



## REVISED AGENDA - VICTORIA CITY COUNCIL

Thursday, June 28, 2018, 6:30 P.M.

Council Chambers, City Hall, 1 Centennial Square

Located on the traditional territory of the Esquimalt and Songhees People

Council is committed to ensuring that all people who speak in this chamber are treated in a fair and respectful manner. No form of discrimination is acceptable or tolerated. This includes discrimination because of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or economic status. This Council chamber is a place where all human rights are respected and where we all take responsibility to create a safe, inclusive environment for everyone to participate.

	Pages
A. APPROVAL OF AGENDA	
B. READING OF MINUTES	
B.1 <u>Minutes from the daytime meeting held March 15, 2018</u>	1
B.2 <u>Minutes from the daytime meeting held May 10, 2018</u>	19
B.3 <u>Minutes from the daytime meeting held May 24, 2018</u>	21
C. REQUESTS TO ADDRESS COUNCIL	
C.1 <u>Ric Houle: The smell of Lush soaps drifting to the patio at Bard and Banker; Getting more money to Ska Fest; Opening of the coffee and genderfied donuts beside Van City would function better with a more co-op style shop and cafe</u>	
C.2 <u>Jordan Reichert: BC SPCA Recommendation to Ban Horse Carriages</u>	
C.3 <u>Chris Zmuda: Negligent of City Hall</u>	
C.4 <u>David Budd: BCSPCA Recommendations</u>	
*C.5 <u>Yvonne Mendel: Topaz Park Improvement Plan</u>	
*C.6 <u>Mary Doody Jones: Need for Council to Hear Our Concerns About the Process</u>	
D. PROCLAMATIONS	
D.1 <u>"Pride Week" - July 1 to 8, 2018</u>	24

## E. PUBLIC AND STATUTORY HEARINGS

- \*E.1      Rezoning Application No. 00612 and Development Permit with Variances  
Application No. 00053 for 63 Boyd Street      26

*Council is considering an application to rezone the land known as 63 Boyd Street to the R1-S2 Zone, Restricted Small Lot (Two Storey) District to create two small lots by rezoning the land.*

Addendum: Correspondence

- E.1.a      Public Hearing & Consideration of Approval:      78

- Motion to give third reading to:
  - Zoning Regulation Bylaw, Amendment Bylaw (No. 1151) No. 18-039
- Motion to adopt:
  - Zoning Regulation Bylaw, Amendment Bylaw (No. 1151) No. 18-039

- \*E.2      Temporary Use Permit Application No. 00011 for 1120-1126 Hillside Avenue      80

*Council is considering a temporary use permit to allow commercial uses within the existing property.*

Addendum: Correspondence

- E.2.a      Opportunity for Public Comment & Consideration of Approval

- Motion to approve Temporary Use Permit

- E.3      Rezoning Application No. 00573 and Development Permit with Variances  
Application No. 000504 for 2816 Shelbourne Street      101

*Council is considering an application to rezone the land known as 2816 Shelbourne Street to the RT Zone, Traditional Residential Attached Dwelling District to permit the construction of a five unit townhouse development.*

- E.3.a      Public Hearing & Consideration of Approval      156

- Motion to give third reading to:
  - Zoning Regulation Bylaw, Amendment Bylaw (No. 1138) No. 18-012
- Motion to adopt:



- Zoning Regulation Bylaw, Amendment Bylaw (No. 1138) No. 18-012
- **Motion to approve updated Development Permit with Variances Application.**

#### **E.4 Amendment to Schedules 2, 3, and 4 of the 2018 Financial Plan**

158

The City of Victoria intends to amend schedules 2, 3 and 4 of the 2018 Financial Plan to:

- Increase the Engineering and Public Works operating expenditures by \$50,000 and decrease the General Government operating expenditures by \$50,000 for the removal, storage and reinstallation of various City assets on Laurel Point federal lands
- Increase the Cecelia Ravine Park Capital Project budget by \$600,000 with funding from the Parks and Greenways Acquisition Reserve
- To add \$3.1 million for the Environmental Remediation at Laurel Point Park Capital Project with funding from the Tax Sale Lands Reserve

##### **E.4.a Opportunity for Public Comment & Consideration of Approval**

160

- **Motion to adopt:**
  - Five Year Financial Plan Bylaw, 2018, Amendment Bylaw (No. 1) No. 18-073

#### **E.5 2017 Annual Report**

168

The Annual Report provides a summary of the 2017 financial and operational activities for the City of Victoria. The report contains achievements, departmental reports, the audited financial statements as well as other financial and statistical information to assist citizens in understanding the City of Victoria's performance in 2017.

##### **E.5.a Opportunity for Public Comment & Consideration of Approval**

- **Motion to approve:**
  - 2017 Annual Report

### **F. REQUESTS TO ADDRESS COUNCIL**

**\*F.1 Sean Kahil: Consultation Process with Respect to Park Changes**

**\*F.2 Scott Chapman: Preservation of Gonzales Hill Park and Gary Oak Ecosystem**

**\*F.3 Sheila Protti: 1980 Fairfield Place, Gonzales Hill**

- \*F.4 Donna Friedlander: Horse Carriages in Victoria
- \*F.5 Kate Clark: Horse Carriages in Victoria
- \*F.6 Christine Beattie: Horse Drawn Carriage Tours
- \*F.7 Will Clinging: Carriage Horses in Victoria
- \*F.8 Kirin Rogers: Support of Horse Carriage Industry
- \*F.9 Tom Walker: Carriage Industry and Cruise Ship Passengers

## G. UNFINISHED BUSINESS

- G.1 Letter from the Minister of Health 254  
A letter of response dated May 30, 2018 regarding an update on the City of Victoria's Crystal Pool and Wellness Centre Replacement Project.
- G.2 Letter from the President of Union of British Columbia Municipalities (UBCM) 256  
A letter dated May 30, 2018 regarding the 2018 Resolutions endorsed by Council that received endorsement at the AVICC Spring 2018 AGM.
- G.3 Letters from the Ministry and Minister of Health 264  
A letter dated June 12, 2018 advising that there was a clerical error that occurred in their letter dated May 14, 2018 which incorrectly identified the community, as well as the corrected letter of response dated June 13, 2018, acknowledging the positive results of the British Columbia Farmers' Market Nutrition Coupon Program in Victoria in 2017.

## H. REPORTS OF COMMITTEES

- H.1 Committee of the Whole
  - H.1.a Report from the June 21, 2018 COTW Meeting 266
    - H.1.a.a 1202-1214 Wharf Street - Rezoning Application No. 00647 (Downtown)  
*Application to allow for the addition of "rental business" as a permitted use in the existing zone.*
    - H.1.a.b Support for Bid to Host 55+ B.C. Games in 2020, 2021 or 2022
    - H.1.a.c Implementation of Summit Park Management Plan: McNair Trail

H.1.a.d	Vehicle for Hire Bylaw for Rickshaws	
H.1.a.e	Greater Victoria Harbour Authority	
H.1.a.f	356-360 Bay Street and 2520 Turner Street - Rezoning and Development Variance Permit Application No. 00604 (Burnside)	
	<i>Application to allow for the retail sale of cannabis.</i>	
H.1.a.g	Topaz Park Improvement Plan	
H.1.a.h	Permissive Exemption Policy - Parking Lots	
H.1.a.i	Development Cost Charges Review - Consultation Results	
H.1.a.j	Emergency Management Program Funding	
H.1.b	Report from the June 28, 2018 COTW Meeting	268
	<u>Addendum: COTW Report</u>	
*H.1.b.a	Bastion Square Market Licence Renewal	
*H.1.b.b	Funding for Extended Hours for Our Place	
*H.1.b.c	Protection of Ecologically and Culturally Significant Areas	
*H.1.b.d	Letter from the President of the Union of BC Municipalities – Motions Arising	
*H.1.b.e	Advocacy for Adequate and Appropriate Support Services with Housing	
*H.1.b.f	930 Fort Street - Update Report: Rezoning Application No. 00593 & Development Permit Application No. 000502 (Downtown)	
	<i>An update report regarding an application to construct a 13-storey, mixed-use building with ground floor retail fronting Fort Street and residential units above.</i>	
*H.1.b.g	1663 Oakland Avenue - Rezoning Application No. 00594 & Development Permit No. 00594 (Oaklands)	
	<i>An application to permit the subdivision of one lot into two new small lots; retain the existing single-family dwelling one lot; and construct a new two-storey single-</i>	

*family dwelling on the other.*

- \*H.1.b.h      1139 Chapman Street – Rezoning Application No. 00624  
& Development Permit with Variance Application No.  
00624 (Oaklands)

*An application to permit the construction of a duplex  
dwelling.*

- \*H.1.b.i      1501-1503 Haultain Street - Development Permit with  
Variances Application No. 00066 (Oaklands)

*An application to expand and renovate the exterior of the  
building and construct a third residential storey.*

- \*H.1.b.j      Revised Zoning Bylaw 2018

## I. NOTICE OF MOTIONS

## J. BYLAWS

### J.1 Bylaw for Rezoning, Development Permit with Variances No. 00582 and Heritage Alteration Permit with Variances Application No. 00007 for 224 Superior Street

272

A update report advising that the conditions set by Council on December 14,  
2017 have been met and recommending:

- First and second readings of Zoning Regulation Bylaw, Amendment  
Bylaw (No. 1141) No. 18-019.
- Approval of updated motions for Development Permit with Variances  
Application and Heritage Alteration Permit with Variances Application.

The purpose of the bylaw is to rezone a portion of the land known as 224  
Superior Street to the R2-56 Zone, Superior Street Conversion District, and  
another portion to R1-S2 Restricted Small Lot (Two Storey), in order to convert  
the existing Bed & Breakfast into residential units, and create a new small lot to  
build a single family dwelling.

### J.2 Bylaw for Official Community Plan and Rezoning Application No. 00562 for 3025 Douglas Street

300

A update report advising that the conditions set by Council on February 8,  
2018 have been met and recommending:

First and second readings of: Official Community Plan Bylaw, 2012, Amendment  
Bylaw (No. 22) No. 18-005 Zoning Regulation Bylaw, Amendment Bylaw (No.  
1134) No. 18-004 First, second, and third readings of: Housing Agreement (3025  
Douglas Street) Bylaw (2018) No. 18-006 Approval of updated motion for  
Development Variance Permit Application No. 00198

The purpose of the bylaws is to amend the Official Community Plan to change  
the urban place designation of 3025 Douglas Street to Town Centre, rezone the

land to the R-85 Zone, Douglas Street Motel Conversion District, and authorize an agreement for rental housing in order to convert an existing building from a motel to a multiple dwelling consisting of approximately 48 market rental units, and retain the existing commercial storage area in the lower level.

**J.3      Bylaw for Rezoning Application No. 00614 for 3103 Washington Avenue      381**

A update report advising that the conditions set by Council on January 11, 2018 have been met and recommending:

First and second readings of Zoning Regulation Bylaw, Amendment Bylaw (No. 1146) No. 18-031

The purpose of the bylaw is to rezone the land known as 3103 Washington Avenue to the R1-47 Zone, Washington Cottage Cluster District in order to construct four single family dwellings on the existing lot.

**J.4      DEFERRED: Bylaw for Sanitary Sewer and Stormwater Utilities Amendment**

A report recommending:

~~First, second, and third readings of Sanitary Sewer and Stormwater Utilities Bylaw, Amendment Bylaw (No. 6) No. 18-081.~~

~~The purpose of the bylaw is to amend the practices for imposing fees and charges with respect to strata lot premises.~~

**J.5      Bylaw for Development Cost Charges Amendment      414**

- First, second, and third readings of Development Cost Charges Bylaw, Amendment Bylaw (No. 1) No. 18-078

The purpose of the bylaw is to amend the *Development Cost Charges Bylaw* by replacing Schedule A in relation to sewer and parks.

**J.6      Bylaw for Reserve Fund      416**

A report recommending:

Approval of the amended Reserve Fund Policy; andFirst, second, and third readings of Reserve Fund Bylaw, Amendment Bylaw (No. 1) No. 18-080.

The proposed Policy and Bylaw have been amended to establish a new reserve fund for the Park Furnishing Dedication Program.

**K.      CORRESPONDENCE**

**K.1      Letter from the Mayor and Fire Chief of the Corporation of the District of Oak Bay      433**

A letter dated June 5, 2018 thanking and recognizing the support from the Victoria Fire Department in assisting with the suppression of the structure fire at 57 Beach Drive on June 3, 2018.

**K.2      Letter from the Minister of Municipal Affairs and Housing      434**

A letter dated June 11, 2018, regarding the process for requesting a meeting during the upcoming annual Union of British Columbia Municipalities (UBCM) Convention.

**K.3     Letter from the Premier**

435

A letter dated June 11, 2018, regarding the upcoming Union of British Columbia Municipalities (UBCM) Convention.

**L.     NEW BUSINESS**

**\*L.1     1417 May Street\_Reconsideration of Rezoning and Development Permit with Variances Application**

436

A Council Member Report on the reconsideration of Rezoning and Development Permit with Variance Application for 1417 May Street.

Addendum: Report and attachments

**M.     QUESTION PERIOD**

**N.     ADJOURNMENT**



## **MINUTES – VICTORIA CITY COUNCIL**

### **MEETING OF THURSDAY, MARCH 15, 2018, AT 12:20 P.M.**

<b><u>PLACE OF MEETING:</u></b>	Council Chambers, City Hall
<b><u>COMMITTEE MEMBERS PRESENT:</u></b>	Mayor Helps (Chair), Councillors Coleman, Madoff, Thornton-Joe, and Young
<b><u>ABSENT:</u></b>	Councillor Isitt
<b><u>ABSENT FOR A PORTION OF THE MEETING:</u></b>	Councillors Alto, Loveday, and Lucas
<b><u>STAFF PRESENT:</u></b>	J. Jenkyns – Acting City Manager; C. Coates – City Clerk; C. Havelka – Deputy City Clerk; P. Bruce – Fire Chief; S. Thompson – Director of Finance; A. Hudson – Assistant Director of Community Planning; T. Zworski – City Solicitor; B. Dellebuur – Assistant Director of Transportation; T. Soulliere, Director of Parks, Recreation, and Facilities; B. Eisenhower – Head of Engagement; C. Mycroft – Manager of Executive Operations; A. M. Ferguson – Recording Secretary

*Councillors Alto, Loveday, and Lucas were not present at the time the meeting convened.*

### **APPROVAL OF AGENDA**

**Motion:**

It was moved by Councillor Thornton-Joe, seconded by Councillor Coleman, that the agenda be approved as amended.

**Carried Unanimously**

*Councillor Alto joined the meeting at 12:22 p.m.*

### **UNFINISHED BUSINESS**

1. **Letter from the City of Prince George**

Council received a letter dated January 29, 2018, in which the City was carbon-copied, providing support for the request that the BC Motor Vehicle Act be reviewed and modernized.

**Motion:**

It was moved by Councillor Thornton-Joe, seconded by Councillor Young, that the correspondence dated January 29, 2018 from the City of Prince George be received for information.

**Carried Unanimously**

*Councillor Loveday and Lucas joined the meeting at 12:22 p.m.*

2. **Letter from the District of Sicamous**

Council received a letter dated February 14, 2018, in which the City was carbon-copied, regarding cannabis sales revenue sharing with local governments.

**Motion:**

It was moved by Councillor Loveday, seconded by Councillor Alto, that the correspondence dated February 14, 2018 from the District of Sicamous be received for information.

**Carried Unanimously**

3. **Letter from the City of Enderby**

Council received a letter dated February 20, 2018, in which the City was carbon-copied, regarding their support for the sharing of revenue generated by the sale of cannabis, with local governments.

**Motion:**

It was moved by Councillor Alto, seconded by Councillor Coleman, that the correspondence dated February 20, 2018 from the City of Enderby be received for information.

**Carried Unanimously**

4. **Council Member Motion: Follow up on Council Motion re: Human Rights and Non-Discrimination**

Council received a council member motion, following up on the motion made at the February 22, 2018 Council Meeting regarding Human Rights and Non-Discrimination.

**Motion:**

It was moved by Councillor Alto, seconded by Councillor Loveday, that as part of the regular work and support that staff provides to CALUCs that Council direct staff to prepare and deliver skills training to ensure that the policy position, actions and materials included in the Council Member Motion 'Follow up on Council Motion re: Human Rights and Non-Discrimination', and its Appendices, are clearly understood, fairly applied, and that the CALUC Chairs and members have the tools to do the job Council asks of them.

*Council discussed:*

- *Concerns about tasking the community associations with monitoring the conduct of participants.*

**Amendment:**

It was moved by Councillor Young, that the motion be amended to include the following:

**That Council direct staff to bring a detailed curriculum and instruction material for approval before educational sessions begin.**

**Motion failed due to no seconder**

**Amendment:**

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

That as part of the regular work and support that staff provides to CALUCs that Council direct staff to **organize a prepare and deliver** skills training to ensure that the policy position, actions and materials included in the Council Member Motion 'Follow up on Council Motion re: Human Rights and Non-Discrimination', and its Appendices, are clearly understood, fairly applied, and that the CALUC Chairs and members have the tools to do the job Council asks of them.

**On the amendment:**  
**Carried Unanimously**



**Main motion as amended:**

It was moved by Mayor Helps, seconded by Councillor Alto, that the motion be amended as follows:  
That as part of the regular work and support that staff provides to CALUCs that Council direct staff to organize a skills training to ensure that the policy position, actions and materials included in the Council Member Motion 'Follow up on Council Motion re: Human Rights and Non-Discrimination', and its Appendices, are clearly understood, fairly applied, and that the CALUC Chairs and members have the tools to do the job Council asks of them.

**On the main motion as amended:**  
**Carried**

**For:** Mayor Helps, Councillors Alto, Coleman, Loveday, Lucas, Madoff, and Thornton-Joe  
**Opposed:** Councillor Young

**Motion arising:**

It was moved by Councillor Loveday, that Council direct staff to explore with the CALUCs the idea of CALUCs being able to request support and facilitation help when they know a contentious meeting is upcoming.

*The Mayor requested that the motion arising come forward as a notice of motion to a future meeting*

**5. Council Member Motion: Gonzales Plan**

Council received a Council member motion dated March 13, 2018, from Mayor Helps regarding the Gonzales Plan.

**Motion:**

It was moved by Mayor Helps, seconded by Councillor Madoff, that Council directs staff to:

1. Prepare a revised version of the Gonzales Neighbourhood Plan, to include the following changes:
  - a. Remove the opportunity for small apartment buildings in Traditional Residential areas along Fairfield Road (sub-area 1)
  - b. Remove the opportunity for double-row townhouses in Queen Anne Heights/Foul Bay Road/Gonzales Hill (sub-area 2) and all other Traditional Residential areas (sub-area 3).
  - c. Refine the housing policies and guidelines to ensure infill housing form and character is compatible with the existing neighbourhood.
  - d. Give attention to the potential unintended consequences of loss of affordable rental housing currently provided in older house conversions and small rental buildings that could be jeopardized by signals in the plan that redevelopment is welcome.
  - e. Add a definition of affordable housing to the plan.
  - f. Remove Montague Court from the Small Urban Village proposed at Fairfield Road at Lillian Street and Wildwood Avenue, and maintain its Traditional Residential designation. Continue to propose the Small Urban Village designation for the other adjacent properties in this location to reflect their existing commercial (C-1) zoning.
  - g. Re-visit plan policies for Gonzales Hill/Queen Anne Heights/Foul Bay Road (Sub-Area 2) and consider opportunities to fill policy gaps, such as properties adjacent to the park and policies to encourage dialogue with the CRD on management of Gonzales Hill Park.
  - h. Add anticipated population projections to the introduction section of the plan.
  - i. Revise the Gonzales Neighbourhood Plan following forthcoming updates to the Tree Preservation Bylaw and implementation of the Urban Forest Master Plan to strengthen language with regard to green space and tree preservation.
2. Once revised, re-engage with the residents of the Gonzales neighborhood, through a variety of mechanisms to elicit further feedback on the revised version of the plan and with a focus on reaching people of a range of ages and household types.
  - a. Communicate the definition of the Small Urban Village designation, and clarify policies and impacts related to Montague Court.

3. Once revised, provide a mid-range synopsis of the plan for those who desire information more than can be presented in a few bullet points and less than is provided in the whole plan.

*Council agreed to vote on the motion separately as follows.*

**Motion:**

It was moved by Mayor Helps, seconded by Councillor Madoff, that Council directs staff to:

1. Prepare a revised version of the Gonzales Neighbourhood Plan, to include the following changes:
  - a. Remove the opportunity for double-row townhouses in Queen Anne Heights/Foul Bay Road/Gonzales Hill (sub-area 2) and all other Traditional Residential areas (sub-area 3).
  - b. Refine the housing policies and guidelines to ensure infill housing form and character is compatible with the existing neighbourhood.
  - c. Give attention to the potential unintended consequences of loss of affordable rental housing currently provided in older house conversions and small rental buildings that could be jeopardized by signals in the plan that redevelopment is welcome.
  - d. Add a definition of affordable housing to the plan.
  - e. Remove Montague Court from the Small Urban Village proposed at Fairfield Road at Lillian Street and Wildwood Avenue, and maintain its Traditional Residential designation. Continue to propose the Small Urban Village designation for the other adjacent properties in this location to reflect their existing commercial (C-1) zoning.
  - f. Re-visit plan policies for Gonzales Hill/Queen Anne Heights/Foul Bay Road (Sub-Area 2) and consider opportunities to fill policy gaps, such as properties adjacent to the park and policies to encourage dialogue with the CRD on management of Gonzales Hill Park.
  - g. Add anticipated population projections to the introduction section of the plan.
  - h. Revise the Gonzales Neighbourhood Plan following forthcoming updates to the Tree Preservation Bylaw and implementation of the Urban Forest Master Plan to strengthen language with regard to green space and tree preservation.
2. Once revised, re-engage with the residents of the Gonzales neighborhood, through a variety of mechanisms to elicit further feedback on the revised version of the plan and with a focus on reaching people of a range of ages and household types.
  - a. Communicate the definition of the Small Urban Village designation, and clarify policies and impacts related to Montague Court.
3. Once revised, provide a mid-range synopsis of the plan for those who desire information more than can be presented in a few bullet points and less than is provided in the whole plan.

**Carried Unanimously**

**Motion:**

It was moved by Mayor Helps, seconded by Councillor Madoff, that Council directs staff to:

1. Prepare a revised version of the Gonzales Neighbourhood Plan, to include the following changes:
  - a. Remove the opportunity for small apartment buildings in Traditional Residential areas along Fairfield Road (sub-area 1).

**Amendment:**

It was moved by Councillor Alto, seconded by Councillor Coleman, that Council directs staff to:

1. Prepare a revised version of the Gonzales Neighbourhood Plan, to include the following changes:
  - a. ~~Remove~~ **Limit** the opportunity for small apartment buildings in Traditional Residential areas along Fairfield Road (sub-area 1).

**On the amendment:**

**Carried**

<b><u>For:</u></b>	<b>Mayor Helps, Councillors Alto, Coleman, Loveday, Lucas, Thornton-Joe, and Young</b>
<b><u>Opposed:</u></b>	<b>Councillor Madoff</b>

**Main motion as amended:**

That Council directs staff to:

1. Prepare a revised version of the Gonzales Neighbourhood Plan, to include the following changes:
  - a. Limit the opportunity for small apartment buildings in Traditional Residential areas along Fairfield Road (sub-area 1).

**On the main motion as amended:**

**Carried**

**For:** Mayor Helps, Councillors Alto, Coleman, Loveday, Lucas, Thornton-Joe, and Young  
**Opposed:** Councillor Madoff

**REPORTS OF COMMITTEES**

**1. Committee of the Whole – February 22 and March 1, 2018 – Fairfield Neighbourhood Plan**

**1. Workshop: Fairfield Neighbourhood Plan – from February 22, 2018 COTW Meeting**

**Motion:**

It was moved by Councillor Loveday, seconded by Councillor Lucas:

That Council direct staff to amend the plan as follows:

1. Infill Housing Menu for Traditional Residential Areas
  - a. Remove option for double row townhouses in housing sub-area 4 (near Ross Bay Village).
  - b. Retain other options for infill housing in draft plan
  - c. Staff review and consideration of additional parking and open space requirements (e.g. additional parking space required if more than one unit on lot)
  - d. Incorporate open space guidelines into development of additional design guidelines for infill housing (2018- 2020)

**Carried Unanimously**

**Motion:**

It was moved by Councillor Madoff, seconded by Councillor Loveday:

That Council direct staff to amend the plan as follows:

2. Townhouses near Ross Bay Village (“sub-area 4”)
  - a. Remove “sub-area 4” as a distinct area; would become part of sub-area 1 (General Area).
  - b. As per sub-area 1, remove option for townhouses in more than one row. Support other infill housing options indicated for sub-area 1. Single row townhouses would be considered on suitably-sized lots adjacent to villages and larger corner lots (same as sub-area 1).
  - c. Re-instate option for small lot house development in this area

**Carried Unanimously**

**Motion:**

It was moved by Councillor Loveday, seconded by Councillor Thornton-Joe:

That Council direct staff to amend the plan as follows:

3. Urban Place Designation West of Cook Street Village (Cook Street to Heywood Street)
  - a. Support “gentle density” approach:
    - i. Re-instate OCP designations for traditional residential areas but expand option for larger houseplexes (4+ units), emphasize adaptation of heritage properties, ground-oriented housing up to 3 storeys, and creative housing on laneways in this area.
    - ii. Retain option for single townhouses in area
    - iii. Add new policy to consider other new and innovative housing types that meet plan objectives
    - iv. Consider reduced parking requirements for houseplexes with more than 3 units in this area

**Carried Unanimously**

**Motion:**

It was moved by Councillor Loveday, seconded by Councillor Lucas:  
That Council direct staff to amend the plan as follows:

4. Infill Housing East of Cook Street Village
  - a. Support “gentle density” approach:
    - i. East Village sub-area (Cook Street to Chester Street): expand option for larger houseplexes (4+ units), emphasize adaptation of heritage and character properties, ground-oriented housing up to 3 storeys, and creative housing on laneways in this area. Retain option for single row townhouses; review site requirements to consider feedback.
    - ii. Sub-area 3: expand option for larger houseplexes (4+ units), emphasize adaptation of heritage properties, ground-oriented housing up to 2.5 storeys, and creative housing on laneways in this area. Retain option for single row townhouses; review site requirements to consider feedback.
    - iii. Add new policy to consider other creative, innovative housing types that meet plan objectives
    - iv. Consider reduced parking requirements for 3+ unit houseplexes.

**Carried Unanimously**

**Motion:**

It was moved by Councillor Coleman, seconded by Councillor Loveday:  
That Council direct staff to amend the plan as follows:

5. Accommodate Larger Share of Fairfield’s growth through “gentle density”
  - a. Encourage more gentle density **in sub-area 2, including** options for larger houseplexes (4+ units), emphasizing adaptation of heritage and character properties and creative laneway housing
  - b. Continue to support other housing types as proposed in plan; review site requirements, open space and parking policies to consider feedback.

**Amendment:**

It was moved by Mayor Helps, seconded by Councillor Thornton-Joe, that the motion be amended to include the following point:

- c. **Work collaboratively with the Neighbourhood working group Fairfield Gonzales Neighbourhood Association CALUC, the Cook Street Village Residents Network, and others in the community to further develop a program of gentle density to meet Fairfield’s diverse population and housing needs.**

**On the amendment:**  
**Carried Unanimously**

**Amendment:**

It was moved by Mayor Helps, seconded by Councillor Thornton-Joe, that the motion be amended to include the following point:

- d. **That staff work with the neighbourhood to clearly define what is meant by gentle density in both Fairfield and Gonzales.**

**On the amendment:**  
**Carried Unanimously**

**Main motion as amended:**

It was moved by Councillor Coleman, seconded by Councillor Loveday:  
That Council direct staff to amend the plan as follows:

5. Accommodate Larger Share of Fairfield’s growth through “gentle density”
  - a. Encourage more gentle density in sub-area 2, including options for larger houseplexes (4+ units), emphasizing adaptation of heritage and character properties and creative laneway housing
  - b. Continue to support other housing types as proposed in plan; review site requirements, open space and parking policies to consider feedback.

- c. Work collaboratively with the Neighbourhood working group Fairfield Gonzales Neighbourhood Association CALUC, the Cook Street Village Residents Network, and others in the community to further develop a program of gentle density to meet Fairfield's diverse population and housing needs.
- d. **That staff work with the neighbourhood to clearly define what is meant by gentle density in both Fairfield and Gonzales.**

**On the main motion as amended:**  
**Carried Unanimously**

## **2. Workshop: Fairfield Neighbourhood Plan – from March 1, 2018 COTW Meeting**

### **Motion:**

It was moved by Councillor Alto, seconded by Councillor Coleman:  
That Council direct staff to amend the plan as follows:

- 6. Design of Cook Street Village Built Form
  - a. Detailed review of plan policies and guidelines by staff to consider additional adjustments/ revisions based on feedback (e.g. character, setbacks, massing, street wall, shading, impacts to street trees, transitions) through additional urban design analysis. To be incorporated in next version of plan.
  - b. that consideration be given to a two storey street wall with step backs of any additional storeys.  
Direct staff to assign an urban designer to work collaboratively with those interested to produce an integrated and completed set of conceptual drawings of urban design and public realm enhancements for the Cook Street Village that can be used as a basis for more detailed public realm design during phase four of the bike network implementation, while not tying the conceptual design to a preferred bike lane treatment.

### **Amendment:**

It was moved by Mayor Helps, seconded by Councillor Alto, that the motion be amended as follows:  
Direct staff to assign an urban designer to work collaboratively with those interested to produce an integrated and completed set of conceptual drawings of urban design and public realm enhancements for the Cook Street Village that can be used as a basis for more detailed public realm design during phase four of the bike network implementation, while not tying the conceptual design to a preferred bike lane treatment **ensuring that all proposed concepts allow for bikes to move safely through the village for people of all ages and abilities.**

**On the amendment:**  
**Carried Unanimously**

### **Main motion as amended:**

That Council direct staff to amend the plan as follows:

- 6. Design of Cook Street Village Built Form
  - a. Detailed review of plan policies and guidelines by staff to consider additional adjustments/ revisions based on feedback (e.g. character, setbacks, massing, street wall, shading, impacts to street trees, transitions) through additional urban design analysis. To be incorporated in next version of plan.
  - b. that consideration be given to a two storey street wall with step backs of any additional storeys.

Direct staff to assign an urban designer to work collaboratively with those interested to produce an integrated and completed set of conceptual drawings of urban design and public realm enhancements for the Cook Street Village that can be used as a basis for more detailed public realm design during phase four of the bike network implementation, while not tying the conceptual design to a preferred bike lane treatment ensuring that all proposed concepts allow for bikes to move safely through the village for people of all ages and abilities.

**On the main motion as amended:**  
**Carried Unanimously**

**Motion:**

It was moved by Councillor Lucas, seconded by Councillor Alto:  
That Council direct staff to amend the plan as follows:

7. Design of Cook Street Village Streetscape and Cycling Infrastructure
  - a. Expand design principles in plan based on community feedback (e.g. recognize Lekwungen history, shading, character, lighting, community gathering, slowing traffic, artistic elements)
  - b. Broaden scope of AAA cycling route design to an Integrated Streetscape Plan for Cook Street Village, pending budget approval, to include sidewalks, boulevards, street trees, on-street parking, loading, public spaces and connections to neighbourhood destinations (2021 design; 2022 implementation).
  - c. Parking management strategy for Cook Street Village area identified as short-term action.

**Carried Unanimously**

**Motion:**

It was moved by Councillor Coleman, seconded by Councillor Alto:  
That Council direct staff to amend the plan as follows:

8. Effectiveness of Rental Retention Area Policies
  - a. Conduct additional analysis of policies related to density bonus (8.1.3.) through development of City-wide inclusionary housing policy
  - b. Consider if neighbourhood specific policies are needed following Market Rental Revitalization Strategy and development of inclusionary housing policy (2018)
  - c. Retain the emphasis on rental retention including existing rental buildings and affordable housing in the area.
  - d. Consider if new zoning tools being contemplated by the province could be used for rental retention and affordable housing in the rental retention area.

