-down restaurant, pubs / brew pubs, café / fast food	1 space per 5 seats	1 space per 40m ²	1 space per 20 m ²	No change in parking supply rate; change from number of seats to floor area
Retail	1 space per 37.5 m ²	1 space per 80m ²	1 space per 40 m ²	Decrease
Grocery store	1 space per 37.5 m ²	1 space per 30 m ² for grocery stores greater than 800 m ² . For stores less than 800 m ² , use the retail rate (above)	1 space per 15 m ² for grocery stores greater than 800 m ² . For stores less than 800 m ² , use the retail rate (above)	Increase for larger format stores Decrease for smaller stores
Hotel and motel	CA-3, CA-4, CA-5 zones – 0.5 space per unit Other zones – 1 space per unit	0.25 space per room	0.50 space per room	Decrease
Hospital	1 space per 4 beds; plus 1 space per 3 employees not counting doctors, plus 1 space per doctor	1 space per 80 m ²	1 space per 80 m ²	No change in parking supply rate; change from beds to floor area
Arts and Cultural Facilities	1 space per 10 seats in the public assembly area	1 space per 80 m ²	1 space per 40 m ²	No change in parking supply rate; change from number of seats to floor area
Schools, Colleges and Universities	[a] Kindergarten and elementary schools – 1 space per employee plus 2 [b] Junior secondary schools – 1 space per employee plus 2 [c] Senior secondary schools and colleges – 1 space per employee plus 2, plus 1 space per 25 students	[a] Elementary / Middle School – 1 space per 150 m ² [b] Secondary School – 1 space per 75 m ² [c] Universities / Colleges – 1 space per 80 m ²	[a] Elementary / Middle School – 1 space per 150 m ² [b] Secondary School – 1 space per 75 m ² [c] Universities / Colleges – 1 space per 80 m ²	No change in parking supply rate; change from number students/staff to floor area

CONTINUED >

Summary of Proposed Parking Rates

Parking Rates for Commercial, Institutional and Industrial Uses, continued

USE	EXISTING REQUIREMENT	PROPOSED REQUIREMENT (CORE AREA)	PROPOSED REQUIREMENT (VILLAGES/CENTRES & ALL OTHER AREAS)	CHANGE
Places of Worship	1 space per 10 seats and per 5 m ² of bench in the principal assembly room; or 1 space per 9.5 m ² of floor area used or intended to be used for public assembly purposes, whichever is greater	1 space per 20 m ²	1 space per 20 m ²	No change in parking supply rate; change from number of seats to floor area
Assembly Uses "Auditoriums"	1 space per 6 m ² of floor area used or intended to be used for assembly purposes	1 space per 9.5 m ² of floor area used or intended to be used for assembly purposes	1 space per 9.5 m ² of floor area used or intended to be used for assembly purposes	Decrease
Assembly Uses "Social Gatherings"	1 space per 9.5 m ² of floor area used or intended to be used for assembly purposes	1 space per 9.5 m ² of floor area used or intended to be used for assembly purposes	1 space per 9.5 m ² of floor area used or intended to be used for assembly purposes	No change
Wholesale and Warehouse Distribution	1 space per 93 m ² of GFA or 1 space per 3 employees, whichever is greater	1 space per 100 m ²	1 space per 100 m ²	Decrease
Light Industrial	1 space per 140 m ² of GFA or 1 space per 3 employees, whichever is greater	1 space per 140 m ² of gross floor area	1 space per 140 m ² of gross floor area	No change

Other Proposed Changes

- Increase the requirement for long-term bike parking in multi-residential development (all tenures) from 1 space per residential unit to 1.25 spaces per residential unit
- Redefine Class 1 (long-term) and Class 2 (short-term) bike parking to make these more user friendly
- Potentially introduce bicycle parking design standards (i.e. regulating the location of bicycle parking on the property)
- Allow front yard parking for single detached dwellings and duplexes
- Increase the requirement for barrier free parking (i.e. parking for those with disabilities/mobility constraints):

Existing Requirement

- Schedule C does not include a requirement for accessible or "barrier free" parking spaces, instead defaulting to the requirements of the BC Building Code: "where more than 50 parking stalls are provided, parking stalls for persons with disabilities shall be provided in the ratio of 1 for every 100 or part thereof"

Proposed Requirement

- for 15–50 required parking spaces, 1 barrier free space must be provided
- for 51–100 required parking spaces, 2 barrier free spaces must be provided
- for over 101 required parking spaces, 3 barrier free spaces plus 1 for every 50 required spaces in excess of 101, must be provided

Off Street Parking Regulations - Open House Comments

Dec 7, 2016 City of Victoria Ante Chamber
3:00pm – 6:00pm

1. What do you think of the Geographic breakdown: Core Area, Villages/Centres, Elsewhere?

- Strongly Agree – 8
- Agree – 1
- Neutral – 0
- Disagree – 0
- Strongly Disagree – 0

What do you think of the proposed changes?

2. Fewer residential parking stalls required for smaller multi-residential units

- Yes
- Yes, this will directly impact the viability of a project I am considering for a project

3. Increased bicycle parking for multi-residential developments (from 1 stall to 1.25 stalls per unit)

- If no parking then maybe – 1 stall is still high though historically not used.
- Have some bike parking only
- Yes
- Yes, covered bike parking and secure bike parking
- Look at each development individually to determine focus and need as part of a total TDM strategy
- 1.25 stalls may not be high enough
- Need bike parking for cargo bikes
- Need electric outlets for e-bikes
- Should be based on size

4. Allow front yard parking for single detached dwellings and duplexes

- Yes, carports worked well in the 50's
- Need more information on idea
- No
- Yes, I agree absolutely. I counted over 20 small houses in an 8 block area of Oaklands with people only doors in their garage and no parking behind the front of the house. Please make this legal, especially if a secondary suite is installed.
- The parking stall for the house should be allowed on the street where the garage is developed for a secondary suite and the house is too close to the front property line to allow parking in the front yard. An additional car on the street in front of the existing driveway does not take away any existing on-street parking.
- I strongly support this idea:
 - Less impermeable surface
 - More potential to develop
 - People who have converted their garage will not fear an inspector visiting
 - This is working in Fairfield-Gonzales

5. Fewer parking stalls required for commercial, institutional and industrial uses in Core Areas

- Where is the parking? What has happened to traffic volumes?
- Agree, but need to synchronize with on-street parking and parkades
- Parking begets driving, reducing will help this
- I completely agree with this.
- With the move towards increasing bike traffic and public transit it makes sense that volume would decrease. Also reduced spaces increases motivation to take public transit and bike, easing congestion and considering the environment.
- Fewer parking stalls should be required for commercial spaces as there are so many people travelling by bike, foot and transit. Occupancy loads shouldn't be dictated by how many parking spaces are available as businesses rely on patronage above and beyond restrictions placed by bylaws.

6. Fewer parking stalls required for purpose-built affordable rental apartments

- Absolutely – should be zero for some types of buildings

7. Fewer parking stalls required for purpose-built rental apartments compared to privately owned condominiums

- No written comments provided

8. General Comments

- More bike parking when use changes (e.g. institutional)
- More mobility scooter stalls
- Bicycle and disabled parking should be the closest parking to the door
- No parking for narrow lots that do not have room for a garage
- Commercial parking should be behind the building
- Fernwood should be identified as Large Urban Village for parking
- I support re-visiting the data and requirements regularly
- Please include car-sharing as part of this critical action which has had measurable results in other cities. Low hanging fruit!
- Concern with potentially allowing secondary suite plus garden suite in combination with a single detached dwelling – could mean at least 3 vehicles with no parking requirements on site.
- Do not implement residential on-street parking zones in residential areas where property owners have developed on top of their driveways or converted garages into secondary suites. If they chose to do this they should not be allowed to request a residential parking area. Public streets belong to all tax payers and are not for the exclusive use of a specific resident.
- It seems to me, based on my understanding of the information provided, that the plan is to remove the responsibility to provide sufficient off-street parking from developers. Where will the owners/renters park? Will Victoria and adjoining jurisdictions spend the necessary money to improve public transportation in the region so that owners/renters will have a viable alternative to owning a car?
- Is there a long range comprehensive plan to address the off-street parking issue in a larger context?
- Having looked over the proposed changes to the off-street parking regulations I have one observation to make: anywhere that a change from the number of

residential units or restaurant seats or hospital beds to allocation by square footage or square metres is proposed would result in a significant reduction in the number of parking spaces required. This is unacceptable - It will lead to even greater problems finding parking spaces when needed.

- First: in your context paragraph you don't provide proof or backup information to validate the so-called benefits of bringing in your proposed changes. Many of the conclusions, I believe, would be pretty much open to interpretation. A benefit to cycling? How? Having moved here from the lower mainland, I'm sick and tired of cycling being a foremost consideration for anything and everything a politician or planning department wants to do - and I'm a cyclist. As for the availability of lower-priced real-estate, give me a break. If there is a bigger profit in a development, I doubt it is being passed on to a buyer; I go to quite a few council meetings related to new developments (my specific bug-bear is density) and I don't have the faith in municipal planners, politicians and developers which you appear to have. In fact, most of the time the cosiness is disturbing. I live in an eight unit townhouse complex with 2 or three visitor parking spaces; they are in pretty much constant use. You mention that these rules have not changed since the late eighties but what has changed is the number of neighbourhoods sporting "resident only" parking, not to mention the 1 and two hour restrictions in many areas. Where would you suggest my sister visiting for a couple of days or a tradesman park? My bottom line is leave the attached or town-house requirement the way it is or even increase it, or change on-street regulations to allow for visitors etc. What I'm reading is essentially a give-away to developers.

Off-Street Parking

Zoning Regulation Bylaw (Schedule C)

- Specifies type, quantity and design for private development
- For vehicles and bicycles
- Requires public hearing and Council approval

* Has not had a significant update since 1982



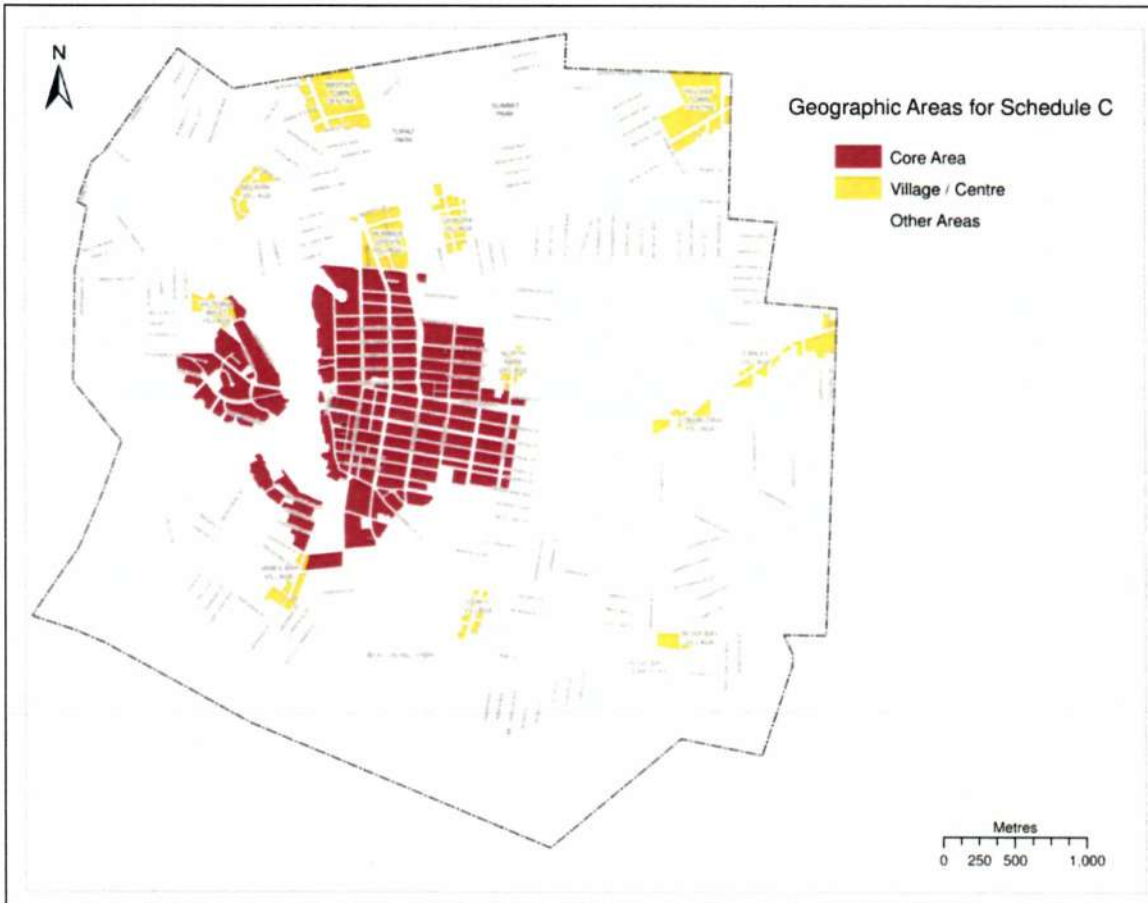
Benefits

- Supports affordable housing and healthy communities
- Aligns with actual parking demand
- Reduces parking variances
- Improves development process
- A more user-friendly format regulations
- Better alignment with current practices and trends

Timeline



Key Changes



Key Changes

- Fewer parking stalls required for commercial, institutional and industrial uses in Core Area
- Fewer parking stalls required for purpose-built affordable rental apartments
- Fewer parking stalls required for purpose-built rental apartments compared to privately owned condominiums
- Fewer parking stalls required for smaller (<40m²) multi-unit residential units
- Increased bicycle parking for multi-residential developments (from 1 stall to 1.25 stalls per unit)
- Allow front yard parking for single detached dwellings and duplexes

Questions?

Review of Off-Street Parking Requirements Zoning Regulation Bylaw – “Schedule C”

Advisory Committee Meeting no.4
April 25 2017

OVERVIEW

BENEFITS OF AN UPDATED SCHEDULE C

- Aligns with actual parking demand
- Reduces the number of parking variances
- Create a more user-friendly format for the regulations
- Improves the development process
- Better alignment with current practices and trends
- Support affordable housing and healthy communities

Part 1. **RECAP OF PROCESS** February 2016 – March 2017

PROCESS

Phase 1
Understand Needs

Phase 2
Identify + Test Changes

Phase 3
Update Bylaw

Four Working Papers were completed, organized as follows:

1. Policy Directions – OCP, Sustainability, Transportation
2. Research + Best Practices – parking supply rates, incentive mechanisms
3. Data Collection + Analysis – vehicle ownership data, observations
4. Community Input – Advisory Comm., stakeholders, Focus Groups

Working Papers available at:

www.victoria.ca/EN/main/residents/planning-development/off-street-parking-review.html

PROCESS, cont.

Phase 1
Understand Needs

Phase 2
Identify + Test Changes

Phase 3
Update Bylaw

- Completion of Working Paper no.5, key recommendations:
 1. Differing multi-residential supply rates by geographic area
 2. Differing multi-residential supply rates by floor area
 3. Barrier free parking rates above and beyond BC Building Code
 4. Increase multi-residential bicycle supply rate from 1 to 1.25/unit
 5. Need for TDM (i.e., carsharing, transit proximity)
- Tested proposed changes with Advisory Group and December 2016 Open House

PROCESS, cont.

Phase 1
Understand Needs

Phase 2
Identify + Test Changes

Phase 3
Update Bylaw

- Prepared a draft of Schedule C bylaw
- Revised draft based on City staff feedback
- Opportunity for Advisory Group feedback (why we are here today)

PROCESS, cont.

Advisory Group Meetings...

Meeting no.1, April 2016

- Project overview, Advisory Committee role, prelim discussion

Meeting no.2, May 2016

- Research + technical findings, survey, geographic areas

Meeting no.3, October 2016

- Prelim recommendations – supply rates, specialty parking, sustainable transportation, incentive regulations

Meeting no.4, April 2017

- Discuss key changes

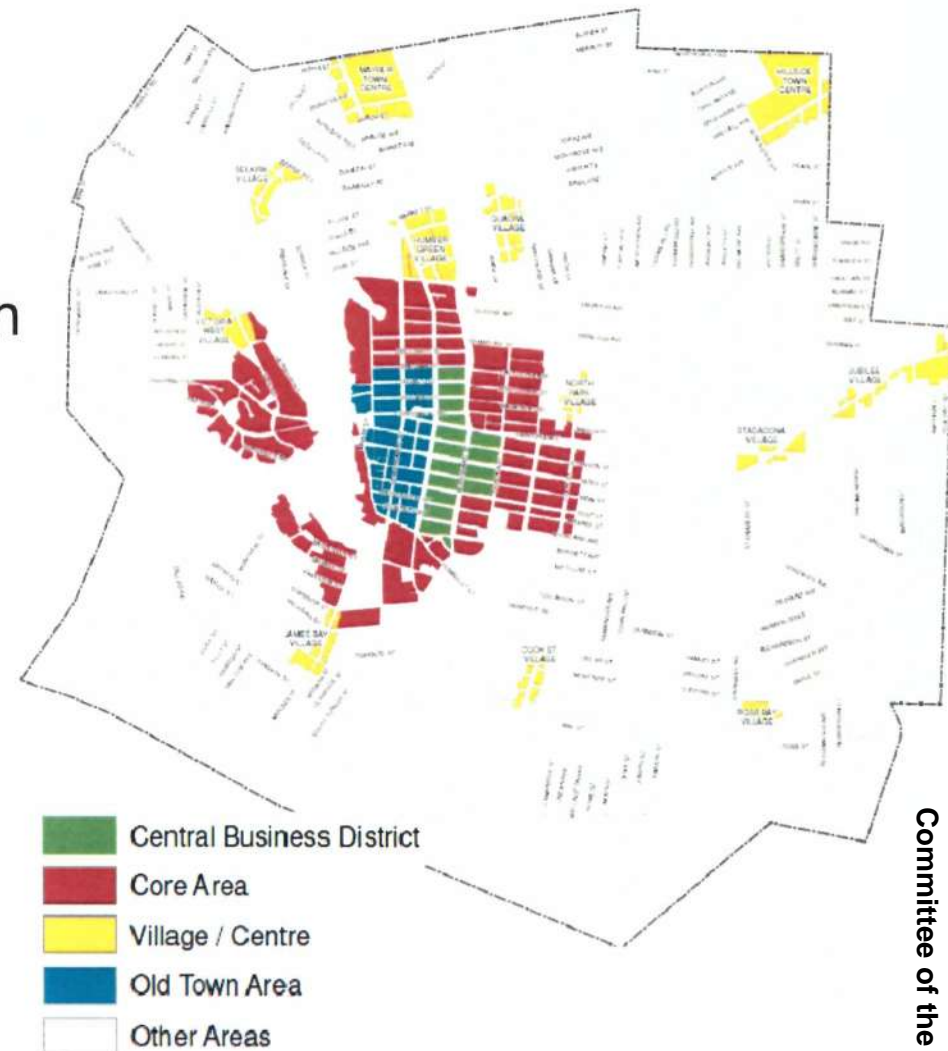
Part 2.

HIGHLIGHTS FROM DRAFT SCHEDULE C

What is changing and what are the implications?

PARKING SUPPLY, GENERAL

- General alignment of parking rates with “actual” parking demand
- Parking rates to better reflect known influences on parking...
 - Location / Context (All Uses)
 - Unit Size (Multi-Residential)
 - Housing Type - Condominium, Apartment, Affordable
- Zero parking requirement retained for Old Town



PARKING SUPPLY, RESIDENTIAL

Existing:

0.7 – 1.4 parking spaces / unit

Proposed:

B. MULTI-RESIDENTIAL		Number of parking spaces per dwelling unit					
		Dwelling unit gross floor area	Old Town Area	CBD	Core Area	Village / Centre	Other Area
B1.	Multi Residential, Condominium	< 40m ²	0.65			0.70	0.85
		40m ² to 70m ²	0.80			0.85	1.00
		> 70m ²	1.20			1.30	1.45
B2.	Multi-Residential, Apartment:	< 40m ²	0.50			0.60	0.75
		40m ² to 70m ²	0.60			0.70	0.90
		> 70m ²	1.00			1.10	1.30
B3.	Multi-Residential, Affordable Housing	≤ 50m ²	0.30				
		> 50m ²	0.50				

PARKING SUPPLY, COMMERCIAL

Proposed

Change

USE			NUMBER OF PARKING SPACES				
C. COMMERCIAL							
			Old Town Area	CBD	Core Area	Village / Centre	Other Area
C1.	Office, General		1 space per 95m ² where Office uses exceed 2,850 m ²	1 space per 100m ²		1 space per 50m ²	
C2.	Office, Health Care		--	1 space per 75m ²		1 space per 37.5m ²	
C3.	Personal & Financial Service		--	1 space per 75m ²		1 space per 37.5m ²	
C4.	Food, Beverage & Entertainment Service: Sit-Down Restaurant, Café, Coffee Shop, Fast Food		--	1 space per 40m ²		1 space per 20m ²	
C5.	Food, Beverage & Entertainment Service: Pub, Night Club		--	--	--	1 space per 60m ²	
C6.	Retail		--	1 space per 80m ²		1 space per 40m ²	
C7.	Grocery Store	800m ² or less	--	1 space per 80m ²		1 space per 40m ²	
		> 800m ²	--	1 space per 30m ²		1 space per 15m ²	
C8.	Hotel & Motel		0.25 spaces per room			0.50 spaces per room	

Existing = 1/65m²Existing = 1/37.5m²

Existing in core = 0.5 / room

Existing other zones = 1 / room

PARKING FACILITY DESIGN

Parking facility design requirements to ensure higher quality design:

- Landscaping
- Walkways
- Lighting
- Front yard parking permission for single-family and duplexes



BICYCLE PARKING

- Include existing City bike parking design guidelines as regulation
- Increase Long-Term bike parking supply in Multi-Residential units $\geq 40\text{m}^2$

USE		LONG-TERM		SHORT-TERM
A. RESIDENTIAL		Number of bicycle parking spaces per dwelling unit, except where otherwise noted		
A1.	Single Family Dwelling, Two Family Dwelling, Attached Dwelling, Secondary Suite, Garden Suite	--		--
A2.	Multi-Residential	1 per unit < 40m^2	1.25 per unit $\geq 40\text{m}^2$	1 6-space rack at each entrance

BARRIER FREE + SCOOTER

Barrier Free Parking

Exceeds BC Building Code requirement

REQUIRED OFF-STREET PARKING SUPPLY	NUMBER OF REQUIRED BARRIER FREE PARKING SPACES
15 to 50	1
51 to 100	2
Over 101	3 spaces plus 1 for every 50 required spaces in excess of 101 spaces

Mobility Scooter Parking

- New requirement mobility scooter parking
one space per ten dwelling units (Seniors Housing only)

ENHANCED “READ-ABILITY”

- All supply rates expressed in **gross floor area**
 - References to “seats”, “doctors” or “students” have been removed
- Improved appearance + “read-ability”

Rate Tables Existing

Building Class	Number of Parking Spaces
A Residential	
1 <u>Single family dwellings</u>	1 space per <u>dwelling unit</u>
2 <u>Two family dwellings</u>	1 space per <u>dwelling unit</u>
3 <u>Buildings converted to housekeeping units</u>	1 space for the first unit plus 0.5 space for every unit over 1
4 <u>Buildings converted to rooming houses or boarding houses</u>	1 space for the first unit plus 0.5 space for every unit over 1
5 <u>New rooming houses or boarding houses</u>	0.5 space per sleeping unit
6 <u>New buildings containing housekeeping units</u>	1 space per <u>housekeeping unit</u>
7 <u>Buildings converted to multiple dwellings in zones other than a multiple dwelling zone both for rental and street buildings</u>	0.8 space per <u>dwelling unit</u> for any <u>building</u> containing more than 3 <u>dwelling units</u> 1.0 space per <u>dwelling unit</u> for any <u>building</u> containing 3 <u>dwelling units</u>
8 <u>Buildings containing residential use in the CA-3, CA-4 and CA-5</u>	0.7 space per dwelling unit
9 <u>Buildings containing residential use in the CA-1, CA-2 and CA-6</u>	1.0 space per dwelling unit

Proposed

USE		NUMBER OF PARKING SPACES					
A. RESIDENTIAL		Number of parking spaces per dwelling unit, except where otherwise noted					
A1.	Single Family Dwelling	1.0					
A2.	Two Family Dwelling	1.0					
A3.	Attached Dwelling	1.0					
A4.	Secondary Suite	--					
A5.	Garden Suite	--					
A6.	Senior Citizens' Residence	0.35					
A7.	Supportive Housing & Community Care Facility	1 space per 80m ²					
B. MULTI-RESIDENTIAL		Number of parking spaces per dwelling unit					
		Dwelling unit gross floor area	Old Town Area	CBD	Core Area	Village / Centre	Other Area
B1.	Multi-Residential, Condominium	< 40m ²		0.65		0.70	0.85
		40m ² to 70m ²		0.80		0.85	1.00
		> 70m ²		1.20		1.30	1.45

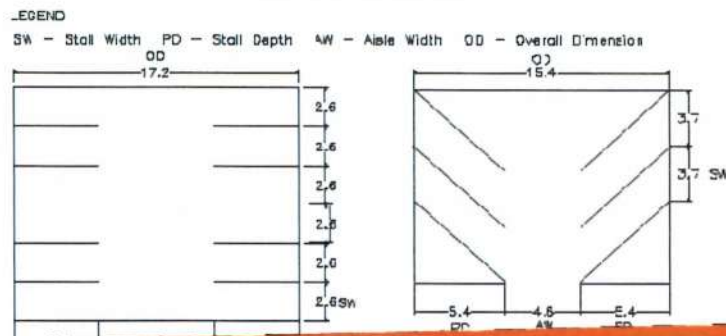
ENHANCED “READ-ABILITY”

- All supply rates expressed in **gross floor area**
 - References to “seats”, “doctors” or “students” have been removed
- Improved appearance + “read-ability”

Design Requirements Existing

Parking Angle in Degrees (A)	Stall Width Parallel to Aisle (SW)	Stall Depth Perpendicular to Aisle (PD)	Aisle Width (AW)	Overall Dimension
0	6.4	2.6	3.0	6.2
30	5.2	4.8	3.0	12.0
45	3.7	5.4	4.6	15.4
55	3.2	5.7	5.1	16.5
60	3.0	5.7	5.5	16.9
75	2.7	5.6	6.7	17.9
90	2.6	5.1	7.0	17.2

Typical Layout Standards



Proposed

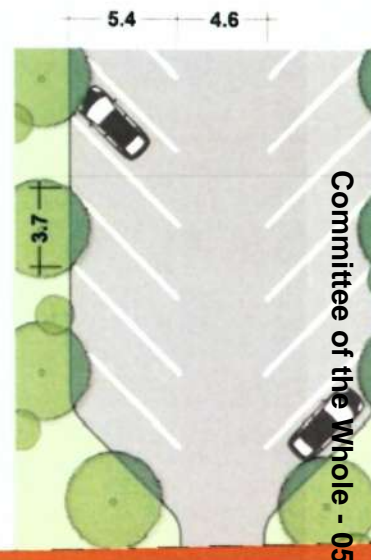
Parallel Configuration
(0 degree)



Angled Configuration
(30 degree)



Angled Configuration
(45 degree)



Items that were left on the “cutting room floor”...

-
- The map shows the District of Sancho with a proposed route for the Sancho Road highlighted in red. The route starts near the top center and runs southwards, passing through several streets including Connel Road, Bay St, and others. A scale bar at the bottom left indicates distances up to 1,000 metres. A north arrow is located in the top left corner. The map is titled 'Committee of the Wh...' on the right side.

WHAT'S NEXT?

- Internal City staff review
- Legal review
- Available for public review via open house + website
- Present to Council for adoption



Jim Handy

From: Sarah Webb
Sent: May 8, 2017 6:25 AM
To: Jim Handy; Steve Hutchison; Robert Batallas
Cc: Brad Dellebuur
Subject: Fwd: Active Transportation Committee - March 28, 2017

Hi Robert, Jim and Steve

Here is a submission from one of our ATAC members regarding schedule C.

Thanks
Sarah

Sent from my Bell Samsung device over Canada's largest network.

----- Forwarded message -----

From: Sierra Brown [REDACTED]
Date: Fri, Apr 28, 2017 at 11:08 AM
Subject: Re: Active Transportation Committee - March 28, 2017
To: [REDACTED]

Hi Tom,

A few comments on the schedule C off-street parking preliminary recommendations for your compilation:

Low-barrier long-term bike storage in multi-family/commercial buildings: I think Britta mentioned some parts of this, ramps for access for scooters and bikes (if there are stairs at least a spot to roll the bike wheels down), close to the main entrance, good visibility and lighting, etc. I would add that the bike racks should be more than 50% (ideally close to 100%) that do not require lifting or hanging a bike above the head from a hook on the ceiling or wall mounted, an example of this is in the picture on the preliminary recommendations paper for schedule C. I understand that hanging the bikes would reduce the square footage needed but I'm a woman who rides old steel bicycles, I just avoid these bike parking options that would require lifting my bike because my bikes are heavy and I lack the upper body strength/coordination to feel I can lift my bike safely overhead. Hanging/hook bike racks would also be less desirable for use by children who might not be able to reach high enough or seniors who may also lack the upper body strength required and could run the risk of injury. It would be nice if the guidelines required secured ground-oriented bike racks where a bike could also be locked at the frame of the bike for security (not those concrete wheel bender bike racks that only allow a single wheel to be secured).

On-Street Parking: I agree with others re: consider on-street parking with off-street holistically. I would raise the point though that on-street parking does have its positives for cyclists and pedestrians, it can provide some degree of traffic calming by narrowing the roadway. This is really noticeable on streets like Grant St between

Cook and Chambers where cars have to yield to oncoming cars because on-street parking narrows the road and because there are often pedestrians and cyclists sharing the narrowed road-way. The parked cars help to slow traffic by requiring drivers to be alert and travel at safer speeds through the narrowed streets that can in turn increase safety for bikes and pedestrians (parked cars would have to not block crossing sight lines for pedestrians and not open doors into cyclist for this to be a greater benefit overall though). On-street parking isn't all bad.

Visitor parking: From an active transportation perspective I think it is detrimental to have any minimum visitor parking requirement for cars. By guaranteeing visitors a free off-street parking spot it makes driving the best option since there won't be a cost and there is an assumed spot to park. It naturally makes driving the easiest, cheapest, fastest and most convenient choice. If instead there were no off-street visitor parking minimums included in any development it makes taking a car less desirable because people then have to think about whether there will be enough parking on-street (visitors are already allowed to use residential parking after all so there is on-street parking everywhere for visitors), how much on-street parking may cost in the core and whether it is worth taking the car at all if they have to find parking on-street or would it be easier to bus, bike or walk instead. If the city is dedicated to increasing active transportation rates of travel then I think off-street visitor parking needs to be removed as a requirement for all multi-residential buildings to nudge people into taking more active transportation options when visiting. It isn't forcing people to leave their car behind, just forcing them to think about it a bit more by making it less certain, potentially more costly and perhaps pushing them to consider an easier alternative mode of travel.

Single family homes parking/bike parking: one space requirement is fine I think but could we allow people to re-purpose their front driveways in single family dwellings for more secure mobility scooter/motorcycle or bicycle parking? Especially for older homes where there is no garage. It might be a bit out of scope for the current off-street parking update since I think it is mostly within schedule F (Accessory Buildings) but schedule F references schedule C so they have to work in sync. Also, the requirements could go in schedule C if they are purpose built off-street parking for bicycles, mobility scooters, etc. as an exception to the accessory building schedule since they'd be much smaller structures with a specific parking purpose. The current requirement essentially asks people to pave over the back yard access to install a covered parking area in the back yard for mobility scooters/motorized scooters/motorcycles/bicycles if they don't have a garage as all accessory buildings must be in the rear yard. Given the smaller size of mobility scooters, motorcycles and bicycles along with greater portability which makes them an easier target of thefts (as compared to a car), they need to be secured more out of sight to prevent them from being stolen. Allowing a bike locker/mobility scooter or motorcycle locker in the front parking spot of a single family home would also be in support of the new storm-water management billing principles by discouraging adding impermeable paving along the side of the house to the rear yard that would necessarily increase storm water run-off.