**Carried Unanimously**

**Motion:**

It was moved by Councillor Coleman, seconded by Councillor Loveday:  
That Council direct staff to amend the plan as follows:

9. Northwest Corner and Fort Street
  - a. Maintain direction in plan, with staff review for potential refinements for location of heights, commercial uses in certain locations and public space impacts.
  - b. Some anticipated growth shifted from Cook Street Village area

**Carried**

**For:** Mayor Helps, Councillors Alto, Coleman, Loveday, Lucas, Thornton-Joe, and Young  
**Opposed:** Councillor Madoff

**Motion:**

It was moved by Councillor Lucas, seconded by Councillor Loveday:  
That Council direct staff to amend the plan as follows:

10. Design Concept for Ross Bay Urban Village (Fairfield Plaza)
  - a. Maintain direction in plan, with revisions to land use and design policies to address concerns regarding transition, parking.
  - b. Develop site-specific design guidelines, with focus on transition to surrounding properties.
  - c. Remove images, to avoid concept being misconstrued as a development application.
  - d. That the designation of Stannard Avenue be consistent along its entire length as traditional residential.
  - e. Direct staff to check in with the surrounding neighbours specifically with the people who wrote in with their specific concerns.

**Carried Unanimously**

**Motion:**

It was moved by Councillor Coleman, seconded by Councillor Young:  
That Council direct staff to amend the plan as follows:

11. Identification of Potential Heritage Conservation Areas
  - a. Remove reference to specific street names/ areas in plan policies (10.2.3).
  - b. Reword to reinforce citizen-initiated efforts to establish heritage conservation areas

**Carried Unanimously**

**Motion:**

It was moved by Councillor Lucas, seconded by Councillor Coleman:  
That Council direct staff to amend the plan as follows:

12. Topics Outside Scope of Neighbourhood Plan
  - a. Continue approach where neighbourhood plan provides general direction for these topics, with more detail provided by other initiatives.
  - b. Continue to share community feedback with relevant staff. Continue to make reference to concurrent and upcoming City-wide initiatives in neighbourhood plan.

**Carried Unanimously**

**Motion:**

It was moved by Councillor Loveday, seconded by Councillor Coleman:  
That Council direct staff to clarify the population and housing projections for the Fairfield Local Area Plan which includes a typology of housing growth and a update based on 2016 Census information.

**Carried Unanimously**

**Motion:**

It was moved by Councillor Loveday, seconded by Councillor Coleman:  
For the remainder of the process, that Council direct staff to collaborate with neighbourhood stakeholders as per the project plan approved by Council in June 2016 and as per the definition provided by the International Association of Public Participation which is "To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution."

**Carried Unanimously**

**3. Official Community Plan Bylaw, 2012, Amendment Bylaw (No. 21) No. 18-003**

**Motion:**

It was moved by Councillor Loveday, seconded by Councillor Alto, that Council direct staff to do some targeted engagement on the Gonzales neighbourhood plan based on the feedback received and bring the Gonzales plan back for Council's consideration.

**Carried Unanimously**

**2. Committee of the Whole – March 1, 2018**

**1. Development Variance Permit No 00205 for 632 Raynor Avenue (Victoria West)**

**Motion:**

It was moved by Councillor Thornton-Joe, seconded by Councillor Coleman, that Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, consider the following motion:  
"That Council authorize the issuance of Development Variance Permit Application No. 00205 for 632 Raynor Avenue, in accordance with:

1. Plans date stamped February 2, 2018.
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:
  - i. Reduce the required vehicle parking from three stalls to one stall for a triplex conversion.

3. The Development Permit lapsing two years from the date of this resolution."

**Carried Unanimously**

**2. Attendance at Federation of Canadian Municipalities Annual Conference**

**Motion:**

It was moved by Councillor Loveday, seconded by Councillor Coleman, that Council authorize the attendance and associated costs for Councillor Isitt to attend the FCM Conference to be held in Halifax, May 31 to June 4, 2018.

The approximate cost for attending is:

Registration	\$900.00
Transportation	\$800.00
Accommodation	\$900.00
Meals	\$240.00
<b>Approximate Cost</b>	<b>\$2840.00</b>

**Carried Unanimously**

**3. Attendance at Local Government Forum on Backcountry Access**

**Motion:**

It was moved by Councillor Coleman, seconded by Councillor Loveday, that Council authorize the attendance and associated costs for Councillor Isitt to attend the Local Government Forum on Backcountry Access, which took place in Port Alberni on February 23, 2018

The approximate cost is attending is:

Accommodation	\$122.00
Meals	\$41.00
<b>Approximate Cost</b>	<b>\$163.00</b>

**Carried Unanimously**

**4. David Foster Harbour Pathway Extension – Johnson Street Bridge Underpass**

**Motion:**

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

1. Finalize this detailed design and proceed with procurement and construction of the proposed Johnson Street Bridge Underpass.
2. Update the 2018 Financial Plan to set a project budget of \$544,000 for the extension of the David Foster Harbour Pathway under the new Johnson Street Bridge, consisting of \$444,000 from the Harbour Pathway Capital Budget from the deferred pedestrian bridges and \$100,000 contribution from the Trans Canada Trail Foundation.
3. Incorporate maintenance and operating costs of this new section of the pathway as part of the 2019 Operating budget.

**Carried Unanimously**

**5. National Cycling Strategy**

**Motion:**

It was moved by Councillor Alto, seconded by Councillor Coleman:

1. That Council request that the Federation of Canadian Municipalities advocate to the Federal government to create a National Cycling Strategy and that the FCM work to build a knowledge framework and set of tools to inform a national process to advance cycling and active transportation across Canada.
2. That Council forward this motion to the September FCM Board Meeting for consideration.



3. That Council request that the Mayor, on behalf of Council, write to the federal Minister of Transportation and Minister of Environment, encouraging the passage and implementation of Bill C-312, the National Cycling Strategy Act, with electronic copies of the letter sent to Members of Parliament representing constituencies on Vancouver Island.

**Carried Unanimously**

### **3. Committee of the Whole – March 8, 2018**

*Councillor Coleman excused himself from the meeting at 1:17 p.m. due to a pecuniary conflict of interest with the following item, as his family member lives nearby the subject site.*

#### **1. Victoria Housing Fund Application for the North Park Manor at 875 North Park Street**

**Motion:**

It was moved by Councillor Loveday, seconded by Councillor Thornton-Joe:

That Council approve a Victoria Housing Fund grant to the North Park Manor Society in the amount of \$30,000 to assist in the construction of three bachelor units of housing for low and medium income seniors at the North Park Manor, located at 875 North Park Street, subject to the following conditions:

1. The grant will be disbursed to the applicant once the Housing Fund Grant Agreement and Housing Agreement have been executed by the applicant.
2. The North Park Manor Society enters into a Housing Fund Grant Agreement to the satisfaction of the City Solicitor that includes the requirements that:
  - a) the North Park Manor Society will identify the City of Victoria as a contributor on publications, documents, and public events related to the development, completion and operation of the project;
  - b) upon project completion, North Park Manor Society will submit a final report to the Sustainable Planning and Community Development Department; and
  - c) the grant is to be repaid by the North Park Manor Society if the project does not proceed as proposed.
3. The North Park Manor Society enters into a Housing Agreement securing the housing units at rental levels consistent with the Victoria Housing Fund Guidelines in a form satisfactory to the City Solicitor and Director of Sustainable Planning and Community Development.

**Carried Unanimously**

*Councillor Coleman returned at 1:19 p.m.*

#### **2. Attendance at the Federation of Canadian Municipalities Annual Conference, May 31 - June 3, 2018**

**Motion:**

It was moved by Councillor Loveday, seconded by Councillor Coleman, that Council authorize the attendance and associated costs for Councillor Alto to attend the FCM Conference to be held in Halifax, NS, May 31 through June 3, 2018.

**Carried Unanimously**

#### **3. Attendance at the Association of Vancouver Island Coastal Communities 2018 Annual Convention and Annual General Meeting – April 13-15, 2018**

**Motion:**

It was moved by Councillor Loveday, seconded by Councillor Coleman, that Council authorize the attendance and associated costs for Mayor Helps to attend the AVICC Conference to be held in Victoria, April 13-15, 2018.

**Carried Unanimously**

**4. Advocacy for Youth Programs Funding for Quadra Village Community Centre**

**Motion:**

It was moved by Councillor Loveday, seconded by Councillor Lucas, that Council request that the Mayor, on behalf of Council, write to the Member of the Legislative Assembly for Victoria-Swan Lake, copying the provincial Minister of Children and Family Development, requesting that funding be identified and allocated within provincial jurisdiction to ensure continuity and improvements over time for youth programs delivered by the Quadra Village Community Centre.

**Carried Unanimously**

**5. Temporary Use Permit Application No. 00007 for 629 and 635 Chatham Street**

**Motion:**

It was moved by Councillor Loveday, seconded by Councillor Thornton-Joe, that Council, after giving notice and allowing an opportunity for public comment at a meeting of Council, authorize the issuance of Temporary use Permit Application No. 00007 for 635 Chatham Street in accordance with:

1. Plans date stamped December 22, 2017;
2. Development meeting all *Zoning Regulation Bylaw* requirements;
3. The applicant providing a landscape cost estimate for the entire cost of the onsite landscaping in accordance with the Landscape Plan prepared by Murdoch de Greeff Landscape Architects dated December 22, 2017, and a landscape security deposit in the amount of 120% of the Landscape Cost Estimate payable to the City prior to the issuance of the building permit; and
4. The Temporary use Permit lapsing three years from the date of this resolution.

**Carried Unanimously**

**6. Strategic Direction: Inclusionary Housing and Density Bonus Policy**

**Motion:**

It was moved by Councillor Loveday, seconded by Councillor Alto, that Council:

1. Consider the following strategic approaches in the development of a new Inclusionary Housing and Density Bonus Policy and direct staff to:
  - a) Establish affordable housing targets and levels of affordability to guide community amenity contribution negotiations;
  - b) Prioritize City objectives for community amenity contributions given limits on bonus density;
  - c) Develop a framework for the provision of bonus density in exchange for on-site affordable housing units, where feasible, within areas of the City through the zoning bylaw in a manner consistent with the Local Government Act;
  - d) Retain a consultant to update the economic analysis that informed the Density Bonus Policy (2016) to inform the above considerations,
  - e) Direct staff to negotiate approach to CACs
  - f) Direct staff to establish more precise targets and levels of affordability and;
  - g) Direct staff to consider pre-zoning areas of the City (using bonus density zoning) for affordable housing.
2. Direct staff to consult with stakeholders and the Community Association Land Use Committees on a draft policy.

**Carried**

**For:** Mayor Helps, Councillors Alto, Coleman, Loveday, Lucas, Madoff, and Thornton-Joe  
**Opposed:** Councillor Young

**4. Committee of the Whole – February 22 and March 8, 2018 – Proposed Animal Control Bylaw Amendments**

**1. Proposed Animal Control Bylaw Amendments - From February 22, 2018 COTW Meeting**

**Motion:**

It was moved by Councillor Thornton-Joe, seconded by Councillor Coleman, that Council direct staff to:

1. Change the name of our bylaw from Animal Control Bylaw to Victoria Animal Responsibility Bylaw.
2. Under Section 12 of the City of Victoria Animal Control Bylaw Page 7 under Tying Animals, change our wording from:
  - 12 (1) A person must not hitch, tie or fasten an animal to a fixed object by a rope, chain or cord that is directly tied around the animal's neck or to a choke collar.
  - 12(2) A person must not hitch, tie or fasten an animal to a fixed object as the primary means of confinement for an extended period of time.

To wording in Surrey Bylaw 44:

44. No Owner shall cause, permit, or allow a Dog:

- (a) to be hitched, tied, or fastened to a fixed object in such a way that the Dog is able to leave the boundaries of the Owners property;
- (b) to be hitched, tied, or fastened to a fixed object where a Choke Collar forms part of the securing apparatus, or where a rope or cord is tied directly around the Dog's neck;  
or be tethered other than with a collar that is properly fitted to that Dog and attached in a manner that will not injure the Dog or enable the Dog to injure itself by pulling on the tether;
- (c) to be hitched, tied, or fastened to a fixed object except with a tether of sufficient length to enable the full and unrestricted movement of the Dog;
- (d) to be hitched, tied, or fastened to a fixed object unattended at any time; or
- (e) to be hitched, tied, or fastened to a fixed object for longer than four (4) hours within a 24 hour period.

**Carried Unanimously**

**Motion:**

It was moved by Councillor Thornton-Joe, seconded by Councillor Madoff, that Council direct staff to:

3. Add a section called: Limit on Pets.
  1. No person shall keep or allow to be kept on any real property more than a total of six (6) cats and dogs over the age of twelve (12) weeks, and a reasonable number of small and aquatic animals, unless they are a licensee, community cat caregiver, veterinary clinic or animal shelter.
  2. If a person is providing temporary care for more than a total of six (6) cats and dogs over the age of twelve (12) weeks, they shall notify the animal bylaw officer with the number and species of animals, reason and estimated length of time they will be providing care.
  3. No person shall keep, or allow to be kept on a Lot:
    - a. More than four (4) rabbits older than 12 weeks
    - b. More than four (4) guinea pigs older than 12 weeks
    - c. Any ungulate
    - f. any roosters

**Carried Unanimously**

**Motion:**

It was moved by Councillor Thornton-Joe, seconded by Councillor Madoff:

3. No person shall keep, or allow to be kept on a Lot:
  - d. Mink

**Carried**

**For:** Mayor Helps, Councillors Alto, Coleman, Lucas, Madoff, Thornton-Joe, and Young  
**Opposed:** Councillor Loveday

*Council discussed:*

- *The rationale for not including chinchilla.*

*Mayor Helps excused herself from the meeting at 1:31 p.m. due to a pecuniary conflict of interest as she has kept chickens on her property. Councillor Thornton-Joe assumed the Chair in her absence.*

**Motion:**

It was moved by Councillor Madoff, seconded by Councillor Coleman:

3. No person shall keep, or allow to be kept on a Lot:
  - e. More than twelve (12) hens

**Carried Unanimously**

**Motion:**

It was moved by Councillor Madoff, seconded by Councillor Coleman, that Council direct staff to amend the bylaw as follows:

Keeping of Urban Hens:

- 4.1 Be a resident of the property where the hens are kept.

**Amendment:**

It was moved by Councillor Loveday, seconded by Councillor Alto, that the following motion be referred to the Urban Food Table:

That Council direct staff to amend the bylaw as follows:

Keeping of Urban Hens:

- 4.1 Be a resident of the property where the hens are kept.

**On the amendment:**  
**Defeated**

**For:** Councillors Alto and Loveday

**Opposed:** Councillors Coleman, Lucas, Madoff, Thornton-Joe and Young

**Main motion:**

That Council direct staff to amend the bylaw as follows:

Keeping of Urban Hens:

- 4.1 Be a resident of the property where the hens are kept.

**Main motion:**  
**Carried**

**For:** Councillors Alto, Coleman, Lucas, Madoff, Thornton-Joe, and Young

**Opposed:** Councillor Loveday

**Motion:**

It was moved by Councillor Madoff, seconded by Councillor Coleman:

Refer the BCSPCA animal responsibility bylaw section on urban hens and urban bees to the urban food table and to the Capital City Beekeeping, indicating that Council has taken no position on these provisions at this time and add as an appendix, the bylaws from the City of Surrey and Duncan.

**Carried Unanimously**

*Mayor Helps returned to the meeting at 1:46 p.m. and assumed the Chair.*

**Motion:**

It was moved by Councillor Thornton-Joe, seconded by Councillor Madoff:

4. Add in our bylaw the definition for an aggressive dog, a dangerous dog and a vicious dog.

“Aggressive Dog” means a Dog that:

- a. Has without justifiable provocation displayed Aggressive Behavior towards a person or animal; or
- b. Has without justifiable provocation caused a minor injury to a person or animal.

"Dangerous Dog" means a Dog that:

- a. Has killed or seriously injured a person;
- b. Has killed or seriously injured an animal, while in a public place or while on private property, other than property owned or occupied by the person responsible for the dog;
- c. Has previously been deemed a vicious dog and has since attacked or caused injury to a person or animal after being deemed a vicious dog; or
- d. As defined in the Community Charter S.B.C. 2003c.26, as amended.

"Vicious Dog" means a dog that:

- a. Has without justifiable provocation caused a serious injury to a person or animal; or
- b. Has a known propensity, tendency or disposition to attack without justifiable provocation; or
- c. Has on more than one occasion caused a minor injury to a person or animal; or
- d. Has while running at large, aggressively pursued or harassed a person without justifiable provocation or has demonstrated a propensity, tendency or disposition to do so as deemed by and Animal Control Officer or Animal Shelter Manager.

And add in our Animal Control Bylaw in Section 5 on Dangerous Dogs (Page 12),

5. And lastly, under our Outdoor Shelter Requirements in section 10 to:

1. A person responsible for an animal shall ensure that the animal has protection from all the elements;
2. No person responsible for an animal shall permit the animal to suffer from hyperthermia, hypothermia, dehydration, discomfort, or exertion causing unnecessary pain, suffering or injury.

**Carried Unanimously**

**Motion:**

It was moved by Councillor Thornton-Joe, seconded by Councillor Lucas:

6. In our Animal Control Bylaw under Part 3 - Animal Welfare add a section titled Animal Cruelty:
  48. Notwithstanding any other provision of this bylaw, no person shall:
    - a. abandon any animal
    - b. tease, torment, or provoke and animal;
    - c. cause, permit or allow an animal to suffer, or
    - d. train or allow any animal to fight.

**Amendment:**

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

6. In our Animal Control Bylaw under Part 3 - Animal Welfare add a section titled Animal Cruelty:
  48. Notwithstanding any other provision of this bylaw, no person shall:
    - a. abandon any animal
    - b. tease, torment, or provoke and animal;
    - c. cause, permit or allow an animal to suffer, or
    - d. train or allow any animal to fight.
    - e. choke kick or punch

**On the amendment:**  
**Carried Unanimously**

**Main motion:**

6. In our Animal Control Bylaw under Part 3 - Animal Welfare add a section titled Animal Cruelty:
  48. Notwithstanding any other provision of this bylaw, no person shall:
    - a. abandon any animal
    - b. tease, torment, or provoke and animal;
    - c. cause, permit or allow an animal to suffer, or
    - d. train or allow any animal to fight.
    - e. choke kick or punch

**On the main motion as amended:**  
**Carried Unanimously**

## **2. Proposed Animal Control Bylaw Amendments - From March 8, 2018 COTW Meeting**

### **Motion:**

It was moved by Councillor Thornton-Joe, seconded by Councillor Coleman:

1. Amend our Animal Control Bylaw to prohibit the sale of cats, kittens, dogs, puppies, and rabbits in pet stores or other type of retail premises. The only exemption is if these animals are offered for adoption from a recognized animal rescue society or shelter organization at which time the current bylaw policy would still apply.

**Carried**

**For:** Mayor Helps, Councillors Alto, Coleman, Lucas, Madoff, Thornton-Joe, and Young  
**Opposed:** Councillor Loveday

### **Motion:**

It was moved by Councillor Thornton-Joe, seconded by Councillor Lucas:

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

**Carried Unanimously**

## **CORRESPONDENCE**

### **1. Letter from the Corporation of the Township of Spallumcheen**

Council received a letter dated February 22, 2018, regarding support for a resolution being considered by the Association of Vancouver Island Coastal Communities for Asset Management.

### **Motion:**

It was moved by Councillor Loveday, seconded by Councillor Alto, that the correspondence dated February 22, 2018 from the Corporation of the Township of Spallumcheen be received for information.

**Carried Unanimously**

## **CLOSED MEETING**

### **Motion:**

It was moved by Councillor Coleman, seconded by Councillor Loveday, that Council convene a closed meeting that excludes the public under Sections 90(1) and/or (2) of the Community Charter; namely:

- *Section 90 1(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;*
- *Section 90 1(b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;*
- *Section 90 1(c) labour relations or other employee relations;*
- *Section 90 1(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;*
- *Section 90 1(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.*

**Carried Unanimously**

## **APPROVAL OF CLOSED AGENDA**

### **Motion:**

It was moved by Councillor Thornton-Joe, seconded by Councillor Alto, that Council approve the closed agenda.

### **Amendment:**

It was moved by Councillor Thornton-Joe, seconded by Councillor Alto, that Council approve the closed agenda with the following items on the consent agenda:

**Item No. 2 - Law Enforcement**

**Item No. 4 - Land**

**Item No. 5 - Land**

**On the amendment:**  
**Carried Unanimously**

### **Main motion as amended:**

That Council approve the closed agenda with the following changes:

Item No. 2 - Law Enforcement

Item No. 4 - Land

Item No. 5 - Land

**On the main motion as amended:**  
**Carried Unanimously**

## **CONSENT AGENDA**

### **1. Law Enforcement (Cannabis Retailer Compliance Inspection - 2623 Bridge St. – Green Buddha)**

Council received a confidential report dated February 27, 2018, from the City Clerk regarding law enforcement.

The motion was recorded and kept confidential.

### **2. Land (726 Johnson Street - Lease Amendment)**

Council received a confidential report dated March 2, 2018, from the Head of Strategic Real Estate regarding a land item.

The motion was recorded and kept confidential.

### **3. Land**

Council received a confidential report dated March 5, 2018, from the Head of Strategic Real Estate regarding a land item.

The motion was recorded and kept confidential.

## **NEW BUSINESS**

### **4. Land**

Council received a confidential report dated March 5, 2018, from the Head of Strategic Real Estate regarding a land item.

The discussion and motion were recorded and kept confidential.

**5. Legal Advice**

Council received confidential verbal legal advice from the City Solicitor.

The discussion and motion were recorded and kept confidential.

*All staff except the City Manager were excused from the meeting at 2:20 p.m.*

**6. Employee Relations**

Council received a confidential verbal overview from Mayor Helps regarding employee relations.

**ADJOURNMENT**

**Motion:**

It was moved by Councillor Alto, seconded by Councillor Thornton-Joe, that the Closed Council meeting adjourn.

Time: 3:14 p.m.

**Carried Unanimously**

CERTIFIED CORRECT:

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
MAYOR





## MINUTES - VICTORIA CITY COUNCIL

May 10, 2018, 12:00 P.M.

COUNCIL CHAMBERS, CITY HALL, 1 CENTENNIAL SQUARE

Located on the traditional territory of the Esquimalt and Songhees People

PRESENT: Councillor Alto in the Chair, Councillor Coleman, Councillor Loveday, Councillor Lucas, Councillor Madoff, Councillor Thornton-Joe, Councillor Young

ABSENT: Mayor Helps, Councillor Isitt

STAFF PRESENT: J. Jenkyns - Acting City Manager, C. Coates - City Clerk , AK Ferguson - Committee Secretary

### A. CONVENE COUNCIL MEETING

### B. APPROVAL OF AGENDA

**Moved By** Councillor Lucas

**Seconded By** Councillor Coleman

That the agenda of the May 10, 2018 Council Meeting be approved.

**CARRIED UNANIMOUSLY**

### C. CLOSED MEETING

**Moved By** Councillor Coleman

**Seconded By** Councillor Lucas

MOTION TO CLOSE THE MAY 10, 2018 COUNCIL MEETING TO THE PUBLIC

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

Section (90)(1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

*Section (90)(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.*

**CARRIED UNANIMOUSLY**

**E. READING OF CLOSED MINUTES**

**E.1 Minutes from the closed meeting held March 1, 2018**

**Moved By** Councillor Lucas

**Seconded By** Councillor Coleman

That the minutes of the March 1, 2018 Council Meeting be approved.

**CARRIED UNANIMOUSLY**

**H. NEW BUSINESS**

**H.1 Appointment**

Council received a confidential report regarding an appointment.

The discussion and motion were recorded and kept confidential.

**H.2 Appointment**

Council received a confidential report regarding an appointment.

The discussion and motion were recorded and kept confidential.

**J. ADJOURNMENT**

**Moved By** Councillor Coleman

**Seconded By** Councillor Lucas

That the closed Council Meeting be adjourned at 12:06 p.m.

**CARRIED UNANIMOUSLY**

---

CITY CLERK

---

MAYOR



## **MINUTES - VICTORIA CITY COUNCIL**

**May 24, 2018, 3:18 p.m.**

**COUNCIL CHAMBERS**

**CITY HALL, #1 CENTENNIAL SQUARE, VICTORIA, BC**

**To be held immediately following the Committee of the Whole Meeting**

**PRESENT:** Councillor Alto, Councillor Coleman, Councillor Loveday Councillor Lucas, Councillor Madoff, Councillor Thornton-Joe, Councillor Young

**ABSENT:** Mayor Helps, Councillor Isitt

**STAFF PRESENT:** J. Jenkyns - Acting City Manager, C. Coates - City Clerk , P. Bruce - Fire Chief, S. Thompson - Director of Finance, J. Tinney - Director of Sustainable Planning & Community Development, F. Work - Director of Engineering & Public Works, B. Eisenhower - Head of Engagement, C. Mycroft - Manager of Executive Operations, AK Ferguson - Committee Secretary, T. Zworski - City Solicitor, P. Rantucci - Head of Strategic Real Estate

**A. CONVENE COUNCIL MEETING**

**B. APPROVAL OF AGENDA**

**Moved By** Councillor Coleman

**Seconded By** Councillor Lucas

That the agenda be approved.

**CARRIED UNANIMOUSLY**

**C. CLOSED MEETING**

**Moved By** Councillor Coleman

**Seconded By** Councillor Lucas

**MOTION TO CLOSE THE MAY 24, 2018 COUNCIL MEETING TO THE PUBLIC**

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

*Section 90(1) A part of a Council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:*

*Section 90(1)(c) labour relations or other employee relations;*

*Section 90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;*

*Section 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.*

**CARRIED UNANIMOUSLY**

**D. APPROVAL OF CLOSED AGENDA**

**E. READING OF CLOSED MINUTES**

**E.1 Minutes from the Closed Meeting held April 26, 2018**

**Moved By** Councillor Thornton-Joe

**Seconded By** Councillor Coleman

That the minutes from the closed meeting held April 26, 2018 be adopted.

**CARRIED UNANIMOUSLY**

**H. NEW BUSINESS**

**H.1 Legal Advice/Potential Litigation**

**H.1a. Legal Advice/Potential Litigation**

**Guests:** Johnathan Huggett, Project Director for the Johnson Street Bridge and Karen Martin, External Legal Counsel

Council received a confidential report from the Project Director of the Johnson Street Bridge Project regarding legal advice/potential litigation.

The discussion and motion were recorded and kept confidential.

**H.1b. Legal Advice/Potential Litigation**

Council received a confidential report from the Director of Finance and the Director of Engineering and Public Works regarding Legal Advice.

The discussion and motion were recorded and kept confidential.

## **H.2    Legal Advice**

Council received a confidential report from the City Solicitor regarding Legal Advice.

The discussion was recorded and kept confidential.

## **H.3    Land**

Council received a Council Member Motion regarding a Land item.

The discussion and motion were recorded and kept confidential.

## **H.4    Employee Relations**

*All staff left the room at 4:23 p.m.*

## **J.    ADJOURNMENT**

**Moved By** Councillor Young

**Seconded By** Councillor Lucas

That the Closed Council Meeting be adjourned at 4:28 p.m.

**CARRIED UNANIMOUSLY**

---

CITY CLERK

---

MAYOR

**“PRIDE WEEK”**

**WHEREAS** *the gay, lesbian, bisexual, transgender and questioning (LGBT) community; their friends and the allies of are integral and important contributing members of Victoria; and*

**WHEREAS** *the City of Victoria recognizes and values the rights and freedoms of these and all Canadian citizens to love whom they choose and to establish for themselves a healthy vital family unit defined by that love; and*

**WHEREAS** *the citizens of the City of Victoria come together annually on “Pride Week” to celebrate the achievements of this freedom and to recognize those worldwide who have yet to establish these same rights.*

**NOW, THEREFORE** *I do hereby proclaim Sunday, July 1<sup>st</sup> to Sunday, July 8<sup>th</sup> 2018 as “PRIDE 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 28<sup>th</sup> day of June, Two Thousand and Eighteen.*

---

**LISA HELPS**  
**MAYOR**  
**CITY OF VICTORIA**  
**BRITISH COLUMBIA**

**SPONSORED BY:**  
**David Tillson**  
**Victoria Pride Society**



## Committee of the Whole Report For the Meeting of June 21, 2018

---

**To:** Committee of the Whole **Date:** June 6, 2018  
**From:** Chris Coates, City Clerk  
**Subject:** Proclamation "Pride Week" July 1 to July 8, 2018

---

### RECOMMENDATION

That the *Pride Week Proclamation* be forwarded to the June 28, 2018 Council meeting for Council's consideration.

### EXECUTIVE SUMMARY

Attached as Appendix A is the requested *Pride Week Proclamation*. Council has established policy addressing Proclamation requests. The policy provides for:

- A staff report to Committee of the Whole.
- Each Proclamation request requiring a motion approved at Committee of the Whole prior to forwarding it to Council for their consideration.
- Staff providing Council with a list of Proclamations made in the previous year.
- Council voting on each Proclamation individually.
- Council's consideration of Proclamations is to fulfil a request rather than taking a position.

A list of previous Proclamations is provided as Appendix B in accordance with the policy. Consistent with City Policy, Proclamations issued are established as fulfilling a request and does not represent an endorsement of the content of the Proclamation.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Chris Coates".

Chris Coates  
City Clerk

Appendix A: Proclamation "Pride Week"  
Appendix B: List of Previously Approved Proclamations

## REPORTS OF COMMITTEES

### **2. Committee of the Whole – March 22, 2018**

#### **4. Rezoning Application No. 00612 & Development Permit with Variances Application No. 00053 for 63 Boyd Street**

##### **Motion:**

It was moved by Councillor Thornton-Joe, seconded by Councillor Alto:

##### **Rezoning Application No. 00612**

That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00612 for 63 Boyd Street, that first and second reading of the *Zoning Regulation Bylaw Amendment* be considered by Council and a Public Hearing date be set.

##### **Development Permit with Variances Application No. 00053**

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. 00053, if it is approved, consider the following motion:

"That Council authorize the issuance of Development Permit with Variances Application No. 00612 for 63 Boyd Street, in accordance with:

1. Plans date stamped February 28, 2018
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:

##### **Proposed Lot A**

- i. Reduce the side yard setback (south west) for an accessory building from 0.6m to 0.0m
- ii. Increase the maximum height of from 7.5m to 8.03m

##### **Proposed Lot B**

- i. Reduce the side yard setback (north east) for an accessory building from .06m to 0.0m.
- ii. Increase the maximum height from 7.5m to 8.03m
3. The Development Permit lapsing two years from the date of this resolution."

**Carried**

**For:** Mayor Helps, Councillors Alto, Coleman, Thornton-Joe, and Young  
**Opposed:** Councillor Madoff



## 6. LAND USE MATTERS

### 6.1 Rezoning Application No. 00612 & Development Permit with Variances Application No. 00053 for 63 Boyd Street

Committee received reports dated March 8, 2018, from the Director of Sustainable Planning and Community Development regarding an application to subdivide the property and construct two new small lot houses.

**Motion:** It was moved by Councillor Madoff:  
**Rezoning Application No. 00612**  
That Council decline Rezoning Application No. 00612 for the property located at 63 Boyd Street.  
**Development Permit with Variances Application No. 00053**  
That Council decline Development Permit with Variances Application No. 00053 for the property located at 63 Boyd Street.

MOTION FAILED DUE TO NO SECONDER

**Motion:** It was moved by Councillor Thornton-Joe, seconded by Councillor Young:  
**Rezoning Application No. 00612**  
That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00612 for 63 Boyd Street, that first and second reading of the *Zoning Regulation Bylaw* Amendment be considered by Council and a Public Hearing date be set.  
**Development Permit with Variances Application No. 00053**  
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. 00053, if it is approved, consider the following motion:  
"That Council authorize the issuance of Development Permit with Variances Application No. 00612 for 63 Boyd Street, in accordance with:  
1. Plans date stamped February 28, 2018  
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:  
Proposed Lot A  
i. Reduce the side yard setback (south west) for an accessory building from 0.6m to 0.0m  
ii. Increase the maximum height of from 7.5m to 8.03m  
Proposed Lot B  
i. Reduce the side yard setback (north east) for an accessory building from .06m to 0.0m.  
ii. Increase the maximum height from 7.5m to 8.03m  
3. The Development Permit lapsing two years from the date of this resolution."

*Councillor Loveday withdrew from the meeting at 9:59 a.m. and returned at 10:00 a.m.*

Committee discussed:

- Concerns relating to demolishing existing housing.
- Options for housing on the site and affordability.

CARRIED 18/COTW

For: Mayor Helps, Councillors Alto, Coleman, Loveday, Thornton-Joe, and Young  
Opposed: Councillor Madoff

Committee of the Whole Minutes – March 22, 2018

DRAFT



## Committee of the Whole Report For the Meeting of March 22, 2018

---

**To:** Committee of the Whole **Date:** March 8, 2018  
**From:** Jonathan Tinney, Director, Sustainable Planning and Community Development  
**Subject:** Rezoning Application No. 00612 for 63 Boyd Street

---

### RECOMMENDATION

That Council decline Rezoning Application No. 00612 for the property located at 63 Boyd Street.

### 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 63 Boyd Street. The proposal is to rezone from the current R-2 Zone, Two Family Dwelling District, to the R1-S2 Zone, Restricted Small Lot (Two Storey) District, in order to subdivide the property and construct two new small lot houses.

The following points were considered in assessing this application:

- the proposal is generally consistent with the Traditional Residential Urban Place Designation and objectives for sensitive infill development, as described in the *Official Community Plan, 2012 (OCP)*
- the proposal is consistent with the Design Guidelines specified in the *Small Lot House Rezoning Policy, 2002*
- the proposal is consistent with the *James Bay Neighbourhood Plan, 1993*, which encourages infill development in a form and scale that is in visual harmony with existing buildings
- the demolition of existing dwelling units to enable small lot subdivision is inconsistent with the *Small Lot House Rezoning Policy*.

The staff recommendation provided for Council's consideration is to decline the application due to the proposal's lack of consistency with the objective of the *Small Lot House Rezoning Policy*



related to the retention of viable existing housing; however, Council may wish to consider the alternate motion.

## **BACKGROUND**

### **Description of Proposal**

The purpose of this Rezoning application is to rezone 63 Boyd Street from the R-2 Zone, Two Family Dwelling District, to the R1-S2, Restricted Small Lot (Two Storey) District, and to subdivide the existing property to create two small lots. Variances related to building heights and setbacks for the accessory buildings are considered under the concurrent Development Permit with Variances application and are discussed in the accompanying report.

### **Affordable Housing Impacts**

The applicant proposes to create two new residential units to replace one residential unit, which would increase the overall supply of housing in the area by one unit.

### **Sustainability Features**

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

### **Active Transportation Impacts**

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

### **Public Realm Improvements**

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

### **Accessibility Impact Statement**

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

### **Land Use Context**

The area is characterized by single-family dwellings, small lots, and two-family dwellings; and a multiple-dwelling immediately to the south-west.

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

The property located at 63 Boyd Street is presently a single-family dwelling centred over two lots that are zoned for a duplex. The two lots are front to back with only one of the lots having street frontage. If the lots were consolidated, under the current R-2 Zone, Two Family Dwelling District, the property could be developed as a two-family dwelling, or a single-family dwelling with secondary suite or garden suite.

## Data Table

The following data table compares the proposal with the R1-S2 Zone, Restricted Small Lot (Two Storey) District. An asterisk is used to identify where the proposal is less stringent than the proposed zone. The variances related to height and setbacks will be considered in the accompanying Development Permit with Variances application.

Zoning Criteria	Proposed Lot A	Proposed Lot B	Zone Standard R1-S2
Site area (m <sup>2</sup> ) - minimum	324.65	324.65	260.00
Density (Floor Space Ratio) - maximum	0.55 to 1	0.55 to 1	0.60 to 1
Total floor area (m <sup>2</sup> ) - maximum	178.46	178.46	190.00
Lot width (m) - minimum	10.72	10.72	10.00
Height (m) - maximum	<b>8.03*</b>	<b>8.03*</b>	7.50
Storeys - maximum	2	2	2
Site coverage (%) - maximum	39.69	39.69	40.00
<b>Setbacks (m) – minimum:</b>			
Front	6.00	6.00	6.00
Projection - Stairs	0.80	0.80	2.50
Rear	8.56 building 6.89 stairs	8.57 building 6.88 stairs	6.00
Side (north west)	1.50	1.89	1.50 non-habitable 2.40 habitable
Side (south west)	1.89	1.50	1.50 non-habitable 2.40 habitable
Parking - minimum	1	1	1
<b>Schedule F- Accessory Building Regulations</b>			
Location	Rear yard	Rear yard	Rear yard
Combined floor area (m <sup>2</sup> ) – maximum	20.29	20.29	37.00
Height (m) - maximum	3.67	3.67	4.00 (small lots)
<b>Setbacks (m) – minimum:</b>			
Front	23.86	23.86	18.00
Rear	0.60	0.60	0.60
Side (northeast)	7.22	<b>0.00*</b>	0.60
Side (southwest)	<b>0.00*</b>	7.22	0.60
Separation from single family dwelling - minimum	2.81	2.72	2.40



Zoning Criteria	Proposed Lot A	Proposed Lot B	Zone Standard R1-S2
Rear Site Coverage (%) - maximum	27.44	27.55	30.00

### 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 September 13, 2017. A letter from the CALUC is attached to this report.

In accordance with the City's *Small Lot House Rezoning Policy*, the applicant has polled the immediate neighbours and reports that 100% support the application. Under this policy, "satisfactory support" is considered to be support in writing for the project by 75% of the neighbours. The required small lot house rezoning petitions, summary and illustrative map provided by the applicant are attached to this report.

## ANALYSIS

### Official Community Plan

The OCP Urban Place Designation for the property is Traditional Residential which contemplates small residential lots to accommodate new ground-oriented infill. In accordance with the OCP, small lots are subject to DPA 15A: Intensive Residential - Small Lot. The proposal is consistent with the objectives of DPA 15A to achieve new infill development in a way that is compatible with the existing neighbourhood.

### James Bay Neighbourhood Plan

The *James Bay Neighbourhood Plan* supports infill development, such as small lot single-family dwellings, provided there is visual harmony in form and scale between the new buildings and the adjacent properties. The proposal is generally consistent with the neighbourhood plan.

### Small Lot House Rezoning Policy

The *Small Lot House Rezoning Policy* encourages sensitive infill with an emphasis on ground-oriented housing that is consistent with the existing character of development. The proposed lots each exceed the required site area minimum of 260m<sup>2</sup> and 10m lot width minimum, with each proposed new lot providing 324.65m<sup>2</sup> of site area and 10.72m lot width. There are several other small lots in the immediate area.

The policy is not intended to facilitate the demolition of an existing house to enable additional houses, and the proposal is to demolish the existing house in order to build two small lot houses. The applicant has indicated in the letter to Council that the house will be deconstructed and recycled as much as possible. Given this objective in the small lot policy, the staff recommendation is to decline the application; however, since the site could be redeveloped as a duplex without rezoning, and given the immediate surrounding land use context including a multi-unit residential building to the south-west, Council may wish to consider the alternate recommendation.

## Regulatory Considerations

The property would be rezoned to the R1-S2 Zone, Restricted Small Lot (Two Storey) District. There are variances required to facilitate this proposal related to increasing the maximum heights and reducing the side yard setbacks for attached accessory buildings. These variances are discussed in the accompanying report for the Development Permit with Variances Application.

## CONCLUSIONS

This proposal to rezone the subject property to create two small lot houses is generally consistent with the applicable City policies; however, the *Small Lot Rezoning Policy* is not intended to facilitate the demolition of an existing house to enable small lot houses to be built. As such, staff recommend that Council consider declining the Rezoning application.

## ALTERNATE MOTION

That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00612 for 63 Boyd Street, that first and second reading of the *Zoning Regulation Bylaw Amendment* be considered by Council and a Public Hearing date be set.

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:

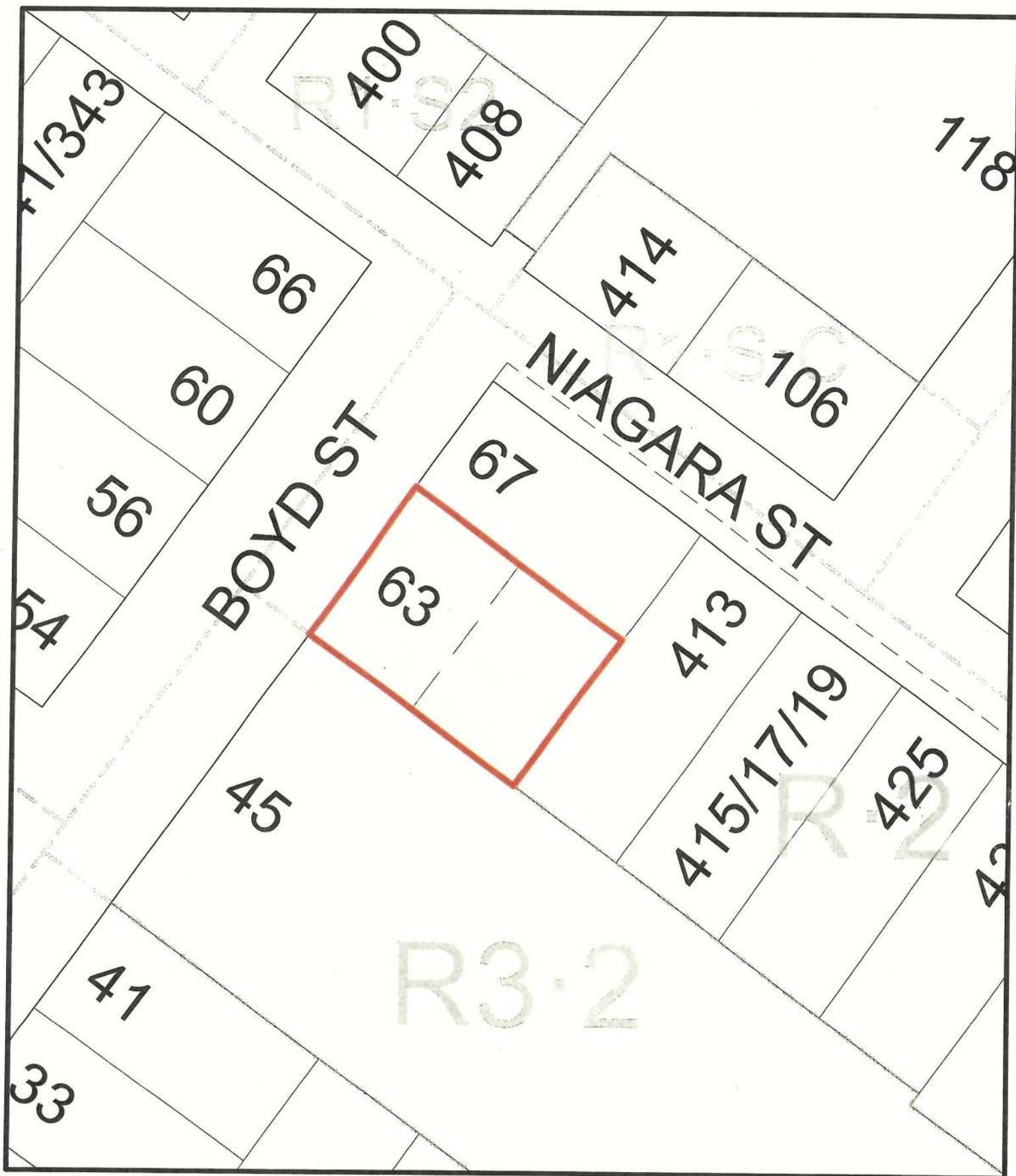


Date: March 13, 2018

## List of Attachments:

- Attachment A: Subject Map
- Attachment B: Aerial Map
- Attachment C: Plans date stamped February 28, 2018
- Attachment D: Letter from applicant to Mayor and Council dated February 2, 2018
- Attachment E: Community Association Land Use Committee Comments dated September 25, 2017
- Attachment F: Correspondence

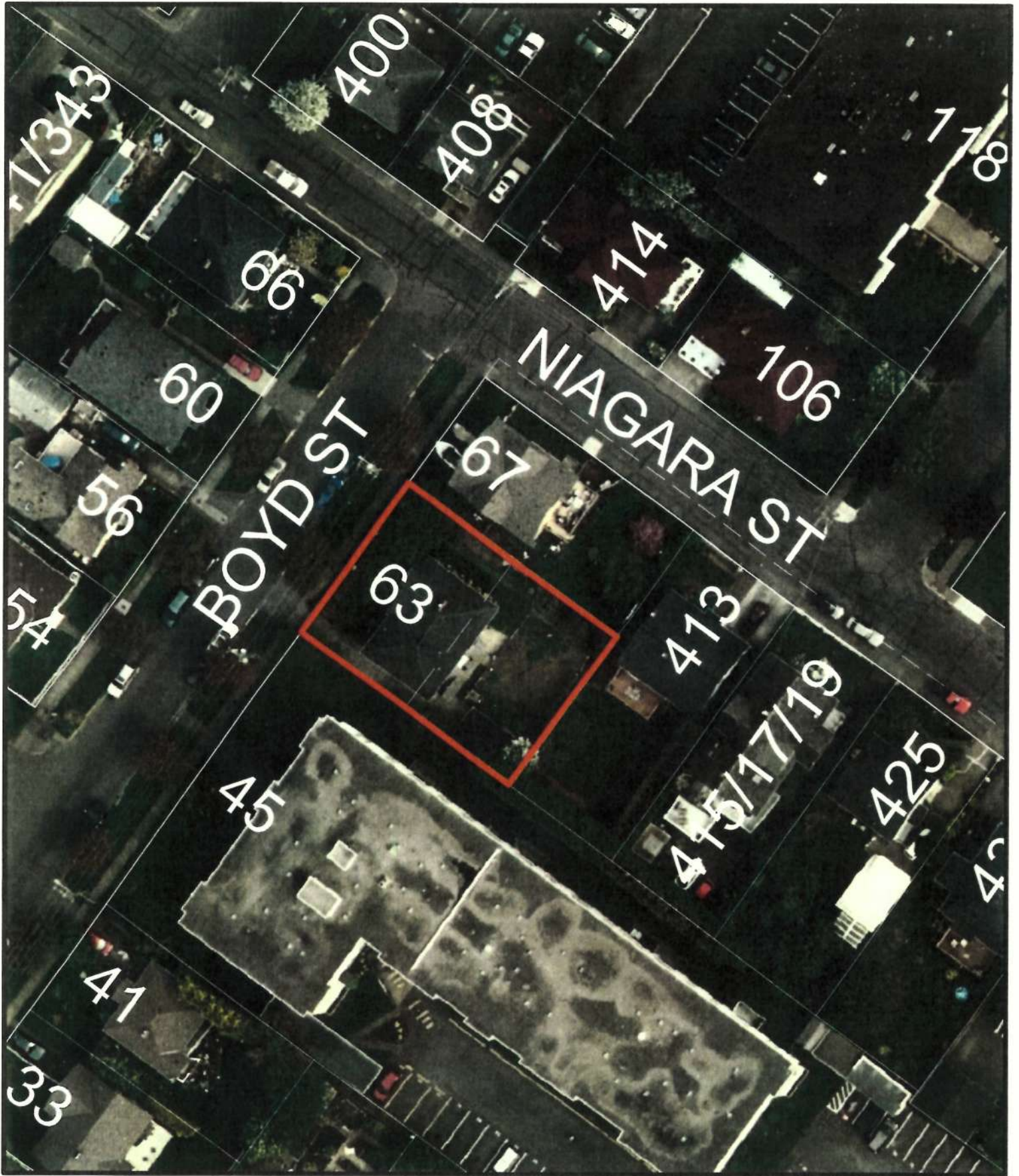




63 Boyd Street  
Rezoning No.00612

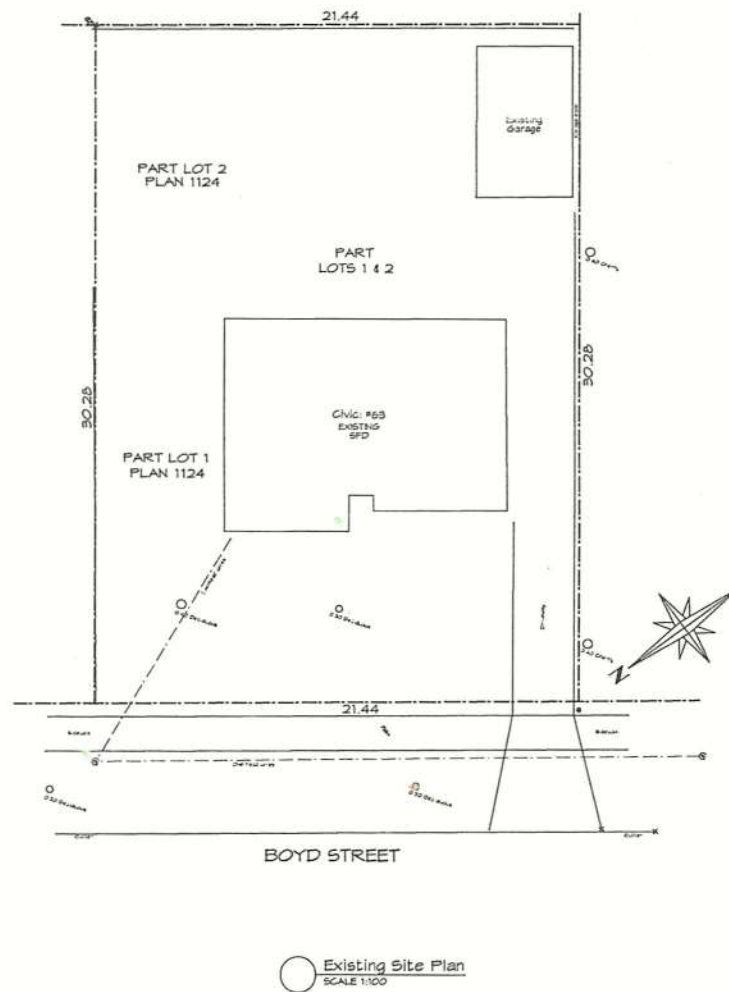






63 Boyd Street  
Rezoning No.00612





RE-ISSUED FOR  
REZONING 4 DVP  
FEBRUARY 23, 2018



1161 NEWPORT AVE  
Victoria, B.C. V8S 5E9  
Phone: (250) 360-2144  
Fax: (250) 360-2115

Drawn By: L. HORVAT  
Date: Aug. 18, 2017

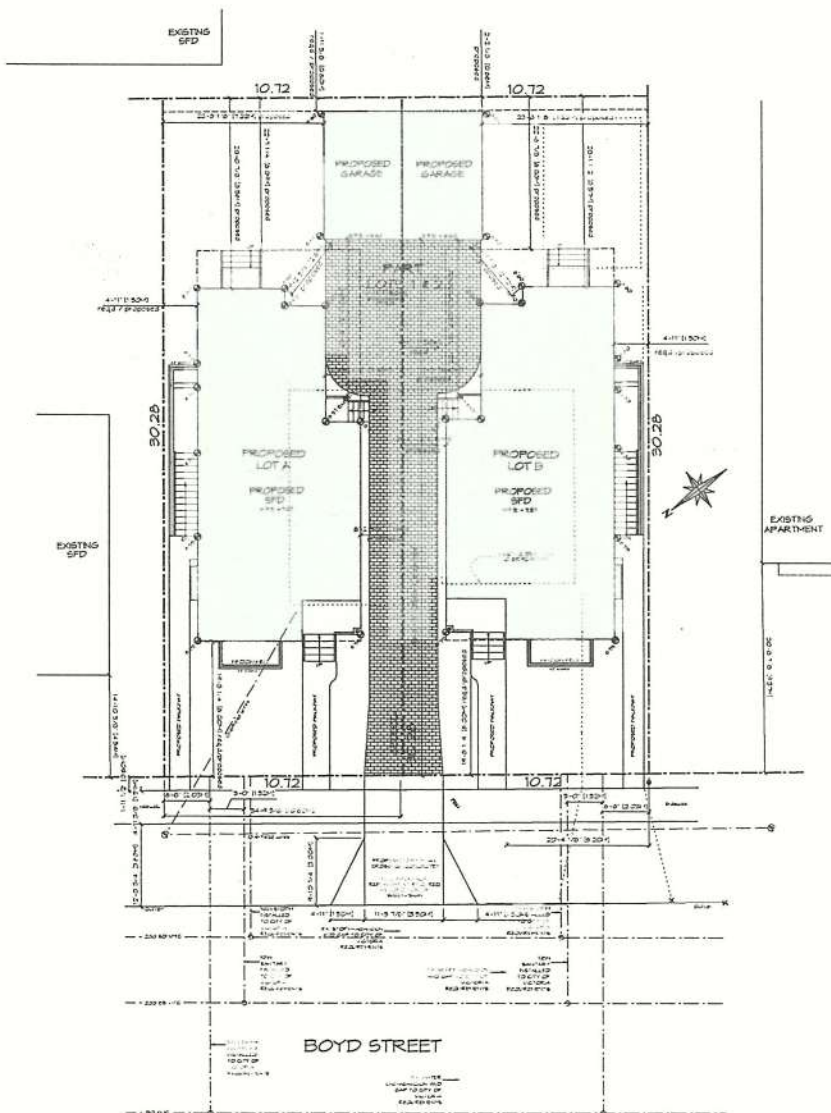
Scale: AS NOTED

Project:  
PROPOSED  
SUBDIVISION 4  
2 SFD'S

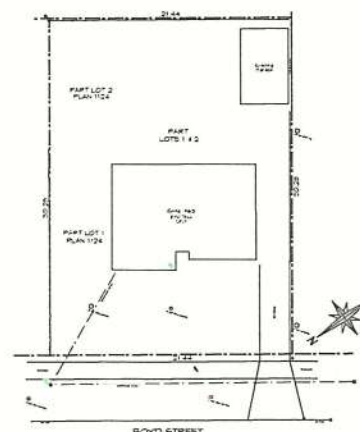
Title:  
EXISTING SITE  
PLAN

Revision	Sheet
REV. 1 SEP 13/11	DP
REV. 2 SEP 25/11	O.O.
REV. 3 NOV 28/11	
REV. 4 FEB 28/18	





Proposed Site Plan  
SCALE 1:100



Existing Site Plan  
SCALE 1:200

63 Boyd Street (Lot A & Lot B each require)

Fixture Count Calculation	No	Units	Total
Sanitary (WC) - 2 fixtures each: 8 LPP or less: 1/2" spread	3	36	108
Bathrooms - 1/2" spread	0	14	0
Bedrooms - 1/2" spread	0	100	0
Shower Head - 9.5 LPM or less	1	14	14
Bidet	0	20	0
SINK - Laundry - 8.3 LPM or less	3	07	21
Toilets - 6 LPP or less	3	22	66
Toilets - more than 6 LPP	0	30	0
Kitchen sink	2	14	28
Sink - Laundry	1	14	14
Disinfectant	1	14	14
Sink - Bar	1	10	1
SINK - Kitchen - 8.3 LPM or less	1	14	14
Vase sink - 1/2" spread	2	25	5
<b>Total Fixtures Units</b>			<b>317</b>

SITE DATA - PROPOSED LOT A & B - 63 BOYD STREET			
LEGAL DESCRIPTION - LOT 1 BECKLEY FARM, VICTORIA CITY, PLAN 1124 EXCEPT PARCEL A (DDT11521)			
- LOT 2 BECKLEY FARM, VICTORIA CITY, PLAN 1124 EXCEPT PARCEL A (DDT11521)			
PROPOSED ZONING - R1-52		EXISTING ZONING - R2	
<b>LOT AREA</b>	<b>REQUIRED</b>	<b>PROPOSED LOT A</b>	<b>PROPOSED LOT B</b>
324.65 m <sup>2</sup>	260.00 m <sup>2</sup>	324.65 m <sup>2</sup> (3444.50 FT <sup>2</sup> )	324.65 m <sup>2</sup> (3444.50 FT <sup>2</sup> )
<b>LOT DEPTH</b>	10.00 m	10.72 m (35 FT)	10.72 m (35 FT)
<b>LOT DEPTH (AUS 1)</b>		30.28 m (99.34 FT)	30.28 m (99.34 FT)
<b>FRONT YARD AREA</b>		64.41 m <sup>2</sup> (693.34 FT <sup>2</sup> )	64.41 m <sup>2</sup> (693.34 FT <sup>2</sup> )
<b>SETBACKS</b>			
FRONT	8.00 m	8.00 m (19.67 FT)	8.00 m (19.67 FT)
REAR TO BUILDING	8.00 m	8.56 m (22.08 FT)	8.56 m (22.12 FT)
REAR TO STAIRS	8.00 m	8.04 m (22.60 FT)	8.04 m (22.57 FT)
SIDE NORTHEAST	1.50 m	1.50 m (4.92 FT)	1.50 m (4.92 FT)
SIDE SOUTHWEST	1.50 m	1.04 m (3.43 FT)	1.04 m (3.43 FT)
<b>AVERAGE GRADE</b>		8.04 m (22.60 FT)	8.04 m (22.60 FT)
<b>BUILDING HEIGHT</b>	15.0 m	8.03 m (26.35 FT)	8.03 m (26.35 FT)
<b>STOREYS</b>	2 + BSHFT	3 STOREYS + BSHFT	3 STOREYS + BSHFT
<b>FLOOR AREA</b>			
UPPER FLOOR	26.33 m <sup>2</sup>	(282.05 FT <sup>2</sup> )	26.33 m <sup>2</sup> (282.05 FT <sup>2</sup> )
MAIN FLOOR	42.35 m <sup>2</sup>	(454.42 FT <sup>2</sup> )	42.35 m <sup>2</sup> (454.42 FT <sup>2</sup> )
BASINMENT	81.34 m <sup>2</sup>	(876.10 FT <sup>2</sup> )	81.34 m <sup>2</sup> (876.10 FT <sup>2</sup> )
<b>TOTAL FLOOR AREA</b>	150.00 m <sup>2</sup>	(1630.41 FT <sup>2</sup> )	150.00 m <sup>2</sup> (1630.41 FT <sup>2</sup> )
<b>FLOOR AREA RATIO</b>	0.60	0.55	0.55
<b>SITE COVERAGE</b>	40.00%	34.64%	34.64%
<b>PARKING</b>	1 SPACE	1 SPACE	1 SPACE
<b>ACCESSORY BUILDING</b>			
<b>REAR YARD AREA</b>	<b>REQUIRED</b>	<b>PROPOSED LOT A</b>	<b>PROPOSED LOT B</b>
736.15 m <sup>2</sup>	736.15 m <sup>2</sup> (79.65 FT <sup>2</sup> )	736.15 m <sup>2</sup> (79.65 FT <sup>2</sup> )	736.15 m <sup>2</sup> (79.65 FT <sup>2</sup> )
<b>SETBACKS</b>			
TO HOUSE	2.40 m	2.01 m (6.59 FT)	2.72 m (8.92 FT)
REAR	0.60 m	0.60 m (1.97 FT)	0.60 m (1.97 FT)
SIDE NORTHEAST	0.60 m	1.22 m (3.99 FT)	0.60 m (1.97 FT)
SIDE SOUTHWEST	0.60 m	0.60 m (1.97 FT)	1.22 m (3.99 FT)
<b>AVERAGE GRADE</b>		8.00 m (26.25 FT)	8.00 m (26.25 FT)
<b>BUILDING HEIGHT</b>	4.00 m	3.61 m (11.84 FT)	3.61 m (11.84 FT)
<b>FLOOR AREA</b>	37.00 m <sup>2</sup>	30.36 m <sup>2</sup> (328.50 FT <sup>2</sup> )	30.36 m <sup>2</sup> (328.50 FT <sup>2</sup> )
<b>SITE COVERAGE</b>	30.00%	21.44%	21.44%
<b>VARIANCES</b>	<b>REQUIRED</b>	<b>PROPOSED</b>	<b>VARIANCE</b>
<b>BUILDING HEIGHT - LOT A</b>	15.0 m	8.03 m (26.35 FT)	0.55 m (1.74 FT)
<b>BUILDING HEIGHT - LOT B</b>	15.0 m	8.03 m (26.35 FT)	0.55 m (1.74 FT)
<b>SIDE NORTHEAST - LOT B</b>	0.60 m	0.60 m (1.97 FT)	0.60 m (1.97 FT)
<b>SIDE SOUTHWEST - LOT A</b>	0.60 m	0.60 m (1.97 FT)	0.60 m (1.97 FT)

### DRAWING LIST

- DP 0.1 SITE PLAN EXISTING SITE PLAN & SITE DATA
- DP 0.2 LANDSCAPE PLAN
- DP 1.1 LOT A PLANS & ELEVATIONS
- DP 2.1 LOT B PLANS & ELEVATIONS
- DP 3.1 LOT A & B GARAGE PLANS
- DP 4.1 STREETScape
- DP 5.1 SHADOW STUDY

RE-ISSUED FOR  
REZONING 4 DVP  
FEBRUARY 23, 2018



1161 NEWPORT AVE  
Victoria, B.C. V8S 5E6  
Phone: (250) 360-2144  
Fax: (250) 360-2115

Drawn By: L. HORVAT

Date: SEPT. 13, 2017

Scale: AS NOTED

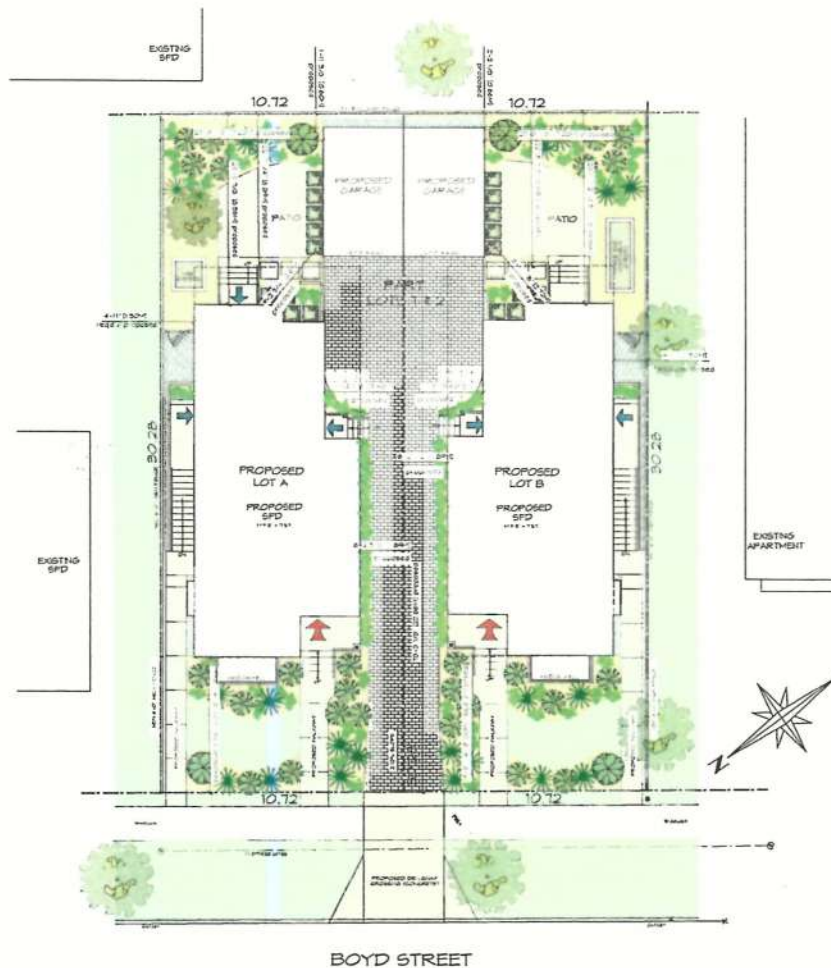
Project:  
PROPOSED  
SUBDIVISION &  
2 SFD'S

Title:  
SITE PLAN,  
EXISTING SITE PLAN  
& SITE DATA

Revision: Sheet:  
101 500 1500  
SEPT 13/17  
DP  
O.1  
REV 1  
SEPT 20/17  
REV 2  
NOV 2 20/17  
REV 3  
FEB 23/18  
Proj. No. TBD

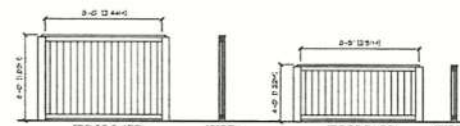
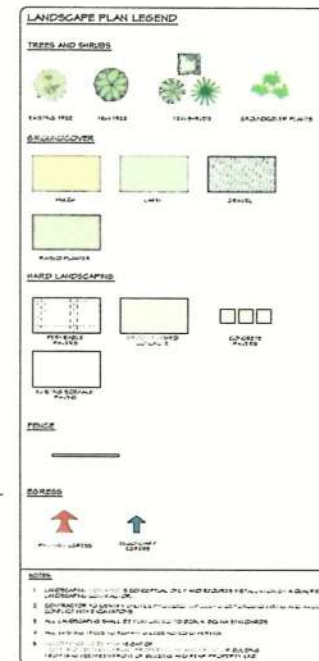
FEB 28 2018