Future-proofing in village centres: I think others mentioned the need to have the bylaw be future-proofed a bit and a way I think that this could be done is by including small village areas now in the off-street parking schedule plan with the larger village areas to share the same lowered parking rates. They are known village centres already and some are actively trying to grow (Fernwood village square area is planning to add two small multi-residential with ground floor commercial buildings in the heart of the village in the next year and I believe both require parking variances to reduce their parking requirements) so it would be good to plan for small village parking needs now rather than treating them as the same as all 'other' areas that don't have the same variety of commercial with residential mix that even a small village centre has.

Consistent buffer distance to frequent transit/bike lanes to reduce parking minimums: I think this was mentioned a bit, that the bike lanes closeness to the development should also be a factor in addition to close proximity to transit that can reduce parking minimums by 10%. In addition to that and for the sake of consistency I think the same buffer distance that was used to decide where the AAA bike network should go should also be used as the buffer distance from frequent transit/bike lanes (especially the AAA bike lanes) to

reduce parking minimums for the sake of consistency. I believe the preliminary Biketoria report used 400m as the buffer distance to help determine the route rather than the 200m proposed for the off-street parking schedule update. I think we don't need to 'reward' sites at 200m as the report states out of concern that 400m covered too much of the core. I think it is reflective of the fact that Victoria is a growing city with a compact core that doesn't require high levels of off-street parking for new developments within 400m of AAA bike lanes or frequent transit routes.

Thank you,

Sierra

On Wed, Apr 26, 2017 at 5:42 AM, Tom Berkhout [REDACTED] wrote:

Hello Active Transportation Committee Members,

As per yesterday's discussion, please send me any additional comments that you would like me to pass along to City staff about their initial set of proposed changes to the "Schedule C" off street parking bylaws. Additional information and documents on the topic can be found here:

<http://www.victoria.ca/EN/main/residents/planning-development/off-street-parking-review.html>

Please send me your comments to me by no later than Friday, May 5th. I will then compile the comments received and pass them along to City staff.

Cheers,

Tom

On Sat, Apr 22, 2017 at 7:55 PM, Tom Berkhout [REDACTED] wrote:

Hello Victoria Active Transportation Committee Members,

Attached are the following documents:

1. Minutes from the March 2017 committee meeting
2. Agenda for April 2017 committee meeting
3. Parking related presentation for April 2017 meeting

Two additional things to note:

1. Luke will be away for this meeting as he is away on a much deserved vacation. I will be filling in as Chair for him.
2. If you cannot make the meeting, please let Christine Brinton (cbrinton@victoria.ca) know.

I look forward to seeing most of you on Tuesday!

Tom

On Fri, Mar 24, 2017 at 7:28 PM, Luke Hill [REDACTED] wrote:

Good evening all,

Attached are the Action Minutes for last month's meeting and the Agenda for Tuesday's meeting. If you cannot make the meeting, please let Christine Brinton (cbrinton@victoria.ca) know.

Have a great weekend, see you Tuesday.

Luke

--

Tom Berkhout
6-242 Ontario St, Victoria, BC, V8V 1N2
Phone: [REDACTED]

--

Tom Berkhout
6-242 Ontario St, Victoria, BC, V8V 1N2
Phone: [REDACTED]

--

Tom Berkhout
6-242 Ontario St, Victoria, BC, V8V 1N2
Phone: [REDACTED]

Jim Handy

From: Citizen Engagement
Sent: December 22, 2016 7:53 PM
To: Jim Handy; Robert Batallas
Cc: Rebecca Penz
Subject: FW: Feedback on proposed off street parking regulations

From: Suzanne Christensen [REDACTED]
Sent: Thursday, Dec 22, 2016 6:13 PM
To: Citizen Engagement <engage@victoria.ca>
Subject: Feedback on proposed off street parking regulations

Hello

I would like to provide a comment on the proposed changes, which in general seem fine. I do think they need to be accompanied by an updating to what I understand to be a current city policy on residential parking zones.

If, for example, if there are a number of new suites or laneway units built on a street there will still be no requirement to create new parking. I'm in favour of that. I understand it will potentially mean more cars parked on the street.

However, in some neighbourhoods homeowners have filled in their driveways, created rental or laneway suites and then petitioned the city to post residential only parking, creating exclusive parking zones for themselves on public property. Many parts of Fairfield fall into this category.

I believe if residents chose to remove their driveways and/or add more people and vehicles to their dwellings, they should accept that they might have to park around the corner, or a block away. This is the price for the choice they make to create or not create parking.

As a person who sometimes visits neighbourhoods to meet up with friends, see the cherry blossoms or do other enjoyable things, I fail to see why I shouldn't enjoy the curb space I contributed to as a taxpayer every bit as much as the person who happens to own or rent in that area. In some parts of town (deep James Bay comes to mind) the houses were never built with parking and owners have no options. I can see residential zones there, but maybe people should pay for that privilege, as they do in the West End of Vancouver.

Thank you

Suzanne Christensen
[REDACTED]
[REDACTED]

Jim Handy

From: Citizen Engagement
Sent: November 29, 2016 9:06 AM
To: Jim Handy
Cc: Rebecca Penz; Robert Batallas
Subject: FW: Feedback re: Off-Street Parking Review

Hi guys,
 Please review/respond to this email as well. I'll check back to see if there were other Offstreet Parking emails that came in and forward on if so.
 Thanks,
 Molly

From: Lars Stuurop [REDACTED]
Sent: Monday, Nov 28, 2016 4:08 PM
To: Citizen Engagement <engage@victoria.ca>
Subject: Feedback re: Off-Street Parking Review

To Whom It May Concern,

I would like to offer some suggestions regarding changes to the city's off street parking policies. I live in the Oaklands area and own a property with R1-B zoning. I have two suggestions:

1. The city should eliminate the requirement that there must be enough of a side yard setback for a vehicle to park alongside the building, i.e. beyond the front face of the building, in order to have a driveway. My understanding is that the rationale behind this requirement is some kind of aesthetic judgement that vehicles are unsightly.

While I agree that having less cars in view would be an improvement, I fail to see how this bylaw achieves this end.

People with legal driveways rarely park beyond the front face of their house unless they need to in order to make room for another vehicle that is *not* parked beyond the front face of their house.

People with illegal driveways park in front of their houses and people without driveways park on the street. I'm sure city crews, garbage collection crews, street sweepers etc. would appreciate less cars on the road regardless of whether they are parked in front of or alongside of houses.

This is an outdated bylaw and I doubt many people would support it today.

2. I have a secondary suite and between my family and my tenants, we have 9 bicycles. I believe that making cycling as convenient as possible should be a goal that is supported by the city's bylaws.

This means rolling up to your house on your bike over a nice gentle curb cut/driveway apron (see suggestion #1), into a covered area with secure bike racks. I would like to create covered, secure bike parking in front of my house by either building a large overhang or erecting an attractive carport. I can do neither of these things because of setback requirements. Nobody looks forward to riding a wet, rusty bicycle or having to wheel their bike through gates to a crowded backyard storage area. My backyard is full of bikes when it should be full of garden beds! It would be fantastic if the city would relax setback requirements for covered bicycle parking.

Thank you for taking the time to read and consider my feedback.

Most sincerely,

Lars Stuurop

Jim Handy

From: Citizen Engagement
Sent: December 22, 2016 7:52 PM
To: Jim Handy; Robert Batallas
Cc: Rebecca Penz
Subject: FW: Off street parking review

-----Original Message-----

From: Jim's Email [REDACTED]
Sent: Thursday, Dec 22, 2016 6:57 PM
To: Citizen Engagement <engage@victoria.ca>
Subject: Off street parking review

It seems to me, based on my understanding of the information provided, that the plan is to remove the responsibility to provide sufficient off-street parking from developers. Where will the owners/renters park? Will Victoria and adjoining jurisdictions spend the necessary money to improve public transportation in the region so that owners/renters will have a viable alternative to owning a car?

Is there a long range comprehensive plan to address the off-street parking issue in a larger context?

Sent from Jim Duncan
202-978 Heywood Ave.
Victoria, BC

Jim Handy

From: Citizen Engagement
Sent: November 30, 2016 1:48 PM
To: Jim Handy
Cc: Robert Batallas; Rebecca Penz
Subject: FW: Off street parking

From: Aranka Szaniszlo [REDACTED]
Sent: Wednesday, Nov 30, 2016 1:39 PM
To: Citizen Engagement <engage@victoria.ca>
Subject: Off street parking

You are complete idiots!
Aranka

Jim Handy

From: Citizen Engagement
Sent: December 1, 2016 8:18 AM
To: Jim Handy
Cc: Rebecca Penz; Robert Batallas
Subject: FW: Off-street parking

From: Kathryn Foster [REDACTED]
Sent: Wednesday, Nov 30, 2016 9:36 PM
To: Citizen Engagement <engage@victoria.ca>
Subject: Off-street parking

From my perspective, living in North Jubilee, parking has always been a major issue. Royal Jubilee Hospital, doctor's offices and a pub in the vicinity factor largely into the problems we experience with parking but so does the age of some of the properties in the area with regards to the original capacity for parking before cars played a significant role in transportation throughout the area.

Also, this area is riddled with illegal suites, room rentals and secondary buildings used for accommodation. I recognize that the City is trying to cope with very low vacancy rates for rental but if you relax the rules for off street parking for rentals and/or affordable housing, instead of turning their front or side yards into parking lots, they will turn them into more rental space. Or they will now feel free to turn the backyard into garden suites because the current need for off street parking would have prohibited that previously.

The result with relaxed rules is that all parking will end up relegated to the street – streets (and neighbourhoods) that were not constructed or planned with 2, 3, 4 or 5 cars attached to each property in mind. The City may gain some relief in the vacancy rate but this neighbourhood will lose visual green space, will be further subject to run off problems (Bowker Creek), less air quality with fewer trees and plants, destroyed ecosystems (Garry Oaks) and the usual disputes that occur when there is less curb space then cars desiring to park there (residents) not to mention lack of space for service vehicles or visitors.

This neighbourhood worked very hard to manage traffic in this area. Traffic overwhelmed our quality of life and made strangers where once neighbours existed. We have grown back into a neighbourhood as a result of lobbying long and hard for acknowledgement through traffic calming that our quality of life was being seriously eroded by non-residents short cutting through our area. Similarly, we have struggled to manage an abuse of residential parking regulations by large user groups like visitors and employees of RJH etc. A requirement for off-street parking had the net effect of controlling unrestrained growth and therefore combatting the usual disagreements and squabbles that result when residents cannot park in front of their own houses or have their guests do the same because one neighbour has 5 cars associated with what used to be single family dwelling. Add to this increased pressure from non-residents and you have the makings of some serious feuds!

Let me give you an example. I moved to my street in the late 80's. There was a very run down house across from me – literally, it was leaning to one side. The front yard was a mud pit with bits of cars, garbage etc. strewn about. Everyone in the neighbourhood cheered when it was bulldozed – but that was before we were aware that the new owner intended to build a duplex. In itself, a duplex would not have so bad but it turned out to be a really hideous duplex with virtually all of the front yard given over to driveway. In the intervening years. Each side of the duplex has converted the front facing garage to a suite (not legal). Each side has closed in the front facing sun porch to use as living space or bedrooms so that traditional bedrooms or living rooms could be rented out. One side alone, had a tenant in the garage and 2 other renters in the bedrooms of the main floor as well as the couple who owned the place. These were youngish

folks who liked to 4 wheel drive. On just the one side, there were 4 vehicles. On the other side, there were two – and a little trailer. Soon they dug up what little green space existed in the front yard to put in more driveway because they have NO curb space in front of their house and sometimes had to circle the street for parking. Across the street from them is an older home with a suite (not legal) in the basement and a large garden suite (not legal) in the back yard. They also have 4 or 5 cars with only one space for curb parking in the front.

In this case, if you take away a requirement for off-street parking because these units are both renting and I have to assume relatively “affordable”, all the cars will park on the street and they will put up storage tents as the new owner of ½ the duplex has done to make more room in the house for more rental space inside! If you think this means people will then have fewer cars, I think you need to spend some time in this neighbourhood! Relaxing the need will simply mean you will turn our streets into parking lots, which will visually encourage outside users until we are right back to being a street alienated neighbour to neighbour because of bad feelings around parking abuse or thoughtlessness. The streets in NJ will simply become a parking lot, you will encourage unrestrained growth of illegal suites, garden suites, and boarding houses, net no increased revenue and most certainly will not be adding any compensatory amenities to our area. Thirty years have asking has proven that to me.

I recognize that the City deems reducing off street parking in Gonzales has been a success but these are fundamentally different neighbourhoods, One far more ‘rich’ than the other and a higher class of renters if you will, then NJ enjoys. The physical location of Gonzales is far more likely to attract long stay tenants who are far easier to convince not to clutter the neighbourhood with a myriad of vehicles. They are far more likely to have buy-in to neighbourhood aesthetic than short stay room renters in smaller homes in NJ.

The City seems to want to have a one policy fits all solution to neighbourhood problems. It may sound good on paper but in practice all neighbourhoods are NOT the same and one rule will not fit all.

Relaxing the off-street parking requirement would do nothing to enhance the livability of North Jubilee. Be aware of context when you have these discussion. Put me down as **STRONGLY OPPOSED** to relaxing off street parking regulations in this area!

Kathrynn Foster

Jim Handy

From: Citizen Engagement
Sent: November 29, 2016 8:19 AM
To: Jim Handy
Cc: Rebecca Penz; Robert Batallas
Subject: FW: Off-Street Parking Review Open House

For your review and response.
Thanks,
Molly

From: Todd Litman [REDACTED]
Sent: Tuesday, Nov 29, 2016 8:07 AM
To: Citizen Engagement <engage@victoria.ca>
Subject: RE: Off-Street Parking Review Open House

Dear Victoria Planners,

I am unable to attend the December 7th meeting, but I would like to express my support for the proposed parking policy changes. Many studies indicate that current parking requirements are excessive for low- and moderate-priced housing and commercial buildings located in accessible, multi-modal areas, particularly if implement parking management strategies such as efficient pricing (unbundled or cashed out parking) and overflow parking management plans to accommodate occasional overflow demands. Reducing parking requirements and more efficient parking management support our community's strategic goals of increasing housing affordability, encouraging resource-efficient travel modes (walking, cycling and public transit) and reducing sprawl.

In most cases, minimum parking requirements can be eliminated, so developers can determine parking supply based on market demand rather than regulations, provided the city effectively manages on-street parking to prevent spillover problems. By expanding where and when on-street parking is priced, the City can reduce parking congestion and generate new revenues.

Sincerely,
Todd Litman [REDACTED]
Victoria Transport Policy Institute (www.vtpi.org)
Office: 250-360-1560 | [REDACTED]
1250 Rudlin Street, Victoria, BC, V8V 3R7, CANADA
Efficiency - Equity - Clarity

Jim Handy

From: Citizen Engagement
Sent: November 30, 2016 12:12 PM
To: Jim Handy
Cc: Rebecca Penz; Robert Batallas
Subject: FW: Off-street Parking Review

-----Original Message-----

From: Daniel Kell [REDACTED]
Sent: Wednesday, Nov 30, 2016 11:52 AM
To: Citizen Engagement <engage@victoria.ca>; Ben Isitt <ben@isitt.ca>
Subject: Off-street Parking Review

I'm writing to comment on the off-street parking review and I believe that council is either ignoring the facts or is being misinformed as to the gravity of the inner city on-street parking issues in proposing these changes.

In support to the aforementioned I would direct your attention to the April 16th, 2016 Street Parking Report conducted by Boulevard Transportation in support of a Zoning Change/Development Permit application for 1016 Southgate Street. This report is a cursory overview of the off-street parking situation in the general Fairfield area. The report bases its conclusions using comparables from large apartment blocks throughout the Fairfield area with sufficient off-street parking to accommodate the number of suites at each site. This allows the authors to incorrectly conclude that that on-street parking is not an issue and support the reduced off-street parking proposal stated in the Development Permit which is far from the case. The report fails to address the smaller preexisting rental units that have NO or INSUFFICIENT off-street parking. Further, the report does not mention the policy of the large apartment blocks to charge the tenants an additional monthly fee should they want off-street parking. The combination of the latter two is a major disrupter in the immediate area and is cascading throughout the community. Currently, you are fortunate to get a parking spot on the same block let alone in front of your home.

In speaking with one of the planners at City Hall he was very sympathetic but he admitted that the council's mandate is to provide affordable, high density housing and off-street parking is expensive especially in the inner city. One can only conclude that this mandate is the driver behind the captioned review as the facts as presented clearly do not support any of the off-street parking proposals under consideration.

We need to have someone in City Hall stand up and champion the rights of the current residents of the inner city.

Dan Kell
412 Vancouver Street

Jim Handy

From: Citizen Engagement
Sent: December 5, 2016 1:41 PM
To: Jim Handy
Cc: Rebecca Penz; Robert Batallas
Subject: FW: To : city of Victoria off street parking review.

From: Eric Diller [REDACTED]
Sent: Saturday, Dec 3, 2016 10:36 PM
To: Citizen Engagement <engage@victoria.ca>
Subject: To : city of Victoria off street parking review.

To city of Victoria, Off street parking review.

Further to my points sent earlier, I would like to add the following:

I would further encourage you to insist that any new to be constructed off street parking that is to be structured be required to have minimum 2 meters of height per level and be serviced as though it will be used as office or residential with plumbing and electrical provided for future use per level. The reason for this is that it is anticipated with falling demand for cars and for more shared use of cars and uncertainty provided by the coming of autonomous cars that most of the parking that is currently available will be un needed. By sizing plumbing and electrical services to newly constructed parking it will make the conversion of this parking to office or residential use easier, and therefore be of higher value to clients.

Sincerely,
Eric Diller

Jim Handy

From: Pamela St. Denis [REDACTED]
Sent: January 12, 2017 4:28 PM
To: Jim Handy
Subject: Fw: Off-street Parking review

My apologies if this is a duplicate email...problems with my original spelling of your name...

Subject: re: Off-street Parking review

Dear Jim Handy,

I spoke to you in the summer of 2016, and now at long last the e-mail I promised you with regards to the Off-Street Parking Review and front of the house parking.

I will also forward to you the comments I sent to engage@victoria.ca

RE: Off-street Parking Review

I thoroughly agree that a review needed to be done to deal with the current parking issues.

I feel strongly that front parking should be permitted, a good example where this would be highly desirable would be for my property, currently lacking a driveway (and most likely never had one).

I have an unused grandfathered curb cut, and permission to utilize it from the City, however, according to current regulations, if I created a driveway it would require a variance because it would be located in front of my house. (even though the cut is there)

To construct a driveway in the permitted area, would require the excavating of an area more than twice the size, all to park one vehicle. I would incur the extra cost of the driveway expenses and the driveway constructed in the zoned area would actually be less safe than a variant driveway because it would not be along side the neighbour's driveway to supply increased vision. As well, such a driveway would also take up more street parking space because of the measure along the road. Front of the house parking in my case would mean a smaller footprint, better lot drainage and a safer street access.

Plus the "look" of my 1912 house would be more pleasant with a modest sized parking pad. The Arts and Craft house style would be emphasized and the gardens more of a focus.

Please also note that on my street, some duplex lots were split long ago, and those homeowners have no parking available, unless front of parking is granted. If some of these owners constructed driveways, the on-street parking supply would logically increase.

Now I would like to make a few comments on the current attempt to enforce off-street parking. On my street, 2500 block of Prior Street (duplex zoned lots) there are numerous legal and illegal multi-plex dwellings. A large number of these dwellings do have driveways that were extended to accommodate extra vehicles associated with the house, however very few cars actually utilize these parking spots because

a) the majority of the extended driveways are actually blocked off with fencing, planters, etc to prevent vehicles from parking. [It appears to me that in some situations this has been done to increase privacy for lower suites, create storage area for main unit and to create gardens]

b) people prefer to park on the street, to access their vehicles easier or because the off-street parking area driveway is narrow and requires some driving skills that they may lack.

c) In a few instances there are so many vehicles associated with a home that there is not enough off-street parking on the property. (Currently there are 7 vehicles associated with one house near me, and only room for 3 vehicles on the lot) If they have guests visiting, it can be 10 vehicles in an evening, and please note that this home is not a multi-plex.

RE: On-street parking

Off-street, front of the house parking will not eliminate all parking issues and I suspect it will only temporarily relieve the vehicle volume. Some neighbours have begun to try AirBNB, and I foresee more problems ahead on our street, since temporary residents do not tend to utilize the same parking space and create a shifting of other people's habitual spot on the street which leads to "unneighbourly" conversations. I am not sure if it has been noted by your committee but the more transient the residents, the more conflicts arise because of parking allocations.

I would like to suggest that the City might consider assigning parking spots on the street to individual addresses. [Painted numbers on the street] In a perfect world the current regulation would be adequate, however, when one home has an exceptional number of vehicles associated with it, it is just not adequate.

In my mind this would mean that a duplex zoned lot would acquire 2 spots and a single lot only 1 spot. It may well be that the spots may not be directly in front of the property, but from my calculations on my street, they would be still be very close. Of course, there would have to be some discussion as to ways to handle legal triplexes on duplex lots, but since they were a variance to begin with, I would think that no more than 2 spots should be assigned. Could it happen that not enough spots are available on a street, yes, but then some homeowners could possibly receive compensation in the manner of a slightly lower property tax. Or it may be that there are "guest" spaces available. I understand some jurisdictions already use this form of street parking.

I would suggest that this system would greatly encourage homeowners to rethink how many vehicles they wish to have associated with their home, plus encourage the use of a bus, biking and walking as means of transportation and would allow people to plan for their guests or contractors. With regards to special and temporary City and construction needs, surely some logical balance could be reached when parking space is required?

Perhaps, the assignment of a specific spot will also deal with those residents who have been depositing their vehicles for months in the same spot. The tree leaves and branches covering them are not the only clue, tires flatten over the months of abandonment.

As it stands now I have friends and family who inform me that they would prefer I travel to their home for a visit because they can never find parking near my home. Those words always make me sigh because I am not sure if I will find a parking spot when I return home, less than 1/2 block from my home.

Oh well, at least on my street, the vehicles are not blocking all of the sidewalks, as I note whenever I travel Fairfield streets near the Cook Street Village.

Best regards,

Pamela St. Denis

2579 Prior Street

Victoria, BC

V8T 3X5

Jim Handy

From: Pamela St. Denis [REDACTED]
Sent: January 12, 2017 4:25 PM
To: jhardy@victoria.ca
Subject: Fw: Off-Street Parking Review

Hello Jim Hardy,

Please note my final comment at the bottom regarding the front of the house parking space.

Thank you for your assistance in the past.

Pamela St. Denis

From: Pamela St. Denis [REDACTED]
Sent: January 12, 2017 11:05 PM
To: engage@victoria.ca
Subject: re: Off-Street Parking Review

To Whom it May Concern,

I was not able to attend and post my sticky notes, so I cut and pasted my responses below...in Italics.

Regards,

Pamela St. Denis

REVIEW OF OFF-STREET PARKING REQUIREMENTS

ZONING REGULATION BYLAW ("SCHEDULE C")

Parking Regulations by Geographic Area

What do you think of this approach to develop parking regulations that respond to the unique context of the Downtown Core Area, Large Urban Villages and Town Centres from other areas of the city

Yes, I strongly agree each area requires unique parking regulations as long as the impact of those regulations does not create problems for adjoining zones, avoid a chain reaction.

The following are some of the key changes that are being considered for the new off-street parking regulations.

Proposed Change

Fewer parking stalls required for commercial, institutional and industrial uses in Core Areas.

No, I already find it difficult to do business with commercial and industrial businesses within the core area.. If anything, I think that businesses should have more commercial use only spots designated with limited times to allow customers access. Institutions need to work harder to encourage their staff and clients to use other forms of transportation other than vehicles.

Proposed Change

Fewer parking stalls required for purpose-built rental apartments compared to privately owned condominiums.

In general a Yes, agreement, however, I do think that the "economical income level of the residents may reflect upon how much parking is actually required, and that some studies should be made with that in mind. It will not "simply" depend upon whether the units are rental or condominiums. As well, the size of each unit would possibly be a good indicator that more occupants are looking for parking spaces.

The following are some of the key changes that are being considered for the new off-street parking regulations.

Fewer parking stalls required for smaller multi-unit residential units

Proposed Change

Increased bicycle parking for multi-residential developments (from 1 stall to 1.25 stalls per unit)

Yes

Allow front yard parking for single detached dwellings and duplexes.

Yes, but keeping in mind that some dwellings will not necessarily be able to fit a parking spot within the current space requirements, I believe an allowance, should be made for these special cases. A front driveway should be possible without owners having to seek a complicated and costly variance. Perhaps, Planning Dept, could review the special case on site and have some policy guidelines that would cover such cases.

Please note that on the other hand, I don't think that the entire front yard should be turned into a parking space and guidelines regarding space allotment need to be created that consider the esthetics.

Jim Handy

From: Citizen Engagement
Sent: January 3, 2017 11:51 AM
To: Jim Handy; Robert Batallas; Rebecca Penz
Subject: FW: Off-street parking on private property

From: KATE GLOVER [REDACTED]
Sent: Friday, Dec 30, 2016 2:29 PM
To: Citizen Engagement <engage@victoria.ca>
Subject: Off-street parking on private property

First: in your context paragraph you don't provide proof or backup information to validate the so-called benefits of bringing in your proposed changes. Many of the conclusions, I believe, would be pretty much open to interpretation. A benefit to cycling? How? Having moved here from the lower mainland, I'm sick and tired of cycling being a foremost consideration for anything and everything a politician or planning department wants to do - and I'm a cyclist. As for the availability of lower-priced real-estate, give me a break. If there is a bigger profit in a development, I doubt it is being passed on to a buyer; I go to quite a few council meetings related to new developments (my specific bug-bear is density) and I don't have the faith in municipal planners, politicians and developers which you appear to have. In fact, most of the time the cosyness is disturbing.

I live in an eight unit townhouse complex with 2 or three visitor parking spaces; they are in pretty much constant use. You mention that these rules have not changed since the late eighties but what has changed is the number of neighbourhoods sporting "resident only" parking, not to mention the 1 and two hour restrictions in many areas. Where would you suggest my sister visiting for a couple of days or a tradesman park?

My bottom line is leave the attached or town-house requirement the way it is or even increase it, or change on-street regulations to allow for visitors etc. What I'm reading is essentially a give-away to developers.

Kate Glover

Jim Handy

From: Citizen Engagement
Sent: January 3, 2017 11:51 AM
To: Robert Batallas; Jim Handy; Rebecca Penz
Subject: FW: Off street parking survey

From: DMcNally [REDACTED]
Sent: Saturday, Dec 31, 2016 11:52 AM
To: Citizen Engagement <engage@victoria.ca>
Subject: Off street parking survey

"Updated off-street parking regulations will help to support active transportation (e.g. cycling, walking, transit), encourage economic development, enable affordable housing and maintain healthy communities."

Hi at City of Victoria.

I live in a small strata of 6 units. There are 5 parking spaces. I park my small Honda Civic on the street and it is getting difficult to find space in my block some days .

I have learned how difficult public transit is for people with mobility issues, after caring for a disabled relative for 3 months. There is no way this person could walk to the nearest bus stop , 2 long blocks away; cycling is out of the question. Handi Dart is frustrating - anyone will tell you the service is iffy and the scheduled arrival time is beyond an "estimate".

So, give up my vehicle? Nope.

Victoria seems bent on being a city for able bodied cyclists, or people who can walk sometimes long distances between bus transfer stops.

I'm not in favour of cutting down off street strata parking spaces. But they should in future be underground. 353 Linden's are not.

Diane McNally
353 A Linden Avenue
Victoria



109 Yates St.

PO Box 8586, Victoria Main Post Office
Victoria, B.C. V8W 3S2

Comment on the Off-Street Parking Review

Overall, we are glad the city is reviewing the off-street parking requirements and support many of the changes, as they will help build a more bike-friendly, more people-friendly city. Parking rules are a critical but often overlooked part of building a livable, bikeable city. We want to provide some more specific commentary on each section:

Bike parking

We like the new focus on more prescriptive design, as there are major challenges with location, type and amount of much of the current bike parking that is installed. We would like to see the design constraints be strengthened in the following ways:

Short Term

- Shorten the distance for parking from 15m to 5m to the nearest exit
- Add a requirement that parking be covered in all new construction
- Require that bike parking be the closest parking to the main door, with the only exception being accessible parking spots

Long Term

- Require that the bike parking be the closest parking spots to the main entrance of the parking garage
- Require that the bike parking not have any stairs or elevators between the parking & exit
- Add a requirement for 1 larger bike spot (suitable for a cargo bike or long-bike) per 10 regular bike spots
- Add a requirement for 1 electrical outlet per 5 bike spots, with rough-in for 1 per 2 spots

Motor vehicle parking

- The bylaw has little discussion of location of parking, yet is strangely prescriptive in other matters. We propose the following:
 - Motor vehicle parking shall be placed behind, beside or inside the building
 - Restrict each parking lot to a single entrance & exit. This reduces the number of curb cuts, which increase risk for those walking & biking
 - Limit the width of parking entrances to the minimum possible to avoid creating "dead zones" in frontage
- We support adding parking maximums & zeroing out parking requirements in the downtown core. Both are important policy tools that communicate change to developers
- We feel parking within the downtown core should be priced and that this should be required by covenant
- Residential parking should be unbundled from units, allowing people to avoid purchasing a parking spot if not required

Yours,

Corey Burger
Policy & Infrastructure Chair
Greater Victoria Cycling Coalition

Jim Handy

From: Robert Batallas
Sent: February 2, 2017 12:35 PM
To: Jim Handy
Subject: FW: Email to Mayor and Council RE: Proposed Parking - Medical Offices Core

From: Victoria Mayor and Council
Sent: Thursday, Feb 2, 2017 12:33 PM
To: [REDACTED]
Subject: Email to Mayor and Council RE: Proposed Parking - Medical Offices Core

Dear Robin,

Thank you for your email regarding the City of Victoria's parking policy review. Your email has been shared with Mayor and Council and staff involved with the Parking Policy review.

To stay up-to-date on City of Victoria news, events, and opportunities for public input subscribe to the [City's bi-weekly newsletter](#), visit the [City of Victoria's website](#), or download the [City's ConnectVictoria App](#).

Sincerely,

Bridget Frewer
 Correspondence Coordinator
 Mayor / City Manager's Office
 City of Victoria
 1 Centennial Square, Victoria BC V8W 1P6



From: Robin Woodworth [REDACTED]
Sent: Saturday, January 21, 2017 11:15 AM
To: Citizen Engagement
Cc: Lisa Helps (Mayor); Ben Isitt (Councillor)
Subject: Proposed Parking - Medical Offices Core

Hello Victoria City Councillors and City Planners -

1. Dec. 21 our Strata 124 (Spencer Castle) notified owners with copy of VISOA newsletter that you wanted input by Dec. 31 on proposed parking rate changes. We were away with relatives at Christmas, as were so many. (Odd review deadline.) So here is my parking rate comment now.

2. Medical Dental Offices Core Area - Why halve the parking rate for medical dental offices in the core area? 1 space per 37.5 m2 change change to 1 space per 75 m2

Comments - It's already hard to find a parking space at the medical offices in the 1100 block of Yates Street above Cook. So why halve the rate? While I once rode my bike to physio, my PT told me to drive next time so I didn't exacerbate my injury from a fall. Most people going to these offices are injured or sick, so why make it harder to get there? So few buses run on the direct Cook St route I take. Most buses go on Quadra to Douglas hub by Eaton Centre; bus walk would double my transit time.

Also that major change was noted as NO CHANGE in the right hand column yet minor changes were flagged. Weird. Or did I read your report wrong?