Planning & Development Department  
Development Services Division



BOYD STREET

Proposed Landscape Plan  
SCALE 1:100



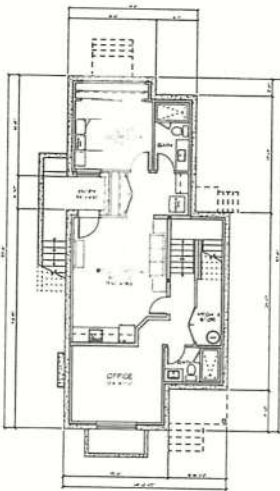
Proposed Fence Design  
SCALE 1/4" = 1'-0"

Received  
City of Victoria  
  
FEB 28 2018  
  
Planning & Development Department  
Development Services Division

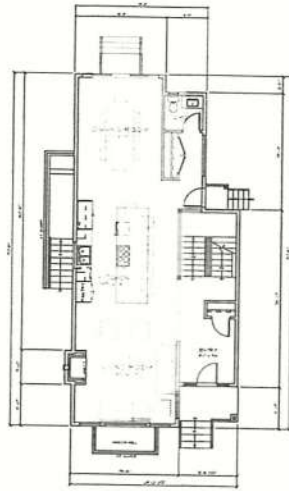
RE-ISSUED FOR  
REZONING & DVP  
FEBRUARY 23, 2018



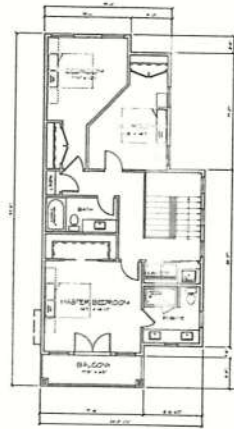
1161 NEWPORT AVE  
Victoria, B.C. V8S 5G6  
Phone: (250) 360-2144  
Fax: (250) 360-2115  
Drawn By: L. HORVAT  
Date: SEPT. 13, 2017  
Scale: AS NOTED  
Project:  
PROPOSED  
SUBDIVISION &  
2 SFD'S  
Title:  
LANDSCAPE PLAN  
Revision: Sheet:  
1ST SUB. CALG. DP  
SEPT. 13/17 0.2  
REV 1 SEPT. 26/17  
REV 2 NOV. 2/17  
REV 3 FEB. 23/18  
Proj. No. TBD



Basement Plan  
SCALE 1:100



Main Floor Plan  
SCALE 1:100



Upper Floor Plan  
SCALE 1:100



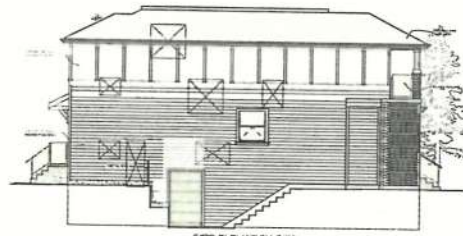
FRONT ELEVATION



SIDE ELEVATION (SW)

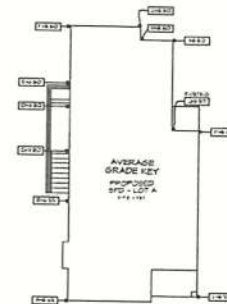


REAR ELEVATION



SIDE ELEVATION (SE)

Elevations  
SCALE 1:100



Average Grade Key

Point	Elevation	Point	Elevation
1	1.00	11	1.00
2	1.00	12	1.00
3	1.00	13	1.00
4	1.00	14	1.00
5	1.00	15	1.00
6	1.00	16	1.00
7	1.00	17	1.00
8	1.00	18	1.00
9	1.00	19	1.00
10	1.00	20	1.00

Received  
City of Victoria

**FEB 28 2018**

Planning & Development Department  
Development Services Division

RE-ISSUED FOR  
REZONING & DVP  
FEBRUARY 23, 2018

ZEBRADesign

1161 NEWPORT AVE  
Victoria, B.C. V8S 5E6  
Phone: (250) 360-2144  
Fax: (250) 360-2115

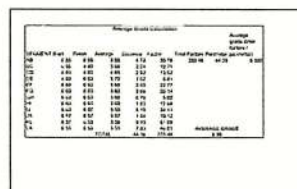
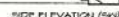
Drawn By: L. HORVAT  
Date: SEPT. 13, 2017

Scale: AS NOTED  
Project:  
PROPOSED  
SUBDIVISION &  
2 SFD'S

Title:  
LOT A PLANS &  
ELEVATIONS

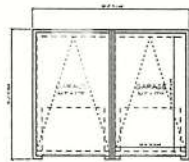
Revision: Sheet:  
1ST SUB. CALC. DP  
REV. 1 SEPT 28/17 1.1  
REV. 2 NOV 28/17  
REV. 3 FEB 23/18  
Proj. No. TBD



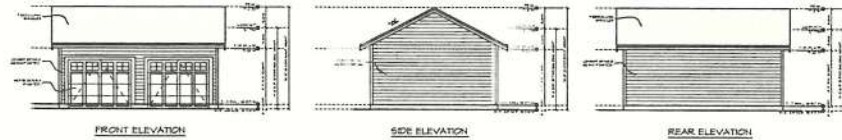


Planning & Development Department  
Development Services Division

Revision:	Sheet:
1ST SUB CALLC SEPT 18/11	DP
REV 1 SEPT 25/11	2.1
REV 2 NOV 26/11	
REV 3 FEB 23/12	Proj.No. TBD



Garage Plan  
SCALE 1:100



RE-ISSUED FOR  
REZONING & DVP  
FEBRUARY 23, 2018

**ZEBRADESIGN**

1161 NEWPORT AVE  
Victoria, B.C. V8S 5E6  
Phone: (250) 360-2144  
Fax: (250) 360-2115

Drawn By: L. HORVAT  
Date: SEPT. 13, 2017  
Scale: AS NOTED

Project:  
PROPOSED  
SUBDIVISION &  
2 SFD'S

Title:  
LOT A & B  
GARAGE PLANS &  
ELEVATIONS

Revision:	Sheet:
NOT FOR CONSTRUCTION SEPT 13/17	DP
REV 1 SEPT 25/17	3.1
REV 2 NOV 28/17	
REV 3 FEB 23/18	

Proj. No. TBD

Received  
City of Victoria

FEB 28 2018

Planning & Development Department  
Development Services Division



Streetscape  
SCALE 1:100

RE-ISSUED FOR  
REZONING & DVP  
FEBRUARY 23, 2018

ZEBRADESIGN

1161 NEWPORT AVE  
Victoria, B.C. V8S 5E6  
Phone: (250) 360-2144  
Fax: (250) 360-2115

Drawn By: L. HORVAT

Date: SEPT. 13, 2017

Scale: AS NOTED

Project:  
PROPOSED  
SUBDIVISION &  
2 SFD'S

Title:  
STREETSCAPE

Revision:	Sheet:
1st SUB CALL SEPT 13/17	DP
REV 1 SEPT 25/17	4.1
REV 2 NOV 28/17	
REV 3 FEB 23/18	Proj. No. TBD





Winter Solstice 9:00 AM



Equinox 9:00 AM



Summer Solstice 9:00 AM



Winter Solstice 12:00 PM



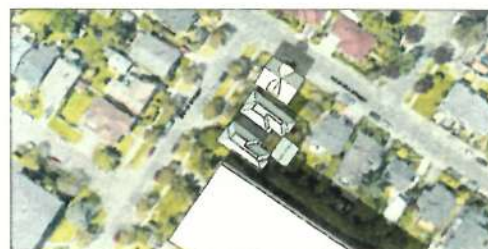
Equinox 12:00 PM



Summer Solstice 12:00 PM



Winter Solstice 3:00 PM



Equinox 3:00 PM



Summer Solstice 3:00 PM

RE-ISSUED FOR  
REZONING & DVP  
FEBRUARY 23, 2018

**ZEBRADESIGN**



1161 NEWPORT AVE  
Victoria, B.C. V8S 5E5  
Phone: (250) 360-2144  
Fax: (250) 360-2115

Drawn By: L. HORVAT

Date: SEPT. 13, 2017

Scale: AS NOTED

Project:  
PROPOSED  
SUBDIVISION &  
2 SFD'S

Title:  
SHADOW STUDY

Revision:	Sheet:
REV 1 1ST DWS CALG SEPT 13/17	DP
REV 2 SEPT 26/17	5.1
REV 3 NOV 28/17	
REV 3 FEB 22/18	Proj.No. TBD



February 2, 2018

#1 Centennial Square  
Victoria, B.C.  
V8W 1P6

Re: 63 Boyd Street Rezoning and Development Variance Permit

Dear Mayor Helps and Members of City Victoria Council,

Our clients Rianna and Guillaume Lachance are the owners of the property known as 63 Boyd Street, which is currently two R2 lots with a single modest aging home straddling the North-South property line. Rianna and Guillaume are applying for rezoning and subdivision to change the zoning to R1-S2 and reorient the property line to East-West. In addition they propose to construct two new detached single family homes, one on each proposed R1-S2 lot with a shared driveway and garage.

Currently the two-titled property is zoned R2 and a duplex could be built there without variances or rezoning. At the outset of the project, one of the first things that Rianna and Guillaume did was to canvass their neighbours for general support for the application, and to discuss the potential project with the James Bay Neighbourhood Association. Additionally they discussed the existing zoning and home on the property with Planning and Sustainable Development staff at City Victoria. They received a warm response (please see enclosed small lot petition results), with neighbours expressing preference for two small homes as compared to a duplex and so they decided to proceed with the application.

The proposal is well in sync with the objectives of the James Bay Neighbourhood Plan because this area supports permitting infill housing where appropriate. While the removal of the existing home cannot be supported in and of itself per the small lot guidelines, it is important to note that the house could be deconstructed for the building of a new duplex. When Rianna and Guillaume pursued the option of moving the house with Nickel Brothers house movers, they were told that it was not tenable to remove and transport the house. The house will be carefully deconstructed and recycled as much as possible. It is the opinion of Rianna and Guillaume from their discussions with the neighbours and the Neighbourhood Association that two small lots and detached homes are much preferred to a duplex and so they asked us to proceed with developing a concept of that nature.

We have designed a new home for each of the proposed new lots, in a traditional pitched roof style. The single family use is not a departure from the mixed residential character of the neighbourhood; the project will offer appropriate and attractive housing options for the area, and the forms are in keeping with other houses on both sides of the street and in the greater neighbourhood.



Architectural details include, on proposed lot A: pitched roofs including covered front entry; painted cementitious panels and trim; horizontal cementitious siding (painted); brick cladding; painted square columns; French doors and glass railings at front balcony; a variety of window shapes, and divided windows. Proposed lot B includes: pitched roof lines; stained horizontal wood siding; painted trim and stucco; square columns and a shed roof accent at the covered front entry; a variety of window sizes (differentiated from proposed Lot A); French doors and glass railing at front balcony; and divided windows.

Parking is a valuable commodity in this area, and was one of the only concerns of the JBNA and neighbours regarding the potential project. Because of this we have opted to site a shared double garage at the rear of the property, with a single (existing) driveway access on the street, preserving valuable curb space and keeping additional cars off the street (an easement will be put in place to allowed shared access).

The proposal is compliant with all aspects of the R1-S2 zoning bylaw, except in one technically generated condition: because the pitched roof also has a small flat portion at the top of it, we are required to calculate the roof height as if it were a flat, contemporary style building. Otherwise the top of the roof is at the exact same height as would be allowed if the pitches met at a ridge, all the way along. The owners would prefer not to drop the house further into the ground due to drainage considerations. We are requesting a variance for building height as a result of this condition.

There are larger buildings nearby these lots: to the north on the corner of Boyd and Niagara Streets is an older home with a traditional design; to the south there is a larger apartment block in a more utilitarian style. Neither of these should be adversely affected by shadowing cast by the new homes, which are smaller than the buildings to either side of them (please see shadow study, enclosed).

New landscaping is proposed in front and rear, with water permeable ground treatments to help with rainwater management. Raised gardening beds are proposed in the rear of the lots for personal use as possible vegetable gardens. Existing mature fruit trees are preserved in our design and will be suitably protected during construction; as well, considerations have been made to protect neighbouring trees in the adjacent properties. The proposed new plantings are middling in height, maintaining a friendly, welcoming view of the new homes from the street and sidewalk. There will be no net loss of trees on the property.

Thank you for your consideration of this application. Please see enclosed plans and data tables for variance and property details.

Sincerely,



Rus Collins

Zebra Design & Interiors Group Inc.





## James Bay Neighbourhood Association

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

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

September 25<sup>th</sup>, 2017

Mayor and Council,  
City of Victoria

**Re: 63 Boyd Street – Side by side small lot development proposal**

Dear Mayor and Councilors,

The proposal for a reconfiguration of 63 Boyd Street to create two side by side small lot houses was heard at the September 13<sup>th</sup>, 2017 JBNA Community Meeting. There were 70 people in attendance.

Those present were supportive of the proposal with accolades for the changes to the streetscape and the design complementing other homes. The shared driveway would minimize loss of street parking.

Via e-mail submission, one resident raised objection to the introduction of more density and vehicles.

Attached for your consideration is the excerpt from the Minutes of the meeting, and the e-mail submitted prior to the meeting.

Regards,

Marg Gardiner  
President, JBNA

Cc: JBNA Board, Miko Betanzo, Planning  
Rianna and Guillaume Lachance, owners  
Russ Collins, Zebra Design

Attach: Excerpt from September 13<sup>th</sup>, 2017, JBNA General Meeting



---

**ATTACHMENT: Excerpt: September 13<sup>th</sup>, 2017, JBNA General Meeting Minutes**

---

**6. CALUC: 63 Boyd Street**

**Development Review Committee (DRC) Meeting: presented by Wayne Shillington**

**On May 11, 2017**, JBNA DRC Committee members Marg Gardiner, Janice Mayfield, Linda Carlson and Tim VanAlstine met with owners. The discussion focussed on concept, without schematics or specifications. The property is currently subdivided into 2 lots, front and back and zoned R-2. The owners wish to alter the current division of the property and rezone to be able to construct two homes side by side, each fronting Boyd. The lots would meet all requirements for the City's 'Small Lot' Zoning R1-S2.

**On August 21**, JBNA DRC Committee members Marg Gardiner, Janice Mayfield, Tim VanAlstine, Linda Carlson and Wayne Shillington met with the architect and owners. The schematics have been completed. The 2 houses are 2-storey with a basement and share entry for driveways. Each house is 1900 sq ft. The fsr @ 0.55 is just under the permitted of 0.6. There is a height variance being sought of 2.33 ft for each of the houses. As required under the small lot guidelines, the neighbors have been polled.

The CALUC meeting was set for September 13 with the proviso that three items would be completed and submitted prior to the meeting: (1) streetscape, (2) shadow study, & (3) 2-page handout. Confirmed that proponents provided documents as required.

**Presentation:** Rianna and Guillaume Lachance, owners

The total property size is 70X100ft (7,000sqft) and each lot is currently 70X50ft (3,500sqft). The rezoned lots would result in the same area of 3,500sqft/lot, but both would have street frontage measuring 35x100ft. The total size of the lots would not change and they are big enough to accommodate two houses.

**Q/A with near-by residents who are within the 100 meter notification area:**

Q: Neighbour lives on Niagara. Pleased that you are building something reasonable in size. The design is pleasing, improving the look of the street. Concern is with regard to parking. Do you have space for 4 cars on the property?

A: There is space for 2 cars each in the garage and there is room on the driveway. We have minimized the impact on the street by having one driveway thus preserving curb space.

Q: Live next door and very happy with the design. It will be a huge improvement for the street. The houses will add to the neighbourhood and is the best use of this property. Approve the side by side development which is much better than front back. The houses do not affect the sun on my property which I appreciate. I give my complete approval.

A: Thank you

Q: I live around the corner on Rendall. I came expecting that I would fight this proposal, however, I see that it is an excellent use of this property and find myself supporting it. I have problems with the scaling on the front. They appear visually shorter than the corner property on your drawing although they are .5 metre higher. When I look at the interior design, it looks like it would easily be divided into a duplex.

A: There is a slight gradation of the property which might affect the different appearance with regard to height. With regard to interior, we have designed the house to work for our family and the second house is being designed for extended family who hope to live there.

Chair suggests those who are concerned about secondary suites take a look at the Vic West Local Area Plan. It may be valuable reading for those who are interested in the direction the City is currently taking.

Q: Live on Boyd Street. When do you plan to start, and to finish?

A: Hope to start late spring in 2018 and hope it will be finished within 9 months.

**Q/A with near-by residents who are beyond the 100 meter notification area:**

C: I don't live nearby, but I applaud the design as it does not offer yet another square box building with a flat roof.

C: I came prepared to fight this proposal, but having seen it, think it is good.

---

***e-mail received from a near-by neighbour:***

---

**From:** Fred Lerch [REDACTED]  
**Subject:** 63 Boyd Street Development Proposal  
**Date:** September 13, 2017 3:35:10 PM PDT  
**To:** Marg, Timothy VanAlstine

-----

Thank you for the correspondence regarding the development proposal of 63 Boyd Street, Victoria BC to change the current land use description and zoning from R-2 to R1 - S2.

As I have lived in this quiet neighbourhood for well over 25 years, I feel that any additional increase of homes to be constructed would greatly disturb this peaceful area, it would also increase the number of cars and traffic travelling on our streets. It is for those reasons that I strongly oppose this proposal. After speaking to all of my neighbours I found that they feel the same way as myself.

I hope we can keep this beautiful neighbourhood the way it is, peaceful and quiet.

Ulrich Gerger

[REDACTED]  
[REDACTED] Boyd St  
Victoria BC [REDACTED]



SEP 25 2017

Planning & Development Department  
Development Services DivisionSUMMARY  
SMALL LOT HOUSE REZONING PETITIONI, Guillanmelachance  
(applicant), have petitioned the adjacent neighbours\* in compliance withthe *Small Lot House Rezoning Policies* for a small lot house to be located at 63 Boyd St.  
(location of proposed house)\_\_\_\_\_ and the petitions submitted are those collected by June 15 / 17.\*\*  
(date)

Address	In Favour ✓	Opposed ✓	Neutral (30-day time expired) ✓
413 Niagara St.	✓		
56 Boyd St.	✓		
60 Boyd St.	✓		
66 Boyd St.	✓		
67 Boyd St.	✓		
#220 - 45 Boyd St.	✓		
101 - 45 Boyd St.			✓

SUMMARY	Number	%
IN FAVOUR	6	100
OPPOSED	0	0
TOTAL RESPONSES	6	100%

\*Do not include petitions from the applicant or persons occupying the property subject to rezoning.

\*\*Note that petitions that are more than six months old will not be accepted by the City. It is the applicant's responsibility to obtain new petitions in this event.



## Legend

Victoria Parcels

**Received**  
City of Victoria

**MAR 05 2018**

Planning & Development Department  
Development Services Division

1: 590



## Notes

Blue circles indicate "in support"

30 0 15 30 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 MAP IS NOT TO BE USED FOR NAVIGATION



## SMALL LOT HOUSE REZONING PETITION

In preparation for my rezoning application to the City of Victoria, I, Guillaume

Lachance, am conducting the petition requirements for the property located at 63 Boyd

St. Victoria V8V 2C8 to the following Small Lot Zone: R1-S2

The City of Victoria's Small Lot Rezoning Policy requires that the applicant poll voting age residents and owners of neighbouring lots to determine the acceptability of the proposal. Please note that all correspondence submitted to the City of Victoria in response to this Petition will form part of the public record and will be published in a meeting agenda when this matter is before Council. The City considers your address relevant to Council's consideration of this matter and will disclose this personal information. However, if for personal privacy reasons you do not wish to include your name, please indicate your address and indicate (yes or no) if you are the registered owner. **Please do not include your phone number or email address.**

Please review the plans and indicate the following:

NAME: (please print) CHRISTOPHER COURTIN (see note above)

ADDRESS: 413 NIAGARA ST.

Are you the registered owner? Yes ☒ No ☐

I have reviewed the plans of the applicant and have the following comments:

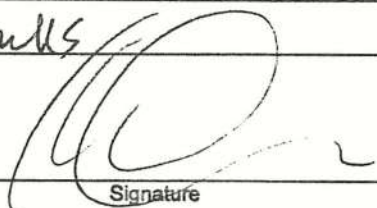
☒ I support the application.

☐ I am opposed to the application.

Comments:

during construction we would want  
to be sure that the roots of our fruit  
trees are not damaged and to discuss  
fencing options between our  
respective gardens. Thanks

18 MAY. 2017  
Date

  
Signature

## SMALL LOT HOUSE REZONING PETITION

In preparation for my rezoning application to the City of Victoria, I, Guillaume

Lachance, am conducting the petition requirements for the property located at 63 Boyd

St. Victoria V8V 2C8 to the following Small Lot Zone: R1-S2

The City of Victoria's Small Lot Rezoning Policy requires that the applicant poll voting age residents and owners of neighbouring lots to determine the acceptability of the proposal. Please note that all correspondence submitted to the City of Victoria in response to this Petition will form part of the public record and will be published in a meeting agenda when this matter is before Council. The City considers your address relevant to Council's consideration of this matter and will disclose this personal information. However, if for personal privacy reasons you do not wish to include your name, please indicate your address and indicate (yes or no) if you are the registered owner. **Please do not include your phone number or email address.**

Please review the plans and indicate the following:

NAME: (please print) FLORENCE M ODD (see note above)

ADDRESS: 56 BOYD STREET

Are you the registered owner? Yes ☒ No ☐

I have reviewed the plans of the applicant and have the following comments:

☒ I support the application.

☐ I am opposed to the application.

Comments:

SIDE BY SIDE DUPLEX WILL ALWAYS  
REDUCE PROPERTY VALUES AROUND  
THIS IS A SINGLE HOME AND APT STREET.  
AT OUR END - WE WOULD NOT BE AGAINST  
TWO SINGLE SIDE BY SIDES BUT DEFINITELY  
APART HOUSES

24th MAY 2017  
Date

Guillaume M. ODD  
Signature



## SMALL LOT HOUSE REZONING PETITION

In preparation for my rezoning application to the City of Victoria, I, Guillaume

Lachance, am conducting the petition requirements for the property located at 63 Boyd

St. Victoria V8V 2C8 to the following Small Lot Zone: R1-S2

The City of Victoria's Small Lot Rezoning Policy requires that the applicant poll voting age residents and owners of neighbouring lots to determine the acceptability of the proposal. Please note that all correspondence submitted to the City of Victoria in response to this Petition will form part of the public record and will be published in a meeting agenda when this matter is before Council. The City considers your address relevant to Council's consideration of this matter and will disclose this personal information. However, if for personal privacy reasons you do not wish to include your name, please indicate your address and indicate (yes or no) if you are the registered owner. **Please do not include your phone number or email address.**

Please review the plans and indicate the following:

NAME: (please print) Roxana Simons (see note above)

ADDRESS: 60 Boyd St, Victoria B.C.

Are you the registered owner? Yes ☒ No ☐

I have reviewed the plans of the applicant and have the following comments:

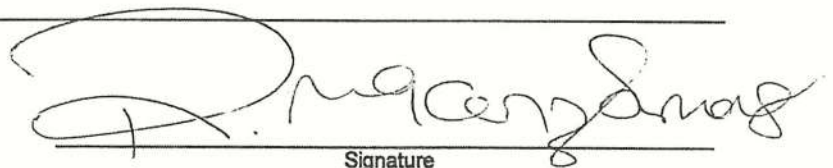
☒ I support the application.

☐ I am opposed to the application.

Comments:

Its a good idea

May 6, 2017  
Date

  
Signature

## SMALL LOT HOUSE REZONING PETITION

In preparation for my rezoning application to the City of Victoria, I, Guillaume

Lachance, am conducting the petition requirements for the property located at 63 Boyd

St. Victoria V8V 2C8 to the following Small Lot Zone: R1-S2

The City of Victoria's Small Lot Rezoning Policy requires that the applicant poll voting age residents and owners of neighbouring lots to determine the acceptability of the proposal. Please note that all correspondence submitted to the City of Victoria in response to this Petition will form part of the public record and will be published in a meeting agenda when this matter is before Council. The City considers your address relevant to Council's consideration of this matter and will disclose this personal information. However, if for personal privacy reasons you do not wish to include your name, please indicate your address and indicate (yes or no) if you are the registered owner. **Please do not include your phone number or email address.**

Please review the plans and indicate the following:

NAME: (please print) Murray Lovell (see note above)

ADDRESS: 66 Boyd Street.

Are you the registered owner? Yes ☒ No ☐

I have reviewed the plans of the applicant and have the following comments:

☒ I support the application.

☐ I am opposed to the application.

Comments:

---

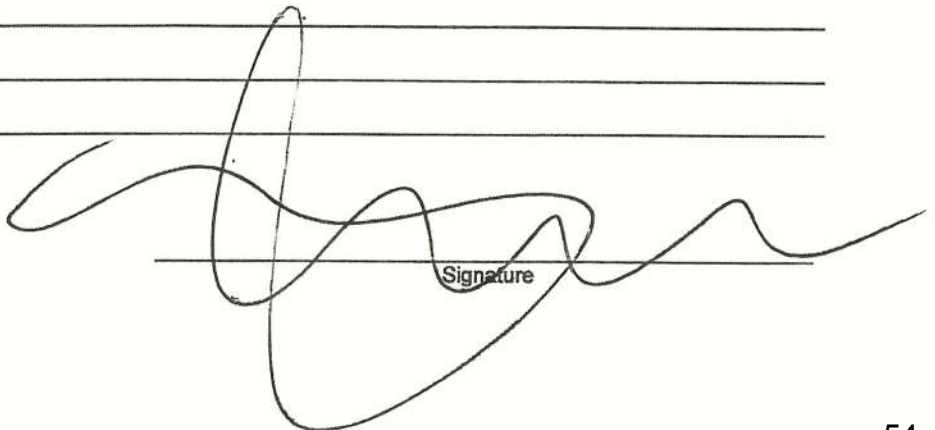
---

---

---

---

May 7/2016  
Date

  
Signature

## SMALL LOT HOUSE REZONING PETITION

In preparation for my rezoning application to the City of Victoria, I, Guillaume

Lachance, am conducting the petition requirements for the property located at 63 Boyd

St. Victoria V8V 2C8 to the following Small Lot Zone: R1-S2

The City of Victoria's Small Lot Rezoning Policy requires that the applicant poll voting age residents and owners of neighbouring lots to determine the acceptability of the proposal. Please note that all correspondence submitted to the City of Victoria in response to this Petition will form part of the public record and will be published in a meeting agenda when this matter is before Council. The City considers your address relevant to Council's consideration of this matter and will disclose this personal information. However, if for personal privacy reasons you do not wish to include your name, please indicate your address and indicate (yes or no) if you are the registered owner. **Please do not include your phone number or email address.**

Please review the plans and indicate the following:

NAME: (please print) JOHN MOLLOY (see note above)

ADDRESS: 67 BOYD ST

Are you the registered owner? Yes ☒ No ☐

I have reviewed the plans of the applicant and have the following comments:

☒ I support the application.

☐ I am opposed to the application.

Comments:

---

---

---

---

---

MAY 6<sup>TH</sup> 2017  
Date

J Molloy  
Signature



## SMALL LOT HOUSE REZONING PETITION

In preparation for my rezoning application to the City of Victoria, I, Guillaume

Lachance, am conducting the petition requirements for the property located at 63 Boyd

St. Victoria V8V 2C8 to the following Small Lot Zone: R1-S2

The City of Victoria's Small Lot Rezoning Policy requires that the applicant poll voting age residents and owners of neighbouring lots to determine the acceptability of the proposal. Please note that all correspondence submitted to the City of Victoria in response to this Petition will form part of the public record and will be published in a meeting agenda when this matter is before Council. The City considers your address relevant to Council's consideration of this matter and will disclose this personal information. However, if for personal privacy reasons you do not wish to include your name, please indicate your address and indicate (yes or no) if you are the registered owner. **Please do not include your phone number or email address.**

Please review the plans and indicate the following:

NAME: (please print) DOUGLAS + EVELYN MACPHERSON (see note above)

ADDRESS: #220 - 45 BOYD ST

Are you the registered owner? Yes ☐ No ☒

I have reviewed the plans of the applicant and have the following comments:

☒ I support the application.

☐ I am opposed to the application.

Comments:

---

---

---

---

---

MAY 24/17  
Date

D. Macpherson  
Signature  
Evelyn Macpherson

**Katie Lauriston**

---

**From:** Fred Lerch <[REDACTED]@gmail.com>  
**Sent:** Wednesday, September 13, 2017 3:42 PM  
**To:** Victoria Mayor and Council; permits@victoria.ca; Community Planning email inquiries; Development Services email inquiries; Engineering Email inquiry  
**Subject:** 63 Boyd Street Development Proposal

Thank you for the correspondence regarding the development proposal of 63 Boyd Street, Victoria BC to change the current land use description and zoning from R-2 to R1 - S2.

As I have lived in this quiet neighbourhood for well over 25 years, I feel that any additional increase of homes to be constructed would greatly disturb this peaceful area, it would also increase the number of cars and traffic travelling on our streets. It is for those reasons that I strongly oppose this proposal. After speaking to all of my neighbours I found that they feel the same way as myself.

I hope we can keep this beautiful neighbourhood the way it is, peaceful and quiet.

Ulrich Gerger

[REDACTED]  
53 Boyd St  
Victoria BC V8V 2E1

---

Rezoning and  
Development Permit with Variances  
Application  
for  
63 Boyd Street





---

63 Boyd (Subject Property)



---

67 Boyd (North)



45 Boyd (South)



66 Boyd (North-West)

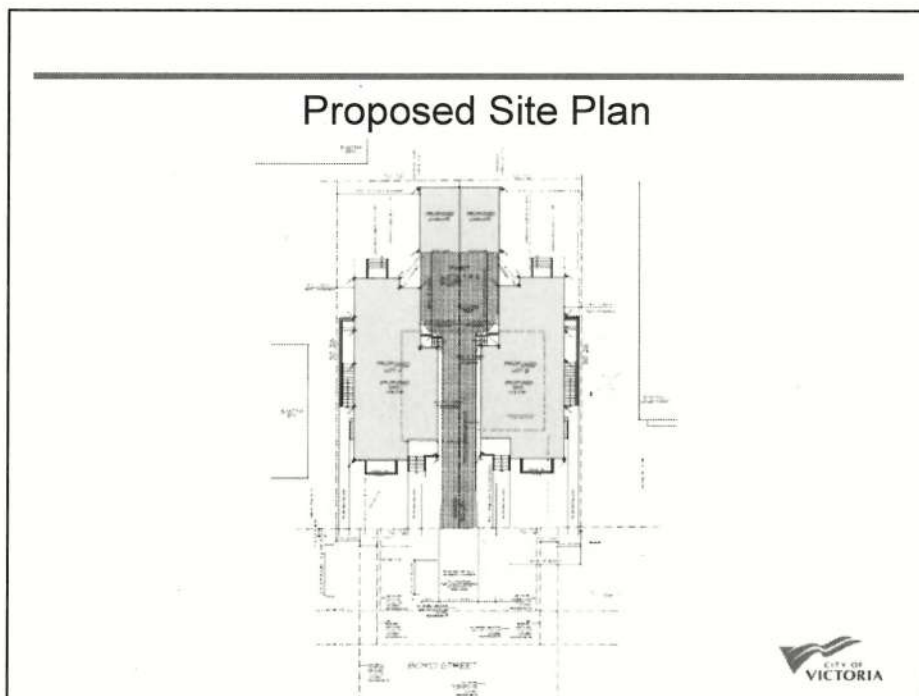
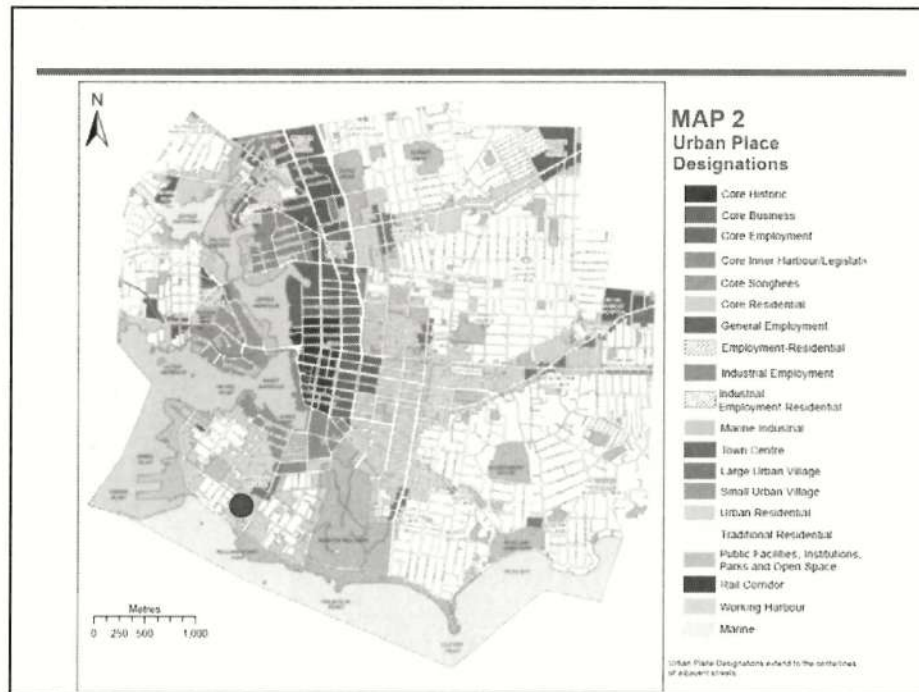


60 Boyd (North-West)



56 Boyd (West)





## Front Elevations



Lot A



Lot B



## Rear Elevations



Lot B

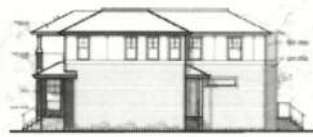


Lot A





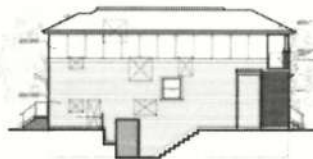
## Side Elevations



SEE LOT A ELEVATION



SEE LOT B ELEVATION



Lot A



Lot B



## Floor Plan



Basement Plan  
SCALE 1:200



Main Floor Plan  
SCALE 1:200

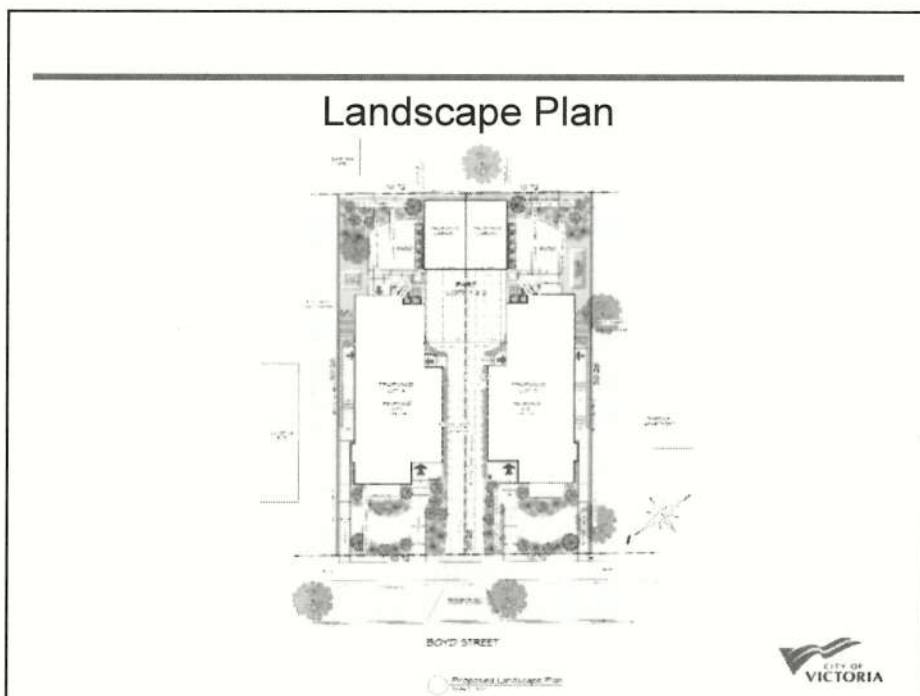
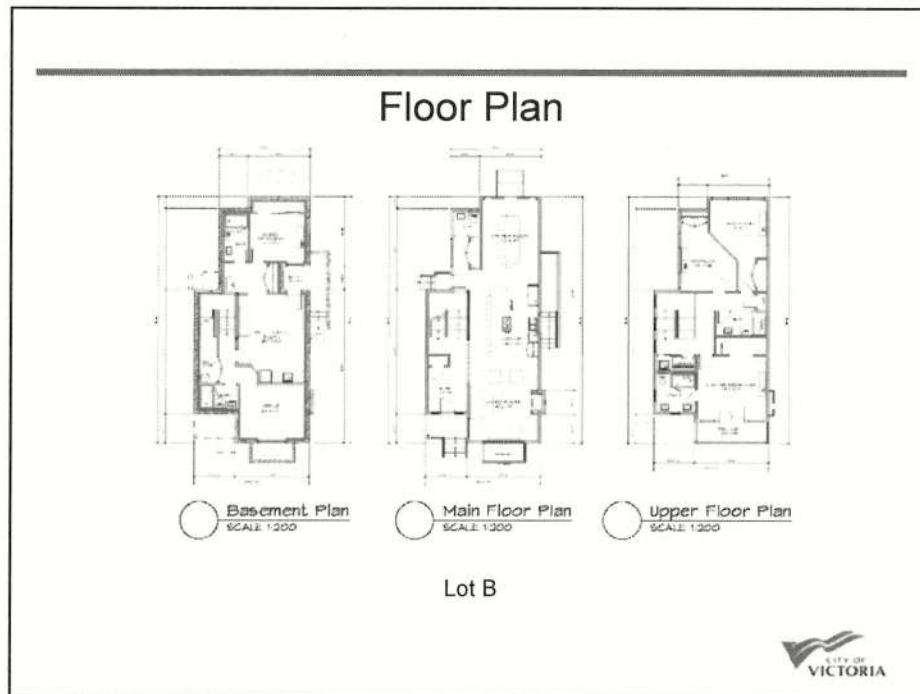


Upper Floor Plan  
SCALE 1:200

Lot A







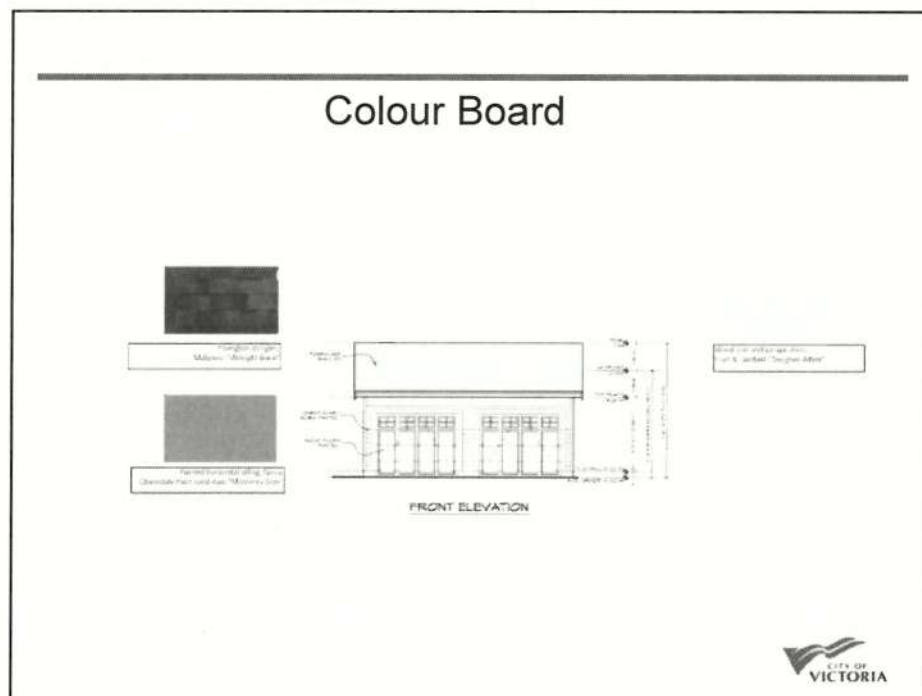
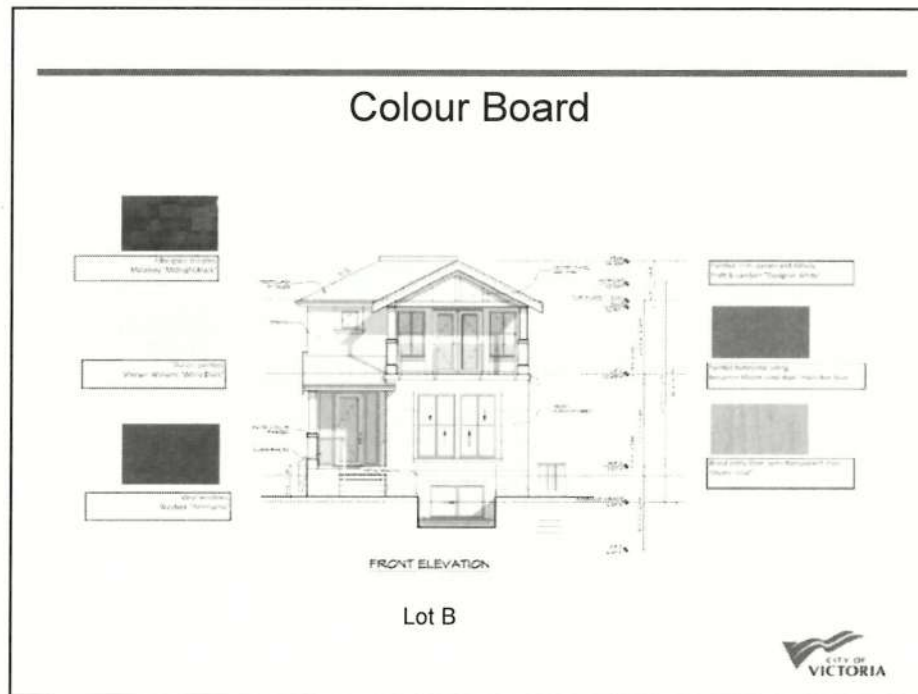
## Streetscape



## Colour Board



Lot A



## REPORTS OF COMMITTEES

### **2. Committee of the Whole – March 22, 2018**

#### **4. Rezoning Application No. 00612 & Development Permit with Variances Application No. 00053 for 63 Boyd Street**

##### **Motion:**

It was moved by Councillor Thornton-Joe, seconded by Councillor Alto:

##### **Rezoning Application No. 00612**

That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00612 for 63 Boyd Street, that first and second reading of the *Zoning Regulation Bylaw* Amendment be considered by Council and a Public Hearing date be set.

##### **Development Permit with Variances Application No. 00053**

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. 00053, if it is approved, consider the following motion:

"That Council authorize the issuance of Development Permit with Variances Application No. 00612 for 63 Boyd Street, in accordance with:

1. Plans date stamped February 28, 2018
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:

##### **Proposed Lot A**

- i. Reduce the side yard setback (south west) for an accessory building from 0.6m to 0.0m
- ii. Increase the maximum height of from 7.5m to 8.03m

##### **Proposed Lot B**

- i. Reduce the side yard setback (north east) for an accessory building from .06m to 0.0m.
- ii. Increase the maximum height from 7.5m to 8.03m
3. The Development Permit lapsing two years from the date of this resolution."

**Carried**

**For:** Mayor Helps, Councillors Alto, Coleman, Thornton-Joe, and Young  
**Opposed:** Councillor Madoff

## 6. LAND USE MATTERS

### 6.1 Rezoning Application No. 00612 & Development Permit with Variances Application No. 00053 for 63 Boyd Street

Committee received reports dated March 8, 2018, from the Director of Sustainable Planning and Community Development regarding an application to subdivide the property and construct two new small lot houses.

**Motion:** It was moved by Councillor Madoff:  
**Rezoning Application No. 00612**  
That Council decline Rezoning Application No. 00612 for the property located at 63 Boyd Street.  
**Development Permit with Variances Application No. 00053**  
That Council decline Development Permit with Variances Application No. 00053 for the property located at 63 Boyd Street.

MOTION FAILED DUE TO NO SECONDER

**Motion:** It was moved by Councillor Thornton-Joe, seconded by Councillor Young:  
**Rezoning Application No. 00612**  
That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00612 for 63 Boyd Street, that first and second reading of the *Zoning Regulation Bylaw* Amendment be considered by Council and a Public Hearing date be set.  
**Development Permit with Variances Application No. 00053**  
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. 00053, if it is approved, consider the following motion:  
"That Council authorize the issuance of Development Permit with Variances Application No. 00612 for 63 Boyd Street, in accordance with:  
1. Plans date stamped February 28, 2018  
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:  
**Proposed Lot A**  
i. Reduce the side yard setback (south west) for an accessory building from 0.6m to 0.0m  
ii. Increase the maximum height of from 7.5m to 8.03m  
**Proposed Lot B**  
i. Reduce the side yard setback (north east) for an accessory building from .06m to 0.0m.  
ii. Increase the maximum height from 7.5m to 8.03m  
3. The Development Permit lapsing two years from the date of this resolution."

*Councillor Loveday withdrew from the meeting at 9:59 a.m. and returned at 10:00 a.m.*



Committee discussed:

- Concerns relating to demolishing existing housing.
- Options for housing on the site and affordability.

CARRIED 18/COTW

For: Mayor Helps, Councillors Alto, Coleman, Loveday, Thornton-Joe, and Young  
Opposed: Councillor Madoff

Committee of the Whole Minutes – March 22, 2018



## Committee of the Whole Report For the Meeting of March 22, 2018

---

**To:** Committee of the Whole **Date:** March 8, 2019  
**From:** Jonathan Tinney, Director, Sustainable Planning and Community Development  
**Subject:** Development Permit with Variances Application No. 00053 for 63 Boyd Street

---

### RECOMMENDATION

That Council decline Development Permit with Variances Application No. 00053 for the property located at 63 Boyd Street.

### LEGISLATIVE AUTHORITY

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

Pursuant to Section 491 of the *Local Government Act*, where the purpose of the designation is the establishment of objectives for the form and character of intensive residential development, a Development Permit may include requirements respecting the character of the development including landscaping, siting, form, and the 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 with Variances Application for the property located at 63 Boyd Street. The proposal is to subdivide the lot to create two small lot houses. This application proposes variances relating to height and side yard setbacks of the accessory buildings.

The following points were considered in assessing this application:

- the proposal is consistent with the objectives and guidelines for sensitive infill contained in Development Permit Area 15A: Intensive Residential - Small Lot, of the *Official Community Plan*, 2012 (OCP)
- the proposal is generally consistent with the Design Guidelines contained in the *Small Lot House Rezoning Policy 2004*; however, the policy does not support the demolition of existing dwelling units to enable small lot subdivision

- the proposal is consistent with the *James Bay Neighbourhood Plan 1993*, which encourages infill development in a form and scale that is in visual harmony with existing buildings
- the requested side yard setback variances for the accessory buildings on both Lot A and Lot B are supportable, given there will be a shared driveway and connected accessory buildings, which will reduce the amount of hard landscaping on site
- the request to increase the height of the proposed buildings from 7.5m to 8.03m is minor and is considered supportable, particularly given the height of the buildings in the immediate vicinity.

## BACKGROUND

### Description of Proposal

The Development Permit with Variances application is to subdivide the existing property and create two small houses. Specific details include:

- the small lot houses would be two-storeys in height with basements
- design elements of the Lot A house include a pitched roofline, covered entryway, and a front-facing balcony with a glass railing; exterior materials include brick, cement board panels and siding
- design elements of the Lot B house include a pitched roofline, covered entryway, a front-facing balcony with a glass railing; exterior materials include wood siding and stucco
- the proposed buildings have been designed to fit within the neighbourhood context
- a shared driveway between the proposed houses lead to a garage which straddles the interior lot line, and this requires a setback reduction to facilitate but results in better site planning with reduced hard surfacing treatment
- the driveways utilize permeable pavers, while the patio and walkways are broom finish concrete.

The proposed variances are related to:

- increasing the maximum height from 7.50m to 8.03m for both Lot A and B
- reducing the side yard setbacks for the accessory buildings from 0.6m to 0.0m for both Lot A and B.

## ANALYSIS

### Development Permit Area and Design Guidelines

The OCP identifies this property within Development Permit Area 15A: Intensive Residential - Small Lot. The proposed design of the two new small lot houses is generally consistent with the *Small Lot House Design Guidelines*, with the exception of demolition of the existing house to facilitate the development.

The proposed small lot houses would be generally consistent with the eclectic character of James Bay, and would generally be in similar scale and massing to other single-family dwellings in the neighbourhood. The neighbouring property to the south-west is a four-storey, multi-family dwelling.

The proposed houses would have pitched rooflines complementary to the adjacent single-family dwellings, and to the overall neighbourhood character. The proposed buildings incorporate traditional design features such as covered entryways and porches, horizontal siding, and



pitched rooflines. The materials include a mix of stucco, cement board panel and accents of brick, which are generally consistent with materials used in neighbouring houses.

The proposal includes front-facing patios with glass railings, which staff have identified as not fitting in with the neighbourhood and are non-traditional; however, staff acknowledge that more recently built houses on the block similarly incorporate patios with railings of either glass or aluminum at the front of the house. The applicant proposes the use of glass due to the potential ocean views that each house may have.

Windows are maximized on the front and rear elevations, and windows on the side elevations are smaller and carefully located to respect the privacy of adjacent neighbours. The majority of the windows on the side elevations are non-habitable rooms, and windows to habitable rooms have been located between the two small lots, with increased setbacks provided along those sections of the elevation.

Vehicle parking is located at the rear of the property in a split shared garage straddling the lot line, and is accessed by a shared driveway of permeable pavers. The proposed site plan deemphasizes the garage for a better streetscape, and results in a reduced amount of paved surface for each lot.

Landscaping will be a mix of flower beds, trees, shrubs and grass in the front yard. At the rear, there would be a patio, additional landscaping and trees, raised planter beds, and a new six foot high fence along the sides and rear lot lines.

The *Small Lot Rezoning Policy* has consideration for shadowing and privacy to neighbouring properties. A shadow study has been provided by the applicant and is provided in the attachments of this report.

The demolition of the existing dwelling unit to enable a small lot subdivision is inconsistent with the *Small Lot House Rezoning Policy*, unless there are exceptional circumstances. The applicant believes that two small lot single-family dwellings are preferable to a two-family dwelling, which the property is zoned for currently. As the policy does not support demolition to facilitate small lot rezoning applications, staff have provided a "decline" recommendation for Council's consideration; however, as noted in the Rezoning application report, given that the application is consistent with many other aspects of the policy, Council may wish to consider the alternate motion.

### **James Bay Neighbourhood Plan**

The *James Bay Neighbourhood Plan* encourages infill development for single-family and duplex units where appropriate, in a form and scale that is in visual harmony with existing buildings. It also encourages a high-standard of design for new residential buildings. The proposal is generally in keeping with the visual character and scale of the neighbourhood.

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

There are no bylaw protected trees on the subject property. The owner's intention is to retain the city boulevard Hawthorn tree which is within close proximity to the proposed driveway, with the advisement and supervision of the city arborist at building permit stage. If it cannot be retained, the owner will pay for and provide a new replacement tree on the boulevard once construction of the project is complete.



## Regulatory Considerations

The application proposes the following variances from the *Zoning Regulations Bylaw*:

- increase the maximum height allowed on Lot A from 7.50m to 8.03m
- increase the maximum height allowed on Lot B from 7.50m to 8.03m
- reduce the side yard setback on the south west side of the accessory building on Lot A from 0.6m to 0.0m
- reduce the side yard setback on the north east side of the accessory building on Lot B from 0.6m to 0.0m.

### Maximum Height Variances

The proposed height variances are a result of height calculations for roofs that are partially flat. There is a peaked roof at the front of the house; however, there is a flat portion in the middle of the roof resulting in the height being calculated at that point (8.03m). If the roof were pitched, the calculation would be from the mid-point between the highest ridge and the highest eave. The additional height would not impact the neighbouring properties and is in keeping with the scale of the surrounding buildings and staff recommend that Council consider supporting these variances if Council advances the alternate motion.

### Accessory Building Setback Variances

The proposed accessory building setback variances are a result of having attached garages which go to the property line. This reduces the visual presence of the garages, and having a shared driveway reduces the amount of paving. Staff also recommend that Council consider supporting these variances if the alternate motion is advanced.

## CONCLUSIONS

The proposal to construct two new small lot houses is generally consistent with the *Small Lot House Design Guidelines*; however, the *Small Lot Rezoning Policy* does not support demolition of existing houses to facilitate development of small lot houses. Therefore, staff are recommending that Council consider declining the Rezoning and Development Permit with Variances applications. The proposed variances for increasing maximum height and decreasing the minimum side yard setback for the accessory buildings are supportable. Should Council consider approving this application, an alternative motion has been provided.

## ALTERNATE MOTION

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. 00053, if it is approved, consider the following motion:

“That Council authorize the issuance of Development Permit with Variances Application No. 00612 for 63 Boyd Street, in accordance with:

1. Plans date stamped February 28, 2018
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:



Proposed Lot A

- i. reduce the side yard setback (south west) for an accessory building from 0.6m to 0.0m
- ii. increase the maximum height of from 7.5m to 8.03m.

Proposed Lot B

- i. reduce the side yard setback (north east) for an accessory building from 0.6m to 0.0m.
- ii. increase the maximum height from 7.5m to 8.03m

3. The Development Permit lapsing two years from the date of this resolution."

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:

March 13, 2018

**List of Attachments:**

- Attachment A: Subject Map
- Attachment B: Aerial Map
- Attachment C: Plans date stamped February 28, 2018
- Attachment D: Letter from applicant to Mayor and Council dated February 2, 2018
- Attachment E: Community Association Land Use Committee Comments dated September 25, 2017
- Attachment F: Correspondence

**Pamela Martin**

---

**From:** Hailey Steiger [REDACTED]  
**Sent:** June 25, 2018 5:16 PM  
**To:** Public Hearings  
**Subject:** Re: 63 Boyd Street

Hello,

We received notification in our mail about the proposed changes to 63 Boyd Street, including rezoning to R1-S2 Zone for two small lot single family dwellings.

We live at 408 Niagara Street, and are in support of this rezoning. Given the proximity of James Bay to downtown, and growth in the City's population, densification should be encouraged here and this rezoning at 63 Boyd is a form of gentle density which fits well with the character of the neighbourhood.

Thank you,

Hailey & Jonathan

## **Pamela Martin**

---

**From:** Roxana McKenzie Simons [REDACTED]  
**Sent:** June 28, 2018 9:41 AM  
**To:** Public Hearings  
**Subject:** 63 Boyd St

To Victoria city Council,

I am Roxana Maria Simons, owner of the property across the street from my neighbour at 63 Boyd St.

My address is 60 Boyd St. I would like counsel to know that I am in favour of this development as I feel that it would enhance the neighbourhood and increase values of our homes in the neighborhood.

Thank you for excepting my request for supporting this development Sincerely, Roxana M Simons Sent from my iPhone

A BYLAW OF THE CITY OF VICTORIA

The purposes of this Bylaw are to amend the Zoning Regulation Bylaw is to rezone land known as 63 Boyd Street from the R-2 Zone, Two Family Dwelling District to the R1-S2 Zone, Restricted Small Lot (Two Storey) District.

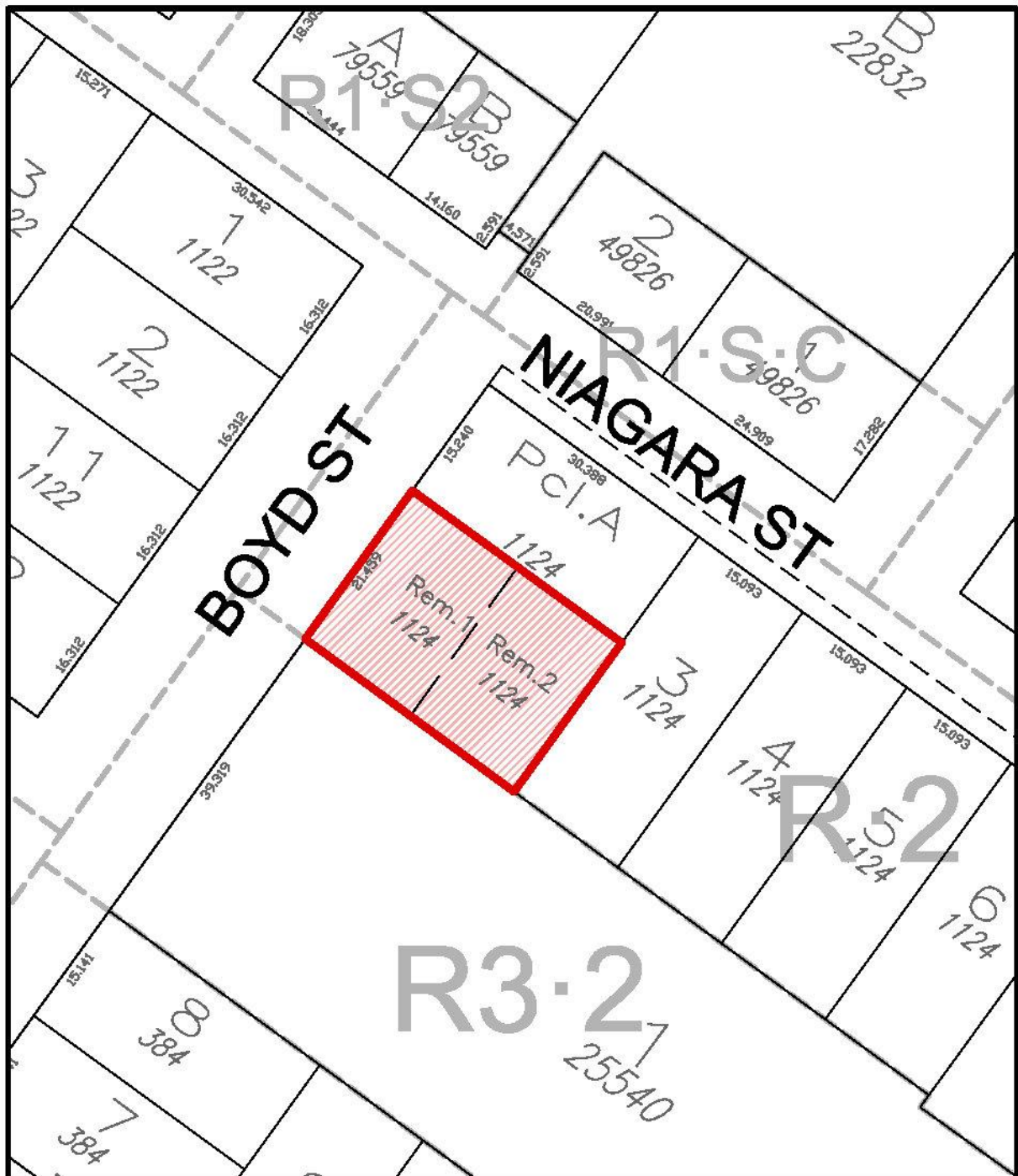
The Council of The Corporation of the City of Victoria enacts the following provisions:

- 1 This Bylaw may be cited as the “ZONING REGULATION BYLAW, AMENDMENT BYLAW (NO. 1151)”.
- 2 The land known as 63 Boyd Street, legally described as LOT 1 Beckley Farm Victoria City Plan 1124 Except Parcel A (DD 171527I); and LOT 2 Beckley Farm Victoria City Plan 1124 Except Parcel A (DD 171527I) and shown hatched on the attached map, is removed from the R-2 Two Family Dwelling District and placed in the R1-S2 Zone, Restricted Small Lot (Two Storey) District.

READ A FIRST TIME the	<b>14<sup>th</sup></b>	day of	<b>June</b>	2018
READ A SECOND TIME the	<b>14<sup>th</sup></b>	day of	<b>June</b>	2018
Public hearing held on the		day of		2018
READ A THIRD TIME the		day of		2018
ADOPTED on the		day of		2018

CITY CLERK

MAYOR



63 Boyd Street  
Rezoning No.00612





**G. REPORTS OF COMMITTEE**

**G.1 Committee of the Whole**

**G.1.a Report from the April 5, 2018 COTW Meeting**

**Temporary Use Permit Application No. 00011 for 1120-1126 Hillside Avenue**

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 Temporary Use Permit Application No. 00011 for 1120-1126 Hillside Avenue, in accordance with:

1. Plans date stamped March 9, 2018
2. Development meeting all *Zoning Regulation Bylaw* requirements
3. The Temporary Use Permit lapsing three years from the date of this resolution."

**CARRIED UNANIMOUSLY**

Council Meeting Minutes – April 19, 2018

**F. LAND USE MATTERS**

*Councillor Thornton-Joe withdrew from the meeting at 10:16 a.m. due to a pecuniary conflict of interest with the following item due to a friend living in close proximity to this property.*

**F.1 1120-1126 Hillside Avenue - Temporary Use Permit Application No. 00011 (Hillside)**

Committee received a report dated March 22, 2018, regarding an application to allow commercial use of the property for a period of up to three years at 1120 - 1126 Hillside Avenue.

*Committee discussed:*

- *Potential future redevelopment of the site.*

**Moved By** Councillor Isitt

**Seconded By** Councillor Coleman

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 Temporary Use Permit Application No. 00011 for 1120-1126 Hillside Avenue, in accordance with:

1. Plans date stamped March 9, 2018
2. Development meeting all *Zoning Regulation Bylaw* requirements
3. The Temporary Use Permit lapsing three years from the date of this resolution."

**CARRIED UNANIMOUSLY**



## Committee of the Whole Report or the Meeting of April 5, 2018

---

**To:** Committee of the Whole **Date:** March 22, 2018  
**From:** Jonathan Tinney, Director, Sustainable Planning and Community Development  
**Subject:** Temporary Use Permit Application No. 00011 for 1120-1126 Hillside Avenue

---

### RECOMMENDATION

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 Temporary Use Permit Application No. 00011 for 1120-1126 Hillside Avenue, in accordance with:

1. Plans date stamped March 9, 2018
2. Development meeting all *Zoning Regulation Bylaw* requirements
3. The Temporary Use Permit lapsing three years from the date of this resolution."

### LEGISLATIVE AUTHORITY

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

### EXECUTIVE SUMMARY

The purpose of this report is to present Council with information, analysis and recommendations for a Temporary Use Permit Application for the property located at 1120-1126 Hillside Avenue. The proposal is to permit commercial use in the existing building for three years.

The following points were considered in assessing this Application:

- the stand-alone commercial proposal is inconsistent with the Urban Residential designation in the *Official Community Plan*
- the *Official Community Plan* designates the entire City for the issuance of Temporary Use Permits for uses that would otherwise not be permitted
- the proposal is consistent with the "Maintain Current Zoning" designation in the *Hillside-Quadra Neighbourhood Plan*, as a Temporary Use Permit does not amend the *Zoning Regulation Bylaw*



- the subject property previously had legal non-conforming status. The commercial use was discontinued for a period longer than six months and therefore the legal non-conforming status is no longer applicable
- there is an existing vacant commercial building and associating surface parking lot on site. This Temporary Use Permit would be in place while the *Hillside Quadra Neighbourhood Plan* is updated through the Neighbourhood Planning process.

## **BACKGROUND**

### **Description of Proposal**

The proposal is for a Temporary Use Permit to allow commercial use of the property for a period of up to three years. There is an existing building and a 13-stall surface parking lot currently on site. The property and building were previously used for commercial purposes through legal non-conforming status; however, the use was discontinued for a period longer than six months and therefore the legal non-conforming rights have ceased to exist.

### **Sustainability Features**

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

### **Active Transportation Impacts**

The Application proposes the addition of three Class 1 bicycle stalls and four Class 2 bicycle stalls, which support active transportation.

### **Public Realm Improvements**

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

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

The site is presently a vacant one-storey commercial building with a surface parking lot at the rear of the site.