Thanks for noting my comment,

Robin Woodworth
2910 Cook Street, Victoria BC

Jim Handy

From: Victoria Mayor and Council
Sent: January 18, 2017 10:40 AM
To: [REDACTED]
Subject: RE: Mayor and Council email re parking

Dear John,

Thank you for your email regarding parking in Victoria. It has been shared with Mayor and Council and staff in Parking Services.

The City of Victoria is aware of parking challenges in our community and we also realize that these are challenges faced by many urban communities. The City of Victoria has seen a large increase in vehicle transactions in the parkades over the last two years (over 60% increase). Short-term parking (less than 3 hours) represents the majority of that increase. This means that more people are coming downtown to park, however it has also resulted in increased pressure on parking capacity.

Council has directed staff to conduct a review on parking capacity be undertaken in 2017 to help inform Council's decision making over the long term. At last week's Council meeting, Council also directed staff to work with organizations such as the Downtown Victoria Business Association, Greater Victoria Chamber of Commerce and Downtown Residents Association to provide input that will be included when staff bring forward recommendations to Council for parking rates to meet the objectives of availability of parking to meet the needs of short-term visitors to downtown and best use of available spaces.

The City also continues to work towards making alternative transportation, such cycling, transit, and walking, an easier and more accessible option for people travelling in Victoria. By encouraging more people to seek an alternative transportation mode we can also free up more parking for those who need to drive. With the development of a new cycling network, the City has worked to retain as much parking as possible when designing the protected bike lanes and wherever possible parking will be used as the protection and separation needed to keep cyclists safe.

In recent months, the City of Victoria has also been working with developers as we look at options for how best to balance new development and increasing population in Victoria with parking and transportation demands for residents and employees who commute into downtown. [More information is available here](#). The City of Victoria has also been working to increase public art in many public spaces, including parkades, with the recent installation of art at [Centennial Square parkade](#), [Bastion Square parkade](#), and [Johnson Street parkade](#).

Thank you for taking the time to write in. To stay up-to-date on City of Victoria news, events, and opportunities for public input subscribe to the [City's bi-weekly newsletter](#), visit the [City of Victoria's website](#), or download the [City's ConnectVictoria App](#).

Sincerely,

Bridget Frewer
 Correspondence Coordinator
 Engagement
 City of Victoria
 1 Centennial Square, Victoria BC V8W 1P6



-----Original Message-----

From: webforms@victoria.ca [mailto:webforms@victoria.ca]

Sent: Friday, January 13, 2017 8:07 AM
 To: Victoria Mayor and Council <mayorandcouncil@victoria.ca>
 Subject: Mayor and Council email

From: John Munro

Email : [REDACTED]

Reference :

Daytime Phone : [REDACTED]

Just a suggestion regarding the shortage of parking...why not require the inclusion of 30 or so public parking spaces in each new building that goes up in the city with the provision that the rates be matched to those in city parkades but the revenue of the public spaces go the the building owner....and while you're at it require the installation of public spaces featuring art installations.

Regards, John Munro

IMPORTANT NOTICE: This message is intended only for the use of the individual or entity to which it is addressed, and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify The City of Victoria immediately by email at publicservice@victoria.ca. Thank you.

[REDACTED]

Jim Handy

From: Victoria Mayor and Council
Sent: January 24, 2017 10:11 AM
To: [REDACTED]
Subject: Email to Mayor and Council re: Victoria Parking Policy Review
Attachments: Victoria Parking Policy Review_24Jan2017.pdf

Dear Todd,

Thank you for your email regarding the City of Victoria's parking policy review. Your email and attached document have been shared with Mayor and Council and staff involved with the Parking Policy review.

To stay up-to-date on City of Victoria news, events, and opportunities for public input subscribe to the [City's bi-weekly newsletter](#), visit the [City of Victoria's website](#), or download the [City's ConnectVictoria App](#)

Sincerely,

Bridget Frewer
Correspondence Coordinator
Engagement
City of Victoria
1 Centennial Square, Victoria BC V8W 1P6



From: Todd Litman [REDACTED]

Sent: Tuesday, January 24, 2017 8:29 AM
To: Citizen Engagement <engage@victoria.ca>
Subject: Victoria Parking Policy Review

Dear Victoria Officials,

Attached are my comments concerning the City of Victoria's proposed parking policy review.

Overall, I believe that the currently proposed changes are good, but modest. Much bolder reforms are justified to better align parking policies with other community goals. The attached documents describes why and how.

Please let me know if you have questions or comments.

Sincerely,

Todd Litman [REDACTED]
Victoria Transport Policy Institute (www.vtpi.org)
Office: 250-360-1560 | [REDACTED]
1250 Rudlin Street, Victoria, BC, V8V 3R7, CANADA
Efficiency - Equity - Clarity

Reforming Municipal Parking Policies to Align With Strategic Community Goals

24 January 2017

By Todd Litman



Like most cities, Victoria contains many older houses and apartment buildings with few or no off-street parking spaces, yet they attract occupants who are car-free, or willing to rent off-site parking spaces.

Conventional parking regulations prohibit such housing, which reduces housing affordability, increases traffic problems, and is unfair to car-free households.

A new paradigm is changing the way we think about parking problems and evaluate solutions.

The City of Victoria is currently engaged in a parking policy review which proposes reducing some off-street parking requirements (<http://victoria.ca/zoningparking>). These changes are good, but modest. This short report identifies much bolder reforms that would better align parking policies with other community goals.

Todd Alexander Litman © 2017

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Reforming Municipal Parking Policies to Support Strategic Community Goals
Victoria Transport Policy Institute

Introduction – Why Reform Parking Policies

The City of Victoria is engaged in a parking policy review which proposes that some off-street parking requirements be reduced. These changes are good, but modest. Much bolder reforms are justified to better align parking policies with other community goals.

Current parking policies prioritize motor vehicles over people. No law requires property owners to provide free housing to *people*, but our zoning codes require property owners to provide abundant housing for *motor vehicles* in the form of off-street parking. These policies are costly and unfair, and conflict with other planning goals.

Parking is costly! A typical urban parking space costs \$5,000-10,000 if surface, and \$20,000-60,000 if structured, or \$500-3,000 in total annualized costs (Litman 2009). Many parking spaces are worth more than an average car, and since zoning codes require three or more off-street parking spaces per vehicle, most automobiles are worth less than the total value of parking spaces required by law to serve them. Described differently, for each dollar motorists spend on their vehicles they expect somebody to spend more than a dollar to park it, a large but hidden subsidy of automobile use. The total subsidy per vehicle is about half the cost of a basic, affordable housing unit.

Parking Costs Per Vehicle (Chester, et al. 2015; Litman 2009; McCahill and Garrick 2012)

	Annualized Cost Per Space	Spaces Per Vehicle	Total Cost Per Vehicle
Suburban	\$750 (mostly surface)	4	\$3,000
Urban	\$1,000 (mix of surface and structured)	3	\$3,000
City center	\$2,000 (mostly structured)	2	\$4,000

Land, construction and operating costs typically total \$500 to \$3,000 annually per space, and because there are 2-6 parking spaces per vehicle, parking costs typically total \$3,000-4,000 annually per motor vehicle. This is about half the cost of a basic affordable housing unit.

This is unfair and harmful. These policies force households that own fewer than average vehicles to subsidize the parking costs of their neighbors who own more than average vehicles. This increases vehicle ownership and use, and associated problems including traffic congestion, accidents, pollution emissions and sprawl. Compared with motorists paying directly for parking, free parking increases driving by 20-40%, which means that approximately a third of traffic problems result from parking regulations which force property owners to provide abundant, free parking at most destinations. Free parking is a fertility drug for cars (Shoup 2005).

Minimum parking requirements are a major obstacle to housing affordability. Satisfying parking requirements adds just 5-10% to the price of a million dollar house, but 20-40% to the price of a basic apartment, making it infeasible to develop urban housing areas that are affordable to moderate- and lower-income households.

Reforming Municipal Parking Policies to Support Strategic Community Goals
Victoria Transport Policy Institute

Ironically, the land use categories with the highest parking requirements include bars and pubs: the city requires five spaces per 100 square meters in most areas, with no reduction proposed. On one hand, we want to discourage drunk driving, but on the other hand, municipal laws are intended to help patrons drive to drinking establishments, and discourage development of neighborhood bars and pubs located where patrons can easily walk home. Everybody would be safer if municipal policies encouraged walking rather than driving to bars and pubs.

In practice, off-street residential parking requirements often reduce rather than increase available parking supply. A driveway usually displaces one on-street parking space, which converts a public on-street space that serves many users into a private space that is only available to house occupants. Driveways are an impediment to pedestrians, particularly wheelchair users. Minimizing driveways and more efficiently managing on-street parking can generally increase residential street parking supply.

Parking Mandates Convert Public On-street Into Private Off-street Parking



A typical residential driveway serves one vehicle and displaces one on-street parking space. As a result, it provides no net increase in parking supply, and converts public parking that serves many destinations into private parking that only serves house occupants. It also degrades sidewalk conditions, particularly for wheelchair users.

Per capita automobile ownership and use are declining, particularly in cities like Victoria that are improving walking, cycling, transit, ridesharing and carsharing options, and support transportation demand management. Many Victoria residents, particularly seniors, youths (under 30), and those with low incomes, live car-free. It makes no sense to require those households to pay for parking spaces they don't need.

This is not to suggest that automobile ownership and the need for parking will disappear. Cars are useful for many trips and require parking at each destination. However, minimum parking requirements is an ineffective solution to parking problems, since it only affects new construction. In most cases, better management of existing parking spaces is a faster and more cost effective solution that avoids exacerbating other problems such as housing affordability, traffic congestion or stormwater management burdens.

Reforming Municipal Parking Policies to Support Strategic Community Goals
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Parking policies tend to be self-fulfilling; generous minimum parking requirements result in abundant free parking, which increases vehicle ownership and use. Conventional standards give property owners little incentive to manage parking more efficiently since reducing demand would leave expensive parking spaces unoccupied. Reducing or eliminating minimum parking requirements encourages them to implement management strategies such as parking pricing and incentives to use alternative modes.

The way we define parking problems and evaluate potential solutions is changing. Current policies reflect the old paradigm, which assumed that automobiles are a superior form of travel that should be encouraged with abundant, free parking. The new paradigm recognizes that driving is just one of many travel modes, that too much parking is as harmful as too little, and that parking subsidies are unfair and inefficient. Better management can significantly reduce the number of parking spaces needed to serve a particular destination and is often the best solution to parking problems.

The currently proposals reflect the old paradigm: They assume that parking should continue to be abundant and free in most areas, and offer property owners no incentive to implement parking management strategies such as pricing and unbundling (parking spaces are rented separately from building space), on-site carsharing services, or commute trip reduction programs. The proposed changes are backward looking, based on past vehicle ownership rates, rather than forward looking, reflecting the additional vehicle ownership reductions expected to occur due to demographic trends and improvements in alternative modes, and the additional reductions that can occur if lower parking requirements cause more property owners to implement demand management. Much greater reductions are justified for equity and efficiency sake.

The proposal reduces some parking requirements but includes no adjustments for factors that reduce parking needs, such as efficient pricing, sharing agreements, and carsharing services. The proposed requirements are unfair to car-free households and are a major deterrent to affordable housing. For example, requiring 0.75 to 9.0 parking spaces per unit for small rental apartments will discourage development of *Missing Middle* housing types, which are an excellent way to provide lower-priced infill.

Missing Middle Housing (Parolek 2014)



"Missing middle" refers to moderate-density, lower-cost housing types suitable for neighborhood infill.

Reforming Municipal Parking Policies to Support Strategic Community Goals
Victoria Transport Policy Institute

The city's parking requirements are minimums; reducing or eliminating them will not eliminate parking supply, it simply allows developers to determine parking supply based on market demands. Many economically successful areas, including Victoria's Downtown and Harris Green areas, operate efficiently with no minimum parking requirements. In those areas many housing units are sold and rented with unbundled parking, and as a result, are much more affordable.

Instead of minimum parking requirements Victoria could allow developers to decide the number of parking spaces to supply based on market demand, and encourage developers to unbundle parking, so parking is rented or sold separately from building space, allowing occupants to pay only for the parking that they actually need. This will only occur if minimum requirements are automatically reduced if developers price parking or apply other parking management strategies.

Of course, with or without these reforms, many areas sometimes experience parking shortages. The city should therefore develop proactive and integrated solutions to parking problems, which relies primarily on better management of existing parking facilities rather than requiring private property owners to increase supply. The city can develop parking management plans that include an appropriate set of strategies, which may include new regulations, pricing, sharing agreements, commute trip reduction programs, better signage, improved walkability, public transit improvements and better enforcement, as needed at a particular time and place.

Recommended Reforms

For reasons described above, I recommend the following parking policy reforms.

1. Significantly reduce the minimum parking requirements below what is proposed, to reflect the reductions in future motor vehicle ownership and use that are expected in urban areas due to demographic and economic changes, and the region's efforts to improve and encourage alternatives to automobile travel.
2. Significantly reduce minimum parking requirements for condominiums and rental apartments in all areas in order to support affordable infill housing.
3. Significantly reduce parking requirements for bars, pubs and restaurants located in neighborhood villages.
4. Eliminate off-street parking requirements if a residential driveway would displace an on-street parking space, providing no net increase in parking supply.

Reforming Municipal Parking Policies to Support Strategic Community Goals
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5. Significantly reduce parking requirements for developments that implement appropriate parking management strategies. Provide a table of adjustment factors that indicate the reduction in parking requirements provided by various strategies, such as the following.

Parking Requirement Adjustment Factors (Litman 2006; Willson 2015)

Strategy	Description	Reduction
Mixed developments	A development contains a mixture of land use types with different peak periods, such as housing, shops and restaurants	10-30%, depending on mix
Sharing agreements	Managers of nearby properties with a mixture of land use types that have different peak periods have agreements to share their parking facilities	10-30%, depending on mix
Transit proximity	A commercial or residential development is within 200 meters of at least two bus lines	20%
Remote parking	Property manager has permission to use off-site parking lots, with signage indicating to motorists where this is available	20%
Smart growth	Encourage more compact, mixed, multi-modal development to allow more parking sharing and use of alternative modes.	20%
Commute trip reduction programs	Employers encourage employees to use non-automobile modes	20%
Parking Pricing and Cash Out	Charge motorists directly for parking facilities, or offer commuters who use alternative modes the cash equivalent of the parking spaces they don't use	30%
Unbundle parking	Rent or sell parking facilities separately from building space	20%
Bicycle facilities	Provide bicycle storage and changing facilities	10%
Overflow parking plans	Establish plans to manage occasional peak parking demands	Varies
Contingency plans	Allow developers to reduce parking supply provided they have a plan which specifies how they will respond if that proves insufficient in the future	Varies

This table indicates the default reduction in parking requirements that the city could provide for developments that meet these criteria.

6. Where parking supply is insufficient, develop local parking management plans which apply various solutions, including more sharing of existing parking facilities, improved regulations and pricing to encourage turnover, better user information so motorists can find available parking spaces, and improved walking conditions to expand the range of parking lots that serve the area.
7. Identify responses that the city will consider to address spillover parking problems in residential areas. This can include increased regulation and pricing of public parking spaces, and new pricing strategies such as changing from "residents only" to pricing of on-street parking in residential neighborhoods.

Reforming Municipal Parking Policies to Support Strategic Community Goals
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About the Author

Todd Litman is founder and executive director of the *Victoria Transport Policy Institute*, an independent research organization dedicated to developing innovative solutions to transport problems. His work helps expand the range of impacts and options considered in transportation decision-making, improve evaluation methods, and make specialized technical concepts accessible to a larger audience. His research is used worldwide in transport planning and policy analysis.

Mr. Litman has worked on numerous studies that evaluate transportation costs, benefits and innovations, including numerous studies related to parking management and policy analysis. He authored the *Parking Management Best Practices* (Planners Press 2006), a comprehensive book on innovative management solutions to parking problems; the *Online TDM Encyclopedia*, a comprehensive Internet resource for identifying and evaluating mobility management strategies; *Transportation Cost and Benefit Analysis: Techniques, Estimates and Implications*, a comprehensive study which provides cost and benefit information in an easy-to-apply format.

Mr. Litman has worked as a research and planning consultant for a diverse range of clients, including government agencies, professional organizations, developers and nongovernment organizations. He has worked in more than two dozen countries, on every continent except Antarctica.

Mr. Litman is a frequent speaker at conferences and workshops, including professional development workshops on parking planning and management. His presentations range from technical and practical to humorous and inspirational. He regularly blogs on the Planetizen website. He is active in several professional organizations including the Institute of Transportation Engineers (ITE) and the Transportation Research Board (TRB, a section of U.S. National Academy of Sciences).

Reforming Municipal Parking Policies to Support Strategic Community Goals
Victoria Transport Policy Institute

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Jim Handy

From: Rebecca Penz
Sent: January 3, 2017 10:56 AM
To: Robert Batallas; Jim Handy
Subject: FW: Off-Street Parking Review

Fyi...

-----Original Message-----

From: Citizen Engagement
Sent: Wednesday, December 28, 2016 9:13 AM
To: Rebecca Penz <rpenz@victoria.ca>
Subject: FW: Off-Street Parking Review

-----Original Message-----

From: ANITA MAVROMICHALIS [REDACTED]
Sent: Friday, December 23, 2016 1:03 PM
To: Citizen Engagement <engage@victoria.ca>
Subject: Off-Street Parking Review

Hello,

Having looked over the proposed changes to the off-street parking regulations I have one observation to make: anywhere that a change from the number of residential units or restaurant seats or hospital beds to allocation by square footage or square metres is proposed would results in a significant reduction in the number of parking spaces required. This is unacceptable.
It will lead to even greater problems finding parking spaces when needed.

Anita Mavromichalis
#202-2910 Cook Street
Victoria, BC
V8T3S7

Sent from my iPad

Off-Street Parking Regulations



Background

- Off-street parking within the City is regulated through Schedule C of the Zoning Regulation Bylaw which has been in place since 1981
- The draft Off-Street Parking Regulations would replace Schedule C
- Regulations have also been prepared for Zoning Bylaw 2017 (Downtown)



Review of Off-Street Parking Regulations

- The Regulations establish appropriate vehicle and bicycle parking requirements for development on private property only



- The Regulations **do not** apply to public parking such as on-street parking or public parking lots



Review of Off-Street Parking Regulations

Key Objectives

- To produce an updated set of vehicle and bicycle parking requirements that reflect current trends and best practices
- Align with and support the policies and objectives in the Official Community Plan and Neighbourhood Plans, such as supporting affordable housing
- Reduce the frequency of parking variance applications
- Streamline the overall development application review process



Review of Off-Street Parking Regulations

Data Collection & Analysis (Watt Consulting Group)

- Review of vehicle ownership (ICBC data) in multiple dwellings to determine how demand differed between different tenures and in different locations
- Parking demand observation surveys for commercial uses
- Travel survey for commercial uses
- Engagement with key stakeholders
- Review relevant, current research of parking demand including a review of best practices in other similar municipalities



Review of Off-Street Parking Regulations

Engagement (to date)

- Website (was created providing details of the project and outlining opportunities to provide feedback).
- Technical Advisory Group (four meetings with key stakeholders)
- Public Open House (December 7, 2017)
- CALUC information session (January 16, 2017)
- Focused meetings and conversations with other Stakeholders



Full list of consultees, feedback and meeting minutes attached to staff report.



Review of Off-Street Parking Regulations

Key Changes (based on demand data)

- Reduced parking rates for smaller residential units
- Lower rates for rental units compared to condominiums
- Lower rates for affordable rental units compared to rental units
- Parking rates differ based on geographic locations (i.e. lower in Core Area)



Review of Off-Street Parking Regulations



Review of Off-Street Parking Regulations

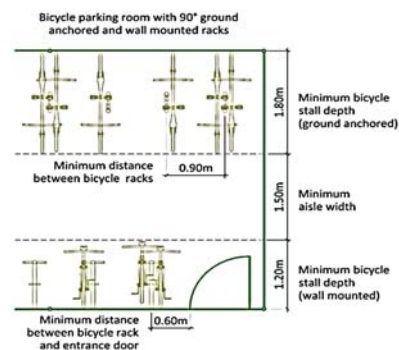
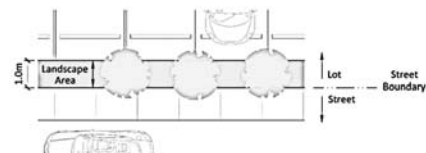
- No minimum parking requirement within Old Town area
- Off-street parking is not required Central Business District, except for multiple-dwellings and hotels
- Generally consistent with current site specific zoning in the Downtown



Review of Off-Street Parking Regulations

Key Changes cont.

- Allowing required parking to be located within the front yard of a single family dwelling or duplex
- Increased bike parking rates
- Specifications for bicycle parking facilities
- Updated landscaping requirements for parking areas
- A more user-friendly format, including tables and illustrations.



Review of Off-Street Parking Regulations

Broader Issues

Electric Vehicles (Cars, Bicycles, Scooters)

- Design Guidelines for EV parking and charging



Review of Off-Street Parking Regulations

Bicycle Parking Facility Design

- Design Guidelines for bicycle parking



Barriers to Small Business Owners

- Delegate minor parking variances for small commercial operations
- Prepare Design Guidelines to inform the consideration of such variances



Review of Off-Street Parking Regulations

Barrier Free Parking

- Further engagement required



Ongoing Monitoring



Review of Off-Street Parking Regulations

Next Steps

- Further Engagement on Draft Bylaw (Oct – Nov, 2017)
 - Open House (Nov 21, 2017)
- Report back to Council to share feedback and present a final Draft of the Zoning Regulation Bylaw amendments (Jan, 2018)
- Public Hearing



Review of Off-Street Parking Regulations

Off-Street Parking Regulations



Example: Min. Parking for Multiple Dwelling Dwellings

EXISTING SCHEDULE C

7	<u>Buildings converted to multiple dwellings in zones other than a multiple dwelling zone; both for rental and strata buildings</u>	0.8 space per <u>dwelling unit</u> for any <u>building</u> containing more than 3 <u>dwelling units</u> 1.0 space per <u>dwelling unit</u> for any <u>building</u> containing 3 <u>dwelling units</u>
8	<u>Buildings containing residential use in the CA-3, CA-4 and CA-5</u>	0.7 space per <u>dwelling unit</u>
9	<u>Buildings containing residential use in the C1-CR Zone</u>	1 space per <u>dwelling unit</u>
11	<u>Multiple Dwellings</u> (a) located in a R3-1 Zone (b) located in a R3-2 Zone (c) located in zones other than R3-1 and R3-2	1.1 space per <u>dwelling unit</u> 1.3 space per <u>dwelling unit</u> 1.3 space per <u>dwelling unit</u>
12	<u>Those Multiple Dwellings Subject to Strata Title Ownership</u> (a) located in a R3-1 Zone (b) located in a R3-2 Zone (c) located in zones other than R3-1 and R3-2	1.2 space per <u>dwelling unit</u> 1.4 space per <u>dwelling unit</u> 1.4 space per <u>dwelling unit</u>



VISITOR PARKING:

“...in the case of a building comprising multiple dwellings or an attached dwelling, contain an area conspicuously designed and set apart for use by guests, such area constituting not less than 10% of the total number of parking spaces.....”



Review of Off-Street Parking Regulations

PROPOSED SCHEDULE C

Use or Class of Use	Minimum Number of Parking Spaces per Dwelling Unit				Minimum Number of Visitor Parking spaces per Dwelling Unit
	Dwelling unit floor area	Core Area	Village / Centre	Other Area	
Multiple Dwelling					
Condominium (dwelling unit in a building owned by a Strata Corporation)	< 40m ²	0.65	0.70	0.85	0.1
	40m ² to 70m ²	0.80	0.85	1.00	
	> 70m ²	1.20	1.30	1.45	
Apartment (dwelling unit secured as rental in perpetuity through a legal agreement)	< 40m ²	0.50	0.60	0.75	0.1
	40m ² to 70m ²	0.60	0.70	0.90	
	> 70m ²	1.00	1.10	1.30	
Affordable (affordable dwelling units secured in perpetuity through a legal agreement)	< 40m ²	0.20			0.1
	40m ² to 70m ²	0.50			
	> 70m ²	0.75			



Review of Off-Street Parking Regulations

To: Committee of the Whole **Date:** September 8, 2017

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

Subject: Application for a Permanent Change to Hours of Service for a Liquor Primary License (043332), Inn on the Harbour, 427 Belleville Street.

- a. The impact of noise on the community in the vicinity of the establishment has been considered in relation to the request is not expected be a significant issue.
- b. If the application is approved, the impact on the community is expected to be negligible.
- c. The views of residents were solicited via a mail out to neighbouring property owners and occupiers within 50 metres of the licensed location and a notice posted at the property. The City received one letter opposed to the application.
- d. Council recommends the issuance of the license.

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 Inn on the Harbour to change their Liquor Primary License service hours at 427 Belleville Street as follows.

Current Hours of Liquor Service:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open	11:00 am	11:00 am	11:00 am	11:00 am	11:00 am	11:00 am	11:00 am
Close	1:30 am	1:30 am	1:30 am	1:30 am	1:30 am	1:30 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	1:00 am	1:00 am	12:00 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 liquor-primary licence applications regarding:

1. The potential for noise.
2. Impact on the community if the application is approved.

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 to the hours of liquor service for the Liquor Primary License. The Liquor Control and Licensing Branch is requesting a resolution from the City of Victoria regarding the application and the review criteria noted above.

ISSUES & ANALYSIS

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

City Liquor Licensing Policy

In 2007 Council adopted as part of the City's Liquor Licensing Policy, specific hours of operation limitations for liquor-primary licensed businesses that wanted to operate outside of the provincially approved hours. The policy that Council adopted includes:

- That City Council not consider applications for extended hours of sale past 2:00 am for any date other than New Year's Eve

*The limitations for opening and closing hours adopted by Council only refers to the sale of liquor and not the other aspects of the business. The applicable Council minutes are attached to this report as Appendix B.

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 permanent change to hours should not result in additional noise, transportation, nuisance or other similarly related issues.

Community Consultation

In accordance with the City's Liquor Licensing Fee Bylaw and Liquor Licensing Policy, all property owners and occupiers within 50 metres of the applicant's location were solicited by a mailed notice to provide input regarding this application. In addition, Inn on the Harbour displayed a notice poster at its entrance for 30 days which invited people to provide input to the City with respect to this application.

One letter was received opposing the application to change hours of licenced service. The letter of concern expressed opposition to the need to consume alcohol at an earlier time in the day and towards the idea of additional hours of licenced service throughout the day.

The letter is 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. The applicant has declined the opportunity to address the report.

In summary, after conducting a review with respect to noise and community impacts, and soliciting community views regarding Inn on the Harbour's application to permanently change hours from 11:00 am to 1:30 am Monday through Saturday and 11:00 am to 12:00 am on Sundays, to 9:00 am to 1:00 am Monday through Saturday, and 9:00 am to 12:00 am on Sundays at 427 Belleville Street, it is considered that the proposal is consistent with current City policy. Therefore, staff recommend that Council consider directing staff to notify the Liquor Licensing Agency that Council supports the application to extend hours of licenced service for the Liquor Primary License.

IMPACTS

Accessibility Impact Statement

None

Strategic Plan 2015 – 2018

The recommendation to support the application is likely to increase the business viability of the pub, 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

The application to change the Liquor Primary License for Inn on the Harbour, changing hours from 11:00 am to 1:30 am Monday through Saturday and 11:00 am to 12:00 am on Sundays to 9:00 am, to 1:00 am Monday through Saturday, and 9:00 am to 12:00 am on Sundays is not in conflict with the City's current liquor licensing policy. While there will be additional hours of licenced service throughout the day it is not expected to contribute to alcohol related issues in the area. Therefore, staff recommend for Council's consideration that a resolution be made regarding the application and that Council support the application to change the hours for the Liquor Primary License of Inn on the Harbour.

ALTERNATE MOTION (No Support)

That Council, after conducting a review with respect to noise and community impacts regarding the application to extend hours of service for a Liquor Primary License (043332), Inn on the Harbour, 427 Belleville Street, does not support the request for the amendment.

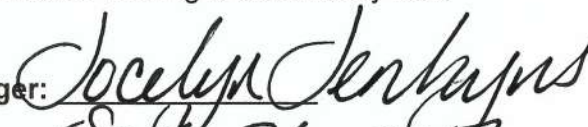
Respectfully submitted,


 Ryan Morhart
 Manager
 Permits & Inspections


 Jonathan Tinney
 Director
 Sustainable Planning & Community Dev.

Report accepted and recommended by the City Manager:

Date:


 Sept. 26, 2017
List of Attachments

- Appendix A: Aerial photograph (map) of the establishment and surrounding area.
- Appendix B: Council Minute from May 24, 2007
- Appendix C: Letters from the public
- Appendix D: Provincial Liquor License Types



APPENDIX A

427 BELLEVILLE STREET

08/08/2017



Legend

Victoria Parcels

THIS MAP IS NOT TO BE USED FOR NAVIGATION

1: 1,617



Notes

82 0 41 82 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

MINUTES – VICTORIA CITY COUNCIL MEETING OF THURSDAY, MAY 24, 2007, AT 7:30 P.M.

Excerpt from Council Minutes ...

Liquor Establishments Extended Hours

It was moved by Councillor Holland, seconded by Councillor Fortin, that:

1. **Liquor-Primary Extension of Hours on Sunday**
That City Council approve extended hours of service until 02:00h on a holiday Monday for liquor-primary establishments and authorize staff to implement this policy by approving multiple dates for each calendar year, through a Temporary Change to a Liquor Licence application; and
2. **Liquor-Primary Extension of Hours past 02:00h**
That City Council not consider applications for extended hours of sale past 02:00h for any date other than New Year's Eve; and
3. **Liquor-Primary and Food-Primary Extension of Hours on New Year's Eve** That City Council approves extended hours of service until 03:00h January 1, for all licensees on the condition that food is available to patrons; and
4. **Food-Primary Extension of Hours past Midnight**
That Council considers applications for extended hours of service up to, but not past 01:00h, on Friday and Saturday only for all food-primary licensees.

Carried

Ryan Morhart

From: Deanna Hutchings [REDACTED]
Sent: Wednesday, August 23, 2017 9:30 PM
To: Ryan Morhart
Cc: Deanna Hutchings
Subject: Re: feedback re Notice of Application 427 Belleville

Hello Ryan,

I live within 50 metres of 427 Belleville and would like to register my opinion re the request for additional hours of service.

I am NOT in agreement with expanding the hours to serve liquor at 9:00 am on Sunday mornings.

I am opposed for the following reasons:

at this point, Sunday mornings are reasonably quiet in this tourist area. Sunday morning is a brief sanctuary in an otherwise traffic and pedestrian laden area.

However, my real concern is that the patrons of 427 Belleville do not need an extra 2 hours of drinking alcohol on Sunday.

At present, I already live with the ramifications of inebriated people who leave this Inn; during the late hours of Saturday and Sunday, I live with the actions of inebriated folk who are disinhibited by the alcohol. They feel free to yell, swear, bellow, curse at full volume, with no regard for anyone trying to sleep in their nearby hotel or condo/apartment home in the vicinity. None.

The last thing such people need is an extra 2 hours to drink, starting early on Sunday morning.

It is my sincere hope that the hours will not be extended. The alcohol is flowing quite enough at present to impact nearby citizens residing in the vicinity.

Sincerely, Deanna Hutchings

On Aug 21, 2017, at 9:03 AM, Ryan Morhart <RMorhart@victoria.ca> wrote:

Hi Deanna,

The Application is adjust the hours of service for the Inn on the Harbour which is not the liquor store. If you have any more questions please let me know.