Under the current R-2 Zone, Two Family Dwelling District, the property could be developed as a single family dwelling with either a secondary suite or a garden suite, or as a two-family dwelling.

### **Community Consultation**

Consistent with the *Community Association Land Use Committee (CALUC) Procedures for Processing Rezoning and Variances Applications*, on March 6, 2018 the Application was referred for a 30-day comment period to the Hillside-Quadra CALUC. At the time of writing this report, a letter from the CALUC had not been received.

## ANALYSIS

### Official Community Plan

The *Official Community Plan* (OCP) identifies this property within the Urban Residential designation, which envisions commercial uses as part of a mixed-use residential development. Stand-alone commercial uses are not envisioned within this designation and therefore a rezoning and OCP amendment would be required for permanent stand-alone commercial. However, the OCP also designates the entire City for the issuance of Temporary Use Permits for uses that would not be permitted on the lands for which they are proposed.

### Local Area Plans

The *Hillside-Quadra Neighbourhood Plan* (1996) identifies the property within the "Maintain Current Zoning" designation. The proposal is generally consistent with this designation, as there is no rezoning occurring and thus the underlying zoning is remaining the same. In addition, this Temporary Use Permit will temporarily allow the commercial use while a new neighbourhood plan is developed for the Hillside-Quadra neighbourhood.

### Regulatory Considerations

City policy for Hillside Avenue contemplates a wider road right-of-way in order to meet future transportation-related needs such as cycling infrastructure. When the road right-of-way is insufficient, it is common that a Statutory Right-of-Way (SRW) be provided in conjunction with development applications. In this case, the proposal relates to use only and there are no plans for new construction. The property owner has indicated willingness to accommodate the City in providing a SRW in the future when the site is rezoned for any redevelopment. Therefore, in this instance foregoing the SRW requirement may be warranted.

## CONCLUSIONS

Stand-alone commercial would normally not be supportable by staff within the Urban Residential designation. However, the property has an existing vacant commercial building on-site and associating surface parking lot, is located along an arterial road and is adjacent to another stand-alone commercial use. In addition, the renewal of the *Hillside-Quadra Neighbourhood Plan* may be underway or completed by the time this Temporary Use Permit expires, at which time future land uses could be determined. Therefore, staff recommend Council consider supporting the proposal.

## ALTERNATE MOTION

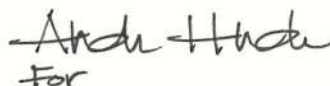
That Council decline Temporary Use Permit Application No. 00011 for the property located at 1120-1126 Hillside Avenue.

Respectfully submitted,



Michael Angrove  
Planner  
Development Services

JH.



For  
Jonathan Tinney, Director  
Sustainable Planning and Community  
Development Department



Report accepted and recommended by the City Manager.

*Joseph Jankowski*

Date:

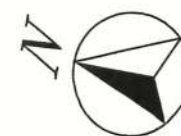
*March 26, 2018*

**List of Attachments**

- Attachment A: Subject Map
- Attachment B: Aerial Map
- Attachment C: Plans date stamped March 9, 2018
- Attachment D: Letter from applicant to Mayor and Council dated February 14, 2018.



1120 to 1126 Hillside Avenue  
Temporary Use Permit #00011





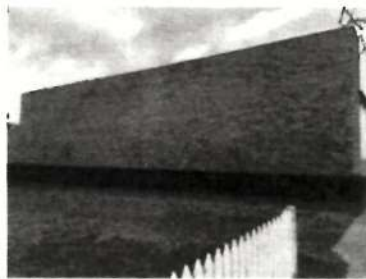
GRAHAM ST

PRIOR ST

HILLSIDE AV

1120 to 1126 Hillside Avenue  
Temporary Use Permit #00011





view of building along west property line



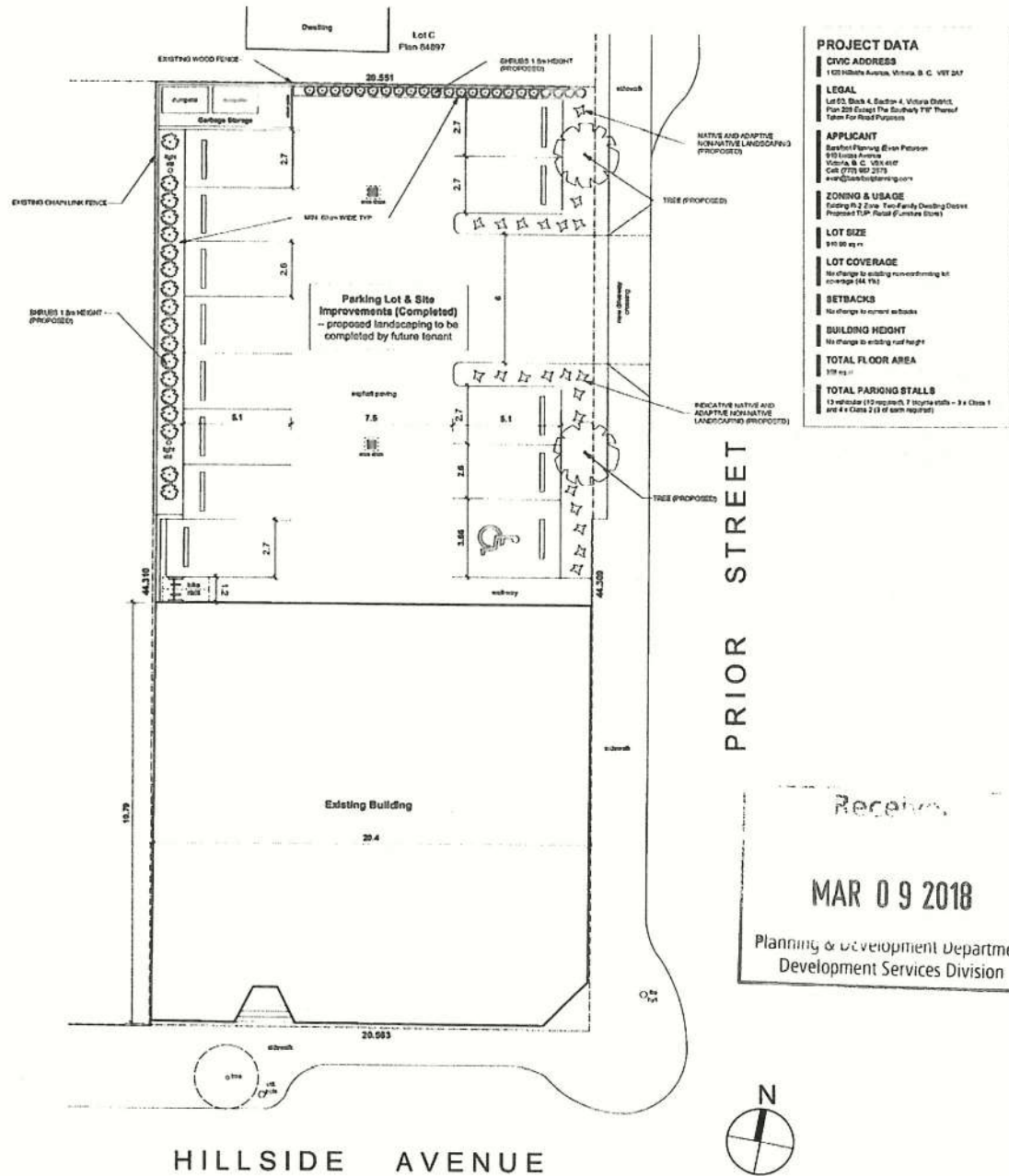
view of building at Hillside Ave. (south side)



view of front & Prior Street side (east)



view of rear of building and parking lot (north side)



**BAREFOOT PLANNING**  
barefootplanning.com  
778.967.2575  
evan@barefootplanning.com

Copyright Reserved  
This plan and every part of it is the property of the author. No part of this plan may be reproduced or transmitted in any form or by any means electronic or mechanical, including photocopying, recording, or by any information storage and retrieval system, without the prior written permission of the author. The author assumes no responsibility for any errors or omissions in this plan or for any consequences arising from its use.

NO.	REVISIONS	DATE
1	Updated for Temporary Use Permit Application Process	Feb. 15, 2018
2	Updated for Application Process	Mar. 7, 2018

1120 Hillside Ave.  
Victoria, B. C.

Proposed Temporary  
Use Permit: Retail

Site Plan  
Project Data

SCALE 1:100

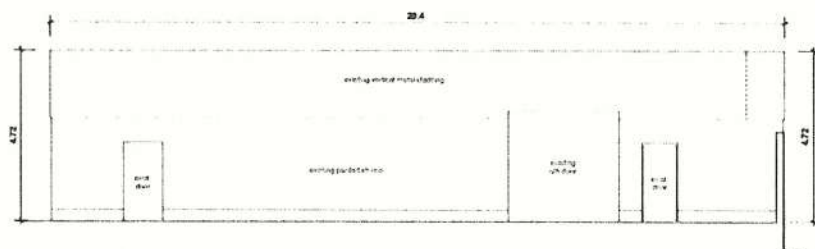
**A1.0**

SHEET 1 OF 2





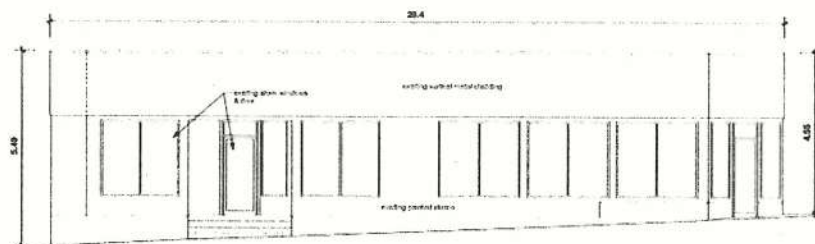
5 West Elevation  
3/16" = 1'-0"



4 North Elevation  
3/16" = 1'-0"

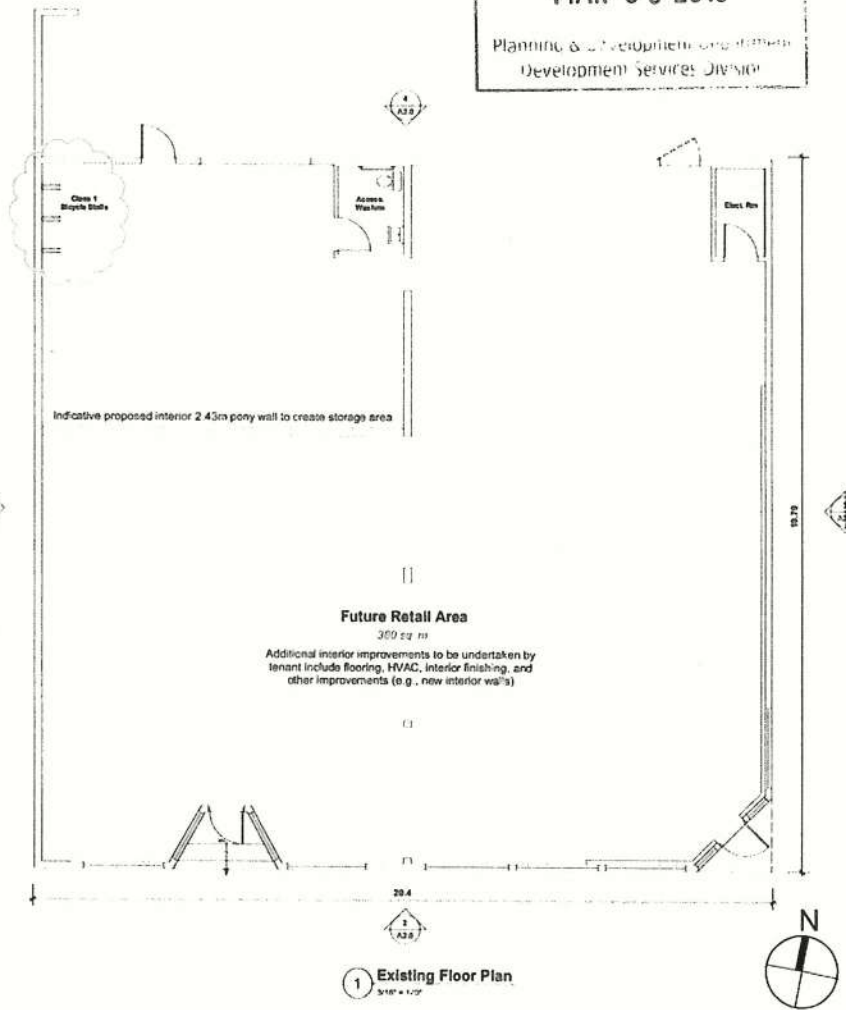


3 East Elevation  
3/16" = 1'-0"



2 South Elevation  
3/16" = 1'-0"

NOTE: Cladding material starting point, and other exterior improvements, identify in separate page.



1 Existing Floor Plan  
3/16" = 1'-0"

MAR 09 2018  
Planning & Development Services Division



**BAREFOOT PLANNING**  
barefootplanning.com  
778 567 2575  
enr@barefootplanning.com

DATE: MAR 09 2018

PROJECT: 1120 Hillside Ave., Victoria, B.C.

PROPOSED TEMPORARY USE PERMIT: RETAIL

EXISTING FLOOR PLAN EXTERIOR ELEVATIONS

SCALE: 3/16" = 1'-0"

GRAPHIC: A2.0



## MEMO

To: City of Victoria  
 From: Evan Peterson, Barefoot Planning  
 Date: February 14, 2018  
 Att: Mayor & Council

---

**Re: Temporary Use Permit for 1120 Hillside Avenue**
**INTRODUCTION & OVERVIEW**

This brief memo provides a rationale for the proposed Temporary Use Permit (TUP) at 1120 Hillside Ave.

Despite its R-2 zoning, the subject property has historically had a non-conforming retail use (convenience store) in the commercial building on the corner of Hillside Ave and Prior St. The proponent purchased the subject property – on which two severely dilapidated houses were also located – with the intention of developing a parking lot in support of a new retail use in the commercial building. The applicant received City approval to develop the parking lot; however, the non-conforming (retail) status has now expired. Therefore, **the purpose of this TUP is to essentially re-instate the non-conforming retail use in the existing commercial building**, with the long-term goal of undertaking a rezoning to be consistent with the future LAP.

The property was originally purchased by the proponent to be used for a green grocer. The adjacent houses (in serious disrepair) were replaced with a new parking lot via an approved Development Variance Permit.

In time, the green grocer was no longer viable. However, the proponent retained the property with the goal of [a] providing a viable commercial space for a local business that integrates well into the community (they have turned away numerous Marijuana Dispensary proposals) and [b] long-term consideration for redevelopment, including a potential grocery store.

Monarch Furniture, a local business currently located downtown, is in need of a new, affordable location and has agreed to move into 1120 Hillside Avenue, if a TUP is received in a timely manner. (Their alternative location option is the Westshore.)



## RATIONALE & SUPPORT

### ▪ LAP

- The existing LAP is outdated, and a new LAP process is expected to be initiated in the next ~2 years.
- Staff and Community Association feedback suggests that the site will likely be designated as some type of mixed use through the LAP process, supporting retail on the ground floor.

### ▪ Off-Street Parking

- The proposed use (retail) would require 10 vehicular parking stalls; the newly constructed parking lot provides 13 plus 4 bike parking spots (2 required).

- The north end of the Hillside corridor in Victoria lacks commercial space, and leaving this building empty benefits no one.
- Provides an active ground floor use in the community, which supports community vibrancy, safety, and pedestrian comfort.
- Helps activate a key neighbourhood corner along the Hillside corridor
- Utilizes existing infrastructure and a newly constructed parking lot to support a non-conforming retail use, consistent with historic use and probable future land use direction.
- A local business, Monarch Furniture, is in need of a new location – and will likely leave the City without an attainable space such as this.
- The site is served by all necessary public infrastructure and services, including bus routes and public and private off-street parking.
- As a corner lot on a major arterial with historic commercial use, and now an adequately sized parking lot, this is a strategic location to permit modest-scale retail use within the neighbourhood..
- The City approved a parking lot to support retail use on this site; however, this use is no longer possible without a TUP.
- Proponent already constructed a 13 stall parking lot to accommodate customer traffic.
- A furniture store will generate far less traffic than a grocery store (a previous concern); however, it still contributes to the vibrancy and safety of the community.





Barefoot Planning, LLC  
1120 Hillside Ave. Suite 100  
Berkeley, CA 94706  
415.863.1120  
www.barefootplanning.com

- Proponent has made exterior building improvements (e.g., paint, cladding, roof), among other improvements, and added public art in the windows while the building sits vacant.
- Once TUP is received, Monarch Furniture will complete landscaping and interior building improvements (e.g., flooring, finishing, HVAC).

#### SUMMARY

The proponent purchased the property and invested in significant (City approved) improvements with the intention of utilizing the existing commercial building and its long-time non-conforming retail use. However, in making these improvements, engaging the community, and searching for a suitable tenant, the site's non-conforming use status has expired.

Therefore, this TUP will allow an appropriate retail use for a limited time and enable the proponent to come forward with a future proposal consistent with the community vision established through the upcoming LAP process.

We appreciate your consideration of this application.

Sincerely,

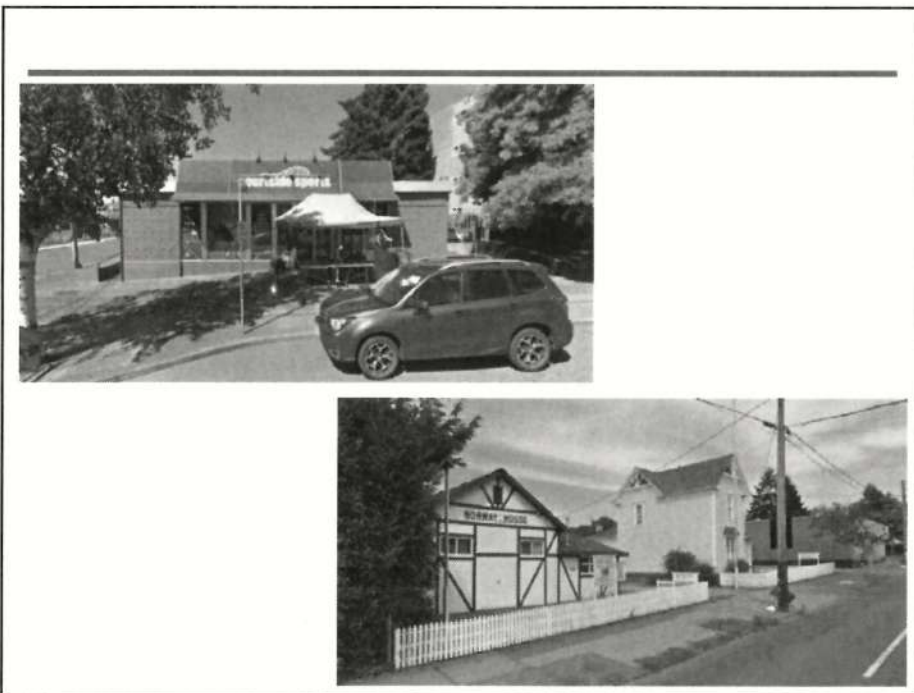
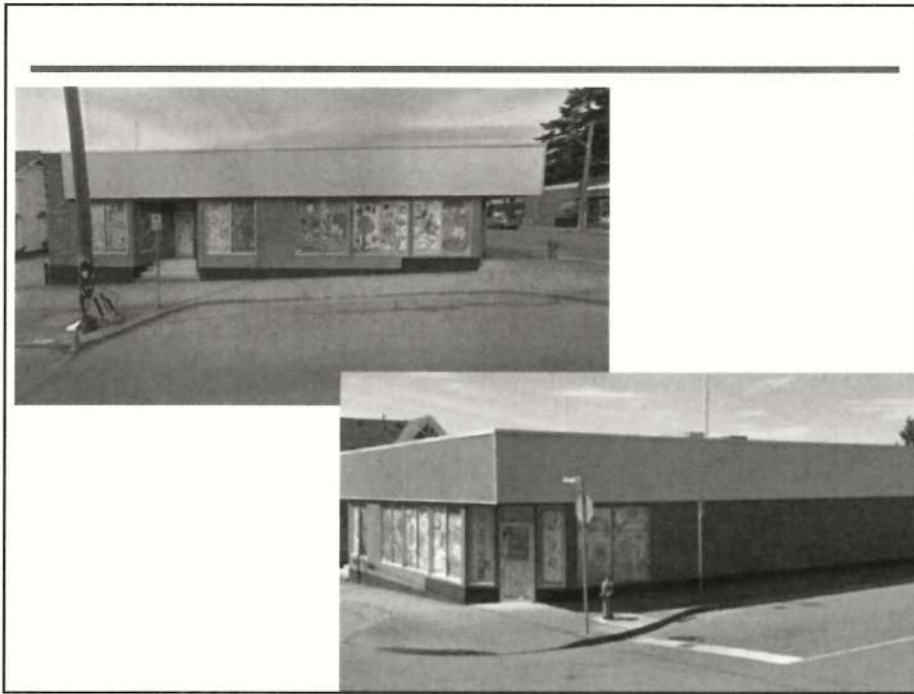
Evan Peterson  
Principal  
Barefoot Planning

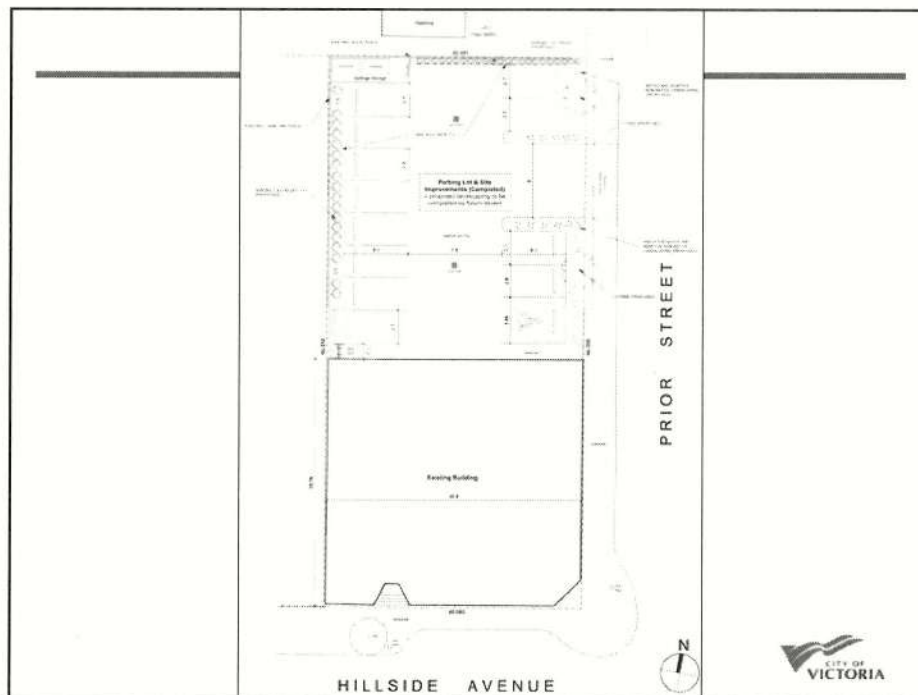
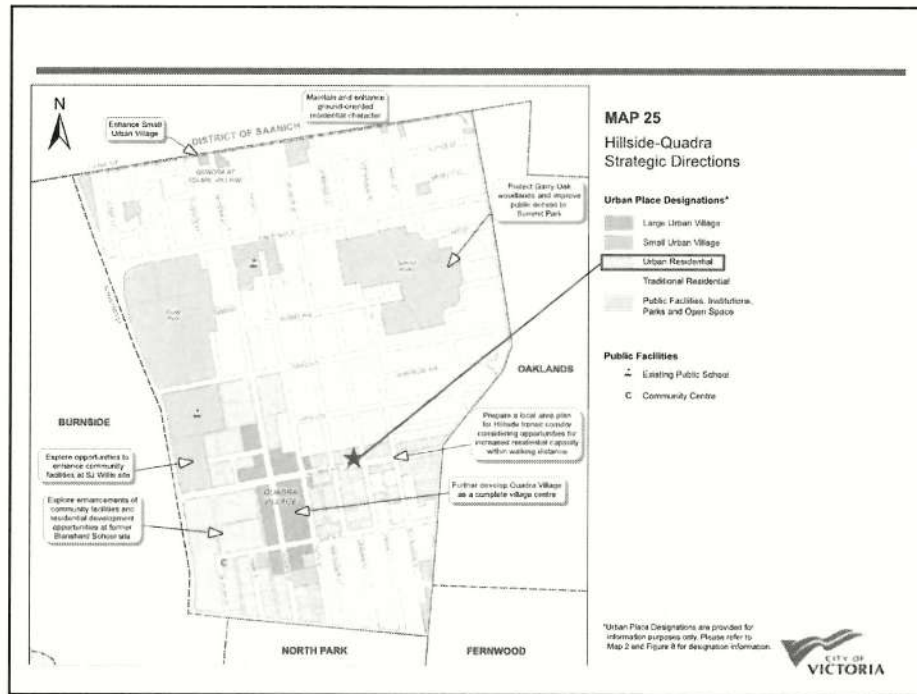


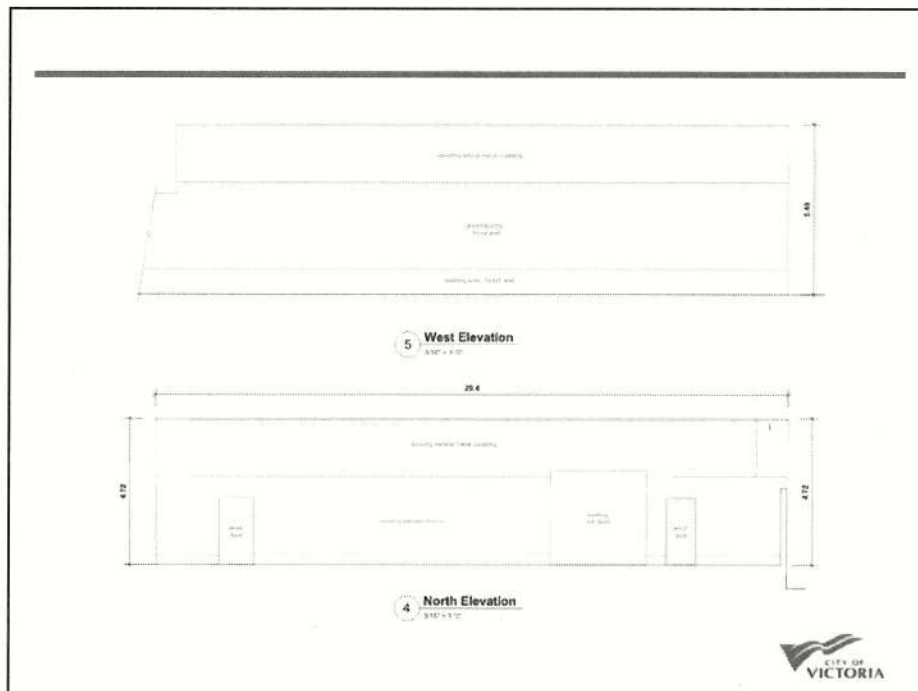
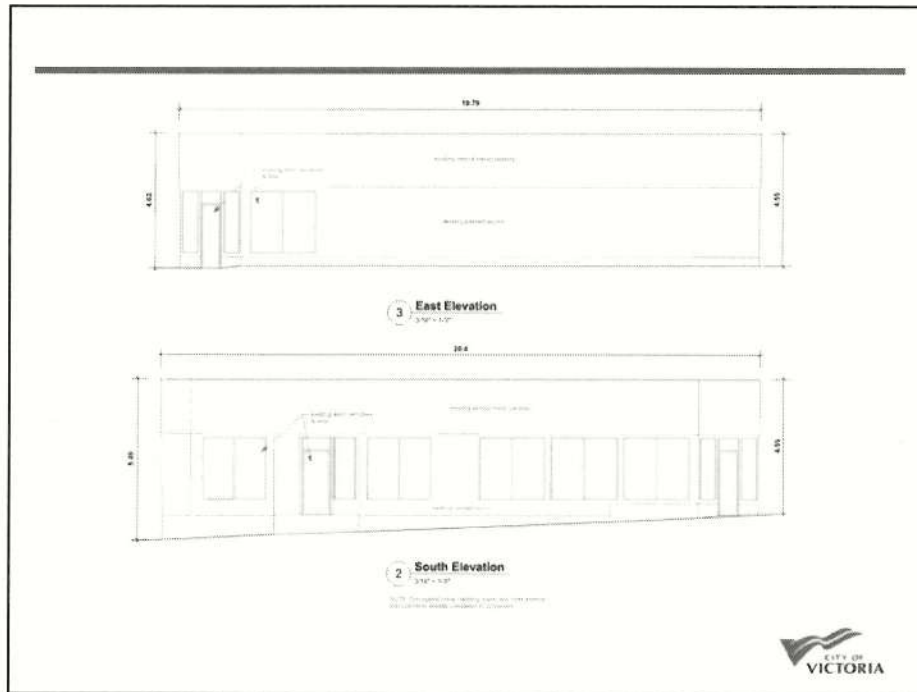
---

Temporary Use Permit  
Application  
for  
1120-1126 Hillside Avenue

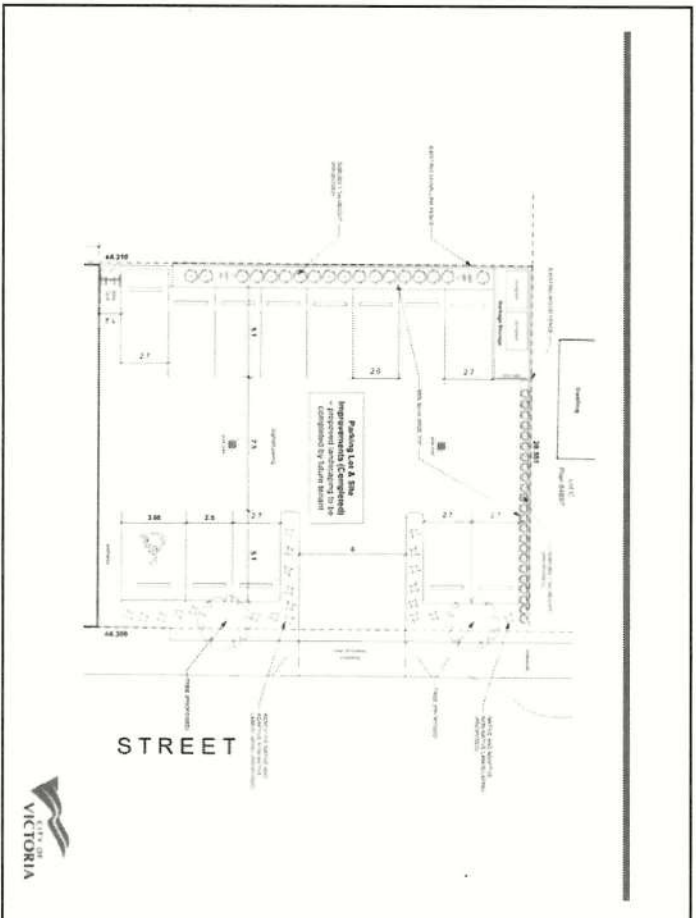












## Pamela Martin

---

**From:** tony martin [REDACTED]  
**Sent:** May 2, 2018 1:45 PM  
**To:** Public Hearings  
**Subject:** TUP 1120 Hillside Avenue

Dear Mayor & Council,

I am writing to you as the proposed tenant of 1120 Hillside Ave. I have been operating Monarch Furnishings on Store St for the past 8 years and before that on Herald Street & Summit Avenue. I have outgrown my current location and would like to move to the proposed site at 1120 Hillside Ave. I think this would be the perfect location for my store with high drive by visibility and ample parking in the new parking lot built at the rear of the store. My only other affordable option at this stage is out in Langford but I want to keep my store in Victoria where I have built a loyal market over the past 12 years.

I believe our store would add an outstanding design aesthetic to the neighbourhood and surrounding location. My wife and I are local Victorian residents and also understand the need for positive community engagement, and will be supporting local artists and artisans in our product offerings. We hope you will grant the current temporary use permit application so that we can continue our business in the city of Victoria. I have attached a sketch from our interior designer showing the proposed external leasehold improvements we would undertake as soon as the potential TUP is granted.

I would be happy to answer any questions you may have in regards to our business as it pertains to this TUP.

Kind Regards

Tony Martin  
Owner

Monarch Furnishings  
1807 Store St  
250 590 3955  
[www.monarchfurnishings.com](http://www.monarchfurnishings.com)

Furniture as unique as you

Al Klieber & Rose Del Rosario  
Courtside Sports  
1136 Hillside Ave.  
Victoria, BC V8T 2A9

Att: Mayor and Council

Re: 1120 Hillside Ave – TUP Application No. 00011

Dear Mayor and Council,

My name is Al Klieber and my wife and I are the owners of Courtside Sports which is located at the northeast corner of Hillside Avenue and Prior Street. I am writing in support of the temporary use permit application for the property at 1120 Hillside Avenue. This property has been vacant for many years and the addition of Monarch furniture is a positive step and would add vibrancy to this area. It is my hope that an active operator will also reduce the impact of graffiti and improve this small commercial node.

Sincerely,

Two handwritten signatures in black ink. The first signature is 'A. Klieber' and the second is 'Rose Del Rosario'.

Al Klieber & Rose Del Rosario

Owners, 1136 Hillside Avenue

## Amanda Ferguson

---

**From:** Public Hearings  
**Subject:** 1120 Hillside Ave - TUP Application No. 00011

---

**From:** Loretta Pedersen  
**Sent:** Monday, June 25, 2018 10:07 AM  
**To:** Victoria Mayor and Council <[mayorandcouncil@victoria.ca](mailto:mayorandcouncil@victoria.ca)>  
**Cc:** Michael Angrove <[mangrove@victoria.ca](mailto:mangrove@victoria.ca)>  
**Subject:** Re: 1120 Hillside Ave - TUP Application No. 00011

To whom It May Concern;

Please let it be known that:

Eidsvold Lodge, Norway House, 1110 Hillside Ave, Victoria, BC. V8T 2A7, supports the application of Monarch Furniture to occupy the address at 1120 Hillside Ave, Victoria, BC.

Regards  
Loretta Pedersen, President  
Eidsvold Lodge, #7-53  
1110 Hillside Ave  
Victoria, BC V8T 2A7

Get [Outlook for iOS](#)





## Council Report

For the Meeting of June 28, 2018

---

**To:** Council **Date:** June 14, 2018  
**From:** Jonathan Tinney, Director, Sustainable Planning and Community Development  
**Subject:** Update Report for Rezoning Application No. 00573 and Development Permit with Variances Application No. DP 000504 for 2816 Shelbourne 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. 00573, if it is approved, consider the following motion:

"That Council authorize the issuance of Development Permit with Variances Application No. DP 000504 for 2816 Shelbourne Street in accordance with:

1. Plans date stamped **May 8, 2018**.
2. Development meeting all *Zoning Regulation Bylaw* requirements except for the following variances:
  - a. Reduce the front setback from 10.7m to 8.38m
  - b. Reduce the rear setback from 4.0m to 2.25m
  - c. Reduce the north side yard setback from 4.0m to 3.77m
  - d. Reduce the south side yard setback from 4.0m to 3.35m
  - e. Reduce the parking from 8 stalls with one visitor stall to 5 stalls with no visitor stalls
  - f. **Reduce the site area from 920m<sup>2</sup> to 741.05m<sup>2</sup>**
  - g. **Reduce the lot width from 20.0m to 19.71m**
  - h. **Increase the number of dwelling units in an attached dwelling from 4 to 5.**
3. The Development Permit lapsing two years from the date of this resolution."

### EXECUTIVE SUMMARY

The purpose of this report is to provide an updated motion for Council's consideration related to the Development Permit with Variances application for the property located at 2816 Shelbourne Street. On December 7, 2017, Council considered this matter, and although the report noted the variations from the RT Zone, Traditional Residential Attached Dwelling District, the recommendation was based on a site-specific zone. However, staff have confirmed that a site-specific zone is unnecessary, because the site area can be varied as it does not affect density in this particular zone. As such, a revised motion that includes site area, lot width and number of dwelling units in an attached dwelling is recommended in order to maintain consistency along the Shelbourne Street corridor. The public meeting notice has been prepared based on the above motion.

In addition, the applicant has altered the windows on the western façade in order to mitigate privacy concerns as per Council's motion of December 14, 2017. The western façade on the second storey now features transom windows, which will still allow natural light to enter the rooms while minimizing any overlook into the adjacent property.

The revised plans date stamped May 8, 2018 and the Committee of the Whole Report dated November 23, 2017 are attached for Council's reference.

Respectfully submitted,



Michael Angrove  
Planner  
Development Services



Jonathan Tinney, Director  
Sustainable Planning and Community  
Development Department

Report accepted and recommended by the City Manager:



Date:

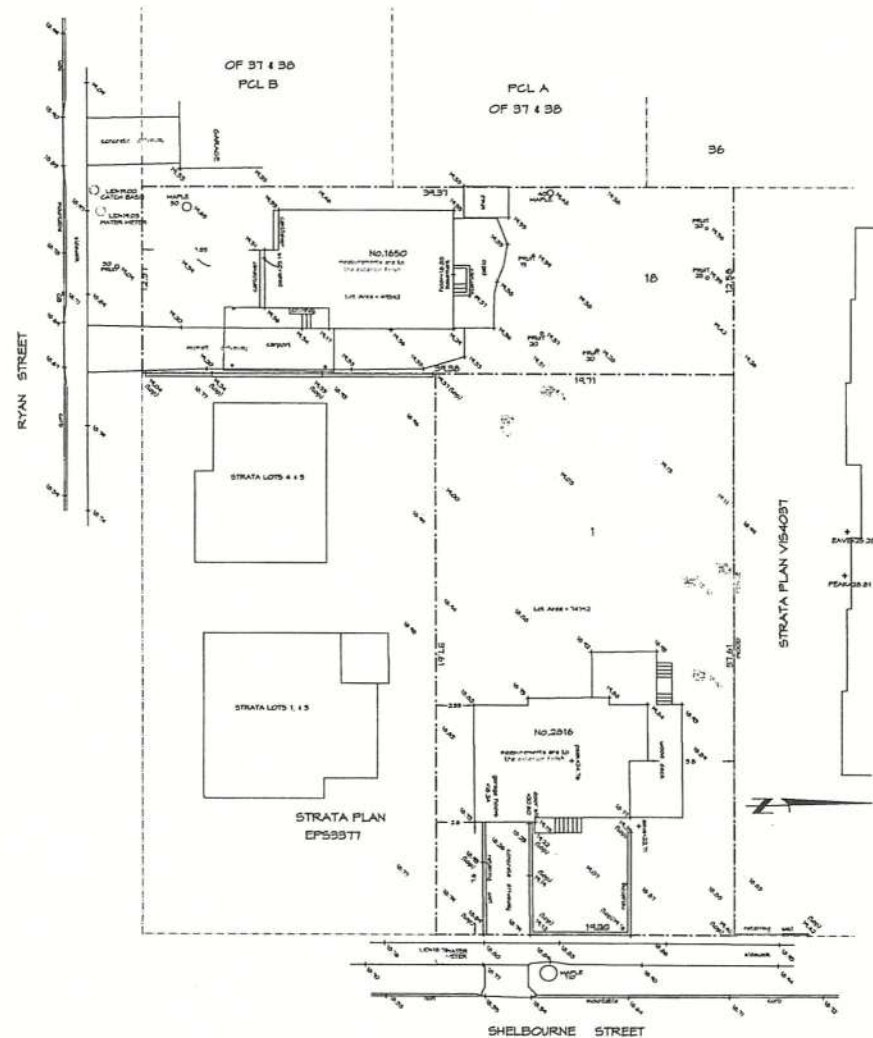
June 21, 2018

#### List of Attachments

- Attachment A: Plans date stamped May 8, 2018
- Attachment B: Committee of the Whole Report dated November 23, 2017
- Attachment C: Minutes from the December 14, 2017 Council Meeting.







○ EXIST. SITE PLAN  
Scale: 1:150

Received  
City of Victoria  
MAY 08 2018  
Planning & Development Department  
Development Services Division

REV. NO.	DESCRIPTION	DATE
A	RELOCATE EXIST. SITE PLAN TO NEW PLOT RE-SCALE TO MATCH SITE PLAN	JAN 08/11
B	NO CHANGES	MAY 20/11
C	NO CHANGES	MAY 05/18



RE-ISSUED FOR  
REZONING & DP  
MAY 03, 2018

**ZEBRADESIGN**

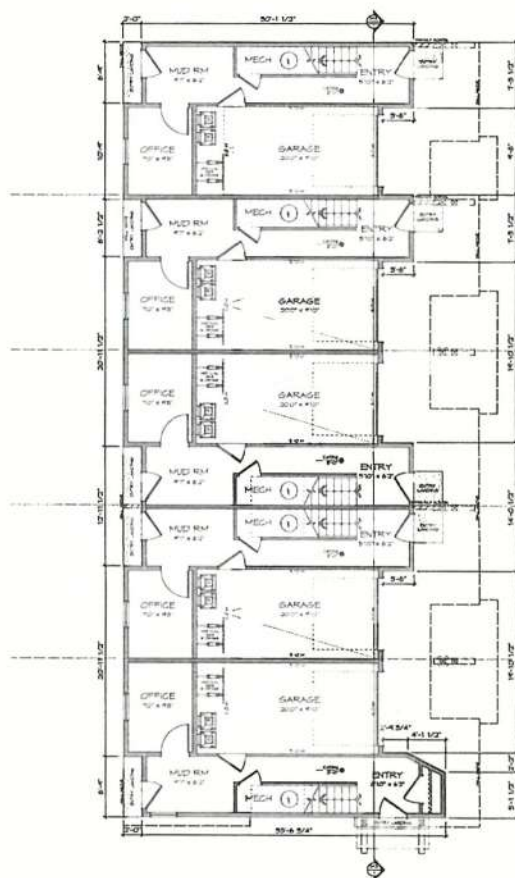
1161 NEWPORT AVE  
Victoria, B.C. V8S 5E6  
Phone: (250) 360-2144  
Fax: (250) 360-2115

Drawn By: C. COLLINS  
Date: MAR 24, 2011  
Scale: AS NOTED  
Project:  
2816  
SHELBOURNE ST -  
REZONING

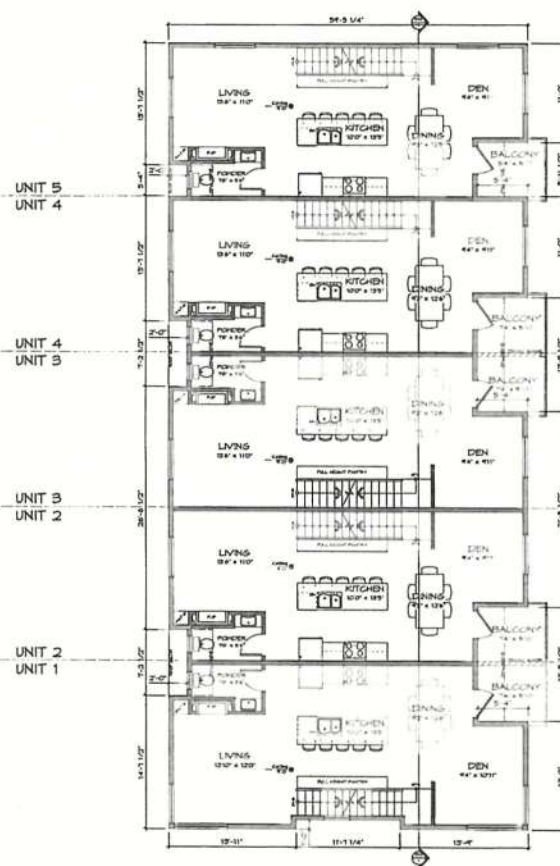
Title:  
EXISTING  
SITE PLAN

Revision: MAY 20/11	Sheet: 5K 1a
Rev. A JAN 08/11	Proj. No. TED
Rev. B MAY 20/11	
Rev. C MAY 05/18	

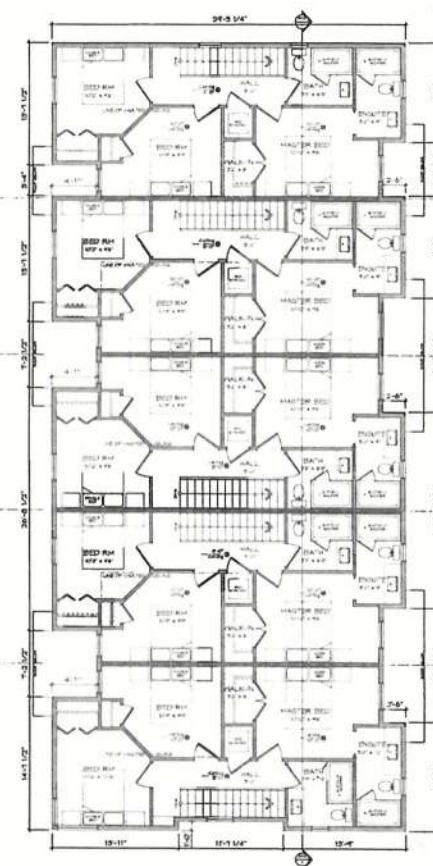




LOWER FLOOR PLAN  
Scale: 1:75



MAIN FLOOR PLAN  
Scale: 1:75



UPPER FLOOR PLAN  
Scale: 1:75

Received  
City of Victoria  
MAY 09 2018  
Planning & Development Department  
Development Services Division

REV. NO	DESCRIPTION	DATE
A	ADD BLVD CHIMNEY RESCALE TO METRIC SCALE. PROJECT CHANGED TO MATCH BLVD CHIMNEY	JAN 06/11
B	NO CHANGES	AUG 21/11
C	REVISION LOCATIONS MOVED IN UNIT 3 ON MAIN FLOOR, UPPER FLOOR BATHROOM REVISION CENTERED ON TOILET (SUITE 4.1.1)	MAY 03/18

RE-ISSUED FOR  
REZONING 4 DP  
MAY 03, 2018

**ZEBRADESIGN**

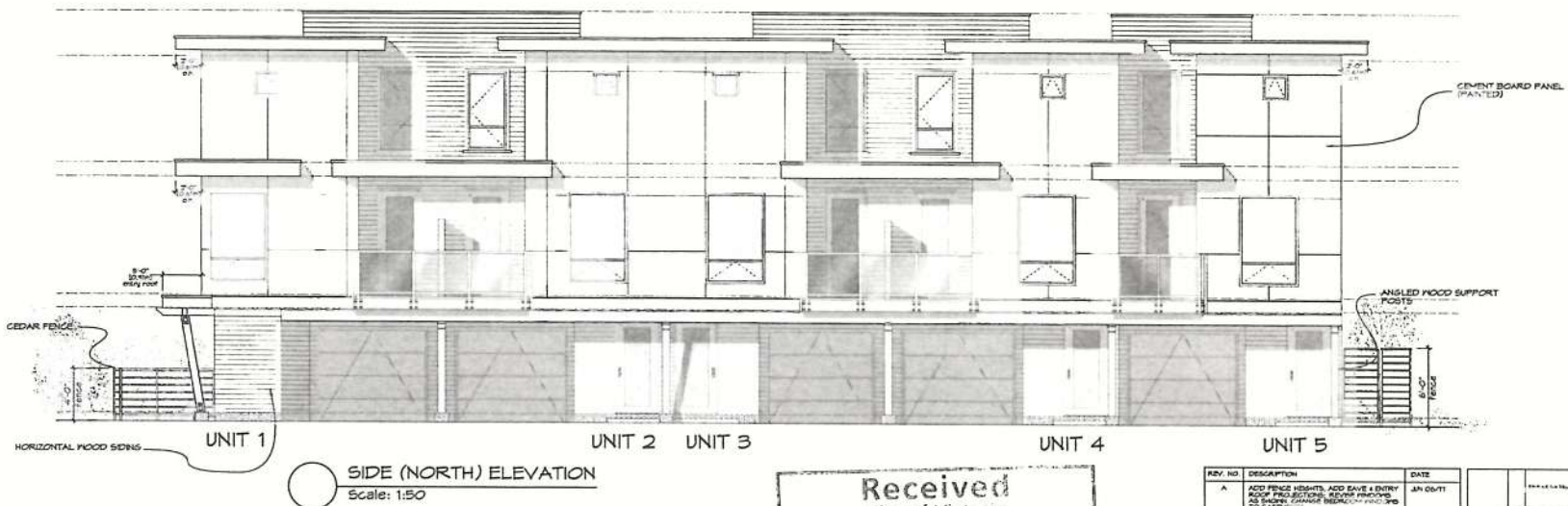
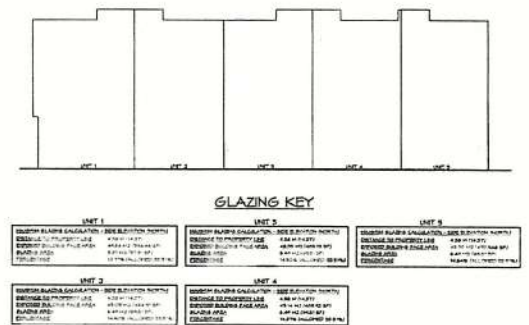
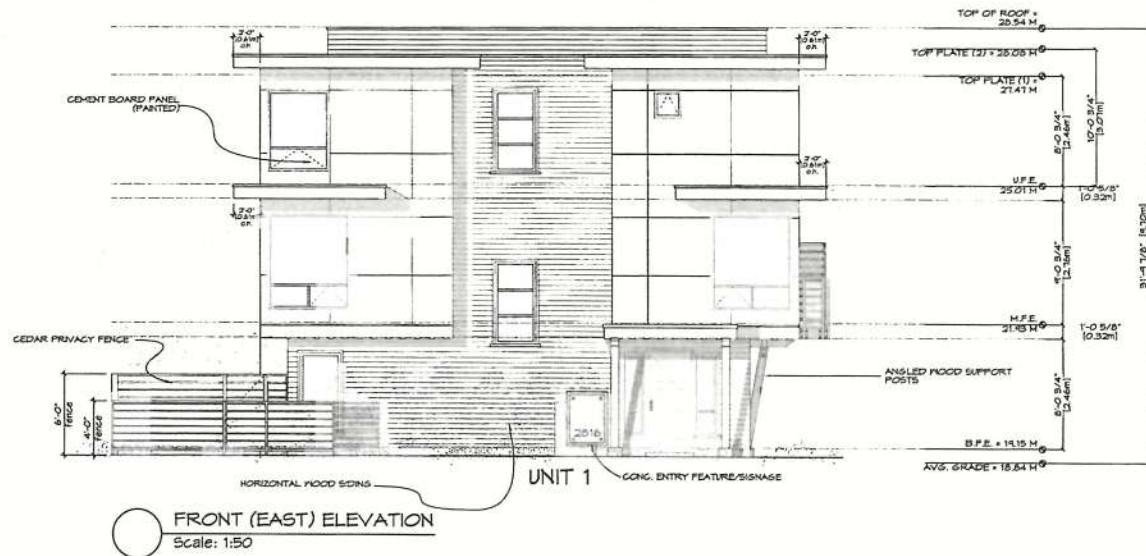
1161 NEWPORT AVE  
Victoria, B.C. V8S 5E6  
Phone: (250) 360-2144  
Fax: (250) 360-2115

Drawn By: C. KOSKINEN  
Date: MAR 24, 2011  
Scale: AS NOTED  
Project:  
2816  
SHELBOURNE ST -  
REZONING

Title:  
FLOOR PLANS

Revision:  
157-11-000000  
157-11-000000  
REV A  
JAN 06/11  
REV B  
AUG 21/11  
REV C  
MAY 03/18

Sheet:  
5K2  
Proj No. TED



Received  
City of Victoria  
MAY 09 2018  
Planning & Development Department  
Development Services Division

REV. NO.	DESCRIPTION	DATE
A	ADD FENCE HEIGHTS, ADD SAVE + ENTRY REVISE PROJECTIONS, REVISE FINISHES ADD SHEDS, CHANGE BEDROOM AND BATH TO LAMINATE	JAN 06/11
B	REVISE FRONT END AREA, GATES + PARKING TO SUIT SITE PLAN CHANGES TO LAMINATE	AUG 20/11
C	REVISIONS TO FLOOR PLANS RELOCATED UNIT 2 NORTH ELEV. UPPER FLOOR FINISH RELOCATED ENT. + NORTH ELEV. + FRONT CORNER TO SUITE FRONT ELEVATION	MAY 05/15

RE-ISSUED FOR  
REZONING & DP  
MAY 03, 2018

**ZEBRADESIGN**

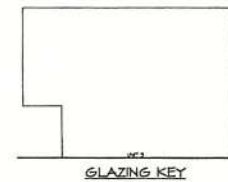
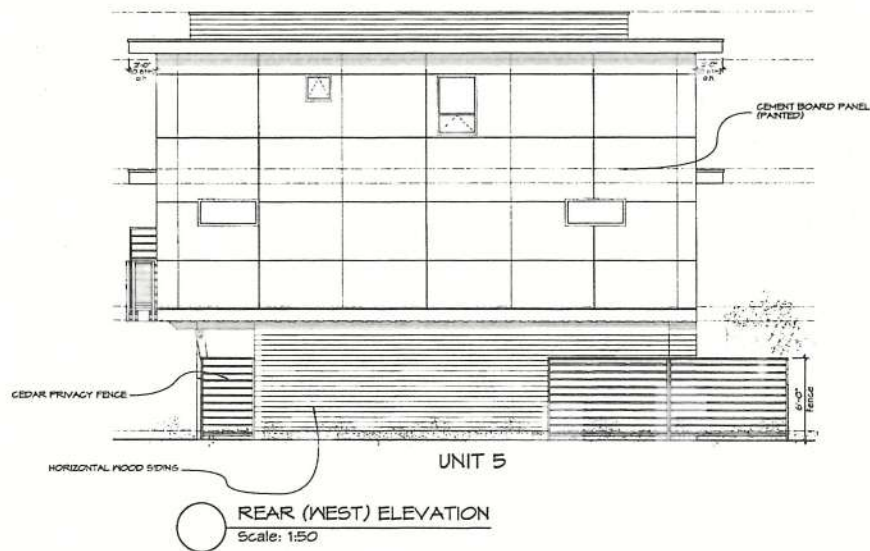
1161 NEWPORT AVE  
Victoria, B.C. V8S 5E6  
Phone: (250) 360-2144  
Fax: (250) 360-2115

Drawn By: G. GOLDBY  
Date: MAR 24, 2011  
Scale: AS NOTED  
Project:  
2816  
SHELBOURNE ST -  
REZONING

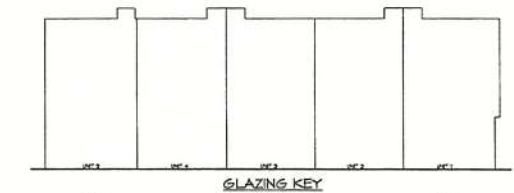
Title:  
ELEVATIONS

Revision: 187-00000000  
Sheet: 5K3  
Rev A: JAN 06/11  
Rev B: JAN 06/11  
Rev C: MAY 05/15  
Proj No: TED



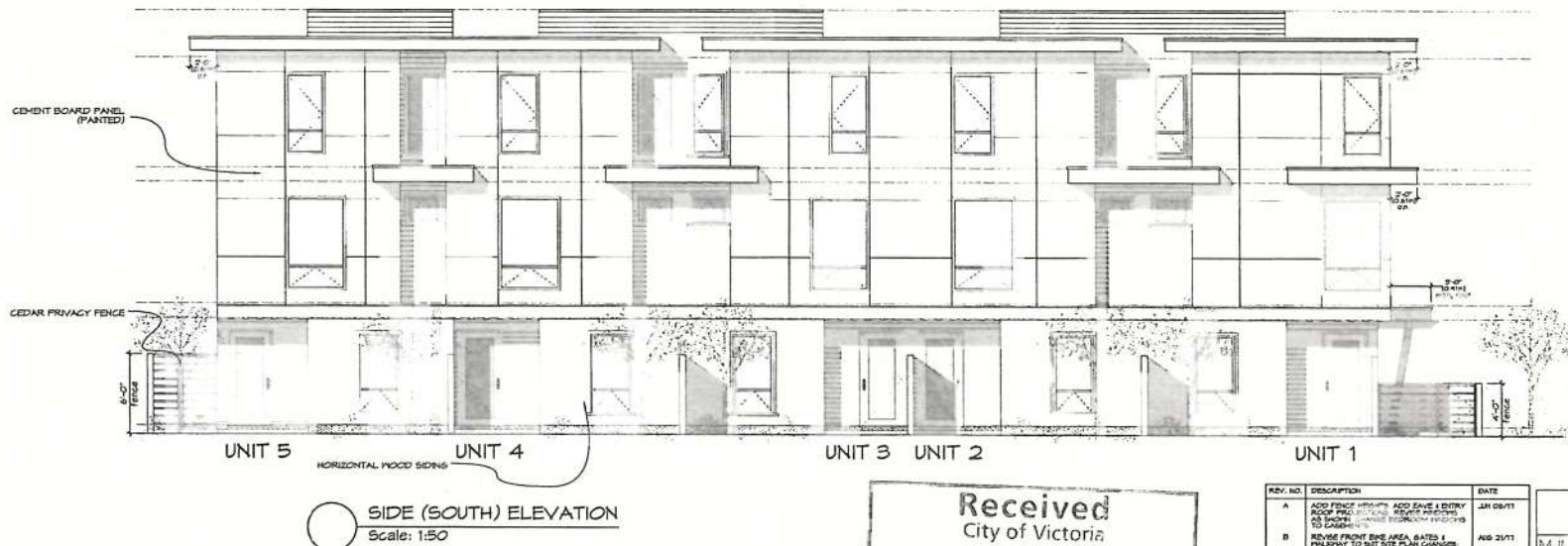


UNIT 5
REAR ELEVATION CALCULATOR - SEE ELEVATION NORTH
REAR ELEVATION CALCULATOR - SEE ELEVATION NORTH
REAR ELEVATION CALCULATOR - SEE ELEVATION NORTH
REAR ELEVATION CALCULATOR - SEE ELEVATION NORTH
REAR ELEVATION CALCULATOR - SEE ELEVATION NORTH



UNIT 1
REAR ELEVATION CALCULATOR - SEE ELEVATION NORTH
REAR ELEVATION CALCULATOR - SEE ELEVATION NORTH
REAR ELEVATION CALCULATOR - SEE ELEVATION NORTH
REAR ELEVATION CALCULATOR - SEE ELEVATION NORTH
REAR ELEVATION CALCULATOR - SEE ELEVATION NORTH

UNIT 2
REAR ELEVATION CALCULATOR - SEE ELEVATION NORTH
REAR ELEVATION CALCULATOR - SEE ELEVATION NORTH
REAR ELEVATION CALCULATOR - SEE ELEVATION NORTH
REAR ELEVATION CALCULATOR - SEE ELEVATION NORTH
REAR ELEVATION CALCULATOR - SEE ELEVATION NORTH



Received  
City of Victoria  
MAY 08 2018  
Planning & Development Department  
Development Services Division

REV. NO.	DESCRIPTION	DATE
A	ADD FENCE HEIGHT, ADD GATE & ENTRY DOOR, ADD FENCE HEIGHT, ADD GATE & ENTRY DOOR, ADD FENCE HEIGHT, ADD GATE & ENTRY DOOR	JAN 08/11
B	REVERSE FRONT ELEVATION, GATES & FENCE, ADD FENCE HEIGHT, ADD GATE & ENTRY DOOR, ADD FENCE HEIGHT, ADD GATE & ENTRY DOOR	AUG 25/11
C	REVERSE FRONT ELEVATION, GATES & FENCE, ADD FENCE HEIGHT, ADD GATE & ENTRY DOOR, ADD FENCE HEIGHT, ADD GATE & ENTRY DOOR	MAY 05/18

Revision:	Sheet:
REV. A	SK4
REV. B	
REV. C	
REV. D	
REV. E	
REV. F	

RE-ISSUED FOR  
REZONING & DP  
MAY 03, 2018

ZEBRADESIGN

1161 NEWPORT AVE  
Victoria, B.C. V8S 5E6  
Phone: (250) 360-2144  
Fax: (250) 360-2115

Drawn By: G. COLLIER  
Date: MAR 24, 2011

Scale: AS NOTED

Project:

2816

SHELBOURNE ST -

REZONING

Title:

ELEVATIONS

Revision:

Sheet:

REV. A

REV. B

REV. C

REV. D

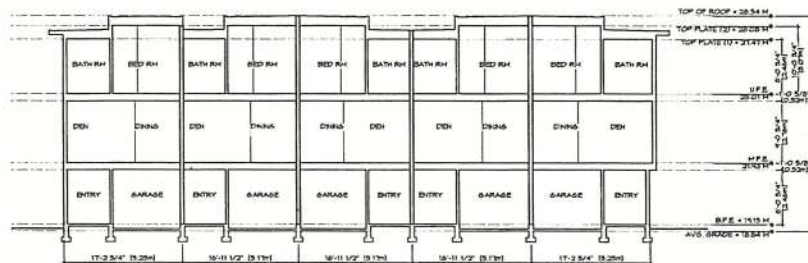
REV. E

REV. F

Proj. No. TBO



STREETSCAPE  
Scale: 1:100



BUILDING SECTION  
Scale: 1:100

Received  
City of Victoria  
  
MAY 09 2018  
  
Planning & Development Department  
Development Services Division

REV. NO.	DESCRIPTION	DATE
A	REVISE STREETSCAPE TO REFLECT CHANGES ON ELEVATIONS	JAN 08/17
B	REVISE FACED SIDE AREA, GATES & FURNITURE TO SUIT SITE PLAN CHANGES	AUG 25/17
C	NO CHANGES	MAY 05/18

RE-ISSUED FOR  
REZONING & DP  
MAY 03, 2018

**ZEBRADESIGN**

1161 NEWPORT AVE  
Victoria, B.C. V8S 5E6  
Phone: (250) 360-2144  
Fax: (250) 360-2115

Drawn By: G. COLLINS  
Date: MAR 24, 2017

Scale: AS NOTED

Project:  
2816  
SHELBOURNE ST -  
REZONING

Title:  
STREETSCAPE

Revision: 1st revision  
Date: 24/17

Sheet: **SK5**

Rev'd: JAN 08/17  
Rev'd: AUG 25/17  
Rev'd: MAY 05/18

Proj No: TBD







## Committee of the Whole Report

### For the Meeting of December 7, 2017

**To:** Committee of the Whole **Date:** November 23, 2017

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

**Subject:** Rezoning Application No. 00573 for 2816 Shelbourne 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. 00573 for 2816 Shelbourne Street, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set once:

1. Staff are provided with a legal agreement securing the provision of one electric vehicle charging station per unit and one electric-assisted bicycle per initial purchaser for each of the five units as offered by the applicant to the satisfaction of the City Solicitor.
2. Staff receive proof of registration at the Land Titles Survey Authority of an executed Statutory Right-of-Way (SRW) of 7.0m on Shelbourne Street.
3. The applicant works with Staff to mitigate the impact of the requested variance for the rear (west) setback.

### 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 2816 Shelbourne Street. The proposal is to rezone from the R1-B Zone, Single Family Dwelling District, to a site specific zone in order to permit the construction of a five unit townhouse development.

The following points were considered in assessing this application:

- the proposal is consistent with the Traditional Residential designation in the *Official Community Plan, 2012*
- the proposal is inconsistent with the recommended density and height found in the *Oaklands Neighbourhood Plan, 1993*.



## **BACKGROUND**

### **Description of Proposal**

This Rezoning Application is to permit the construction of a five unit townhouse development. The following differences from the standard RT Zone, Traditional Residential District, are being proposed and would be accommodated in a new site-specific zone:

- reduce the site area from 920.0m<sup>2</sup> to 741.05m<sup>2</sup>
- permit an attached dwelling on a property with a lot area less than 920.0m<sup>2</sup>
- reduce the lot width from 20.0m to 19.72m

Additionally, the following variances are being requested which, along with the design of the building, would be discussed in the concurrent Development Permit Application report:

- reduce the front setback from 10.7m to 8.38m
- reduce the rear setback from 4.0m to 2.25m
- reduce the north side yard setback from 4.0m to 3.77m
- reduce the south side yard setback from 4.0m to 3.35m
- reduce the parking from 8 stalls with one visitor stall to 5 stalls with no visitor stalls.

### **Affordable Housing Impacts**

The applicant proposes the creation of four new residential units which would increase the overall supply of housing in the area.