**427 Belleville Street (Inn On The
Harbour), Victoria, BC.**

Notice of Application for a Permanent Change to a Liquor Primary Liquor Licence:
**Request for permanent change of hours from 11:00 a.m. to 1:30 am Monday to Saturday and 11:00
am to
12:00 am Sunday to 9:00 a.m. to 1:00 am Monday to Saturday and 9:00 am to 12:00 am Sunday**

Thanks,

Ryan

Ryan Morhart
Manager & Chief Building Official
Permits & Inspections
Sustainable Planning and Community Development Department
City of Victoria
1 Centennial Square, Victoria BC V8W 1P6

T 250.361.0241 F 250.361.1128

[<ATT28785](#) [<ATT94908](#) [<ATT70618](#) [<ATT13946](#) [<ATT96824](#)
[1.jpg>](#) [2.jpg>](#) [3.jpg>](#) [4.jpg>](#) [5.jpg>](#)

-----Original Message-----

From: Deanna Hutchings [REDACTED]
Sent: Sunday, August 13, 2017 3:07 PM
To: Ryan Morhart <RMorhart@victoria.ca>
Cc: Deanna Hutchings [REDACTED]
Subject: query re Notice of Application 427 Belleville

Hello,

I received a city notice re the application for a permanent change to a liquor Licence for 427 Belleville Street because I live within a 50 metre radius of same.

The distinction I'm not clear on is:

Is this change of hours request specific to serving liquor in the restaurant/bar section of this business
OR is it about selling liquor in the liquor store on the same premises??

That makes a difference in terms of the feedback I would provide.

Can you clarify this distinction for me?

many thanks,

Deanna Hutchings
a nearby resident

<MAILOUT NOTICE.PDF>

APPENDIX D

TYPES OF LIQUOR LICENCES ISSUED IN THE PROVINCE OF BRITISH COLUMBIA

DATE: November 20, 2015

(but hyperlinks will be updated whenever this document is accessed)

In response to a request of Council during the Planning and Land Use Committee meeting of November 12, 2015 we are providing this document to give a broad understanding of the types of liquor licences issued in the province of British Columbia. All of this information is excerpted directly from the website for [B.C.'s Liquor Control and Licensing Branch](#). Hyperlinking this document will ensure updated information. The purpose of making it a hyperlinked document is so that as liquor applications progress and continue, the website information (linked below) will be updated.

B.C.'s Liquor Control and Licensing Branch issues:

- Agent's Licences for independent liquor agents who market products from a variety of liquor manufacturers, and BC liquor manufacturers who want to sell their products off-site.
- Catering Licences for catering companies so they may provide full food and beverage services to their customers at events.
- Food-Primary Licences for selling liquor by the glass at businesses (restaurants) where the primary purpose is to serve food.
 - Patron participation entertainment is outside the normal terms and conditions of a food primary licence, and outside the routine steps established to assess their impacts during the application process. 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 licensed restaurant.
- Liquor-Primary Licences for selling liquor by the glass at businesses (pubs, bars, lounges, nightclubs, etc.) where the primary purpose is to sell liquor. Private clubs require a liquor-primary club licence.

Sub Category: Liquor primary club licence:

Section 1 of the Act defines a club as an organization incorporated under the laws of British Columbia that has been in continuous operation for at least one year immediately prior to application for a liquor licence. A club must have at least 50 members who pay annual membership fees of at least \$10.00. The main focus of a club must be social, athletic, recreational, fraternal, benevolent or patriotic in nature, but this does not preclude profit-making. A club has its own facilities and does not sublet food or liquor service. Under section 52 of the Regulations, liquor may only be served to club members and invited guests. Guests must be registered along with the accompanying club member.

Veterans' clubs are eligible for liquor primary club licences. These currently include the following organizations:

- the Royal Canadian Legion
- Army, Navy and Air Force Veterans in Canada
- War Amputations of Canada

- The Royal Canadian Air Force Association
- a chartered branch of any of the organizations listed above
- British Ex-Servicemen's Association of Vancouver, and
- The Royal Canadian Naval Association.

Under section 29 of the Act, a chartered branch of a veterans' club is not entitled to apply for, obtain or hold a liquor licence while it is not in good standing with the central organization.

- Manufacturer's Licences for making liquor at a winery, brewery or distillery. Manufacturers can also apply to add a lounge, special event area, tour area and/or picnic area endorsement to their manufacturer's licence.
- Special Occasion Licences for individuals and groups holding special events, such as community celebrations, weddings or banquets.
- UBrew/UVin (Ferment-on-Premises) Licences for businesses that sell their customers the ingredients, equipment and advice they need to make their own beer, wine, cider or coolers.

In addition, although no new licences are available at this time:

- Liquor (Licensee) Retail Store Licences for selling liquor by the bottle at retail stores (often called Private Liquor Stores).
- Wine Store Licences for wine stores including winery-operated stores, independent wine stores, VQA stores and tourist wine stores.

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

A food-primary (restaurant) licence is issued when the primary purpose is the service of food. A liquor-primary (bar) licence is issued when the primary purpose is the service of liquor, hospitality or entertainment. The approval process is different for each type of licence with the liquor primary process being more involved. Minors are generally prohibited from liquor primary establishments.

There is an excellent and comprehensive Frequently Asked Questions section of the BC Liquor Control and Licensing Branch website. The FAQs section covers areas of application, transfers, delivery, minors, enforcement, public complaints and concerns, etc.



Committee of the Whole Report For the Meeting of October 5, 2017

To: Committee of the Whole **Date:** September 8, 2017
From: Jonathan Tinney – Sustainable Planning and Community Development Director
Subject: Liquor Licensing Bylaw and Policy Review

RECOMMENDATION

1. That Council approve the draft Liquor Licence Policy (Attachment 1).
2. That Council direct staff to,
 - a. bring forward the Business Licence Bylaw to remove conditions to enter into a Good Neighbour Agreements and return to Council for first reading no later than November 3, 2017;
 - b. introduce a new education program for existing and new businesses to learn about City bylaws and policies that impact their operations through information dissemination during the business licence application/renewal process and have information readily available on the Victoria.ca website; and
 - c. work with the Victoria Police Service and the Provincial Government to develop business-specific Good Neighbour Agreements for those establishments where on-going issues and concerns have been raised.
 - d. bring forward the Liquor Licensing Fee Bylaw for introductory readings on October 12, 2017

PURPOSE

The purpose of this report is to present the amended Liquor Licensing Fee Bylaw for first, second and third reading, as well as provide Council with information on the implications and opportunities of creating new requirements for *Good Neighbour Agreements* with all Food Primary Establishments that are open after midnight and directly adjacent to residential properties. This report also provides additional information, analysis and recommendations regarding existing Good Neighbour Agreements for Liquor Primary Establishments in Victoria.

BACKGROUND

In January of 2017, the Liquor Control and Licencing Branch of the Government of British Columbia announced changes to the existing provincial legislation to reduce red tape, create new opportunities for businesses, increase convenience for consumers, and enhance commitment to social responsibility. Based on these changes, staff brought forward the following recommendations on May 25, 2017 to streamline current fee structure and policy as outlined below.

1. Communicate to the Liquor Control and Licencing Branch (LCLB) that the City of Victoria will continue to receive all Liquor Licence applications, however, staff will, on Council's behalf, "opt out" of providing comments 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. An 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.
2. Direct staff to update the Liquor Licencing Fee Bylaw and return to Council for first reading no later than July 30, 2017 to:
 - a. Introduce an Application Fee of \$200 for receiving the application types listed in 1 above that are referred to the City by LCLB.
 - b. Consolidate the current two step fee into one \$750 fee, which includes public notification costs, for application types requiring a Council resolution.
 - c. Remove the fee of \$25 for a staff assessment of a special occasion liquor licence as it is unnecessary due to current LCLB process.
 - d. Maintain the fee of \$40 for a staff assessment of licence applications for a temporary change to a liquor licenses' terms and conditions.
3. Set the public notification radius to 100 metres and maintain the notification period of 30 days.

Council provided the additional direction that staff report back on the implications and opportunities of creating Good Neighbour Agreements with all Food Primaries open after midnight, directly adjacent to residential properties.

A draft policy and fee schedule that incorporates direction from items 1-3 above is included. The policy is Attachment 1 and the amended draft Liquor Licencing Fee Bylaw is Attachment 2.

Based on Council direction to examine the implications and opportunities for implementing a requirement for Good Neighbour Agreements with all Food Primary Establishments open after midnight, City staff have taken a more broad approach to assessing the current state of all current Good Neighbour Agreements as outlined in the Issues and Analysis section of this report.

ISSUES & ANALYSIS

Current State – Liquor Primary Establishments

The current requirement for entering into a Good Neighbour Agreement is contained in the Business Licence Bylaw (89-071) for all Liquor Primary Establishments, including a standard agreement template (Attachment 3). Staff have assessed the current requirements of the agreements and have noted duplication with other bylaws currently in place, such as the Noise Bylaw. In other cases some of the clauses are either out of date or in conflict with current provincial legislation (eg. patrons are not allowed to carry open beverages and reference to persons that are intoxicated) and/or include items that are a provincial enforcement responsibility such as ensuring patrons are at least 19 years of age and have identification. Under the current practice, all new Good Neighbour Agreements are to be signed by the following authorities as part of the application process for a business licence from the City:

- Business owner(s)
- Mayor
- Corporate Administrator
- Victoria Police Department

Also within the current agreements is a requirement for the business owners and the Victoria Police to meet on an annual basis to review any issues and concerns. Generally this has not been undertaken unless issues are arising as previously noted in an update report provided to Council in June 2016 on the Downtown Late Night Program.

Currently, there are 124 Liquor Primary Establishments within the City of Victoria, 85 of which have a Good Neighbour Agreement. Almost 71% of the current agreements were put in place in 2008 during a period of time that greater concern existed over excessive public intoxication and the social and health implications associated with alcohol, noise and disruption in the downtown core. In 2009, the Late Night Great Night Task Force Working Group was formed to create a cohesive strategy to ensure the City of Victoria maintains a vibrant downtown core that balances the needs of local businesses, residents, visitors, and late night entertainment users. Currently, there is a Late Night Advisory Committee consisting of the Downtown Victoria Business Association the LCLB, the Victoria Hotel Association and Restaurant Association, that meets regularly. Additionally, a Multi-Agency Task force conducts downtown walking tours on a quarterly basis to assess issues with specific establishments. This task force includes staff from Engagement, Fire, Bylaw Services, LCLB and the Vancouver Island Health Association.

Current State – Food Primary Establishments

Within the City of Victoria, there are currently 148 Food Primary Establishments that that are open after midnight.

Assessment Findings

A number of municipalities in British Columbia, such Nanaimo and Surrey, have Good Neighbour Agreements associated with business licences similar to those in Victoria. Generally, the Agreements are used to educate new business owners on operating requirements and in some cases, used by Bylaw Services as a basis to start discussions on complaints. However, the Agreements are not an effective or relied upon tool of bylaw enforcement because arising issues and the resulting enforcement are done through ticketing. For example, noise related issues are enforced through the noise bylaw and activities deemed to be in contravention of provincial liquor legislation is dealt with by LCLB with their own enforcement tools. The GNA's do not fill any void in enforcement abilities.

City of Victoria staff have looked at the current use of Good Neighbour Agreements from a number of lenses to assess the value of the Agreements, in terms of the merits of continuing to require these agreements for Liquor Primary Establishment, as well as expanding to Food Primary Establishments that serve alcohol after midnight. Key findings include:

- Liquor and food establishments generally have a high rate of compliance with legal requirements; when enforcement is required, tools of enforcements are used.
- The Agreements blur the line between local and provincial government authority; instead, the City could work more collaboratively with LCBC and Vic PD to identify the few businesses where operators are known to be outside the parameters of responsible operation rather than create additional process and red tape for all businesses.
- The list of signatories to the current Agreements implies a higher level of importance as a tool for enforcements and the expectations would be unrealistic. As a tool to promote good relationships between neighbours, it would be more realistic for the Agreements to be established between neighbours under the City's direction in response to known issues rather than a blanket requirements applied to all businesses. In some exceptional cases, they may be relied upon for enforcement action.
- The current Agreements require an annual meeting between the Business Owner and Victoria circumstances, the City may also be a signatory as assessed on a case by case basis.
- The tools of enforcement exist within LCLB legislation, land use bylaws, noise bylaws, and policing powers. Reiteration of the existing responsibilities through the Agreements does nothing to strengthen their applicability.
- Police; this is time consuming and if it were to be implemented consistently, it is estimated that each meeting would use up approximately 4 hours of staff time to set up and hold the annual meeting, documenting agreement, filing etc. $(124 \text{ LP} + 148 \text{ FP}) \times 5 = 1088 \text{ hours}$, 155 working days or 0.75 FTE (these are estimates)
- The current approach assumes a critical level of non-compliance; the reality is that the majority of owners and operators are responsible and generate few issues related to irresponsible service of alcohol. Good Neighbour Agreements would be a more purposeful and effective tool if used in response to issues with specific operators such as when issues arise through the Inter-Agency Task Force.
- The current approach to incorporating Good Neighbour Agreements as a blanket requirement can be seen as unnecessary bureaucratic process for businesses with little value; this is contrary to the Strategic Plan Objective to "Strive for Excellence in Planning and Land Use"

OPTIONS & IMPACTS

Based on the staff assessment and analysis of the current state of Good Neighbour Agreements, three options have been assessed by staff for Council consideration:

Option 1 (recommended): Eliminate the mandatory requirement of Good Neighbour Agreements as part of the Business Licence Bylaw (including no extension to Food Primary Establishments). Update the agreements to be current in all respects and requiring only the signature of the property owner, the operator and the adjacent neighbour(s). The requirement would be replaced with an option for staff to require completion of the updated agreement between required signatories and adjacent neighbours regardless of occupancy.

Description: This option relies on mechanisms that are currently in place through the Great Night Late Night initiative such as the task force that are more conducive to changing negative behaviours by targeting those establishments where re-occurring issues are arising. Additionally, in those cases where there are issues, Good Neighbour Agreements with those establishments can be created on a case by case basis (including annual review mechanisms that will be evaluated upon business licence renewal).

Option 2: Maintain current requirements for a Good Neighbour Agreement for all Liquor Primary Establishments with modernized terms and conditions for new businesses.

Description: This option looks at updating the current Agreement terms and conditions to reflect the current legislative requirements and to be signed by new businesses only on a go forward basis (i.e. new businesses). This option would exclude the need for an annual review of the Agreement as this would result in significant staffing costs (0.5-0.75 FTE) with little benefit.

Option 3: Expand the Good Neighbour Agreements to include Food Primary Establishments that serve alcohol after midnight.

Description: Similar to Option 2, this option would see an update of the current agreement, and an expansion to other Food Primary Establishments.

Based on the staff assessment of the different options, Option #1 is recommended for a number of reasons:

- Good Neighbour Agreements are not an effective mechanism of bylaw enforcement.
- Elimination of the requirements for GNAs would result in slight efficiencies in the business licensing process.
- The Agreements assume critical levels of non-compliance, when in reality, there are less than ten establishments that are generally problematic – efforts and resources can be targeted at those establishments for enforcement related to known issues.
- Focused use of an updated Good Neighbour Agreement in conjunction with additional enforcement will emphasize the seriousness of the non-compliance and reinforce the importance that the City puts on respectful behaviour between neighbours and the community.
- The scope of the establishments that the Multi-Agency Task Force surveys/monitors can be expanded to Food Primary Establishments.

Accessibility Impact Statement

No impacts to accessibility are anticipated as a result of this policy and bylaw recommendations contained in this report.

2015 – 2018 Strategic Plan

The proposed policy direction contained in this report supports two Strategic Plan objectives:

1. Facilitate Social Inclusion and Community Wellness - Review the Liquor License Policy to support neighbourhood livability.
2. Strive for Excellence in Planning and Land Use – Reduction of unnecessary process and promotion of effective and focused use of staff resources.

Impacts to Financial Plan

It is expected that there will be no impact on the Financial Plan. The consolidation of the current two-step fee for liquor applications into one \$750 application fee is expected to be revenue neutral. The introduction of the \$200 application fee for applications in which the City would opt-out of is again expected to be revenue neutral as the \$200 fee is reflective of the reduced process. The current fee of \$40 for temporary changes to an existing licence will remain the same. Staff will monitor application fee revenues throughout 2017 and adjust forecasts in future financial plans if required.

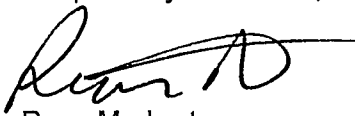
Official Community Plan Consistency Statement

The Official Community Plan does not specifically address liquor licencing.

CONCLUSIONS

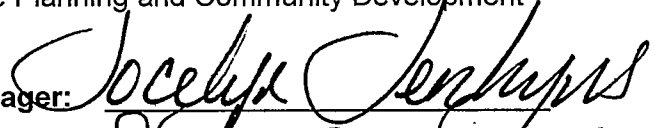
Staff acknowledge that this report recommends changes to a larger scope than that requested by Council, however in the spirit of reducing unnecessary processes to reduce staff workload and promote business development, staff recommend support for the removal of the mandatory requirement for a Good Neighbour Agreement as detailed in Option 1.

Respectfully submitted,


Ryan Morhart
Permits and Inspection Manager



Jonathan Tinney
Sustainable Planning and Community Development

Report accepted and recommended by the City Manager:


Date: Sept. 29, 2017

List of Attachments

- Attachment 1: Draft Liquor Licensing Policy
- Attachment 2: Draft Amended Liquor Licensing Fee Bylaw
- Attachment 3: Schedule B: Liquor Primary Good Neighbour Agreement

	Liquor Licencing Policy	
	Page 1 of 2	
SUBJECT:	Liquor Licencing Policy	
PREPARED BY:	Sustainable Planning and Community Development	
AUTHORIZED BY:	City Council	
EFFECTIVE DATE:	August 1, 2017	
REVIEW FREQUENCY:	Every three years	
	REVISION DATE:	

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. The *Liquor Licensing Fee Bylaw* applies to those things to which this policy applies and vice versa:
2. City of Victoria provides direction through Council approved policy that the City will "opt out" of the review and comment requirements for the following types of liquor 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.



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 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

NO. 17-XXX

LIQUOR LICENSING FEE BYLAW, AMENDMENT BYLAW (NO. X)

A BYLAW OF THE CITY OF VICTORIA

The purpose of this Bylaw is to update the fees in the *Liquor Licensing Fee Bylaw* and to make housekeeping amendments to reflect changes to the *Liquor Control and Licensing Act*.

Contents

- 1 Title
- 2 Amendments
- 3 Effective Date

Under its statutory powers, the Council of the City of Victoria, in an open meeting assembled, enacts the following provisions:

Title

- 1 This Bylaw may be cited as the "Liquor Licensing Fee Bylaw, Amendment Bylaw (No. X)".

Amendments

- 2 The Liquor Licensing Fee Bylaw (01-36) is amended:
 - (1) in the preamble, by deleting the number "15.1" and replacing with "41".
 - (2) in section 2, by:
 - a. repealing the definition of "Council assessment" and replacing it with the following:

"Council assessment" means any method used by Council to decide whether to recommend that a licence application be issued or amended, and includes providing comments and recommendations or gathering the views of residents in accordance with the Act;
 - b. repealing the definition of "staff assessment" and replacing it with the following:

"staff assessment" means the technical evaluation by the City's officers or employees to determine if a Council assessment is required for a licence application;
 - (3) in section 3, by:
 - a. deleting the words "in connection with a an assessment";
 - b. repealing section 3(a) and renumbering 3(b) to 3(a);
 - c. inserting the following new section 3(b) after section 3(a):

- (b) \$200 application fee for a licence application that requires a staff assessment;
 - d. repealing sections 3(c) and (d) and replacing with the following new section 3(c):
 - (c) \$750 application fee for a licence application that requires a staff assessment and Council assessment;
 - e. renumbering section 3(e) to 3(d).
- (4) in subsection 4(1), by:
- a. deleting the word “an” and replacing it with “a”; and
 - b. inserting the word “Council” before “assessment”.

Effective Date

3 This Bylaw comes into force upon adoption.

READ A FIRST TIME the	day of	2017.
READ A SECOND TIME the	day of	2017.
READ A THIRD TIME	the day of	2017.
ADOPTED on the	day of	2017.

"CHRIS COATES"
CITY CLERK

"LISA HELPS" MAYOR

NO. 01-36

A BYLAW OF THE CITY OF VICTORIA

The purpose of this Bylaw is to establish fees to recover the City's costs associated with the assessment of liquor licence applications.

Under its statutory powers, including section 15.1 of the *Liquor Control and Licensing Act*, the Municipal Council of the City of Victoria enacts the following provisions:

1 This Bylaw may be cited as the "LIQUOR LICENSING FEE BYLAW".

2 In this Bylaw,

"Act"

means the *Liquor Control and Licensing Act* and its regulations;

"assessment"

means a Council assessment or a staff assessment;

"Council assessment"

means a method used to conduct an assessment of a licence application involving Council's taking into account related matters, commenting on, making recommendations in connection with, and otherwise considering;

"Council"

means

- (a) the City's Council,
- (b) the City's Committee of the Whole Council, or
- (c) both Council and the City's Committee of the Whole Council, acting jointly in the same matter;

"licence"

has the same meaning as under the Act;

"licence application"

means an application under the Act for

- (a) the issue, amendment, or renewal of a licence, including but not limited to the following matters:

- (i) an application for increasing the permitted capacity of the licensed area of a licensed establishment;
- (ii) an application for a designated food-option area within a licensed establishment, or
- (b) any other application in connection with which the Act allows or requires the City's assessment;

"staff assessment"

means a method used to conduct an assessment of a licence application involving undertaking a technical evaluation of a licence application by the City's officers or employees, but does not include any of the following matters:

- (a) reporting to Council;
- (b) a public consultation process;

"special occasion licence"

has the same meaning as in section 7 of the Act.

- 3 For the purpose of recovering the costs incurred by the City, the person making a licence application must pay to the City the following fees in connection with a an assessment that is requested or required of the City under the Act:
 - (a) \$25.00 for a staff assessment of a special occasion liquor licence application;
 - (b) \$40.00 for a staff assessment of a licence application for a temporary change to a liquor licence's terms and conditions;
 - (c) \$375.00 for a staff assessment of a licence application;
 - (d) \$375.00 for a Council assessment of a licence application;
 - (e) the City's costs for public notification of a public consultation process that is referred to in section 4(1), and is required by the Act or requested by the Council to complete the Council's assessment of a licence application.
- 4 (1) For the purpose of carrying out an assessment of matters in connection with a licence application, the Council may undertake a public consultation that includes but is not limited to the following processes:
 - (a) gathering the views of residents by receiving written comments, conducting a public hearing, holding a referendum, or any other

similar method required under the Act or, if permitted but not required under the Act, determined by the Council;

- (b) undertaking the procedures connected with the matters referred to in paragraph (a), including the providing of notices and making related information publicly available.
- (2) For the purpose of carrying out any of the matters under subsection (1), the Council must apply the following rules and procedures applicable to each matter, including hearings and decision-making:
- (a) the common law rules of procedural fairness;
 - (b) the procedures for notice and other procedural matters required under the Act.

READ A FIRST TIME the	22ND day of	FEBRUARY	, 2001.
READ A SECOND TIME the	22ND day of	FEBRUARY	, 2001.
READ A THIRD TIME the	22ND day of	FEBRUARY	, 2001.
ADOPTED on the	8TH day of	MARCH	, 2001.

"MIKE MCCLIGGOTT"
ACTING DIRECTOR OF
CORPORATE SERVICES

"ALAN LOWE"
MAYOR

Schedule B
Liquor-Primary Business Good Neighbour Agreement

WHEREAS representatives of the Corporation of the City of Victoria (the "City"), Victoria Police Department (the "Police Department"), and the owners, _____ of the liquor-primary business, _____ (the "Liquor-Primary Business"), located at _____, Victoria, B.C., recognize that liquor licensed establishments have a civic responsibility beyond the legislated requirements of the Liquor Control and Licensing Act to control the conduct of their patrons; and

WHEREAS the City, the Police Department and the Liquor-Primary Business agree that in recognizing this principle, the following measures will be implemented by the Liquor-Primary Business, up to the opening for business and will continue to be in effect at all times; and

WHEREAS the City of Victoria Business Licence Bylaw, s. 8(3)(b) imposes certain conditions with which the holder of a business licence for a Liquor-Primary Business) must comply;

Conditions of license (as provided under City of Victoria Business Licence Bylaw No. 89-71)

1. As there is recognition that the Liquor-Primary Business exists within proximity of transient & residential accommodations and other commercial buildings, the Liquor-Primary Business undertakes to ensure that noise emissions do not disturb the neighbourhood and comply with the City of Victoria Noise Bylaw.
2. The Liquor-Primary Business will not play amplified music outside of the building after 23:00h.
3. The Liquor-Primary Business will post a sign at the entrance to the licensed premises advising of the identification requirement and any dress code or admission fee.
4. The Liquor-Primary Business staff shall wear distinctive identification badges displaying an identification number at all times while on duty in the licensed premises, and the manager shall at all times maintain a list identifying every staff member by name and identification number.
5. The Liquor-Primary Business shall employ staff or security personnel to patrol the external area and to monitor the activity of patrons immediately outside the Liquor-Primary Business, particularly at closing time, to ensure orderly dispersal.
6. The Liquor-Primary Business staff shall make every reasonable effort to scrutinize patrons as they enter to ensure that all patrons are at least 19 years of age and that no weapons or items of contraband are brought into the Liquor- Primary Business.
7. Patrons shall not be allowed to carry open beverages or to consume them in areas that are not licensed for such purpose including outside of the Liquor- Primary Business.
8. Patrons of the Liquor-Primary Business who have consumed liquor shall be allowed free use of a telephone for the purposes of calling a taxi or other transportation, if requested.

9. The Liquor-Primary Business' staff shall undertake to inspect the outside of the premises each night after closing to ensure that there is no litter, garbage or broken glass left in the area around the Liquor-Primary Business.
10. The Liquor-Primary Business shall ensure at all times that the line-up into the business does not impede or obstruct pedestrian traffic along the sidewalk or interfere with access or egress to another place of business.
11. The Liquor-Primary Business agrees to remove immediately all graffiti placed from time to time on the property that is owned or leased by the Liquor-Primary Business.

Other terms and conditions of this Good Neighbour Agreement

12. The Liquor-Primary Business staff shall monitor the conduct of all patrons within the Liquor-Primary Business and terminate alcoholic beverage service to persons exhibiting signs of intoxication.
13. The Liquor-Primary Business shall support and cooperate with Victoria City Police in Licensed Premises Checks and any crime prevention initiatives for liquor-licensed establishments.
14. When incidents occur that require police involvement, all Liquor-Primary Business staff shall cooperate with police members and shall not impede or obstruct the investigation in any way.
15. There shall be no tolerance for criminal activity within the Liquor-Primary Business, and police will be consulted should a "criminal element" become present.
16. The Liquor-Primary Business and Victoria City Police agree to meet a minimum of once every calendar year to discuss issues and concerns.
17. The Liquor-Primary Business agrees to support the hiring of qualified people from the community when appropriate.
18. The Liquor-Primary Business recognizes its role within the community, and agrees to work with the City, its departments and any task forces to resolve mutual concerns.
19. Any proposed changes to these guidelines will first be discussed and be resolved with Victoria City Police and/or the City.
20. Nothing contained or implied herein shall prejudice or affect the City's rights and powers in exercise of its functions pursuant to the *Local Government Act* and the rights and powers of the City under all of its public and private statutes, bylaws, and regulations, all of which may be as fully and effectively exercised in relationship to the Lands and the Premises as if this agreement had not been entered into.

The City and the Liquor-Primary Business recognize that participation in this agreement is a condition of the City Business Licence and that its success is based on licensee compliance. The Liquor-Primary Business recognizes that should non-compliance with the terms of the agreement arise, or if complaints to the Victoria Police Department regarding negative community impacts are in the opinion of the Corporate Administrator attributable to the Liquor-Primary Business, the City

will provide written notice to the Liquor-Primary Business of such impacts or non-compliance. The Liquor-Primary Business shall have 30 days from receipt of the Notice in which to address and correct the negative impacts specified in the Notice to the satisfaction of the Corporate Administrator, in his or her sole discretion. If, upon the expiry of the thirty (30) day period, the negative impacts specified in the Notice have not been addressed and corrected to the satisfaction of the Corporate Administrator, this matter will be brought to the attention of City Council with a recommendation that the Business Licence be suspended or revoked, as the evidence of noncompliance warrants.

WHEREAS the Liquor-Primary Business has entered into this agreement, the City and Victoria City Police commend them for their recognition of their civic responsibilities and their commitment to fostering a good working relationship with the City and their neighbours.

Signed this _____ day of _____, at Victoria, B.C.

Liquor-Primary Business

Mayor

Liquor-Primary Business

Corporate Administrator

Victoria City Police



Liquor Licensing Bylaw and Policy Review

Presentation to Committee of the Whole

October 5, 2017

Background

May 2017 – Council directed staff to amend the Liquor Licensing Policy and Fee Bylaw to incorporate the following direction

1. *Communicate to the Liquor Control and Licensing Branch (LCLB) that the City of Victoria will continue to receive all Liquor Licence applications, however, staff will, on Council's behalf, "opt out" of providing comments 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) *An 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.*
2. *Direct staff to update the Liquor Licensing Fee Bylaw and return to Council for first reading no later than July 30, 2017 to:*
 - a) *Introduce an Application Fee of \$200 for receiving the application types listed in 1 above that are referred to the City by LCLB.*
 - b) *Consolidate the current two step fee into one \$750 fee, which includes public notification costs, for application types requiring a Council resolution.*
 - c) *Remove the fee of \$25.00 for a staff assessment of a special occasion liquor licence as it is unnecessary due to current LCLB process.*
 - d) *Maintain the fee of \$40.00 for a staff assessment of licence applications for a temporary change to a liquor licenses' terms and conditions.*
3. *Set the public notification radius to 100 metres and maintain the notification period of 30 days.*
4. *That staff report back on the implications and opportunities of creating Good Neighbour Agreements with all Food Primaries open after midnight, directly adjacent to residential properties.*

Policy and Bylaw Changes

- Opt-out of providing resolutions for application types qualifying as low impact
- Harmonize notification radius for public notifications with rezoning applications at 100m.
- Requirement for notification to Community Association
- Introduce new fee for applications opted out of by the City
- Simplify process through removal of fee installations – one fee for normal applications and no increase to fee rates
- Remove blanket requirement for Good Neighbour Agreements.
- Good Neighbour Agreements reserved for problem operators of any licence variety to be used to emphasize enforcement actions.

Opt Out of Providing Resolutions for Low Impact Application Types

- Liquor Primary, Manufacture's Lounge Endorsements, Special Event Areas and Picnic Areas;
 - less than a 31 person occupant load,
 - closes before 10:00 pm
- Temporary extension of hours for all licence types up to 3:00 am on New Year's Eve
- Entertainment Endorsements for Food Primaries closing before 12:00 am
- All other application types requiring Local Government acceptance will go through the regular process of staff review, public notification and Council consideration.

Public Notification Standards

- 30 Day comment period
- Mailed notice sent to all addresses within 100m of the establishment
 - Currently, there is no policy standard for the notification radius but 50m has been used in practice.
 - Increase notification radius to 100m, equivalent to notification radius for rezoning applications.
- Community Association is notified

Good Neighbour Agreements (GNA)

Rationale

- Very high percentage of operators are responsible and cause no issues
- GNAs are not relied on for enforcement action
- GNAs do not fill a void in enforcement capabilities
- GNAs are outdated and blurs or are in conflict with jurisdictional boundaries of LCLB, Vic PD and Bylaw.
- Blanket GNA requirement requires additional staff to administer and little value is derived from the requirement.
- Using GNA's discretionally supports small business through reduced bureaucracy, recognizes high percentage of responsible operators and provides value as tool of emphasis for enforcement actions

Good Neighbour Agreements (GNA)

Recommendation

- Do not create blanket requirement for Food Primaries that are open after midnight and adjacent residential areas to enter into GNA
- Removal of blanket requirement for all Liquor Primaries to enter into a GNA
- Use Good Neighbour Agreements as a tool of discretion to emphasize reoccurring enforcement actions for irresponsible operators of all licence types.



Committee of the Whole Report

For the Meeting of October 5, 2017

To: Committee of the Whole **Date:** September 26, 2017
From: Chris Coates, City Clerk
Subject: Proclamation "International Deaf Week" September 18 – 24, 2017

RECOMMENDATION

That the International Deaf Week Proclamation be forwarded to the October 5, 2017 Council meeting for Council's consideration.

EXECUTIVE SUMMARY

Attached as Appendix A is the requested International Deaf Week Proclamation. Due to an oversight, the International Deaf Week Proclamation was not on the September 21 agenda. The organization sponsoring this proclamation has advised that consideration of their proclamation at the October 5 Committee of the Whole meeting, and at the subsequent October 5 Council Meeting would satisfy their requirements.

Council has recently established policy addressing Proclamation requests. The policy provides for:

- A staff report to Committee of the Whole.
- Each Proclamation request requiring a motion approved at Committee of the Whole prior to forwarding it to Council for their consideration.
- Staff providing Council with a list of Proclamations made in the previous year.
- Council voting on each Proclamation individually.
- Council's consideration of Proclamations is to fulfil a request rather than taking a position.

A list of 2016 and 2017 Proclamations is provided as Appendix B in accordance with the new policy. Consistent with City Policy, Proclamations issued are established as fulfilling a request and does not represent an endorsement of the content of the Proclamation.

Respectfully submitted,

Chris Coates
City Clerk

Appendix A: Proclamation "International Deaf Week"
 Appendix B: List of Previously Approved Proclamations

Appendix A

“INTERNATIONAL DEAF WEEK”

WHEREAS *The Deaf Community and extended signers are celebrating the unique heritage and multicultural identities of Deaf individuals with 200 years of American Sign Language in 2017. In conjunction to this special bicentenary celebration, September 18-24th is International Deaf Week. The theme for this year that is promoted by World Federation of the Deaf, under the United Nations is “Full Inclusion with Sign Language”; and*

WHEREAS *The Deaf community strives to see the goals set out by the United Nations Convention on the Rights of Persons with Disabilities (CRPD) and 2030 Sustainable Development Goals (SDGs) to be fully achieved here in Canada; and*

WHEREAS *UVic American Sign Language (ASL) Club as well as the Society for Society for Students with a Disability (SSD) at University of Victoria, would promote diversity among the students and staff, would be celebrating with American Sign Language Festival at a later date on October 6th, 2017, for a day of events on campus; and*

WHEREAS *Community building, diverse communication approaches and means, which introduced to the benefit of different areas of knowledge when approaching Linguistics, Humanities, Sociology and beyond; and the further recognition of our extended communities; and*

WHEREAS *We, regardless where we come from; hope everyone will share in the experience with “Full Inclusion with Sign Language” and celebrate the diversity, pride and meet all the love for one another through our culture and language.*

NOW, THEREFORE *I do hereby proclaim the week of September 18th-24th 2017 as “INTERNATIONAL DEAF WEEK” on the TRADITIONAL TERRITORIES of the ESQUIMALT AND SONGHEES FIRST NATIONS in the CITY OF VICTORIA, CAPITAL CITY of the PROVINCE of BRITISH COLUMBIA.*

IN WITNESS WHEREOF, *I hereunto set my hand this 5th day of October, Two Thousand and Seventeen.*

LISA HELPS
MAYOR
CITY OF VICTORIA
BRITISH COLUMBIA

Sponsored By:
Lindsay Carroll / Ravi Coughlan
UVic ASL Club

Appendix B

Council Meetings	Proclamations
Jan. 14, 2016	BC Aware 2016: Be Secure, Be Aware Days" January 25 – February 5, 2016
Jan. 28, 2016	Eating Disorder Awareness Week - February 1 to February 7, 2016 Variety – The Children's Charity Week - February 8 to February 14, 2016 Black History Month 2016 – February 2016
Feb. 11, 2016	Darwin Day – February 12, 2016 Bullying Stops Here – Pink Shirt Day - February 26, 2016 Rare Disease Day – February 29, 2016 Health, Wellness & Sustainability Festival Day – February 27, 2016 Chamber of Commerce Week – February 15 – February 19, 2016
Feb. 25, 2016	Tibet Day – March 10, 2016
Mar. 3, 2016	Victoria Co-op Day - March 5, 2016
Mar. 10, 2016	World Plumbing Day – March 11, 2016 Purple Day for Epilepsy Awareness – March 26, 2016 World Poetry Day and National Poetry Month – March 21, 2016 and April 2016 World Kidney Day – March 10, 2016 International Day to Eliminate Racial Discrimination – March 21, 2016
Mar. 24, 2016	National Volunteer Week – April 10-16, 2016 Canadian Oncology Nursing Day - April 5, 2016 Project Management Day – April 15, 2016 Autism Awareness Day – April 2, 2016 Everyone Matters Day – April 12, 2016 International Transgender Day of Visibility – March 31, 2016 Canadian Cancer Society's Daffodil Month – April 2016 National Day of Mourning – April 28, 2016
Apr. 14, 2016	World Wish Day - April 29, 2016 Highland Games Week – May 17 – May 23, 2016 Earth Day Power Hour – 11:59 am – 12:59 pm the Friday preceding Earth Day – April 22, 2016 Child Abuse Prevention Month – April 2016
Apr. 28, 2016	National Missing Children's Month and Missing Children's Day – May 2016 Huntington Awareness Month – May 2016 Putting Investors First Month – May 2016 Brian Tumour Awareness Month – May 2016
May 12th, 2016	Parachute Safe Kids Week – May 30 to June 5, 2016 Public Works Week – May 15 to 21, 2016

	Kids Help Phone – Walk So Kids Can Talk Day – May 1, 2016
May 26th, 2016	Orca Awareness Month – June 2016 Intergenerational Day Canada – June 1, 2016 ALS Awareness Month (Lou Gehrig's Disease) – June 2016 National Tourism Week – May 29 to June 4, 2016 World Oceans Week – June 1 to June 8, 2016 World Oceans Day and Rivers to Oceans Week – June 8, 2016 and June 8 to June 14, 2016 Medical Marijuana Day – June 11, 2016 Brain Injury Awareness Month – June 2016 Built Green Day – June 8, 2016
June 9th, 2016	Sri Chinmoy Oneness – Home Peace Run – June 24, 2016 Men's Mental Health Awareness Day – June 14, 2016 World Refugee Day – June 20, 2016 Access Awareness Day – June 4, 2016
June 23rd, 2016	Pride Week – July 1 to July 10, 2016
July 28th, 2016	World Hepatitis Day – July 28, 2016
Aug. 25, 2016	Childhood Cancer Awareness Month – September 2016 Prostate Cancer Awareness Month – September 2016
Sept. 8, 2016	KidSport Week – September 10 – 17, 2016 Peace One Day – September 21, 2016 Literacy Month – September 2016
Sept. 22, 2016	Community Living Month – October 2016 Manufacturing Month – October 2016 Occupational Therapy Month – October 2016 Fire Prevention Week 2016 – October 9th to 15th, 2016 International Blasphemy Rights Day – September 30, 2016 (amended)
Oct. 13, 2016	World Mental Health Day – October 10, 2016 National Teen Driver Safety Week – October 16 to October 22, 2016 Waste Reduction Week – October 17 to 23, 2016
Nov. 10, 2016	UNiTE to End Violence Against Women Day – November 25, 2016
Nov. 24, 2016	Think Local Week – November 27 to December 3, 2016 HIV/AIDS Awareness Week – November 24 to December 1, 2016 World AIDS Day – December 1, 2016 Aboriginal AIDS Awareness Week – December 1 to December 5, 2016 Buy Local Week – November 28 to December 4, 2016 International Day of Persons with Diversabilities – December 3, 2016

	GivingTuesday – November 29, 2016 National Day of Remembrance and Action on Violence Against Women – December 6, 2016
Dec. 8, 2016	National Homeless Persons' Memorial Day – December 21, 2016 Year of Reconciliation - 2017
Jan. 12, 2017	BC AWARE 2017: Be Secure, Be Aware Days - January 30 - February 10, 2017
Jan. 26, 2017	Heart Month - February 2017
Feb. 9, 2017	Rare Disease Day - February 28, 2017 Chamber of Commerce Week - February 20-24, 2017
Feb. 23, 2017	Tibet Day - March 10, 2017 Victoria Co-op Day - February 25, 2017
Mar. 9, 2017	Purple Day for Epilepsy Awareness - March 26, 2017 Neighbour Day - May 7, 2017 World Kidney Day - March 9, 2017
Mar. 23, 2017	Canadian Oncology Nursing Day - April 4, 2017 Autism Awareness Day - April 2, 2017 World Hemophilia Day - April 17, 2017
Apr. 13, 2017	Parkinson's Awareness Month - April 2017 St. George Day - April 23, 2017 Human Values Day - April 24, 2017 Speech and Hearing Awareness Month - May 2017 Global Love Day - May 1, 2017 Child Abuse Prevention Month - April 2017 Earth Day - April 22, 2017
Apr. 27, 2017	Motorcycle Safety Awareness Month - May 2017 Putting Investors First Month - May 2017 Huntington Awareness Month - May 2017 Cruise Industry Day - May 2, 2017 Highland Games Week - May 16 - 22, 2017 Speech and Hearing Awareness Month - May 2017 - Revised
11-May-17	Intergenerational Day Canada - June 1, 2017
25-May-17	Victims and Survivors of Crime Week - May 28 to June 3, 2017 ALS Awareness Month - June 2017 Orca Awareness Month - June 2017 Parachute's Safe Kids Week - June 5 to June 11, 2017 Built Green Day - June 7, 2017

Access Awareness Day - June 3, 2017
Doug Hudlin Awareness Day - June 11, 2017
National Tourism Week - May 28 to June 3, 2017

8-Jun-17 World Refugee Day - June 20, 2017

22-Jun-17 Pride Week - July 1 to July 9, 2017

27-Jul-17 World Hepatitis Day - July 28, 2017

10-Aug-17 Grandmothers to Grandmothers Day - September 10, 2017
Grandparents Raising Grandchildren Week - September 10 - 16, 2017
International Overdose Awareness Day - August 31, 2017

7-Sep-17



Council Member Motion
For the Committee of the Whole Meeting of October 5, 2017

Date: September 21, 2017

From: Councillor Jeremy Loveday and Councillor Ben Isitt

Subject: Noise Exposure Forecast for Port of Victoria Harbour Airport

Background:

Residents of Victoria, particularly those who live along the shoreline of Victoria's middle Harbour in Victoria West and James Bay, have long expressed concerns regarding the safety and quality-of-life impacts of the Port of Victoria Harbour Airport operations. One of these concerns relates to the noise impacts of airport operations.

Transport Canada recognizes noise exposure contours, specifically Noise Exposure Forecasts (NEFs) and Noise Exposure Projections (NEPs), as accurate assessments of "the annoyance resulting from exposure to aircraft noise", and essential tools for municipalities located in proximity to airport operations (See TP 1247E, "Aviation - Land Use in the Vicinity of Airport," attached). Transport Canada recommends the completion of NEF documents to inform the public of noise-sensitive areas in the vicinity of airports. Both NEFs and NEPs undergo a rigorous review and approval process within Transport Canada Aviation before public release. Preparation of NEFs and/or NEPs is the responsibility of the airport operator, which in the case of the Port of Victoria Harbour Airport is Transport Canada Programs Branch.

It is therefore recommended that the City of Victoria write to Transport Canada, requesting copies of the NEF for the Port of Victoria Harbour Airport, to provide the public with accurate information on noise impacts of airport operations.

Recommendation:

That Council request that the Mayor, on behalf of Council, write to the Executive Regional Director Issues and Program Management, Pacific Region, Transport Canada, requesting that Transport Canada provide the City of Victoria within 30 days with the current Noise Exposure Forecast (NEF).

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jeremy Loveday".

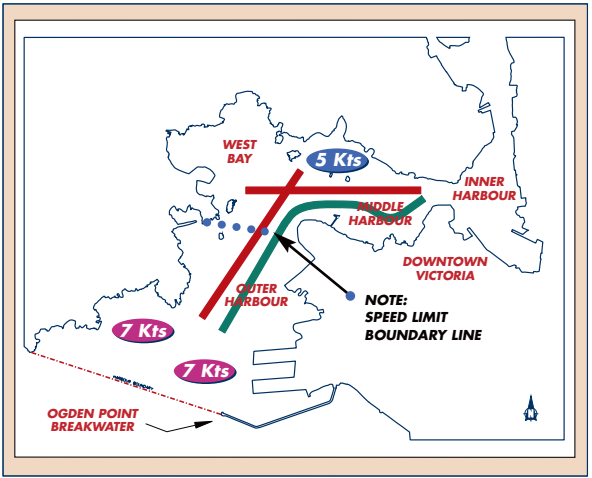
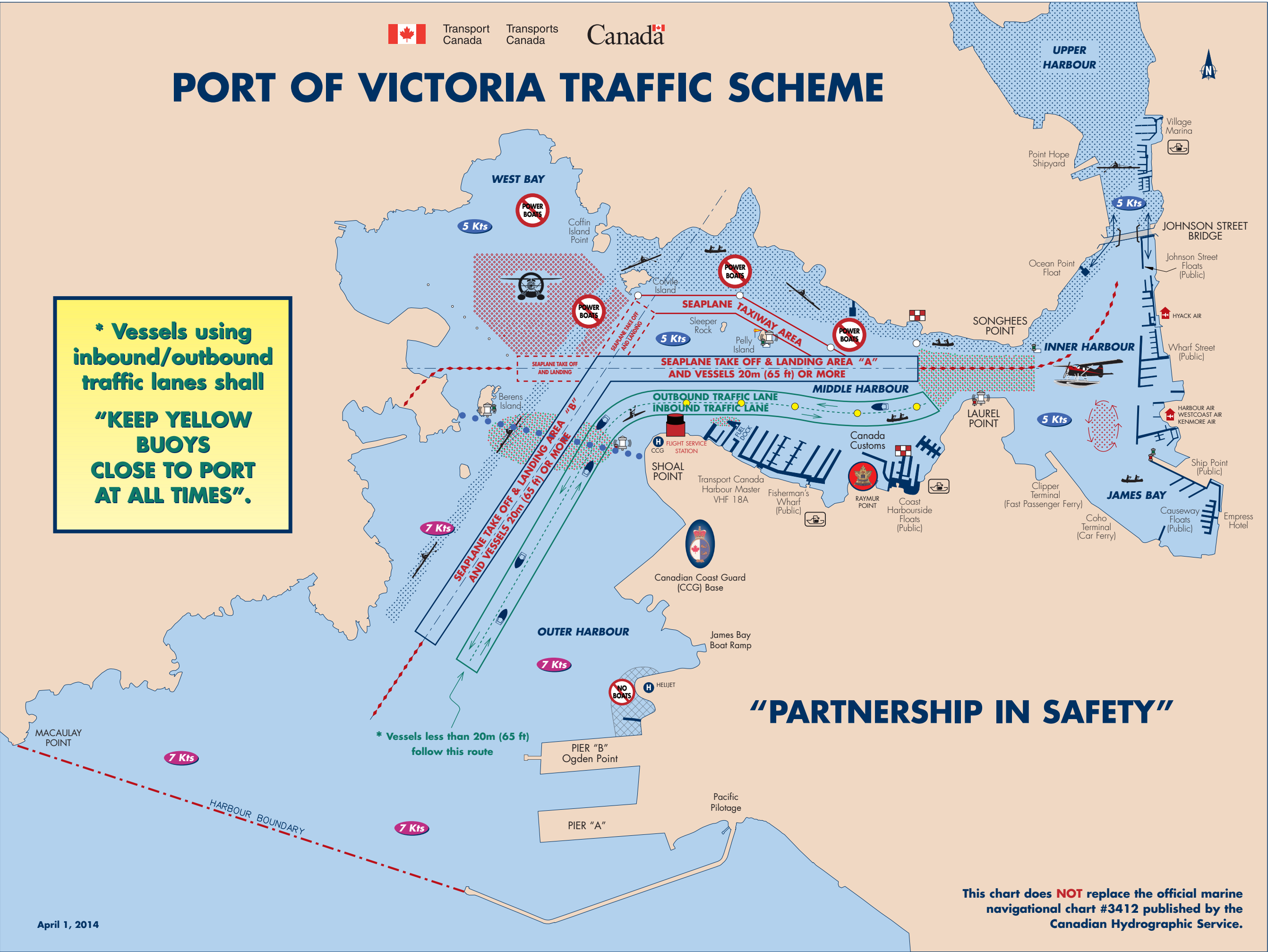
Councillor Jeremy Loveday

A handwritten signature in blue ink, appearing to read "Ben Isitt".











Councillor Ben Isitt

Attachments:

Port of Victoria Traffic Scheme, 2014
 TP 1247E, "Aviation - Land Use in the Vicinity of Airports," 2014
 Noise Exposure Forecasts for nearby airports



LEGEND

	Centre Line Buoy		Red Aid To Navigation Light
	Dolphins		Runway Commencement Point
	Fender Piles		Seaplane Arrival And Departure Route
	Green Aid To Navigation Light		Seaplane Docks
	Heavy Traffic — Use Extreme Caution		Seaplane Holding Area
	Helicopter Landing Pad		Seaplane Inclement Weather Operating Area
	Information Buoy		Seaplane Tide Marker
	Pumpout Facility		Strobe Light
	Recommended Area For Non-Power Driven Vessels		Windsock
	Canada Customs		Speed Limit Boundary Line

NOT TO SCALE

“PARTNERSHIP IN SAFETY”

PORT OF VICTORIA TRAFFIC SCHEME

INTRODUCTION

The Port of Victoria is home to many activities including international ferry services, commercial tugs and barges, fishing fleets, harbour ferries and water taxis, whale watching operations, seaplanes and numerous power driven and non-power driven recreational craft such as kayaks and sculls. There are also numerous “Special Events” that have an impact on port traffic and general operations.

Aviation and marine traffic in the Port of Victoria has increased over the past few years and your cooperation is needed to ensure effective operations and safety in the port. The following rules, special procedures and restrictions have been developed jointly by port users and regulatory authorities and apply to **all vessels and seaplanes** operating in the Port of Victoria.

Note: For official information on marine aids to navigation, water depths, etc., please refer to **Chart #3412** published by the Canadian Hydrographic Service.

HARBOUR CHARACTERISTICS

For the purpose of this traffic scheme, the Port of Victoria may be considered in four parts:

- the **OUTER HARBOUR** extending from the breakwater to Shoal Point,
- the ***MIDDLE HARBOUR** extending from Shoal Point to Laurel Point,
- the **INNER HARBOUR** extending from Laurel Point to the Johnson Street Bridge, and
- the **UPPER HARBOUR** extending north of the Johnson Street Bridge to the Selkirk Trestle.

Located in the middle of the **MIDDLE HARBOUR** and extending into the **OUTER HARBOUR** are two unmarked **Seaplane Take Off and Landing Areas**, as well as an unmarked Seaplane Taxiway area just north of Pelly Island.

Located on the south of the **MIDDLE HARBOUR** and extending into the **OUTER HARBOUR** are two **Inbound/Outbound Traffic Lanes**. The eastern portion of the division between the **inbound** and **outbound** traffic lanes is **marked** with **five lighted yellow cautionary buoys** flashing every 4 seconds.

Located just off the north shore of the **MIDDLE HARBOUR** are four information buoys, white and orange in colour. These buoys mark the eastern most limit of the seaplane take off and landing area and as well serve to separate non-power driven vessel traffic from seaplanes on the water.

The vertical clearance under the Johnson Street Bridge at highwater is 5.9m (19ft) and the width of the channel between pilings is 37m (122ft).

CAUTION

White strobe lights are located at **Shoal Point, Laurel Point, Berens Island** and on **Pelly Island** and are activated by the Flight Service Station to alert mariners of the imminent take off or landing of a seaplane. When these strobe lights are activated, use extreme caution.

THE RULES OF THE ROAD: “COLLISION AVOIDANCE”

A seaplane on the water shall, in general, keep well clear of all vessels and avoid impeding their navigation. In circumstances, however, where risk of collision exists, vessels (including seaplanes) are required to comply with the **REGULATIONS FOR THE PREVENTION OF COLLISIONS (Collision Regulations)**.

Mariners are directed to, and are reminded that Part B – Steering and Sailing Rules of the Collision Regulations describe responsibilities between vessels in all conditions of visibility.

***Note:** Marine Chart #3412 and the Canada Flight Supplement show the Inner Harbour as consisting of both the Middle and Inner Harbour areas.

Note: All references to vessel includes ships as defined in the Canada Marine Act (CMA) 2. (1).

VESSEL OPERATING PROCEDURES

Power Driven Vessels less than 20m (65 ft) in Length, including sailboats, shall transit the **OUTER HARBOUR** and the **MIDDLE HARBOUR** via the vessel ***Inbound/Outbound Traffic Lanes***, as indicated on the chart.

Power Driven Vessels of 20m (65 ft) in Length or greater shall transit the **MIDDLE HARBOUR** via the ***Seaplane Take Off and Landing Areas***, or via the **Inbound Traffic Lane** and shall transit these areas without stopping or delay.

Non-power Driven Vessels including row boats, rowing sculls, kayaks and canoes are authorized to use the **OUTER, MIDDLE, INNER** and **UPPER HARBOUR** for recreational purposes. While in the **MIDDLE HARBOUR**, or in transit to the **OUTER HARBOUR**, non-power driven vessels shall transit by using the ***Outbound Traffic Lane*** or by operating close to the north shore, north of the four white information buoys until west of Colville Island. While in transit from the **OUTER HARBOUR** to the **UPPER HARBOUR**, non-power driven vessels shall transit by using the ***Inbound Traffic Lane*** or by remaining close to the north shore, north of the four white information buoys. Non-power driven vessels should use **“extreme caution”** when operating in larger vessel docking areas such as Fisherman’s Wharf and Seaplane Terminals.

All Vessels entering or exiting the ***Inbound/Outbound Traffic Lanes*** shall merge gradually into the appropriate traffic lane and shall avoid crossing traffic lanes. However, if the crossing of a traffic lane is unavoidable, vessels shall cross at right angles to the traffic lane. All vessels navigating in the area between Songhees Point and Laurel Point, near the ***Inbound/Outbound Traffic Lanes*** should use extreme caution, as it is a congested area and is often used by non-power driven vessels to transit between the north and south shores. Additional caution is also required in the area between Berens Island and Shoal Point where traffic from West Bay, the Middle Harbour and the Outer Harbour all converge near the north/south Seaplane Take Off and Landing Area.

All vessels are reminded there is a **black water discharge prohibition** in effect for waters in the Port of Victoria. Pump out locations are noted on the Chart side of this publication for the convenience of boaters.

Harbour Ferries/Water Taxis: Due to the nature of the service these vessels provide, they are required to “criss-cross” the **INNER HARBOUR** on a continual basis in various locations. Harbour ferries will use the ***Inbound/Outbound Traffic Lanes*** whenever possible. However, when crossing ***Seaplane Take Off and Landing Area “B”*** they are required to yield to seaplanes prior to entering and, having entered the area, to maintain course and speed until exiting. In addition, prior to crossing a seaplane take off and landing area, the water taxi operator must monitor VHF 122.2 to ensure he (she) is aware of aircraft in the area. When transiting a take off and landing area a water taxi must exhibit a flashing yellow light.

Note: Harbour Ferries are authorized to transit along the north shoreline, in a westerly direction only, remaining north of the four white information buoys while enroute to West Bay.

Seaplanes are to operate in accordance with the **Canada Flight Supplement** and the **Water Aerodrome Supplement** as appropriate.

Three short blasts of a large ferry’s whistle (the Coho) means it is in astern propulsion. **Stay well clear.** Never cross in front of a ferry or in its wake. Tugs and barges have limited maneuverability. **Stay well clear.**

SEAPLANES: “WHAT BOATERS NEED TO KNOW”

Aviation procedures request that pilots take off southbound in the north/south seaplane take off and landing area. Landings will most likely occur either eastbound or westbound in the east/vwest seaplane take off and landing area or northbound in the north/south take off and landing area. However, wind, water and aircraft load conditions may be such that aircraft will take off or land in either area, in either direction.

A Seaplane Inclement Weather Operating Area in West Bay may be used for take off in some high wind conditions. Because of varying weather conditions, boat operators should not count on pilots always being able to operate completely within the designated areas. Therefore, boaters must remain vigilant at all times. To aid boaters, **four white strobe lights**, located at **Shoal Point, Laurel Point, Berens Island** and **Pelly Island**, are activated by the Flight Service Station up to 60 seconds prior to a seaplane taking off or landing. Also, seaplanes so equipped will normally activate on board landing/pulsating lights prior to take off.

Seaplanes may have to leave the **Seaplane Take Off and Landing Areas** to make way for other seaplanes and may use the **Inbound/Outbound Traffic Lanes** until being able to return to the **Seaplane Take Off and Landing Areas**. *In addition, a Seaplane Taxiway has been established North of Pelly Island for the use of taxiing seaplanes during certain tide conditions.*

A Seaplane Holding Area is located southeast of Laurel Point and has been designated for seaplanes to hold for short periods of time while waiting for a berth at one of the seaplane docks, or for a clear outbound taxi route.

Seaplanes operate in Victoria Harbour from 7 a.m. local time until 30 minutes past sunset.

CONTACTS

Canadian Coast Guard: In the case of a “Marine Emergency” contact the Canadian Coast Guard radio on VHF channel 16, or *16 on a cellular telephone, or the Joint Rescue Co-ordination Centre at 1-800-567-5111 or #SAR(727) on a cellular telephone.

Harbour Master: For general Port information or to report marine incidents such as navigational hazards or pollution, contact the Harbour Master on VHF channel 18A or 250-363-3578.

Berthage: For public berthage call on VHF 66A.

Canada Customs: The Canada Customs clearance float is located on the south side of the **MIDDLE HARBOUR** as shown on the chart, telephone 1-888-226-7277.

Flight Service Station: The Flight Service Station is owned and operated by NAV CANADA, telephone 250-953-1510.

Johnson Street Tilt Bridge, at the NE extremity of the **INNER HARBOUR**, is operated by the City of Victoria. Radio communications with the bridge operator can be made on VHF channel 12. Hours of operation are Monday through Friday, 8 a.m. to midnight and weekends and statutory holidays, 8 a.m. to 4 p.m. Rush hour vehicular traffic requires daily bridge closures from 7 a.m. to 9 a.m. and 4 p.m. to 6 p.m. Monday to Friday. The after office hours telephone number is 250-385-5717.

RULES AND RESTRICTIONS

Speed Limit: All ships maneuvering in waters of the Port of Victoria north of a straight line between the westerly end of the Ogden Point breakwater and Macaulay Point to a straight line drawn between Shoal Point and Berens Island shall proceed at a safe speed at all times and shall not exceed 7 knots. All ships maneuvering in waters of the Port of Victoria north and east of a straight line drawn between Shoal Point and Berens Island and south of the Selkirk Trestle Bridge shall proceed at a safe speed at all times and shall not exceed 5 knots.

Minimize Wake: All vessels are required to minimize their wake in order to prevent damage to shore facilities and other vessels.

No Sailing: Sails shall not be used in the **MIDDLE, INNER** and **UPPER HARBOUR** and all sails shall be lowered even when under power.

Professional and Amateur Training: Due to the volume of activity, rowers, canoers, scullers and kayakers shall not conduct any professional or amateur training after 7 a.m. in the **INNER HARBOUR**, or the **MIDDLE HARBOUR**.

Anchoring: No ship shall anchor in the Port of Victoria unless authorized by the Port Official.

A Blackwater Discharge prohibition is in effect for all Port of Victoria waters north of Ogden Point as far as the Selkirk Trestle Bridge.

Vessel Operating Procedures, as indicated in this Traffic Scheme, are to be followed.

Seaplane Restrictions:

- 1) Prior permission is required from the Port of Victoria Airport Manager before operating in the Port of Victoria
- 2) No step taxiing is permitted, and taxi speed is 5 knots maximum north and east of a straight line drawn between Shoal Point and Berens Island
- 3) Seaplanes shall maintain a distance of at least 50m from surface vessels during take off or landing
- 4) No take offs or landings are allowed prior to 0700 unless authorized by the Harbour Airport Manager
- 5) The Pelly Island Taxiway Area is not authorized for use when the white horizontal tide markers are visible (located on the concrete bases of Pelly Island and Tuzo Rock marine lights)
- 6) Westbound take offs and landings shall not commence until west of a line joining the north and south markers as indicated on the chart
- 7) Eastbound landings shall be completed and seaplanes shall be at or below 5 knots before crossing east of a line joining the north and south markers as indicated on the chart
- 8) Pilots are to ensure a minimum water depth of 1.8m is available prior to using the inclement weather operating area (see chart #3412)
- 9) No Ab Initio or aircraft training.

Note: Persons failing to comply with these rules and restrictions may be subject to summary conviction and/or fines. The Port of Victoria Traffic Scheme is not a “traffic separation scheme” as defined in Rule 10 of the Collision Regulations. Authority is derived from the Canada Marine Act, Practices and Procedures for Public Ports.

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AVIATION

Land Use In The Vicinity of Aerodromes



Canada

Abstract

This publication describes not only the operational characteristics of aerodromes but also different types of land uses outside the aerodrome property boundary and recommends, where applicable, guidelines for those land uses in the vicinity of aerodromes. In addition, the source documents have been linked to further explain the technical aeronautical requirements.

This publication was prepared by the Flight Standards division of the Standards Branch of the Civil Aviation Directorate of Transport Canada. Enquiries relating to the document's content and suggested amendments should be directed to:

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Part I -- Introduction

This publication is designed to assist planners and legislators at all levels of government in becoming familiar with issues related to land use in the vicinity of aerodromes.

Municipal planners and developers must understand that how land is used around an aerodrome will have an impact on the aerodrome's operations. The land use around aerodromes can have significant impacts on safety at the aerodrome and can negatively impact the operational viability of the aerodrome to the detriment of the local community that depends upon it.

The compatible land use planning concept is an outgrowth of the focus of attention on the environmental relationship between aerodromes and their community neighbours. This planning concept is relatively simple and the results can be impressive, but the implementation requires careful study and co-ordinated planning.

Some community/aerodrome situations have reached the point where the effect of land use planning guidelines may be minimal. However, there are still instances where the use of these guidelines will result in more compatible aerodrome and community development. Implementation of this guidance may result in provincial/municipal legislation or bylaws for compatible land uses, easements or land zoning.

As new and non-traditional uses of land become more prevalent (e.g. windfarms), the public and aviation stakeholders have advanced concerns to Transport Canada over items that may be viewed as impediments to access or as safety items. The ninth edition of TP 1247 has been revised to address these issues.

Where units of measure are quoted in this document, the metric numbers are to be heeded as the equivalent imperial units are approximations only.

For the purposes of this document, where the word *aerodrome* is used, it includes certified aerodromes, non-certified aerodromes, heliports and water aerodromes; where the word *airport* is used, it specifically means certified aerodromes.

Enquiries relating to the application of these guidelines should be directed to the appropriate Regional Director Civil Aviation. Addresses for the Regional Civil Aviation officials are listed in [Appendix A](#).

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Transport Canada Land Use Role

From a regulatory perspective, the authority for the designation of and control of the use of lands located outside of aerodrome property rests with provincial/municipal levels of government. The only exception to this fact, in the aviation case, occurs where an airport zoning regulation, made pursuant to the Aeronautics Act, is in force.

The Minister of Transport may exercise authority only over lands that are included in an Airport Zoning Regulation made pursuant to the Act. An Airport Zoning Regulation contains restrictive clauses that describe the activities and uses that are restricted or prohibited and contains a legal description of the lands to which it applies.

Restrictions and or prohibitions contained in a zoning regulation may range from limiting the height of structures to prohibiting specified land uses or to prohibiting facilities that may interfere with signals or communications to/from aircraft.

Airport zoning regulations cannot be made for non-certified aerodromes.

Individual zoning regulations are included in a listing of regulations made pursuant to the Aeronautics Act and may be found at the following internet address:

<http://www.tc.gc.ca/eng/acts-regulations/acts-1985ca-2.htm>

Definitions

The following definitions are provided for the purposes of this document only;

Airport: An aerodrome for which, under Part III of the *Canadian Aviation Regulations*, an airport certificate has been issued by the Minister.

Aerodrome: Any area of land, water (including the frozen surface thereof) or other supporting surface used or designed, prepared, equipped or set apart for use either in whole or in part for the arrival, departure, movement or servicing of aircraft and includes any buildings, installations and equipment situated thereon or associated therewith.

Note: *This definition of "Aerodrome" includes water aerodrome and heliports.*

Aerodrome Reference Point: The designated point or points on an aerodrome normally located near the geometric centre of the runway complex that:

- (a) establishes the geographical location of an aerodrome for charting purposes, and
- (b) establishes the locus of the radius or radii of the outer surface as defined in a Zoning Regulation.

Graded Area: An area surrounding the runway which is graded to a specified standard to minimize hazards to aircraft which may accidentally run off the runway surface.

Heliport: An aerodrome or a defined area on a structure intended to be used wholly or in part for the arrival, departure and surface movement of helicopters.

Obstacle Limitation Surface: A surface that establishes the limit to which objects may project into the airspace associated with an aerodrome consisting of the following; a takeoff surface, an approach surface, a transitional surface and an outer surface.

Runway Strip: A defined area including the runway, and stopway if provided, intended to reduce the risk of damage to aircraft running off a runway and to protect aircraft flying over it during takeoff or landing operations.

Water Aerodrome: means an aerodrome that uses an area of water, excluding the frozen surface of that area, for the arrival, departure, movement or servicing of aircraft.

1.1 General

This part will give the reader some insight into those aerodrome operational factors which can affect land uses outside the aerodrome property boundary. Each factor is considered separately and in enough detail to allow general planning conclusions to be drawn. It is important that any particular land use under consideration be judged from the point of view of all relevant factors. The referenced Manual for Part I is: Aerodrome Standards and Recommended Practices (TP 312E).

Obstacle Limitation Surfaces are established to ensure the required level of safety. These surfaces normally extend beyond the boundary of the aerodrome and therefore benefit from protection by the enactment of an Airport Zoning Regulation which will prohibit the erection of structures which would violate any of the defined plane surfaces.

Where enacted, zoning regulations apply to all the lands, including public road allowances, adjacent to or in the vicinity of an airport; the specific lands are described in the Schedule of the relevant airport zoning regulation. Lands within an airport boundary are therefore not included in an airport zoning regulation; however, all structures within an airport boundary must comply with obstacle limitation surface requirements, as stated in TP312 Aerodrome Standards and Recommended Practices.

For those airports at which an Airport Zoning Regulation has been enacted under the Aeronautics Act, details of the registered zoning plans are available from the Land Registry Office for the district within which the airport is located.

Note: It is of the utmost importance to be aware that the proximity of obstacles, for example, wind turbines, telecommunications towers, antennae, smoke stacks, etc., may have an impact on the current and future usability of an aerodrome. Therefore, it is critical that planning and coordination of the siting of obstacles should be conducted in conjunction with an aerodrome operator at the earliest possible opportunity.

1.2 Slopes and Surfaces

There are three types of surfaces in place at an aerodrome that should be protected to avoid penetration by objects or structures. Protection of these surfaces is done by limiting the height of structures, including appurtenances or objects on the ground, to heights that are less than that of the slope surface thereby avoiding penetration of that surface.

Airports that have an Airport Zoning Regulation have these surfaces protected by law and these zoning regulations apply to land that is located outside the property boundary of the airport. At aerodromes that do not have an Airport Zoning Regulation, the cooperation of adjacent communities is sought to obtain provincial/municipal zoning protection against development that would compromise the operational airspace, as defined by the description of these surfaces, around the aerodrome facility.

Where the facility is an airport, objects penetrating any of these surfaces may affect the operations of the airport and the certification status of the airport. Where the facility is a non-certified aerodrome, penetration of these surfaces may affect the operations at the aerodrome. Where the facility is a non-certified aerodrome, the standards in TP312 Aerodrome Standards and Recommended Practices can be used but are not enforceable; however, the operational integrity of the non-certified aerodrome is enhanced if the designation of the use of land adjacent to the facility is done in line with technical portions of the standards.

The three types of surfaces in place at an aerodrome are the outer surface, the takeoff /approach slope surface and the transitional surface as shown in Figure 1.

A complete description of the standards related to these surfaces may be accessed at the following website:

<http://www.tc.gc.ca/eng/civilaviation/publications/tp312-menu-4765.htm>

The following figure will assist the reader in developing a visual picture of the surfaces discussed above.

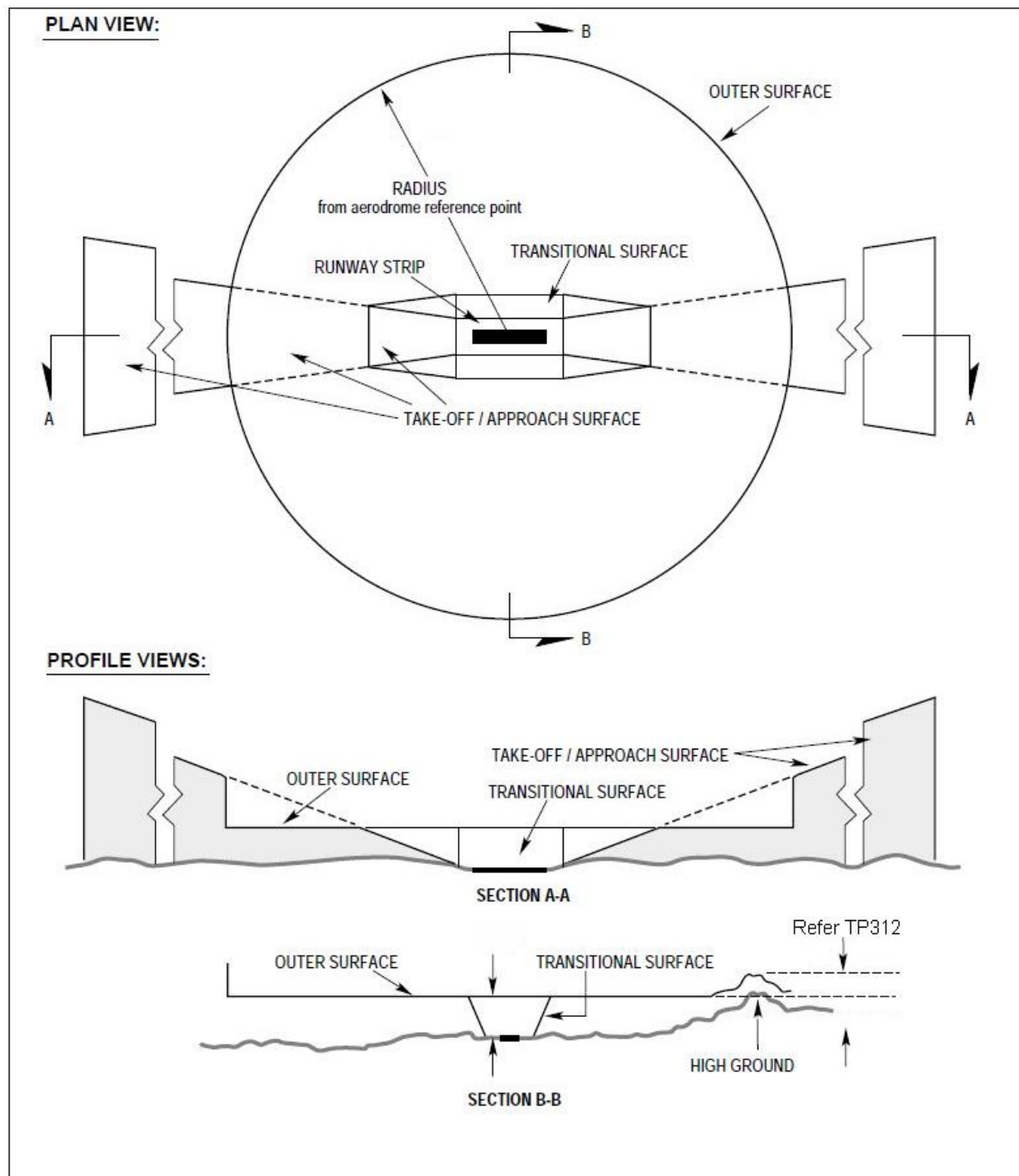


Figure 1: Obstacle Limitation Surfaces

1.3 Outer Surface

An outer surface shall be established where required for the protection of aircraft conducting a circling procedure or manoeuvring in the vicinity of an aerodrome. The outer surface establishes the height above which it may be necessary to take one or more of the following actions:

- (a) restrict the erection of new structures which would constitute an obstruction; or
- (b) remove or mark obstacles to ensure a satisfactory level of safety and regularity for aircraft manoeuvring visually in the vicinity of the airport before commencing the final approach phase (See Figure 2).

1.3.1 Dimensions of Outer Surface

Where an outer surface is established, it shall be as follows:

- (a) a common plane established at a constant elevation of 45 m above the assigned elevation of the aerodrome reference point; and
- (b) when the common plane described in paragraph (a) is less than 9 m above the surface of the ground, an imaginary surface shall be established at 9 m above the surface of the ground (See Figures 2 and 3).

Note: When the outer surface elevation cannot be held to 45 m, a semi-circular outer surface may be established permitting a circling procedure on one side of the runway. If this compromise solution is not possible, circling as part of an instrument approach procedure should not be recognized, thus eliminating the need for an outer surface.

The outer surface measured from the designated aerodrome reference point or points, shall extend to a horizontal distance of at least:

- (a) 4000 m is recommended where the code number is 1, 2 or 3.
- (b) to be determined by an aeronautical study where the code number is 4, but never less than 4000 m.

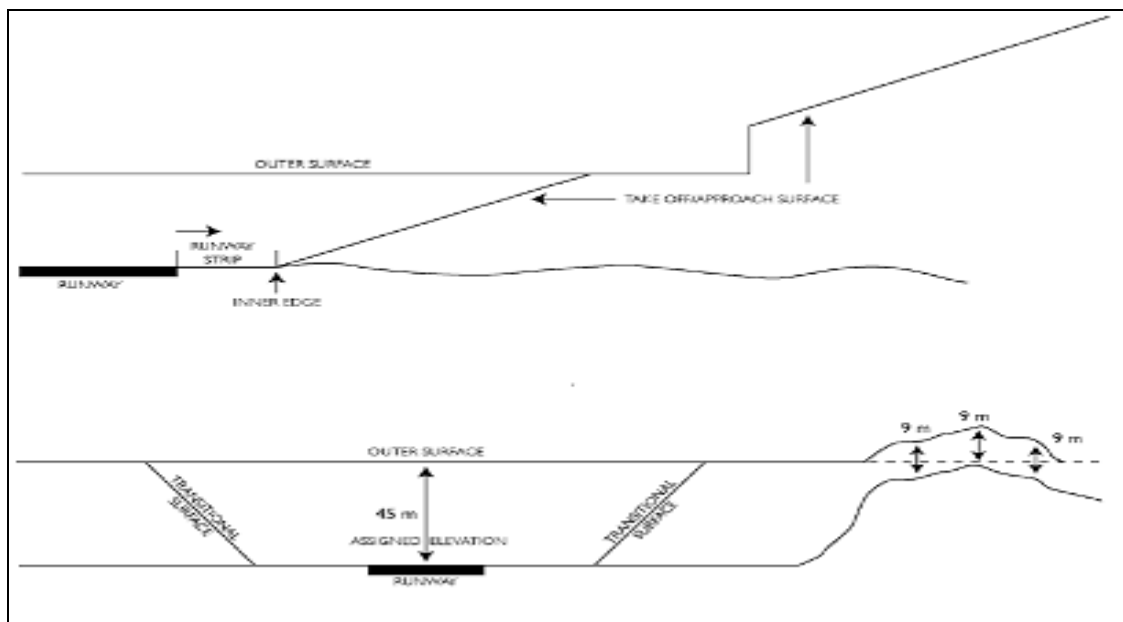


Figure 2 – Obstacle Limitation Surface – Side View

1.4 Take-Off/Approach Areas and Surfaces

1.4.1 Delimitation

They are established for each runway direction intended to be used for the take-off and landing of aircraft.

- (a) An inner edge, perpendicular to the runway, begins at the end of the runway strip (normally 60 m from the runway threshold). The length of the inner edge is dependent on the strip width.
- (b) Two sides originate at the ends of the inner edge and diverge uniformly at either 10% or 15% from the extended runway centre line (Note: See divergence minima information in paragraph 1.4.2).
- (c) Final Width will be the product of the divergence and length of the area, and will be parallel to the inner edge.

1.4.2 Dimensions of the Takeoff/Approach Areas and Surfaces

The dimensions of the takeoff/approach areas and surfaces shall be:

(a)

Precision Approach Runway - Category I and II	
Length of inner edge	As per strip width
Divergence (min)	15%
Length (min.)	6 000 m
*Slope (max.)	Cat. II Runways, 2% where the code number is 3 or 4. Cat. I Runways, 2% where the code number is 3 or 4. Cat. I Runways, 2.5% where the code number is 1 or 2.

* Where applicable, for new runways at major aerodromes the slope should be 1.66% for the first 3000 m and 2% thereafter for a total length of 15 000 m.

For the purposes of registered zoning, the takeoff approach surfaces of Code 3 and 4 Precision Approach Runways shall be defined by using slopes appropriate for a glide path extending for a maximum of 6 KM. If local terrain precludes the use of a glide path, then the lowest usable glide slope should be selected.

(b)

Non-Precision Approach Runway				
Code Number	1	2	3	4
Length of inner edge	As per strip width			
Divergence (min.)	10%	10%	15%	15%
Length (min.)	2 500m	2 500m	3 000m	3 000m
* Slope (max.)	3.33%	3.33%	2.5%	2.5%

* Where practicable, the slope should be 2%.

(c)

Non-Instrument Runways				
Code Number	1	2	3	4
Length of inner edge	As per strip width			
Divergence (min.)	10%	10%	10%	10%
Length (min.)	2 500m	2 500m	3 000m	3 000m
Slope (max.)	5%	4%	2.5%	2.5%

Note: The lengths given in (a), (b) and (c) above, are measured horizontally, unless otherwise specified. Regardless of the slope specifications in (a), (b) and (c) above, all objects considered by the certifying authority to be hazardous shall be marked and/or lighted.

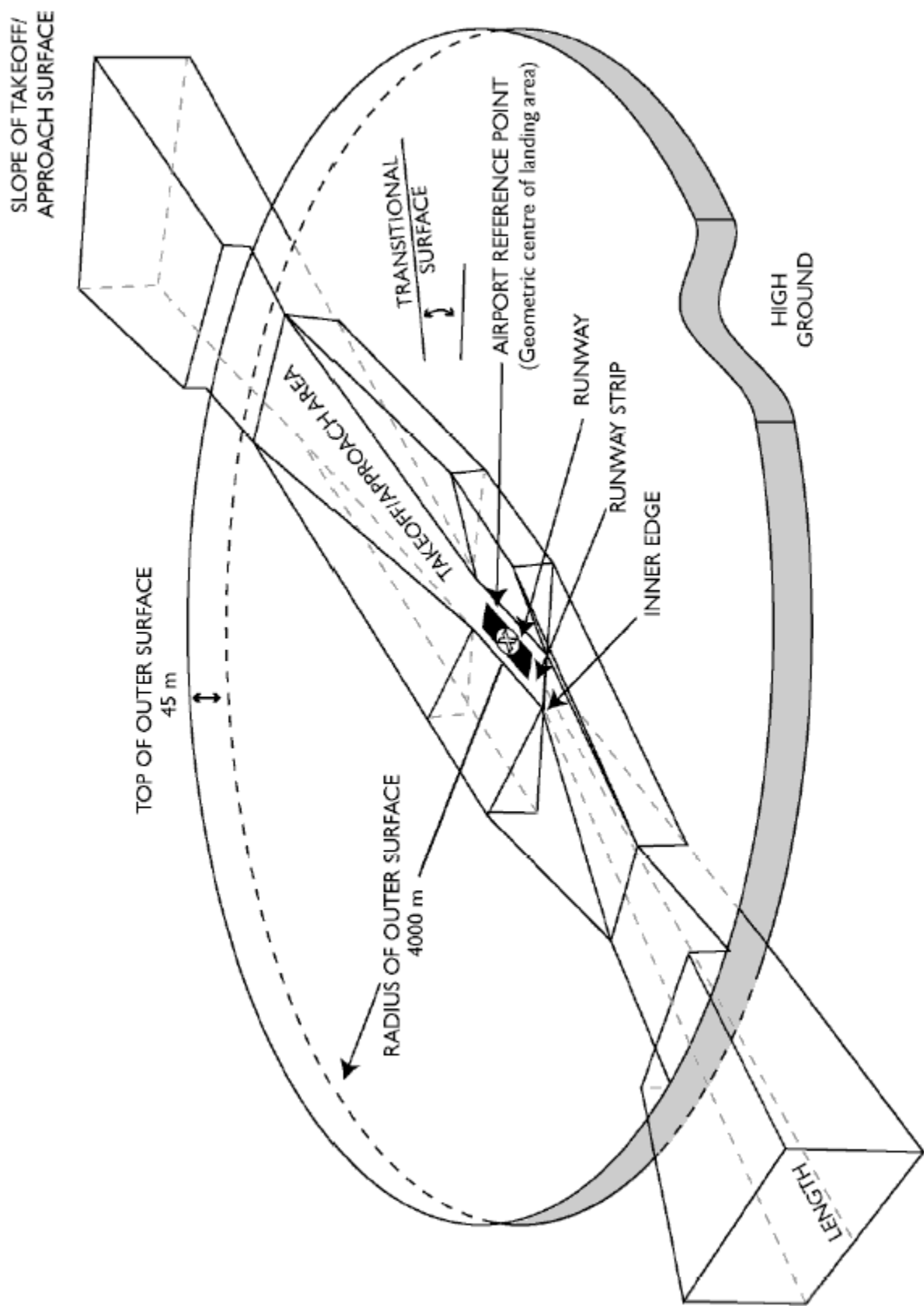


Figure 3 – Obstacle Limitation Surfaces

1.5 Transitional Surface

1.5.1 Delimitation

Transitional surface is a complex surface along the sides of the runway strip and part of the approach surface that slopes up to the outer surface. Its purpose is to ensure the safety of aircraft at low altitudes displaced from the runway centre line in the approach or missed approach phase. The slope of a transitional surface measured in the vertical, perpendicular to the runway shall be:

- 14.3% for an Instrument runway and non-Instrument runways, Code 3 and 4
- 20.0% for non-Instrument runways, Code 1 and 2

Where topographical or natural obstructions make it economically unreasonable and in the opinion of the Certifying Authority, an equivalent level of safety will be achieved, the transitional surfaces for runways where the code number is 1 or 2, used in Visual Meteorological Conditions (VMC) may be steepened or eliminated provided the strip width is widened in accordance with the following:

Strip Width			
Code Number	90 m	120 m	150 m
1. Transitional Surface	33%	Vertical	Vertical
2. Transitional Surface	33%	50%	Vertical

Note: This is intended to provide relief for small aerodromes in mountainous regions, used in VMC, where river valleys, etc. are the only sites, available. At other locations an aeronautical study and Headquarters' approval is required before applying the above criteria.

1.6 Width of Strip

1.6.1 Dimensions of the Runway Strips

1. Width of Strip - Instrument Runways

The runway strip shall extend the following distances each side of the centre line of the runway.

Precision Approach Runway:

1. 150 m where the code number is 3 or 4,
2. 75 m where the code number is 1 or 2.

Non-Precision Approach Runway:

3. 150 m where the code number is 4,
4. 75 m where the code number is 3,
5. 45 m where the code number is 1 or 2.

2. Width of Strip - Non-instrument Runways

Runway strips containing a non-instrument approach runway shall extend each side of the centre line as follows:

1. 75 m where the code number is 4,
2. 45 m where the code number is 3,
3. 30 m where the code number is 1 or 2.

Part II -- Telecommunications and Electronic Systems

2.1 General

The guidance contained in this part is aimed at protecting navigational aids, radars and telecommunications systems which include systems for civil, military, and environmental applications. Transport Canada approval of the location and/or construction of structures and facilities considered incompatible would only be required for structures located on lands to which an airport zoning regulation applies.

Local land use planners and those wishing to erect structures are encouraged to contact regional Transport Canada Civil Aviation offices for assistance in locating any nearby aerodromes and NavCanada for assistance in locating any potentially impacted radars, navigation aids or telecommunications facilities. Local planners and those wishing to erect structures are encouraged to consult with identified airport and aerodrome operators and NavCanada. NavCanada can be contacted at 1-866-577-0247 or by email at landuse@navcanada.ca.

The information contained in this part represents the criteria normally applicable for the protection of navigational aids, radars and telecommunications systems. More specific guidance on structures conforming to these values should be available from the owner of the radar, navigational aid or telecommunications system.

Planners should also be aware that, where airport zoning regulations are in effect, specific structures which contravene the values contained within said zoning regulations may sometimes be acceptable, provided that the applicant demonstrates by a technical analysis that such approvals will not cause harmful interference.

Consultation with the radar, navigational aid or telecommunication system owner should take place at an early stage in the project in order to avoid costly redesign or undue pressure when seeking building and site approvals. It is recommended that consultation take place at the building concept stage, before site approval is sought.

The radar, navigational aid or telecommunication system owner should ensure that full coordination takes place with aerodrome and local authorities where there is any air navigation system change that may impact local communities.

Note: *The development and promulgation of the requirements for the protection of radar, navigational aid or telecommunication systems are the responsibility of the facility owner.*

2.2 Radar Systems

The radar coverage volume for all types of radar systems can be reduced by a structure blocking the transmit or receive signal path. The severity of this blockage is proportional to the size of the structure and varies according to its location.

The size and construction material of buildings and other structures can be controlled to ensure that the radar coverage volume is maintained and that the number of false targets detected is not increased.

False targets are usually a problem only with Air Traffic Control (ATC) Radar Systems (including military and weather radar systems). They are created by transmitted or received signals being reflected from structures. The magnitude of the reflection is proportional to the size of the structure and the electrical behaviour of the material used. Non-metallic materials can reduce the magnitude of the reflection.

The protection criteria presented in this section are provided for general guidance purposes only. For more precise criteria suitable to the location/structure being proposed, proponents should contact local aerodrome operators and/or the radar/navigation aid/communication systems owner.

2.2.1 Air Traffic Control (ATC), Air Defence or Military Radars

(a) Primary Surveillance Radar (PSR)

- (i) within 300 m of the radar site, no building or other structure should exceed a height of 5 m below the geodetic height of the antenna platform. The preference is to have no structure at all or to have trees surrounding the site.
- (ii) from 300 to 1,000 m from the radar site, the upper limit on the height of a structure is increased at a rate of approximately 0.007 m per metre. Thus, at a distance of 1,000 m from the site, the structure can be as high as the geodetic height of the antenna tower platform.
- (iii) beyond 1,000 m from the radar site, no site protection requirement is specified; however, it is preferable not to have any large structure exceeding 0.25° above the radar horizon. Large structures are defined as having an azimuth of more than 0.43° . The consequences of building such structures should be brought to the attention of the local land use authority responsible for approving the proposal for construction.

(b) Secondary Surveillance Radar (SSR)

The provisions given above for a Primary Radar System apply as well for an ATC Secondary Surveillance Radar System. In addition, all buildings or other structures within 1,000 m of the radar should be constructed with non-metallic materials having a low reflectivity at frequencies from 1.0 to 1.1 GHz.

(c) Precision Approach Radar (PAR)

Within 900 m of the approach area to a runway served by a Precision Approach Radar System, no reflecting objects (trees, buildings or other structures) are allowable.

(d) Airport Surface Detection Equipment Radar (ASDE)

No structure should be built that blocks the line-of-sight from the ASDE radar antenna to any runway, taxiway, intersection, etc., unless it is approved by the owner of the equipment. Any exception would have to demonstrate that the blockage would be operationally insignificant.

2.2.2 Weather Radar

No structures exceeding the height of the radar antenna should be built within a radius of 300 m of weather radars. Environment Canada is the entity responsible for siting weather radars in Canada. The owner or proponent of the structure is responsible for any coordination with Environment Canada.

2.3 VHF/UHF Radio Communication Systems

Metallic structures may cause reflection of communication signals. In cases where such structures are proposed to be constructed within 300 m of a VHF/UHF transmitter/receiver installation, consultation with the owner of the communications systems is recommended.

The protection criteria presented in this section are provided for general guidance purposes only. For more precise criteria suitable to the location/structure being proposed, proponents should contact local aerodrome operators and/or the radar/navigation aid/communication systems owner.

2.4 Navigational Aids

2.4.1 General

Although several different standardized types of navigational aids are used to support air navigation, they share the common characteristic that the navigation guidance is derived partially as a function of the direction from which the navigation signals are received. Any structure that causes unwanted reflections of guidance signals will cause some of those signals to be received from a different direction, altering the navigation guidance in a potentially hazardous way. For this reason, it is important to screen and assess any developments in the vicinity of navigational aids.

The protection criteria presented in this section are provided for general guidance purposes only. For more precise criteria suitable to the location/structure being proposed, proponents should contact local aerodrome operators and/or the navigational aid owner.

2.4.2 Non-Directional Beacons (NDB)

The following types of structures should be assessed prior to construction to determine the potential impact on navigation signals from an NDB:

- (a) All proposed structures within 200 m of an NDB antenna; and
- (b) All proposed steel towers, power lines, metal buildings, etc., within 1,000 m of an NDB antenna, for which the subtended vertical angle measured from the base of the NDB antenna structure exceeds 3°.

2.4.3 VHF Direction Finding Systems (VHF/DF)

Siting requirements for VHF/DF are of major importance. In particular, the equipment requires that:

- (a) within 45 m of the antenna: ground to be level $\pm 1^\circ$ and surface roughness ± 30 cm
- (b) within 90 m of the antenna: ground to be clear of trees, masts, metal fences and vehicles.
- (c) within 180 m of the antenna: ground to be clear of buildings, car parks and small metal structures.
- (d) within 365 m of the antenna: ground to be clear of built-up areas, hangars, railways and other metallic structures.

In general, a clear line-of-sight should be maintained between the antenna system and local flying aircraft.

The VHF/DF antenna should be separated from any VHF air/ground communication (transmitting) antenna to the greatest extent practical, but by at least 2 km, and be separated from any antenna transmitting a high power broadcast by at least 8 km.

2.4.4 VHF Omni-Directional Range (VOR)

For standard VOR facilities, the following constraints should be applied to maintain the required accuracy of navigation signals:

- (a) Within 300 m radius of the VOR antenna array, the area should be clear of trees, fences, wire lines, structures, machinery or buildings;
- (b) Within 600 m radius of the VOR antenna array, structures and buildings having large metal content, wire lines and fences should not subtend a vertical angle of more than 1.2° or extend above the horizontal plane as measured from the array centre, except that the subtended vertical angle may be increased by 50% for fences or lines which are essentially radial or which subtend an angle of not more than 0.2° measured in the horizontal plane;
- (c) Within 600 m radius of the VOR antenna array, wooden structures or buildings with negligible metallic content should not subtend a vertical angle of more than 2.5°; and
- (d) Outside of 600 m radius of the VOR antenna, proposed large continuous metallic objects such as overhead power lines, masts, water towers or large metal-clad buildings which will penetrate beyond above the horizontal plane as measured from the array centre, or which will subtend a vertical angle of more than 1.2°, should be assessed prior to construction to determine the potential impact on VOR navigation signals.

The above criteria for standard VOR also apply to Doppler-type VOR facilities, except that the radius of 300 m may be reduced to 150 m, and the radius of 600 m may be reduced to 300 m.

2.4.5 Distance Measuring Equipment (DME)

DME may be installed as a stand-alone facility, or may be collocated with a VOR or ILS facility.

The following types of structures should be assessed prior to construction to determine the potential impact on navigation signals from a DME:

- (a) All proposed structures within 150 m of a DME antenna; and
- (b) All proposed steel towers, power lines, metal buildings, etc., within 3,000 m of a DME antenna, for which the subtended angle of elevation measured from the base of the DME antenna structure exceeds 1°.

2.4.6 Tactical Air Navigation System (TACAN and VORTAC)

TACAN is a military navigational aid whose functions are similar to those of a combined VOR and DME. TACAN may be installed as a stand-alone facility, or may be co-located with a VOR (VORTAC). Criteria outlined above for VOR and DME are applicable to TACAN.

2.4.7 Instrument Landing Systems (ILS)

An ILS supporting operations to a given runway generally consists of two complementary components: a localizer transmitter installed near the stop end of the runway and a glide path transmitter installed alongside the runway roughly 300 m from the beginning of the runway.

ILS supports all-weather precision approach and landing operations. To maintain the safety of landing aircraft, it is critical that the accuracy of ILS navigation signals not be compromised by unwanted reflections or interference.

The most significant sources of interference for ILS facilities are metallic objects having appreciable horizontal dimensions such as structural steel towers, metal-clad buildings and power/telephone transmission lines. These objects may reflect the ILS signals in unwanted directions, distorting the information provided to aircraft. Planners involved in siting and approval of these sources of interference should contact the ILS facility owner. For planning purposes, all runways should be considered to be equipped with an ILS at each end.

Any proposed structure on or in the vicinity of an aerodrome should be subjected to a detailed assessment for possible interference to ILS facilities unless it falls outside the Building Restricted Area (BRA) surfaces for ILS as defined in the document, European Guidance Material on Managing Building Restricted Areas¹. (Buildings within the ILS building restricted area are often acceptable after a detailed assessment. In some cases, measures such as appropriate orientation of the building, shape of reflecting surfaces, etc. can significantly reduce the impact on ILS navigation signals.)

Some ILS localizers provide “back course” approach navigation guidance to the reciprocal end of the runway. For these localizers, the applicable restrictions apply in both directions from the antenna array.

High voltage power lines and substations radiate Electromagnetic Noise (EMN). In addition, EMN radiated by Industrial-Scientific-Medical (ISM) apparatus may inhibit reliable reception of ILS signals. Power lines and substations should be designed, constructed and maintained using state of the art techniques to minimize radiated EMN in the ILS frequency bands. In general, the following should be avoided:

- (a) power lines with voltages greater than 100 kV that are closer than 1.8 km from the runway centre line and closer than 3.2 km from the ends of the runway;
- (b) AC electrical substations for voltages greater than 100 kV that are closer than 3.2 km from the centre line of the runway and closer than 16 km from the ends of the runway;
- (c) ISM apparatus operating within the rectangular area extending 1.5 km on either side of the centre line of the runway to the outer markers.

¹ International Civil Aviation Organization (ICAO) European and North Atlantic Office: ICAO EUR DOC 015, European Guidance Material on Managing Building Restricted Areas, Second Edition (2009)

Part III -- Bird Hazards and Wildlife

3.1 General

In its many civil aviation responsibilities, Transport Canada remains focused sharply on the safety of air travelers. This focus has led the department to examine numerous potential hazards, including those found on and in areas around Canadian aerodromes.

Working with industry experts, and based on extensive international scientific research, Transport Canada has confirmed that these hazards include many forms of wildlife, from birds and deer which are often struck by aircraft, to smaller prey animals that attract more hazardous species. Wildlife of all types can be hazardous to aircraft because they can cause structural or engine damage. The hazard is greatest at and in the vicinity of aerodromes due to the concentration of aircraft activity close to the ground, where the majority of wildlife lives. In addition, aircraft involved in takeoffs or landings are at low altitudes and in a critical phase of flight where any disruptions to the operation could be catastrophic.

The presence of birds at or near aerodromes presents particular hazards. Aerodromes are naturally attractive areas to many species of birds because the wide open, short grass areas provide the basic elements of security from predators and humans, a place to nest and loaf (just generally sit about) and access to food and water sources. Wildlife Management programs at aerodromes effectively reduce this natural attraction of birds to aerodrome lands, primarily through major habitat management and manipulation projects, as well as through day to day vigilance and the use of bird scaring techniques. While these on aerodrome activities are effective, they can be neutralized by the presence of attractive land use or activities outside the aerodrome boundary. Hazardous bird species will be persistent in their attempts to use the aerodrome as a convenient stop over and resting place before or after feeding at a nearby location. It is therefore important that land in the surrounding area be used in a manner that is compatible with the wildlife control measures in use on the aerodrome, to minimize the attraction to birds and other potentially hazardous species.

Wildlife respects no boundaries, physical or regulatory, and often congregates in and passes through air-traffic corridors, such as take-off, departure, approach and landing areas. The result is risk to aircraft and air travelers that can be minimized when aerodrome area stakeholders work together and systematically integrate their efforts to:

- identify wildlife hazards and risks;
- plan, coordinate and implement management and mitigation measures; and
- measure results.

These activities can prevent lands in the vicinity from being used or developed in a manner that is incompatible with the safe operation of aircraft due to hazardous wildlife activity.

The following information provides guidance on the acceptability of different land use practices in the vicinity of aerodromes. General land use practices have been evaluated on their relative attractiveness to traditionally hazardous bird species.

Note: *Where land in the vicinity of aerodromes is targeted for development, local land use authorities should consult a wildlife/bird hazard specialist to identify and address any issues relative to attractant and habitat concerns prior to approval of the development.*

3.2 Hazardous Land-use Acceptability

Not all potentially hazardous activities possess the same level of potential risk and cannot be treated equally when planning land uses in the vicinity of an aerodrome. The acceptability of land use activities can be classified using specific zones created around the aerodrome property, as defined in *Safety Above All* - <http://www.tc.gc.ca/eng/civilaviation/publications/tp8240-awmb38-appendix-a-5031.htm>.

Primary Hazard Zones generally enclose airspace in which aircraft are at or below altitudes of 1500 feet AGL (above ground level). These are the altitudes most populated by hazardous birds, and at which collisions with birds have the potential to result in the greatest damage.

Secondary Hazard Zones (4km beyond the Primary Hazard Zone) are buffers that account for:

- variables in pilot behaviour and technique;
- variations in departure and arrival paths that are influenced by environmental conditions, ATC (air traffic control) requirements, IFR versus VFR flight, etc.; and
- unpredictability of bird behaviour, and variations in bird movements around specific land uses.

Special Hazard Zones, though often distant from aerodromes, may regularly attract potentially hazardous species across primary or secondary zones.

Table 1. Hazardous land-use acceptability by hazard zone

LEVEL OF RISK	LAND USE	LAND-USE ACCEPTABILITY BY ZONE		
		Primary	Secondary	Special
Potentially High	Putrescible waste landfills	No	No	No
	Food waste hog farms	No	No	No
	Fish processing/packing plants	No	No	No
	Horse racetracks	No	No	No
	Wildlife refuges	No	No	No
	Waterfowl feeding stations	No	No	No
Potentially Moderate	Open or partially enclosed waste transfer stations	No	No	Yes
	Cattle paddocks	No	No	Yes
	Poultry factory farms	No	No	Yes
	Sewage lagoons	No	No	Yes
	Marinas/fishing boats/fish cleaning facilities	No	No	Yes
	Golf courses	No	No	Yes
	Municipal parks	No	No	Yes
	Picnic areas	No	No	Yes
Potentially Low	Dry waste landfills	No	Yes	Yes
	Enclosed waste transfer facility	No	Yes	Yes
	Wet/dry recycling facility	No	Yes	Yes
	Marshes, swamps & mudflats	No	Yes	Yes
	Stormwater management ponds	No	Yes	Yes
	Plowing/cultivating/haying	No	Yes	Yes
	Commercial shopping mall/plazas	No	Yes	Yes
	Fast food restaurants	No	Yes	Yes
	Outdoor restaurants	No	Yes	Yes
	School yards	No	Yes	Yes
	Community & recreation centers	No	Yes	Yes
Potentially Limited	Vegetative compost facilities	Yes	Yes	Yes
	Natural habitats	Yes	Yes	Yes
	Inactive agricultural fields	Yes	Yes	Yes
	Inactive hay fields	Yes	Yes	Yes
	Rural ornamental & farm ponds	Yes	Yes	Yes
	Residential areas	Yes	Yes	Yes

Land-use acceptability is site sensitive, and can be determined only through detailed assessments of each aerodrome and its surroundings. The table indicates general land-use suitability in primary, secondary and special hazard zones.

Although the table lists discreet categories, land-use suitability is dynamic and subject to change based on a variety of factors, including seasonal considerations and the range of activities that may be associated with a specific site. For example, agricultural fields can be classified as posing limited risk as long as they remain inactive. The moment cultivation begins; the degree of risk escalates, since the turning of soil, seeding, etc., increase the attraction to wildlife.

Risk may also escalate incrementally due to concentrations of land uses. For example, a golf course's attractiveness to birds may increase if the facility is bordered by a storm water management pond, marsh or agricultural operation.

Finally, it's important to note that risks associated with many land uses can be reduced through appropriate mitigation and monitoring. The acceptability of a commercial shopping plaza in a primary hazard zone, for example, would depend on the effectiveness of facility design-or the property owner's active, calculated interventions-to minimize the operation's attractiveness to potentially hazardous bird species.

For remedial actions please consult the Wildlife Control Procedures Manual (TP 11500) available at the following website:

<http://www.tc.gc.ca/eng/civilaviation/publications/tp11500-menu-1630.htm>

The information contained here provides a brief explanation and appreciation of the compatibility issues between aerodromes and wildlife. Land use planners are invited to obtain more details by accessing the following website:

<http://www.tc.gc.ca/eng/civilaviation/publications/tp8240-awmb38-appendix-a-5031.htm>

Part IV -- Aircraft Noise

4.1 General

An assessment of the annoyance resulting from exposure to aircraft noise is often essential to both aviation planners and those responsible for directing the nature of development of lands adjacent to aerodromes. This section will discuss noise measurement, annoyance prediction, the Noise Exposure Forecast and the Noise Exposure Projection. It also contains an assessment of various land uses in terms of their compatibility with aircraft noise.

4.1.1 Noise Measurement

The sound pressure level created by an aircraft (or any other noise source) can be measured by means of a sound level meter. The microphone of the sound level meter senses the pressure fluctuations over a short period of time. The sound pressure is the root mean square value of the difference between atmospheric pressure and the instantaneous pressure of the sound, the mean being read over several periodic cycles. For mathematical convenience, the logarithmic parameter called sound pressure level (SPL) is used. The unit of sound (noise) measurement is the decibel (dB).

A particular sound signal may comprise several different frequencies to which the human ear may respond in various ways. In order that noise measurements may relate more closely to loudness as judged by the average person, sound level meters are equipped with weighting networks which make use of information related to the frequency response characteristics of the human ear. Some sound level meters have the capability of reading on A, B, C, and D weighting scales, and decibel values are correspondingly indicated as dB(A), dB(B), dB(C) or dB(D), according to the weighting network used. However, the dB(A) is the most common.

The noise metric known as Perceived Noise Level (PNL), measured in the unit PNdB, provides a frequency weighting system which attempts to more closely approximate the subjective reaction of the human ear to an aircraft noise stimulus. Although weighting networks are available which provide a means of directly measuring approximate PNL values, i.e., dB(D), true PNL values are determined by the analysis and treatment of sound pressure levels in various 1/3 octave bands.

A more sophisticated noise metric, the Effective Perceived Noise Level (EPNL), expressed in the unit EPNdB, was developed specifically for use in the measurement of aircraft noise. The EPNdB is the metric that forms the basis of noise certification of aircraft. This metric is basically similar to the PNL except that corrections have been applied to account for the effects of discrete tones and the duration of the noise event, i.e., factors which contribute to the annoyance of the listener.

4.1.2 Predicting Annoyance

In addition to the annoying characteristics of an individual noise signal, overall subjective reaction to noise is dependent on the number of times the disturbance occurs as well as the daily distribution of these events. These factors must be included in any noise forecasting system if it is to be applicable to the communities located in the vicinity of aerodromes. The Noise Exposure Forecast (NEF) system made available by Transport Canada takes into consideration all of these factors.

The NEF system provides for the summation of noise from all aircraft types operating at an aerodrome based on actual or forecast aircraft movements by runways and the time of day or night the events occur. The large number of mathematical calculations necessary for the construction of NEF contours requires the use of computer techniques for the practical application of this system.

4.1.3 The Noise Exposure Forecast System (NEF)

The Effective Perceived Noise Level is the basis for estimating noise annoyance in the Noise Exposure Forecast system.

The data required for determining NEF contours consist of EPNL versus distance information for various aircraft types, along with generalized aircraft performance data. In calculating NEF at a specific location, the EPNL contribution from each aircraft operating from each runway is assessed by considering the distance from the point in question to the aircraft, and then obtaining EPNL values from the appropriate EPNL versus distance curve. The noise contributions from all aircraft types operating on all runways are summed on an anti-logarithmic basis to obtain the total noise exposure at that one location. Thus, the determination of NEF contours is strictly a numerical calculation procedure. As stated previously, due to the large number of mathematical calculations involved, computer techniques provide the only practical means of constructing NEF contours.²

4.2 Production of Noise Contours - Aerodromes That Are Neither Owned Nor Operated and Managed by Transport Canada

The preparation and approval of noise contours for aerodromes that are neither owned, nor operated and managed by the Federal Government is not a responsibility of Transport Canada. Transport Canada will conduct a technical review of an NEF, NEP or Planning Contour if requested by the sponsoring aerodrome operator or airport authority provided that:

- (a) the Aerodrome owner or operator initiates this action;
- (b) the Aerodrome owner or operator supplies or approves a projection of aircraft traffic, both as to type and numbers; and
- (c) the Aerodrome owner or operator uses the noise impact prediction methods, procedures and recommended practices relating to aircraft operations as established by Transport Canada.

² Kingston, Beaton and Rohr, A Description of the CNR and NEF Systems for Estimating Aircraft Noise Annoyance (R-71-20), Department of Transport, 1971

4.3 Noise Exposure Contours

There are three types of noise exposure contours produced depending on the time element involved. These are Noise Exposure Forecasts (NEFs), Noise Exposure Projections (NEPs) and Planning Contours. Transport Canada may provide, upon request from a sponsoring aerodrome operator or airport authority, a technical review of any contours calculated to determine if the NEF computer model has performed accurately and has been applied correctly.

4.3.1 Noise Exposure Forecast (NEF)

The Noise Exposure Forecast (NEF) is produced to encourage compatible land use planning in the vicinity of aerodromes. Traffic volume and aircraft type and mix used in calculating the noise contours are normally forecast for a period of between five and ten years into the future (See NOTE). Runway geometry should be the current layout plus any changes forecast to be completed prior to the end of the forecast period. Noise contours (NEFs, NEPs and Planning Contours) are the property of the sponsoring aerodrome operator or airport authority which may make them available to provincial and local governments. The use of the contours will enable planners to define compatible land use in the vicinity of aerodromes.

Note: *Transport Canada does not retain copies of NEFs and NEPs submitted to it for technical review. Upon completion of the review, all materials submitted are returned to the sponsoring aerodrome operator or airport authority. These materials are the property of the sponsoring aerodrome operator or airport authority.*

Transport Canada does not support or advocate incompatible land use (especially residential housing) in areas affected by aircraft noise. These areas may begin as low as NEF 25. At NEF 30, speech interference and annoyance caused by aircraft noise are, on average, established and growing. By NEF 35 these effects are very significant. New residential development is therefore not compatible with NEF 30 and above, and recommends that it not be undertaken.

4.3.2 Noise Exposure Projection (NEP)

It is recognized that much land use planning involves projections beyond five years into the future, when aircraft fleet mixes and runway configurations are most likely to be different from the known conditions of today. To provide provincial and municipal authorities with long range guidance in land use planning, Transport Canada introduced the Noise Exposure Projection (NEP). The NEP is based on a projection (not a forecast) of aircraft movements for more than 10 years into the future, and includes aircraft types and runway configurations that may materialize within this period. NEPs may be made available in the same manner as NEFs.

4.3.3 Planning Contour

The third type of noise contour is the Planning Contour which is produced to investigate planning alternatives and should be labelled as such. In the same manner as NEFs and NEPs, these contours are the property of the sponsoring aerodrome operator or airport authority.

4.4 Production of Noise Contours: DND Aerodromes

Production of noise contours for aerodromes used solely by the Department of National Defence (DND) is the responsibility of DND as to data input and production. Production of Noise contours for DND owned joint use aerodromes with a civilian airport authority is the responsibility of DND as to data input and production. When requested, these contours will be published subject to Commander, Canadian Air Division (1CAD)'s approval of the accuracy of the contours.

4.5 Noise Contour Maps

It may be necessary for computer-produced contour lines to be mechanically smoothed to remove irregularities that arise in the plotting process. This should be done particularly in areas of sharp corners or tips. The convention used for depicting the NEF and NEP 40, 35 and 30 contours on maps is a solid line. The printing and any subsequent distribution of contour maps is not the responsibility of Transport Canada. These functions may be undertaken by the sponsoring aerodrome operator or airport authority as they are the property of the aerodrome.

4.6 Community Response to Noise

During developmental work on preliminary noise rating systems, it was established that community response to aircraft noise correlated well with the noise contours then in use. Case histories of noise complaints at twenty-one aerodromes were analyzed as to severity, frequency of complaint, and distribution around the aerodromes to establish a relationship with known noise values. The results of this work, which may be found in [Table 1](#) (see below) have been used for relating land use recommendations to NEF contour levels.

The analysis of the effect of aircraft noise on various working and living environments is a complex matter. For each case where there is a note in the Land Use Tables ([Table 2](#)) (see below) it is desirable that a noise climate analysis or a noise reduction requirement analysis be undertaken, since each note indicates a particular specialized problem. Many of the factors that would be considered in such analyses are subject to changing technology. Also, the attitudes of those exposed to the noise environment are subjective and varied. Since these factors evolve, authorities undertaking analyses of noise climates and noise reduction requirements in buildings should consult using most recent information with agencies conducting these reviews. The National Research Council has undertaken work in this area and validated the results of the NEF System and interpretation of noise exposure areas in 1996.

4.6.1 New Aerodromes and Community Response to Noise

For the purposes of this section, "*New Aerodrome*" means any land designated by the Governor in Council as an "*Airport Site*" under the Aeronautics Act after January 1, 2001.

Where an aerodrome is already surrounded by residential or other noise sensitive land uses, the intent of land use planning guidelines is to prevent any increases in incompatible land use. As urbanization increases, any new aerodrome would, by necessity, be planned for and built in non-urban areas. Therefore, where a new aerodrome is planned on land designated as an airport site, an opportunity exists to establish appropriate land use planning guidelines that recognize the unique noise environment of a non-urban area and preserve the balance between the integrity of the future aerodrome and the quality of life of the community that it will serve.

The encroachment of incompatible, sensitive land uses is clearly a vital factor in planning and establishing appropriate protection criteria for new aerodromes. The best and often only opportunity to establish a sufficient buffer zone to control noise sensitive development around a new aerodrome is in the initial planning stage of that new aerodrome. This opportunity diminishes quickly as the aerodrome develops and community land use patterns become established.

In addition to the traditional approach of defining land use planning guidelines, pertinent factors considered in a study of land use guidelines for new aerodromes included not only individual activity interference (speech and sleep) criteria, but also habituation to noise, the type of environment (non-urban versus urban environment), community attitudes toward the noise source, the extent of prior exposure to the noise source, and the type of flight operations causing the noise.

For new aerodromes, Transport Canada recommends that no new noise sensitive land uses be permitted above 25 NEF/NEP. Noise sensitive land uses include residential, schools, day care centres, nursing homes and hospitals. This approach is the single most practical for reasons of ease of implementation and administration since below this threshold, all noise-sensitive land uses would be permitted without restrictions or limitations. The guidelines for all other land uses remain unchanged from Table 2. This

buffer would also offer protection against the long term uncertainties inherent in planning for a new aerodrome.

To implement this NEF 25 criterion, NEF and NEP maps for new aerodromes must depict the 25 contour as a solid line in addition to the noise contour requirements set out in Section 4.5.

4.7 Recommended Noise Control Action

For a specific noise problem, [Table 3](#) (see below) may be used to select different actions.

4.8 Recommended Practices

NEF/NEP contours should be used in conjunction with these guidelines to encourage compatible land use in the vicinity of aerodromes. Therefore, it is recommended that contours be distributed by aerodrome operators or airport authorities to the officials and organizations responsible for land use and municipal zoning of the affected land. This would normally include both provincial and municipal planners, and zoning boards.

Table 1 - Community Response Prediction

Response Area	Response Prediction *
1 (over 40 NEF)	Repeated and vigorous individual complaints are likely. Concerted group and legal action might be expected.
2 (35-40 NEF)	Individual complaints may be vigorous. Possible group action and appeals to authorities.
3 (30-35 NEF)	Sporadic to repeated individual complaints. Group action is possible.
4 (below 30 NEF)	Sporadic complaints may occur. Noise may interfere occasionally with certain activities of the resident.
* It should be noted that the above community response predictions are generalizations based upon experience resulting from the evolutionary development of various noise exposure units used by other countries. For specific locations, the above response areas may vary somewhat in accordance with existing ambient or background noise levels and prevailing social, economic and political conditions.	

Table 2 - Land Use Tables - Aircraft Noise Considerations Only

This land use tabulation should not be considered as an exhaustive listing, but merely as examples of how various land uses would be assessed in the Noise Exposure Forecast zones in terms of community response predictions.

NO	Indicates that new construction or development of this nature should not be undertaken.
NO	Indicates that new construction or development of this nature should not be undertaken. See Explanatory Note B.
A	This particular land use may be acceptable in accordance with the appropriate note and subject to the limitations indicated therein.
YES	The indicated land use is not considered to be adversely affected by aircraft noise and no special noise insulation should be required for new construction or development of this nature.

The land uses contained in the following tables are included for compatibility purposes from a noise perspective only. Caution should be exercised as some of the recommended uses may not be optimal from a safety perspective (i.e bird and wildlife habitat)

Table 2A - Residential

Noise Exposure Forecast Values	> 40	40-35	35-30	< 30
Response Areas	1	2	3	4
Detached, Semi-Detached	NO	NO	NO	A
Town Houses, Garden Homes	NO	NO	NO	A
Apartments	NO	NO	NO	A

Table 2B- Recreational - Outdoor

Noise Exposure Forecast Values	>40	40-35	35-30	< 30
Response Areas	1	2	3	4
Athletic Fields	NO	J	K	YES
Stadiums	NO	NO	K	YES
Theatres - Outdoor	NO	NO	NO	H
Racetracks - Horses	NO	K	K	YES
Racetracks - Autos	YES	YES	YES	YES
Fairgrounds	K	K	YES	YES
Golf Courses	YES	YES	YES	YES
Beaches and Pools	YES	YES	YES	YES
Tennis Courts	NO	K	YES	YES
Playgrounds	K	K	YES	YES
Marinas	YES	YES	YES	YES
Camping Grounds	NO	NO	NO	NO
Park and Picnic Areas	NO	K	YES	YES

Table 2C - Commercial

Noise Exposure Forecast Values	>40	40-35	35-30	< 30
Response Areas	1	2	3	4
Offices	F	E	D	YES
Retail Sales	F	D	YES	YES
Restaurants	F	D	D	YES
Indoor Theatres	NO	G	D	YES
Hotels and Motels	NO	F	G	YES
Parking Lots	YES	YES	YES	YES
Gasoline Stations	YES	YES	YES	YES
Warehouses	YES	YES	YES	YES
Outdoor Sales	E	K	YES	YES

Table 2D - Public

Noise Exposure Forecast Values	>40	40-35	35-30	< 30
Response Areas	1	2	3	4
Schools	NO	NO	D	C
Churches	NO	NO	D	C
Hospitals	NO	NO	D	C
Nursing Homes	NO	NO	D	C
Auditoriums	NO	NO	D	C
Libraries	NO	NO	D	C
Community Centres	NO	NO	D	C
Cemeteries	N	N	N	N

Table 2E - Municipal Utilities

Noise Exposure Forecast Values	>40	40-35	35-30	< 30
Response Areas	1	2	3	4
Electric Generating Plants	YES	YES	YES	YES
Gas & Oil Storage	YES	YES	YES	YES
Garbage Disposal	YES	YES	YES	YES
Sewage Treatment	YES	YES	YES	YES
Water Treatment	YES	YES	YES	YES
Water Storage	YES	YES	YES	YES

Table 2F - Industrial

Noise Exposure Forecast Values	>40	40-35	35-30	< 30
Response Areas	1	2	3	4
Factories	I	I	YES	YES
Machine Shops	I	I	YES	YES
Rail Yards	YES	YES	YES	YES
Ship Yards	YES	YES	YES	YES
Cement Plants	I	I	YES	YES
Quarries	YES	YES	YES	YES
Refineries	I	I	YES	YES
Laboratories	NO	D	YES	YES
Lumber Yards	YES	YES	YES	YES
Saw Mills	I	I	YES	YES

Table 2G - Transportation

Noise Exposure Forecast Values	>40	40-35	35-30	< 30
Response Areas	1	2	3	4
Highways	YES	YES	YES	YES
Railroads	YES	YES	YES	YES
Shipping Terminals	YES	YES	YES	YES
Passenger Terminals	D	YES	YES	YES












Table 2H - Agriculture

Noise Exposure Forecast Values	>40	40-35	35-30	< 30
Response Areas	1	2	3	4
Crop Farms	YES	YES	YES	YES
Market Gardens	YES	YES	YES	YES
Plant Nurseries	YES	YES	YES	YES
Tree Farms	D	YES	YES	YES
Livestock Pastures	M	YES	YES	YES
Poultry Farms	L	L	YES	YES
Stockyards	M	YES	YES	YES
Dairy Farms	M	YES	YES	YES
Feed Lots	M	YES	YES	YES
Fur Farms	K	K	K	K

Explanatory Notes for Table 2

The location of the lines between noise zones cannot be fixed exactly. It will therefore be necessary for the responsible public authority to make an appropriate interpretation of what regulations are to apply at a specific location.

In cases where reference is made to a detailed on-site noise analysis, or to peak noise levels, it will be appreciated that the notes are intended to apply specifically at existing aerodromes, where a field assessment is possible. For planning with respect to new aerodromes, such zones should be considered cautionary. Before reaching a final decision with respect to permitting the particular land-use in question, the authority may wish to consider local topographic effects and ambient noise levels, in conjunction with generalized peak noise level "footprints" for the predominant aircraft types to be using the new aerodrome.

	Annoyance caused by aircraft noise may begin as low as NEF 25. It is recommended that developers be made aware of this fact and that they undertake to so inform all prospective tenants or purchasers of residential units. In addition, it is suggested that development should not proceed until the responsible authority is satisfied that acoustic insulation features, if required, have been considered in the building design. ²
	(b) This Note applies to NEF 30 to 35 only. New residential construction or development should not be undertaken. If the responsible authority chooses to proceed contrary to Transport Canada's recommendation, residential construction or development between NEF 30 and 35 should not be permitted to proceed until the responsible authority is satisfied that: (1) appropriate acoustic insulation features have been considered in the building and (2) a noise impact assessment study has been completed and shows that this construction or development is not incompatible with aircraft noise. Notwithstanding point 2, the developer should still be required to inform all prospective tenants or purchasers of residential units that speech interference and annoyance caused by aircraft noise are, on average, established and growing at NEF 30 and are very significant by NEF 35.
	These facilities should not be located close to the 30-NEF contour unless the restrictions outlined in Note D below are applied.
	These uses should not be approved unless a detailed noise analysis is conducted and the required noise insulation features are considered by the architectural consultant responsible for the building design.
	When associated with a permitted land use, an office may be located in this zone provided that all relevant actors are considered and a detailed noise analysis is conducted to establish the noise reduction features required to provide an indoor environment suited to the specific office function.
	It is recommended that this specific land use should be permitted only if related directly to aviation-oriented activities or services. Conventional construction will generally be inadequate and special noise insulation features should be included in the building design.
	Generally, these facilities should not be permitted in this zone. However, where it can be demonstrated that such a land use is highly desirable in a specific instance, construction may be permitted to proceed provided that a detailed noise analysis is conducted and the required noise insulation features are included in the building design.
	Facilities of this nature should not be located close to the NEF 30 contour unless a detailed noise analysis has been conducted.
	Many of these uses would be acceptable in all NEF zones. However, consideration should be given to internally generated noise levels, and acceptable noise levels in the working area.
	Undesirable if there is spectator involvement.
	It is recommended that serious consideration be given to an analysis of peak noise levels and the effects of these levels on the specific land use under consideration.




	The construction of covered enclosures should be undertaken if this use is to be newly introduced to the noise environment. (See Note M below).
	Research has shown that animals condition themselves to high noise levels. However, it is recommended that peak noise levels be assessed before this use is allowed.
	This appears to be a compatible land use in all NEF zones.

Table 3 - Recommended Matrix of Noise Control Actions

		If you have this problem						
		Noise from taxiing	Departure	Approach	Landing roll	Training flights	Maintenance	Ground equipment
	Consider these actions							
Aerodrome plan	Changes in runway location, length or strength	■	■	■	■	■		
	Displaced thresholds			■		■		
	High-speed exit taxiways	■			■			
	Relocated terminals	■					■	■
	Isolating maintenance runups or use of test stand noise suppressors and barriers	■					■	■
Aerodrome and airspace use	* Preferential or rotational runway use	■	■	■	■	■		
	* Preferential flight track use or modification to approach and departure procedures		■	■		■		
	* Restrictions on ground movement of aircraft	■						
	Restrictions on engine runups or use of ground equipment						■	■
	Limitations on number or types of operations or types of aircraft	■	■	■	■	■	■	■
	US restrictions, rescheduling move flights to another aerodrome	■	■	■	■	■	■	■
	Raise glide slope angle or intercept.			■		■		
Aircraft operation	Power and flap management		■	■		■		
	Limited use of reverse thrust				■			
Land use	Land or easement acquisition	■	■	■	■	■	■	■
	Joint development of aerodrome property	■	■	■	■	■	■	■
	Compatible use zoning	■	■	■	■	■	■	■
	Building code provisions and sound insulation of buildings	■	■	■	■	■	■	■
	Real property noise notices		■	■	■	■	■	■
	Purchase assurance		■	■	■	■	■	■
Noise program management	Noise related landing fees	■	■	■	■	■		
	Noise monitoring		■	■		■	■	
	Establish citizen complaint mechanism	■	■	■	■	■	■	■
	Establish community participation program	■	■	■	■	■	■	■

* These are examples of restrictions that involve TC Aviation's responsibility for safe implementation.

PART V -- Restrictions to Visibility

Restrictions to visibility at an aerodrome which can seriously limit aircraft operations may be caused by factors other than deteriorating weather conditions. These phenomena are briefly discussed in this Part.

Some industrial/manufacturing/power generation processes may generate smoke, dust or steam in sufficient volume to potentially affect visibility at or near aerodromes under certain wind conditions and temperature inversions. Examples of the types of industries which may be prominent in this regard are pulp mills, steel mills, quarries, municipal or other incinerators, cement plants, sawmills (slash and sawdust burners), power generating plants and refineries.

During the planning stages for new industrial complexes that will generate smoke, dust or steam, it is recommended that individual facility plans include an analysis to deal with potential emission dispersion problems. The results of the analysis should be considered before approving such land uses near an aerodrome. Prospective industrial sites near an aerodrome should be assessed on an individual basis due to the many local factors involved. Sufficient evidence is available from aerodromes across the country to suggest that such industries generating emissions may cause visibility problems near aerodromes that could pose a potential safety problem.

PART VI -- Wind Turbines and Wind Farms

6.0 General

Due to concerns regarding climate change, governments are encouraging the installation of renewable energy sources such as wind turbines for the generation of electricity. Although a wind turbine can be considered as just another object that is deemed an obstacle and thus in need marking and lighting, there are additional issues that should be addressed through consultation in the early stages of planning.

6.1 Wind turbine marking and lighting

Industrial wind turbines are typically more than 90m in height and thus in need of marking and lighting in accordance with Transport Canada's Standard 621.

(<http://www.tc.gc.ca/eng/civilaviation/regserv/cars/part6-standard-standard621-3868.htm>)

In as much as the wind turbine presents a substantial silhouette, the marking is that of the surface painting in either a white or off-white colour. In Canada, special paint bands for the blade ends is not required for reason that the blades are rotating and the display would not be as effective as that of a fixed object. The lighting is a red medium intensity flashing beacon of 2000 candela nominal output located on the nacelle. Light units are not mounted on the blades because the technical impracticality of such installation. In order to reduce the amount of lighting, the required lights are installed at intervals in the order of 900m such that not all wind turbines of a wind farm need lighting. The lights are provided with means to make them flash in unison.

The wind farm proponent should complete the Aeronautical Assessment Form for Obstruction Marking and Lighting and submit to the local regional office of Transport Canada. This form instructs contact with adjacent aerodromes and information on the planned wind farm.

6.2 Wind turbines and airport radar

Wind turbines can interfere with radar tracking of airplanes. Although the rotational speed of the blades is relatively slow at 10 to 20 rpm, the blade tip can have an angular speed reaching more than 180km/hr. The tip speed is then sufficient to mimic aircraft. The result is shadowing of aircraft, false returns and general cluttering of the radar screen. The wind farm proponent should, therefore, consult with NavCanada on the issue and to develop means of mitigation.

NavCanada can be contacted at ... 1-866-577-0247

or

by email at ... landuse@navcanada.ca

6.3 Navigation aids and communication systems

Similarly wind turbines of a wind farm may have adverse impact on navigation aids and communication systems. Consultation should be again made with NavCanada.

VOR is susceptible to reflection interference from wind turbines; due to the height of wind turbines, they can cause interference to the VOR even if they are far away. Developments of several wind turbines together have a cumulative effect on the VOR signal accuracy. Proposed wind turbine developments must be assessed if within 15 km from the VOR facility. Wind turbines that are less than 52 m in height can be treated like other structures. In most cases, a single wind turbine is acceptable at a distance greater than 5 km from the VOR facility, and developments of less than six wind turbines are acceptable at distances greater than 10 km from the VOR facility. However if VOR performance is already marginal this may not be acceptable.

6.4 Weather Radar

Wind farms can also shadow weather affects or return false information to weather radars. The proponent of a wind farm should contact Environment Canada at (416) 739-4103 or (416) 464-2798.

6.5 Parachute Landing Areas (PLA)

Wind turbines pose a special risk to parachutists, regardless of size, although those over 15m can additionally present a hazard to aircraft used in the activity of parachuting. Consultation with stakeholders is necessary as the existence of wind turbines near the PLA may result in restrictions being placed upon any parachute activity.

6.6 Light Pollution.

Lighting is provided for wind turbines within a wind farm for purpose of warning to aircraft. Extraneous lighting such as that for support buildings should be minimized. Refer to the Royal Astronomical Society of Canada "Light-Pollution Abatement (LPA) Program".

<http://www.rasc.ca/lpa>

Note: It is of the utmost importance to be aware that the proximity of obstacles, for example, wind turbines, telecommunications towers, antennae, smoke stacks, etc., may potentially have an impact on the current and future usability of an aerodrome. Therefore, it is critical that planning and coordination of the siting of obstacles should be conducted in conjunction with an aerodrome operator at the earliest possible opportunity.

PART VII -- Exhaust Plumes



The purpose of this section is to provide guidance to aerodrome operators and persons involved in the design, construction and operation of facilities with exhaust plumes about the information required to assess the potential hazard from a plume.

The hazard is that both to the aircraft itself in flight and the impact of exhaust upon visibility for landing/takeoff.

Exhaust plumes, of both visible and invisible emissions may pose a hazard to aviation operations. Exhaust plumes can originate from any number of sources; chimneys; elevated smoke stacks at power generating stations; smelters; combustion sources; a flare created by an instantaneous release from pressurised gas systems all create exhaust plumes of one degree or another. High temperature exhaust plumes may cause significant air disturbances such as turbulence and vertical shear. Other identified potential hazards include, but are not necessarily limited to, reduced visibility, oxygen depletion, engine particulate contamination, exposure to gaseous oxides, and/or icing. These hazards are most critical during low altitude flight, especially during takeoff and landing.

In the case of a solid object, Standard 621 provides for marking and/or lighting so that the object's shape is delineated and made visible to pilots. This, however, is not feasible for an exhaust plume and there is a need to assess the hazards to aviation because the vertical velocity from gas efflux that may cause airframe damage and/or affect the handling characteristics of an aircraft in flight, as well as visibility reduction. TCCA may be obliged to consider alternative measures to make sure that pilots are unlikely to encounter the affects of exhaust plumes.

Away from aerodromes, exhaust plumes may also pose a hazard to low level flying operations such as that of specialist flying activities for crop dusting, pipeline inspection, power line inspections, fire-fighting, etc., search and rescue operations and military low-level manoeuvres. The risk posed by an exhaust plume to an aircraft during low level flight can be managed or reduced if information is available to pilots so that they can avoid the area of likely air disturbance.

The proponent of a facility that creates an exhaust plume should provide details of the facility to Transport Canada Civil Aviation (TCCA) so that potential hazards to aircraft safety can be assessed. In determining the need for a Restricted Area, TCCA will consider the severity and frequency of the risk posed to an aircraft which might fly through the plume.

PART VIII -- Solar Array Installations

The geometry of aerodromes is such that there are relatively large open areas which give opportunity for installation of solar energy projects. These projects, however, need to be evaluated in relation to possible problems that such installation may pose.

For example, the following concerns could pose problems:

- Glare to pilots of aircraft approaching to or departing from the aerodrome or glare to ATC (Air Traffic Control) staff.
- Interference with electronic navigational aids.
- Penetration through transitional or approach/departure surfaces.
- Thermal plumes from the central tower of concentrated solar power installations.

There is a variety of solar plants used for production of electrical energy: photovoltaic (PV) panel arrays and concentrator solar power (CSP) systems. The former converts solar energy directly to electricity by a photovoltaic effect whereas the latter involves the heating of a fluid (e.g. molten salt) that activates a turbine coupled to a convention electric generator.

All solar plants involve reflection. In the case of concentrator systems, the reflection necessary to the system and is controlled by purpose so as to focus solar energy upon a central absorbing tube or tower. Because the light is focused, the possibility of glare to ATC and pilots is minimal, but should still be assessed in the preliminary design.

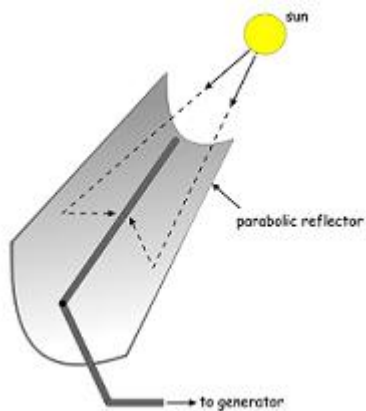


Figure 1. Parabolic trough reflector

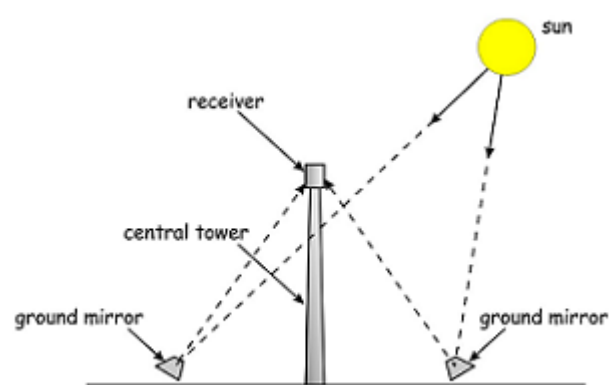


Figure 2. Central tower Concentrator

In the case of photovoltaic panels, electrical energy is produced directly and reflection is a loss factor. For this reason, the panels are designed to have as minimum reflectance as possible. The panels may be installed in a fixed position facing in a generally southern direction or provided with means to follow the sun as it moves across the sky.



Figure 3. Photovoltaic Panel

Also, when viewed from a distance, the sun reflectance tends to be smeared across the array as might be the case for a body of water. Thus the impact for glare to the pilot is inherently minimized. But again this is not a certainty and glare to the pilot should be assessed in the preliminary design. In the case of panels that are automatically rotated with sun movement, a remedy may be to stop the rotation prior to the point at which glare can occur.

The analysis of glare should involve a review of the position of the aircraft for both landing and take-off as well as when performing a circling approach.



Figure 4. Mehringer Höhe Solar Park I, Germany - www.juwi.com

Although for purpose improving efficiency, solar panels are usually provided with a top layer of anti-reflective coating intended to reduce reflectance, this does not mean that there is no reflected light. When viewed from a relatively short distance the affect can be significant, especially when the observer is not moving as would be the case of ATC personnel in the control tower. The designer should review the positioning and orientation of the panels in relation to the control tower to ensure that adverse reflection will not be produced. Figure 4 illustrates the occurrence of reflectance as the sun angle is optimized.



Figure 5. Reflection off solar panel

Appendix A - Regional Offices of Transport Canada – Civil Aviation

Regional Director, Civil Aviation (TA) – Pacific
Transport Canada
800 Burrard Street
Vancouver, British Columbia
V6Z 2J8
[Telephone: 1-604-666-8317]

Regional Director, Civil Aviation (PA) - Ontario
Transport Canada
4900 Yonge Street
North York, Ontario
M2N 6A5
[Telephone: 1-416-952-0167]

Regional Director, Civil Aviation (NA) - Québec
Transport Canada
Regional Administration Building
700 Leigh-Capreol Place
Dorval, Quebec
H4Y 1G7
[Telephone: 1-514-633-3159]

Regional Director, Civil Aviation (RA) – Prairie and Northern
Transport Canada
344 Edmonton Street
Winnipeg, Manitoba
R3B 2L4
[Telephone: 1-204-983-4373]

Regional Director, Civil Aviation (MA) - Atlantic
Transport Canada
95 Foundry Street
Moncton, New Brunswick
E1C 5H7
[Telephone: 1-506-851-7220]

Noise Exposure Forecasts (NEFs) for nearby airports

Victoria International YYJ

Figure ES-8: 2012 (Existing) Noise Contours at YYJ



Figure ES-9: 2016 NEF at YYJ



Whidbey Island, Washington, USA

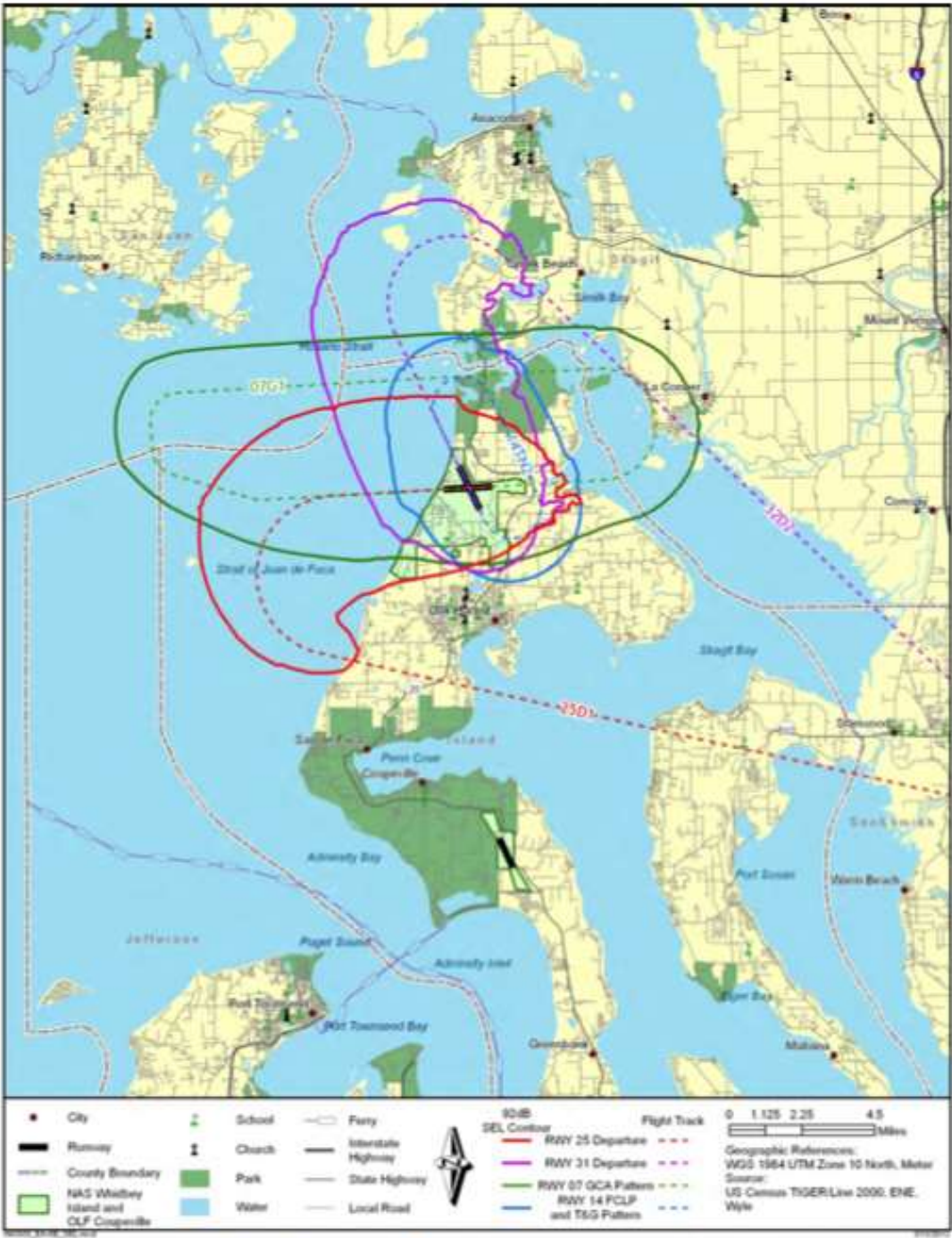


Figure 7-1 SEL Contours of 92 dB for Representative Flight Profiles of the EA-6B

Whidbey Island, Washington, USA (cont.)

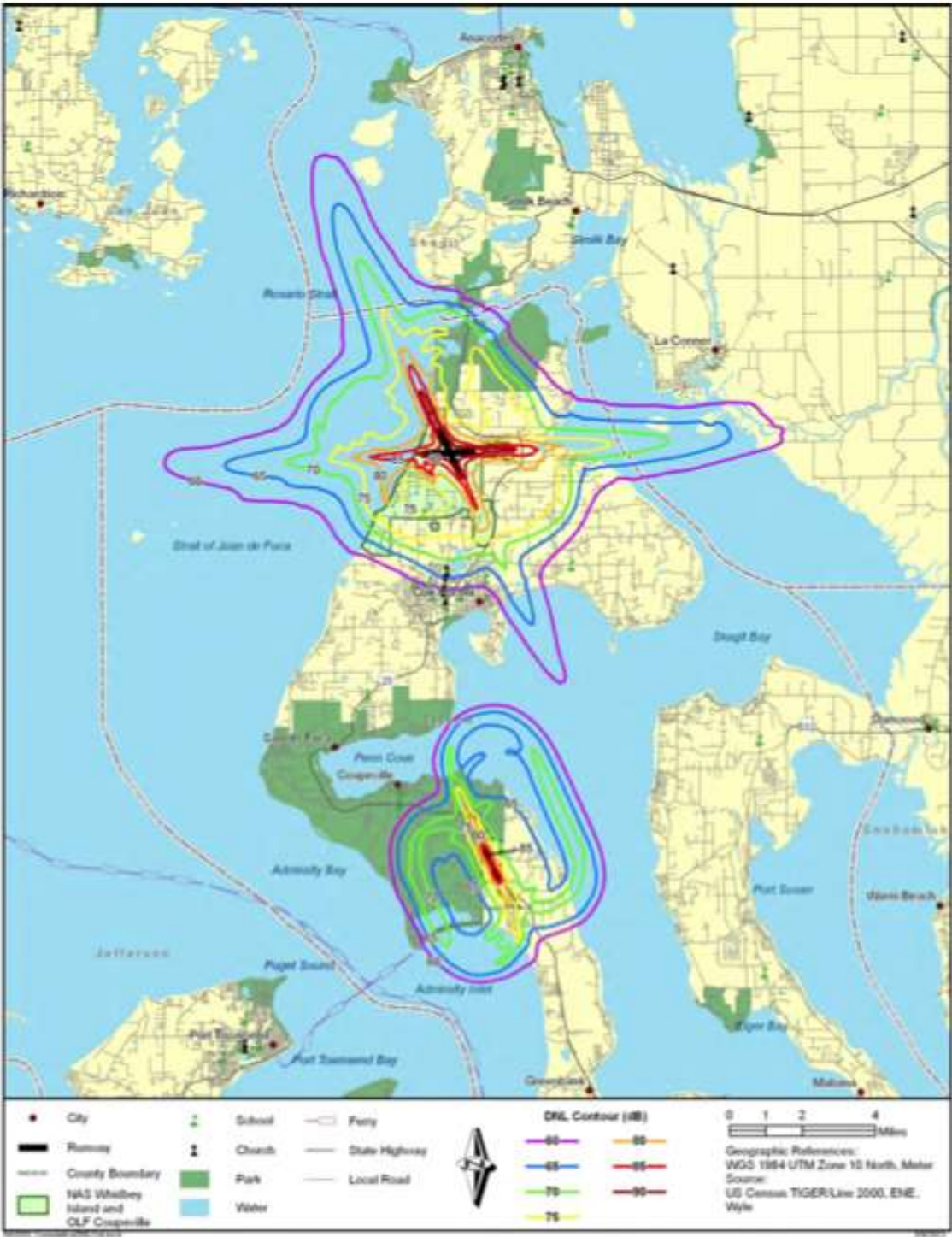


Figure 6-1 DNL Contours for the Cumulative Scenario AAD Aircraft Operations

Whidbey Island, Washington, USA (cont.)

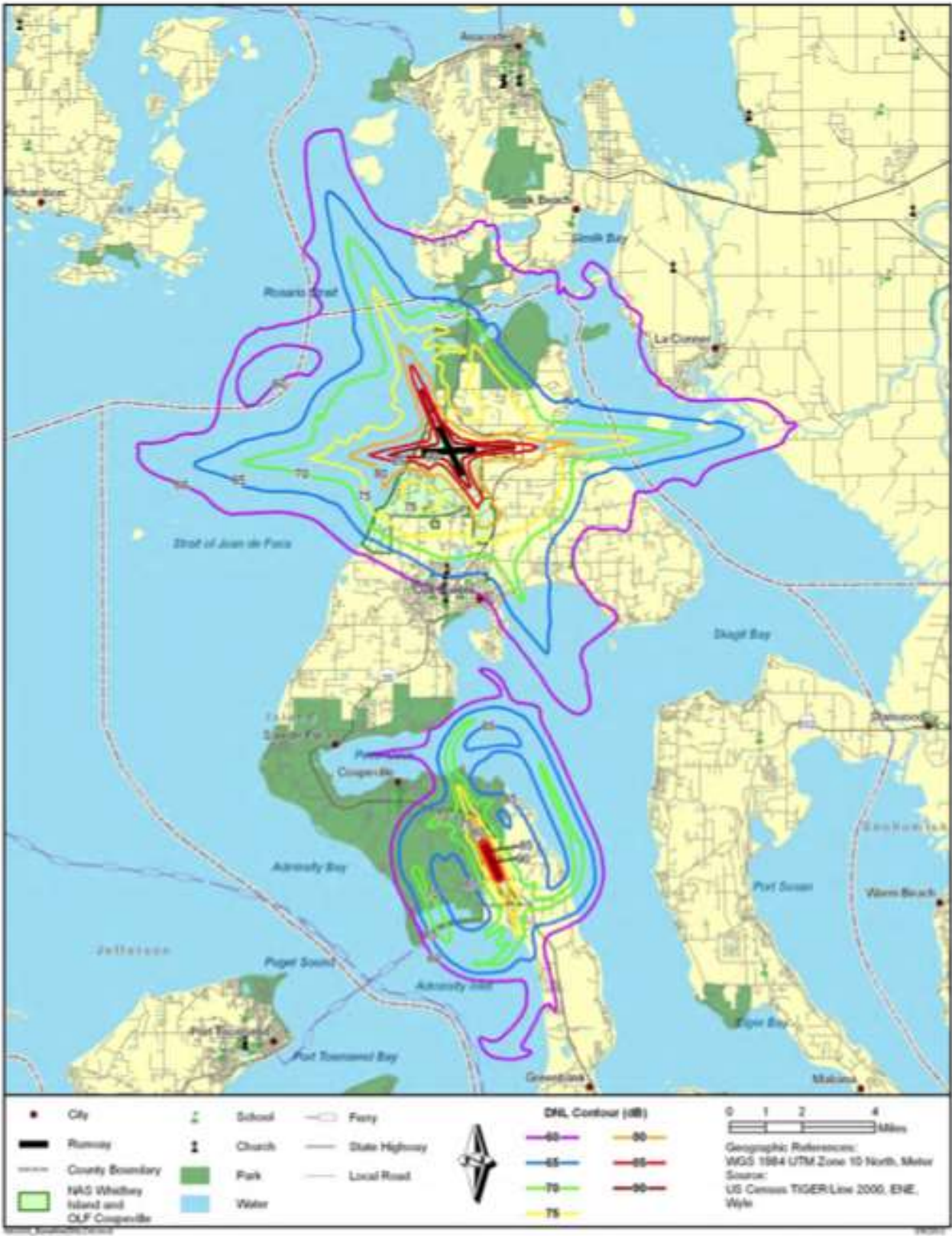


Figure 4-2 DNL Contours for Baseline AAD Aircraft Operations at NAS Whidbey Island

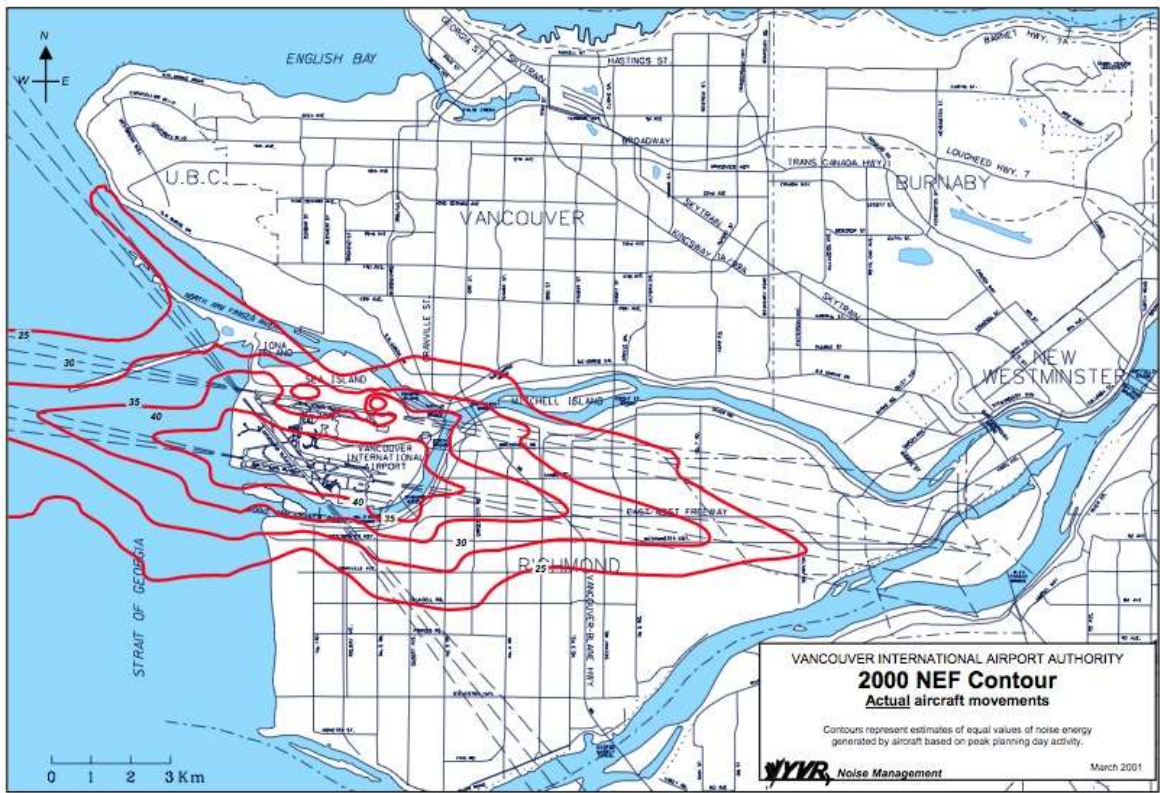
Whidbey Island, Washington, USA (cont.)



Figure 3-2 Vicinity of NAS Whidbey Island and OLF Coupeville

Vancouver - Richmond

Figure 8a. Vancouver Airport Authority Noise Exposure Forecasts (2000)

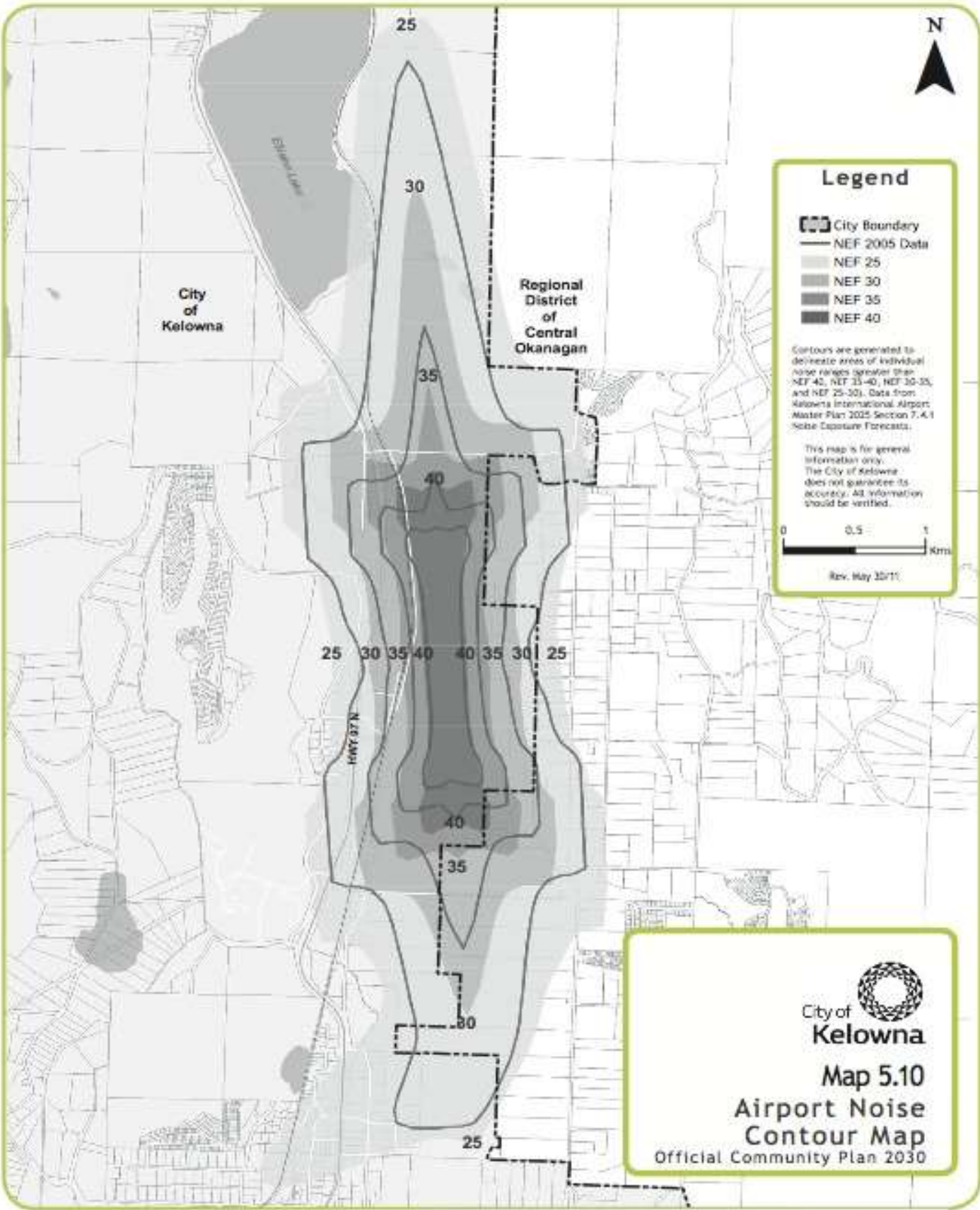


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Figure 8b. Locations of Noise Monitoring Terminals in Richmond, Vancouver and Delta



Kelowna YLW





Council Member Motion
For the Committee of the Whole Meeting of October 5, 2017

Date: October 3, 2017

From: Councillor Ben Isitt

Subject: Maintaining and Improving Inter-City Bus Service

Background:

Greyhound Canada has applied to the BC Passenger Transportation Board to eliminate bus routes connecting a number of British Columbia communities, including the Victoria-Nanaimo route, the Victoria-Vancouver route, and the route along the "Highway of Tears" in north-western British Columbia (see attached notice). Public comment on these proposed route eliminations is being received until Friday October 13, 2017.

It is therefore recommended that Council provide input to the Board and the Government of British Columbia, requesting that these inter-city bus routes be maintained, and that a feasibility study be completed on transitioning these inter-city routes into a public transportation service.

Recommendation:

That Council adopt the following resolution and direct staff to forward copies to the BC Passenger Transportation Board, the BC Minister of Transportation, Members of the Legislative Assembly, and local governments in British Columbia, requesting favourable consideration:

Resolution: Maintaining and Improving Inter-City Bus Service

WHEREAS inter-city bus service provides a vital transportation link for many British Columbians, including people with low incomes, youth, senior citizens, people with disabilities and indigenous people;

AND WHEREAS there is a strong public interest in the maintenance and improvement of inter-city bus service, as reflected in public oversight provisions in the BC Passenger Transportation Act and Regulations;

THEREFORE BE IT RESOLVED THAT the City of Victoria calls on the BC Passenger Transportation Board to decline the application from Greyhound Canada to eliminate inter-city bus routes, including Victoria-Nanaimo, Victoria-Vancouver and the route along the "Highway of Tears";

AND BE IT FURTHER RESOLVED THAT the City of Victoria calls on the BC Passenger Transportation Board, the Government of British Columbia and BC Transit to explore the provision of inter-city bus service as a public transportation service, in order to ensure long-term viability, safety, affordability and connectivity between BC communities.

Respectfully submitted,



Councillor Ben Isitt

Attachment:
Public Notice of Application for Route Elimination



September 13, 2017

Greetings:

Greyhound Canada Transportation ULC has filed an application with the B.C. Passenger Transportation Board for the elimination of certain bus routes that affects intercity bus service in your regional district. Details of these changes appear in the enclosed Public Notice.

Should your regional district have any comments regarding this proposal, please notify the B.C. Passenger Transportation Board at the address set out in the Public Notice by **Friday October 13, 2017**.

Yours sincerely,

Brad Scott
BC District Manager, Passenger Services
Greyhound Canada Transportation ULC

100 Woolridge Street, Coquitlam, BC V3K 5V4



PUBLIC NOTICE OF APPLICATION FOR ROUTE ELIMINATION

Greyhound Canada Transportation ULC (Greyhound)

B.C. Passenger Transportation Board ("Board") Application # 256-17

Posting Period September 13, 2017 to October 13, 2017

Please take note that Greyhound has applied to the Board to amend its Passenger Transportation License # 70414 to eliminate service on the following routes:

- I1: Dawson Creek - Fort Nelson
- I2: Fort Nelson - Yukon Border & Highway 97
- J: Dawson Creek - Prince George
- K: Prince George - Fort St James
- L1: Prince Rupert - Prince George
- L2: Prince George - Albert Border & Highway 16
- S2: University Endowment Lands (UBC) - Whistler
- T: Victoria - Nanaimo
- Y: Victoria - Vancouver

This application is a regrettably unavoidable response to a challenging transportation environment that is characterized by diminishing ridership [51% decline in ridership over these routes], escalating costs and increased competition from publicly subsidized services. Despite significant efforts over the past several years to reduce costs as well as other measures to adapt to the market, Greyhound continues to suffer important losses from its passenger operations in BC and is now forced to make this application as part of an effort to offer a viable, streamlined Intercity Bus Service in the Province. .

Business as Usual Pending Regulatory Review and Approval

Greyhound's BC operations will continue to operate normally on these routes during the regulatory process review period-the Company does not foresee any changes to operations in 2017. Subject to the outcome of the Board's review of our application we do not anticipate these changes will come into effect until early 2018. We expect no impact on passenger ticketing and package transport for the remainder of this year.

- More information about the application, including, changes affecting other routes and the "Applicant's Rationale" by Greyhound is available at www.ptboard.bc.ca/bus.htm.
- The Passenger Transportation Board will consider written comments it receives by **Friday October 13, 2017**.
 - Send comments to the Passenger Transportation Board at Box 9850 STN PROV GOVT, Victoria BC, V8W 9T5, or by fax at (250) 953-3788 or email at ptboard@gov.bc.ca.
 - The Board forwards comments to Greyhound, comments from private individuals are subject to a privacy and confidentiality agreement that Greyhound Canada Transportation ULC has made with the Board.

Eliminated Route Points on Eliminated Routes:

- I1: Dawson Creek - Fort Nelson
City of Dawson Creek, District of Taylor, City of Fort St John, Wonowon, Pink Mountain, Buckinghorse River, Prophet River, Town of Fort Nelson.
- I2: Fort Nelson - Yukon Border & Highway 97
Town of Fort Nelson, Steamboat, Summit Lake, Toad River Lodge, Muncho Lake, Liard River, Coal River, Fireside, (Contact Creek, Yukon), (Iron Creek, Yukon), Lower Post, Yukon Border & Highway 97.
- J: Dawson Creek - Prince George
City of Dawson Creek, Arras, Groundbirch, District of Chetwynd, Pine Valley, Azouetta Lake, Mackenzie Junction, District of Mackenzie, McLeod Lake Lodge, Bear Lake, Salmon River, City of Prince George.
- K: Prince George - Fort St James
City of Prince George, Mud River, Telechik Road, Bednesti Resort, Finmore, Mapes Road, District of Vanderhoof, 12 Mile, Dog Creek, District of Fort St James.
- L1: Prince Rupert - Prince George
City of Prince Rupert, Port Edward Corner, Tyee, Kwinitsa, Shames, City of Terrace, Kitwanga Junction, Skeena Cross, District of New Hazelton, Moricetown, Town of Smithers, Village of Telkwa, District of Houston, Topley, Broman Lake, Village of Burns Lake, Fraser Lake, Fort Fraser, District of Vanderhoof, City of Prince George.
- L2: Prince George - Alberta Border & Highway 16
City of Prince George, Bowron River, Dome Creek, Crescent Spur, Lamming Mills, Village of McBride, Tete Jaune Cache Junction, Village of Valemount, Mount Robson, Alberta Border & Highway 16.
- S2: University Endowment Lands (UBC) – Whistler
University Endowment Lands, City of Vancouver, City of West Vancouver, Resort Municipality of Whistler. [Note that service between Vancouver, Whistler and Pemberton is preserved under Route S1]
- T: Victoria – Nanaimo
City of Victoria, City of Langford, Goldstream, Mill Bay, Cobble Hill, Cowichan Bay, City of Duncan, District of North Cowichan, Saltair, Town of Ladysmith, Cassidy, City of Nanaimo.
- Y: Victoria - Vancouver
City of Victoria, District of Saanich, District of Central Saanich, District of North Saanich, Town of Sidney, Tsawwassen Ferry Terminal, Vancouver International Airport, City of Vancouver.