### **Sustainability Features**

The applicant has identified a number of sustainability features which will be reviewed in association with the concurrent Development Permit Application for this property.

### **Active Transportation Impacts**

As indicated in the applicant's letter dated November 6, 2017, electric-assisted bicycles will be provided to the initial purchasers of each of the five units. In addition, one six-stall bicycle rack will be installed near the front of the property.

### **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 mainly by single-family dwellings and townhouses, with some commercial and institutional uses located south of the subject site.

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

The site is presently a one-storey single-family dwelling. Under the current R1-B Zone, Single Family Dwelling District, the property could be developed as a two-storey single-family dwelling

with either a secondary suite or a garden suite.

## Data Table

The following data table compares the proposal with the existing R1-B Zone, Single Family Dwelling District, and the RT Zone, Traditional Residential District. An asterisk is used to identify where the proposal is less stringent than the RT Zone, Traditional Residential District.

<b>Zoning Criteria</b>	<b>Proposal – Site Specific</b>	<b>Existing R1-B Zone, Single Family Dwelling District</b>	<b>Zone Standard RT Zone, Traditional Residential District</b>
Site area (m <sup>2</sup> ) - minimum	<b>741.05m<sup>2</sup>*</b>	460m <sup>2</sup>	920m <sup>2</sup>
Site area per unit (m <sup>2</sup> ) - minimum	>100m <sup>2</sup>	n/a	100m <sup>2</sup>
Density (Floor Space Ratio) - maximum	0.93	n/a	1.0:1
Total floor area (m <sup>2</sup> ) - maximum	691.50m <sup>2</sup>	420m <sup>2</sup>	741.05m <sup>2</sup>
Lot width (m) - minimum	<b>19.71m*</b>	15m	20.0m
Height (m) - maximum	9.70m	7.6m	10.5m
Storeys - maximum	3.0	2.0	3.0
Site coverage % - maximum	43.22%	40%	50%
Open site space % - minimum	35.68%	n/a	30%
Number of dwellings units in an attached dwelling	<b>5*</b>	n/a	4
<b>Setbacks (m) – minimum:</b>			
Front	<b>8.38m*</b>	7.5m	10.7m
Rear	<b>2.25m*</b>	7.5m or 25% lot depth	4.0m
Side (north)	<b>3.77m (balcony)* 4.38m (wall)</b>	1.5m or 10% lot width	4.0m
Side (south)	<b>3.35m*</b>	3.0 for one side yard	4.0m
Combined side yards	n/a	4.5m	n/a
Parking - minimum	<b>5*</b>	1	8
Visitor parking (minimum) included in the overall units	<b>0*</b>	n/a	1
Class 1 – Bicycle Storage	10	n/a	5
Class 2- Bicycle Racks	6 space rack	n/a	6 space rack



## **Community Consultation**

Consistent with the *Community Association Land Use Committee (CALUC) Procedures for Processing Rezoning and Variances Applications*, the applicant has consulted the Oaklands CALUC at a Community Meeting held on February 28, 2017. The minutes from this meeting are attached to this report.

## **ANALYSIS**

### **Official Community Plan**

The *Official Community Plan (OCP)*, 2012, designates the property within the Traditional Residential urban place designation. Within this designation multi-unit buildings up to three storeys, including attached dwellings, are envisioned along arterial and secondary arterial roads. Shelbourne Street is classified as a secondary arterial road. The envisioned floor space ratio is up to approximately 1 to 1. The proposed floor space ratio is 0.93 to 1.

### **Local Area Plans**

The *Oaklands Neighbourhood Plan* Residential Development Potential map identifies this property for townhouses generally up to 18 units per acre with a 2.5 storey limit. This proposal is for 27.3 units per acre and three storeys. The plan also notes that slight reductions in parking requirements can be considered in light of the location on existing major bus routes. Finally, the plan notes that building setbacks for new townhouses be at least 10.7 metres from Shelbourne Street.

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

There are no Tree Preservation Bylaw impacts with this application. A City-owned mature boulevard tree (London Plane) will require protective fencing during construction. An arborist review may be required prior to Building Permit approval to comment on the construction impacts to the tree's critical root zone.


## **CONCLUSIONS**

The *Official Community Plan* and the *Oaklands Neighbourhood Plan* both support townhouses on this property. While the *Oaklands Neighbourhood Plan* recommends a lower number of units, the proposal does meet the *Official Community Plan's* recommended density of 1 to 1 floor space ratio. The proposal has a number of differences from the standard RT Zone, Traditional Residential District; however, the proposal does meet the overarching land use policies for the area. Staff, therefore, recommend Council consider moving this application forward for consideration at a Public Hearing.

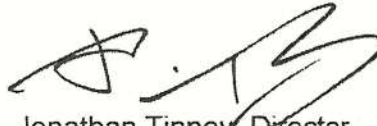
## ALTERNATE MOTION

That Council decline Rezoning Application No. 00573 for the property located at 2816 Shelbourne Street.

Respectfully submitted,

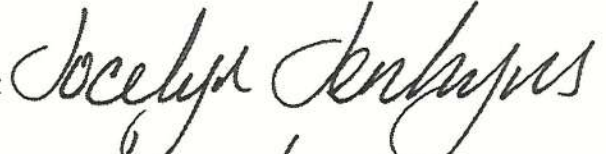


Michael Angrove  
Planner  
Development Services



Jonathan Tinney, Director  
Sustainable Planning and Community  
Development Department

Report accepted and recommended by the City Manager:



Date:

November 30, 2017

### List of Attachments:

- Attachment A – Subject Map
- Attachment B – Aerial Map
- Attachment C – Plans date stamped August 22, 2017
- Attachment D – Letter from applicant to Mayor and Council dated November 6, 2017
- Attachment E – Green initiatives letter from applicant dated March 22, 2017
- Attachment F – Community Association Land Use Committee Minutes dated February 28, 2017
- Attachment G – Correspondence (Letters received from residents)



8. Rise and Report from Closed Meeting for Information  
From the January 12, 2017 Closed Council Meeting

That Council authorize the Mayor and City Clerk to execute a lease with interisland launch ltd. for premises at 812 Wharf Street, in a form satisfactory to the City Clerk, for a period of 5 years commencing March 1, 2017 at the base rent of \$122,196.76 per annum for the first two years rising to \$127,756.71 per annum thereafter for the remainder of the 5 year initial term, with two options to renew the lease each for a further 5 year term, subject to the publication of the statutory notices required by the Community Charter.

REPORTS OF COMMITTEES

1. Committee of the Whole – December 7, 2017

1. Letter from the Minister of Transport

Motion:

It was moved by Councillor Isitt, seconded by Mayor Helps, that the correspondence dated October 20, 2017 from the Minister of Transport be referred to the January 11, 2017 Committee of the Whole meeting.

Carried Unanimously

2. Rezoning, Development Permit with Variances Application, Development Variance Permit Application No. 00583 for 3110 Doncaster Drive (Oaklands)

Motion:

It was moved by Councillor Alto, seconded by Councillor Coleman:

Rezoning Application

That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00583 for 3110 Doncaster Drive, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set.

Development Permit with Variances Application and Development Variance Permit

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. 00583, if it is approved, consider the following motions:

1. "That Council authorize the issuance of a Development Permit with Variances Application for the west portion of 3110 Doncaster Drive, in accordance with:
  - a. Plans date stamped October 5, 2017.
  - b. Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:
    - i. reduce the front setback from 6.00m to 5.11m
    - ii. reduce the rear setback from 6.00m to 3.94m.
  - c. The Development Permit lapsing two years from the date of this resolution."
2. "That Council authorize the issuance of a Development Variance Permit Application for the east portion of 3110 Doncaster Drive, in accordance with:
  - a. Plans date stamped October 5, 2017.
  - b. Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:
    - i. reduce the rear setback from 6.00m to 5.70m.
  - c. The Development Permit lapsing two years from the date of this resolution."

Carried Unanimously

3. Rezoning Application No. 00573 and Development Permit with Variances Application No. 000504 for 2816 Shelbourne Street (Oaklands)

Motion:

It was moved by Councillor Alto, seconded by Councillor Loveday:

Rezoning Application

That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00573 for 2816 Shelbourne Street, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set once:

1. Staff are provided with a legal agreement securing the provision of one electric vehicle charging station per unit and one electric-assisted bicycle per initial purchaser for each of the five units as offered by the applicant to the satisfaction of the City Solicitor.
2. Staff receive proof of registration at the Land Title Survey Authority of an executed Statutory Right-of-Way (SRW) of 7.0m on Shelbourne Street.

3. The applicant works with Staff to mitigate the impact of the requested variance for the rear (west) setback.

**Development Permit with Variances Application**

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. 00573, if it is approved, consider the following motion: "That Council authorize the issuance of Development Permit with Variances Application No. 000504 for 2816 Shelbourne Street in accordance with:

1. Plans date stamped August 22, 2017.
2. Development meeting all Zoning Regulation Bylaw requirements except for the following variances:
  - i. Reduce the front setback from 10.7m to 8.38m;
  - ii. Reduce the rear setback from 4.0m to 2.25m;
  - iii. Reduce the north side yard setback from 4.0m to 3.77m;
  - iv. Reduce the south side yard setback from 4.0m to 3.35m;
  - v. Reduce the parking from 8 stalls with one visitor stall to 5 stalls with no visitor stalls.
3. The Development Permit lapsing two years from the date of this resolution."

**Carried Unanimously**

**4. Application for a New Liquor Primary Licence for Atomic Soap Lounge, 530 Pandora Avenue**

**Motion:**

It was moved by Councillor Loveday, seconded by Councillor Coleman, 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, the person capacity and hours of liquor service, supports the application of Atomic Soap Lounge, located at 530 Pandora Avenue to obtain a new Liquor Primary License permitting service from 10:00 am until 10:00 pm daily with an interior occupant load of 59 persons (no outdoor service area is included in the application).

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 similar approvable establishments not subject to municipal review for liquor licencing. It is understood that the total licensed capacity is to be 59 persons and that approval of the Liquor Primary Licence is dependent on existence of the core soap making 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 ten letters in total including nine letters expressing concern or opposition to the application and one expressing support for the application for a liquor licence.
- d. Council recommends the issuance of the license as it is expected to support the economic viability of the business through support of its business plan to serve liquor complementary to the primary focus which is an instructor-led soap crafting experience.

**Carried Unanimously**

**5. Advocacy to Shift Investment to Low-Emissions Transportation**

**Motion:**

It was moved by Councillor Loveday, seconded by Councillor Isitt, that Council requests the Mayor write, on behalf of Council, to the Prime Minister of Canada and Premier of British Columbia, copying the federal and provincial ministers responsible for climate action, infrastructure and transportation, requesting that they fully implement their commitment in the Pan-Canadian Framework on Clean Growth and Climate Change in transportation sector, to shift investments "from higher to lower-emitting types of transportation" within the Capital Regional District.

*Councillor Thornton-Joe withdrew from the meeting at 8:36 p.m. due to a pecuniary conflict of interest with the following item, as her husband is employed with BC Transit.*

*Councillor Lucas withdrew from the meeting at 8:36 p.m. and returned at 8:37 p.m.*

**Carried Unanimously**

**6. Transit Futures Plan**

**Motion:**

It was moved by Councillor Alto, seconded by Councillor Isitt, that the Mayor, on behalf of Council, send the letter attached to the report to BC Transit.

**Carried Unanimously**

*Councillor Thornton-Joe returned to the meeting at 8:38 p.m.*



## REPORTS OF COMMITTEES

### **1. Committee of the Whole – December 7, 2017**

### **3. Rezoning Application No. 00573 and Development Permit with Variances Application No. 000504 for 2816 Shelbourne Street (Oaklands)**

#### **Motion:**

It was moved by Councillor Alto, seconded by Councillor Loveday:

#### **Rezoning Application**

That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00573 for 2816 Shelbourne Street, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set once:

1. Staff are provided with a legal agreement securing the provision of one electric vehicle charging station per unit and one electric-assisted bicycle per initial purchaser for each of the five units as offered by the applicant to the satisfaction of the City Solicitor.
2. Staff receive proof of registration at the Land Title Survey Authority of an executed Statutory Right-of-Way (SRW) of 7.0m on Shelbourne Street.
3. The applicant works with Staff to mitigate the impact of the requested variance for the rear (west) setback.

#### **Development Permit with Variances Application**

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. 00573, if it is approved, consider the following motion: "That Council authorize the issuance of Development Permit with Variances Application No. 000504 for 2816 Shelbourne Street in accordance with:

1. Plans date stamped August 22, 2017.
2. Development meeting all Zoning Regulation Bylaw requirements except for the following variances:
  - i. Reduce the front setback from 10.7m to 8.38m;
  - ii. Reduce the rear setback from 4.0m to 2.25m;
  - iii. Reduce the north side yard setback from 4.0m to 3.77m;
  - iv. Reduce the south side yard setback from 4.0m to 3.35m;
  - v. Reduce the parking from 8 stalls with one visitor stall to 5 stalls with no visitor stalls.
3. The Development Permit lapsing two years from the date of this resolution."

**Carried Unanimously**

### **3.6 Rezoning Application No. 00573 for 2816 Shelbourne Street (Oaklands)**

Committee received a report dated November 23, 2017, from the Director of Sustainable Planning and Community Development regarding recommendations for the rezoning of the property located at 2816 Shelbourne Street from the R1-B Zone to a site specific zone in order to permit the construction of a five unit townhouse development.

- Motion:** It was moved by Councillor Alto, 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. 00573 for 2816 Shelbourne Street, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set once:
1. Staff are provided with a legal agreement securing the provision of one electric vehicle charging station per unit and one electric-assisted bicycle per initial purchaser for each of the five units as offered by the applicant to the satisfaction of the City Solicitor.
  2. Staff receive proof of registration at the Land Title Survey Authority of an executed Statutory Right-of-Way (SRW) of 7.0m on Shelbourne Street.
  3. The applicant works with Staff to mitigate the impact of the requested variance for the rear (west) setback.

CARRIED UNANIMOUSLY 17/COTW



## Committee of the Whole Report

### For the Meeting of December 7, 2017

---

**To:** Committee of the Whole **Date:** November 23, 2017

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

**Subject:** Rezoning Application No. 00573 for 2816 Shelbourne 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. 00573 for 2816 Shelbourne Street, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set once:

1. Staff are provided with a legal agreement securing the provision of one electric vehicle charging station per unit and one electric-assisted bicycle per initial purchaser for each of the five units as offered by the applicant to the satisfaction of the City Solicitor.
2. Staff receive proof of registration at the Land Titles Survey Authority of an executed Statutory Right-of-Way (SRW) of 7.0m on Shelbourne Street.
3. The applicant works with Staff to mitigate the impact of the requested variance for the rear (west) setback.

### 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 2816 Shelbourne Street. The proposal is to rezone from the R1-B Zone, Single Family Dwelling District, to a site specific zone in order to permit the construction of a five unit townhouse development.

The following points were considered in assessing this application:

- the proposal is consistent with the Traditional Residential designation in the *Official Community Plan*, 2012
- the proposal is inconsistent with the recommended density and height found in the *Oaklands Neighbourhood Plan*, 1993.



## **BACKGROUND**

### **Description of Proposal**

This Rezoning Application is to permit the construction of a five unit townhouse development. The following differences from the standard RT Zone, Traditional Residential District, are being proposed and would be accommodated in a new site-specific zone:

- reduce the site area from 920.0m<sup>2</sup> to 741.05m<sup>2</sup>
- permit an attached dwelling on a property with a lot area less than 920.0m<sup>2</sup>
- reduce the lot width from 20.0m to 19.72m

Additionally, the following variances are being requested which, along with the design of the building, would be discussed in the concurrent Development Permit Application report:

- reduce the front setback from 10.7m to 8.38m
- reduce the rear setback from 4.0m to 2.25m
- reduce the north side yard setback from 4.0m to 3.77m
- reduce the south side yard setback from 4.0m to 3.35m
- reduce the parking from 8 stalls with one visitor stall to 5 stalls with no visitor stalls.

### **Affordable Housing Impacts**

The applicant proposes the creation of four new residential units which would increase the overall supply of housing in the area.

### **Sustainability Features**

The applicant has identified a number of sustainability features which will be reviewed in association with the concurrent Development Permit Application for this property.

### **Active Transportation Impacts**

As indicated in the applicant's letter dated November 6, 2017, electric-assisted bicycles will be provided to the initial purchasers of each of the five units. In addition, one six-stall bicycle rack will be installed near the front of the property.

### **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 mainly by single-family dwellings and townhouses, with some commercial and institutional uses located south of the subject site.

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

The site is presently a one-storey single-family dwelling. Under the current R1-B Zone, Single Family Dwelling District, the property could be developed as a two-storey single-family dwelling



with either a secondary suite or a garden suite.

## Data Table

The following data table compares the proposal with the existing R1-B Zone, Single Family Dwelling District, and the RT Zone, Traditional Residential District. An asterisk is used to identify where the proposal is less stringent than the RT Zone, Traditional Residential District.

<b>Zoning Criteria</b>	<b>Proposal – Site Specific</b>	<b>Existing R1-B Zone, Single Family Dwelling District</b>	<b>Zone Standard RT Zone, Traditional Residential District</b>
Site area (m <sup>2</sup> ) - minimum	<b>741.05m<sup>2</sup>*</b>	460m <sup>2</sup>	920m <sup>2</sup>
Site area per unit (m <sup>2</sup> ) - minimum	>100m <sup>2</sup>	n/a	100m <sup>2</sup>
Density (Floor Space Ratio) - maximum	0.93	n/a	1.0:1
Total floor area (m <sup>2</sup> ) - maximum	691.50m <sup>2</sup>	420m <sup>2</sup>	741.05m <sup>2</sup>
Lot width (m) - minimum	<b>19.71m*</b>	15m	20.0m
Height (m) - maximum	9.70m	7.6m	10.5m
Storeys - maximum	3.0	2.0	3.0
Site coverage % - maximum	43.22%	40%	50%
Open site space % - minimum	35.68%	n/a	30%
Number of dwellings units in an attached dwelling	<b>5*</b>	n/a	4
<b>Setbacks (m) – minimum:</b>			
Front	<b>8.38m*</b>	7.5m	10.7m
Rear	<b>2.25m*</b>	7.5m or 25% lot depth	4.0m
Side (north)	<b>3.77m (balcony)* 4.38m (wall)</b>	1.5m or 10% lot width	4.0m
Side (south)	<b>3.35m*</b>	3.0 for one side yard	4.0m
Combined side yards	n/a	4.5m	n/a
Parking - minimum	<b>5*</b>	1	8
Visitor parking (minimum) included in the overall units	<b>0*</b>	n/a	1
Class 1 – Bicycle Storage	10	n/a	5
Class 2- Bicycle Racks	6 space rack	n/a	6 space rack

## **Community Consultation**

Consistent with the *Community Association Land Use Committee (CALUC) Procedures for Processing Rezoning and Variances Applications*, the applicant has consulted the Oaklands CALUC at a Community Meeting held on February 28, 2017. The minutes from this meeting are attached to this report.

## **ANALYSIS**

### **Official Community Plan**

The *Official Community Plan (OCP)*, 2012, designates the property within the Traditional Residential urban place designation. Within this designation multi-unit buildings up to three storeys, including attached dwellings, are envisioned along arterial and secondary arterial roads. Shelbourne Street is classified as a secondary arterial road. The envisioned floor space ratio is up to approximately 1 to 1. The proposed floor space ratio is 0.93 to 1.

### **Local Area Plans**

The *Oaklands Neighbourhood Plan* Residential Development Potential map identifies this property for townhouses generally up to 18 units per acre with a 2.5 storey limit. This proposal is for 27.3 units per acre and three storeys. The plan also notes that slight reductions in parking requirements can be considered in light of the location on existing major bus routes. Finally, the plan notes that building setbacks for new townhouses be at least 10.7 metres from Shelbourne Street.

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

There are no Tree Preservation Bylaw impacts with this application. A City-owned mature boulevard tree (London Plane) will require protective fencing during construction. An arborist review may be required prior to Building Permit approval to comment on the construction impacts to the tree's critical root zone.

## **CONCLUSIONS**

The *Official Community Plan* and the *Oaklands Neighbourhood Plan* both support townhouses on this property. While the *Oaklands Neighbourhood Plan* recommends a lower number of units, the proposal does meet the *Official Community Plan's* recommended density of 1 to 1 floor space ratio. The proposal has a number of differences from the standard RT Zone, Traditional Residential District; however, the proposal does meet the overarching land use policies for the area. Staff, therefore, recommend Council consider moving this application forward for consideration at a Public Hearing.

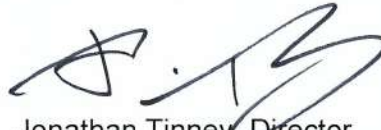
## ALTERNATE MOTION

That Council decline Rezoning Application No. 00573 for the property located at 2816 Shelbourne Street.

Respectfully submitted,

 *a. Myers*

Michael Angrove  
Planner  
Development Services



Jonathan Tinney, Director  
Sustainable Planning and Community  
Development Department

Report accepted and recommended by the City Manager:



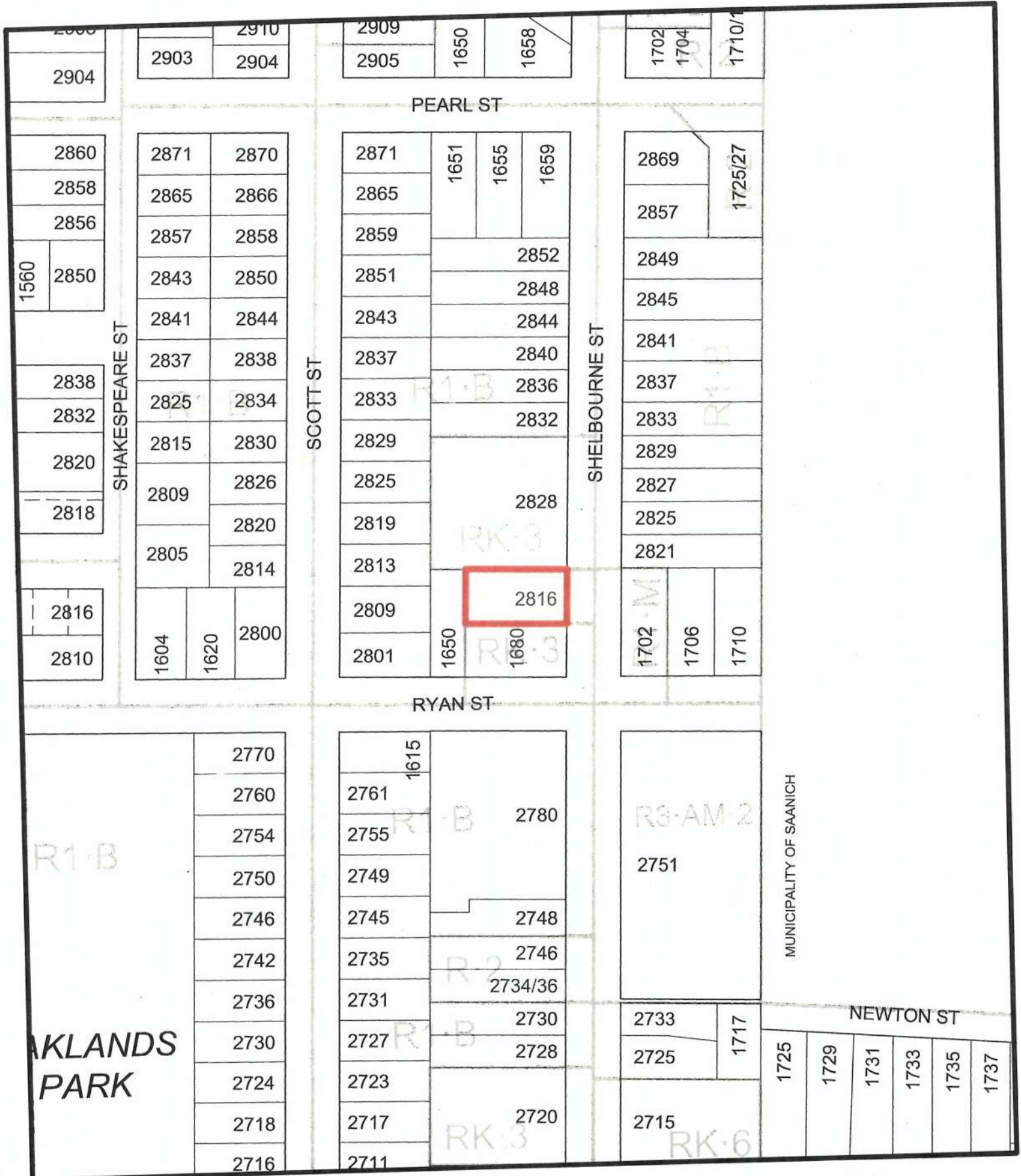
Date:

November 30, 2017

### List of Attachments:

- Attachment A – Subject Map
- Attachment B – Aerial Map
- Attachment C – Plans date stamped August 22, 2017
- Attachment D – Letter from applicant to Mayor and Council dated November 6, 2017
- Attachment E – Green initiatives letter from applicant dated March 22, 2017
- Attachment F – Community Association Land Use Committee Minutes dated February 28, 2017
- Attachment G – Correspondence (Letters received from residents)

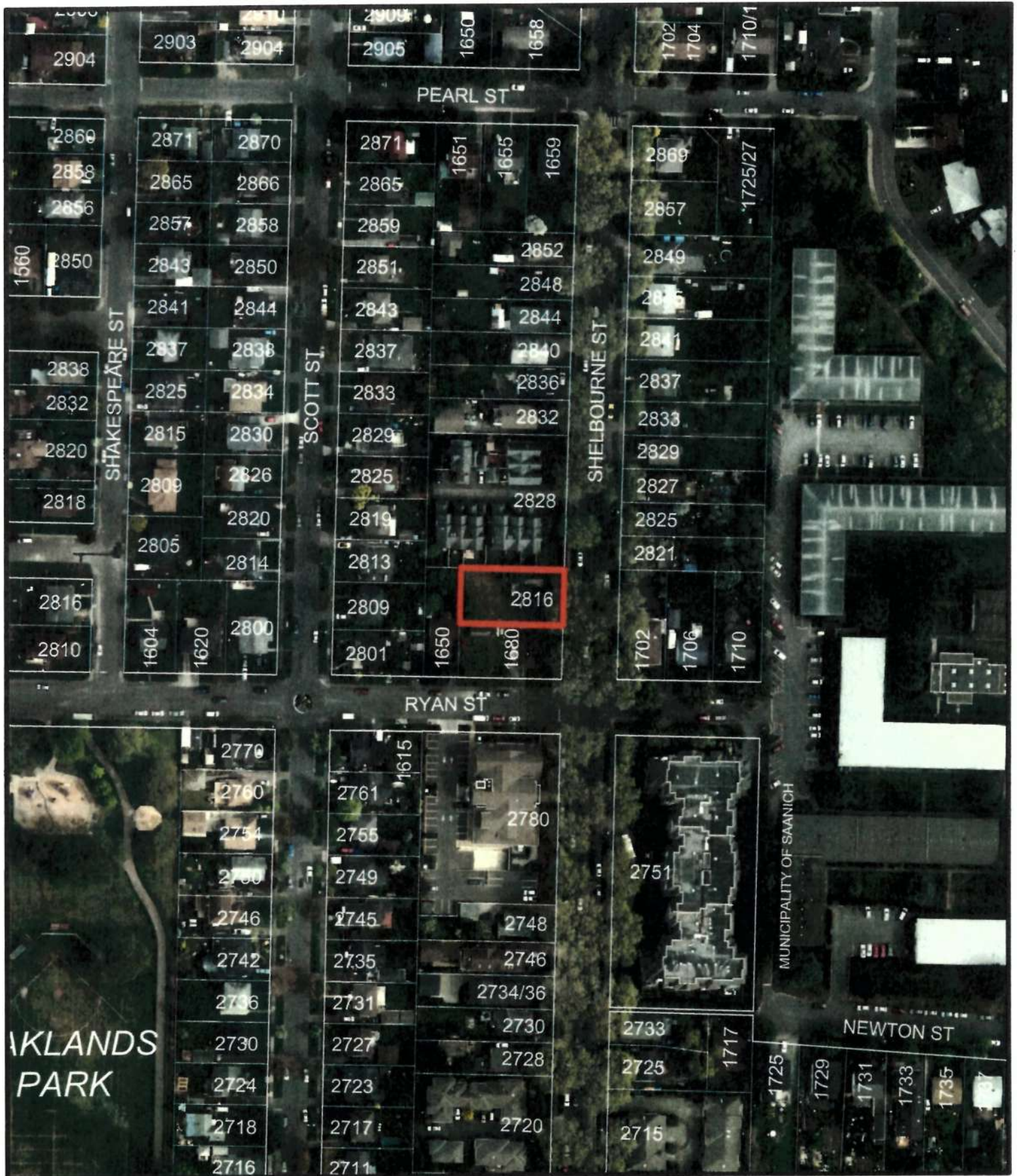




2816 Shelbourne Street  
Rezoning No.00573







2816 Shelbourne Street  
Rezoning No.00573





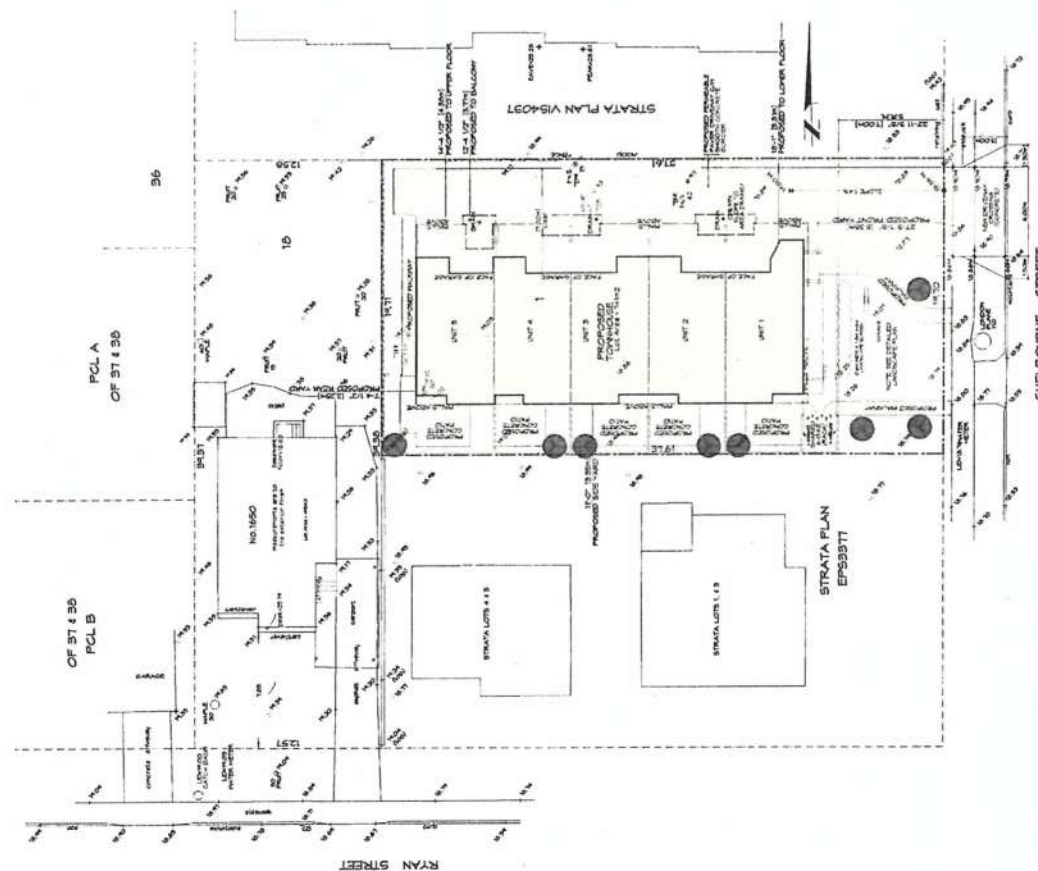
AUG 22 2017  
Planning & Development Department  
Development Services Division



**ZEBRADESIGN**

TITLE: PROPOSED SITE PLAN & SITE DATA	Revision:	Sheet:	Proj. NO. TSP
	1ST SUBMISSION MAR. 26/11 REV. A JAN 04/11 REV. B AUG 24/11	SK1	

1

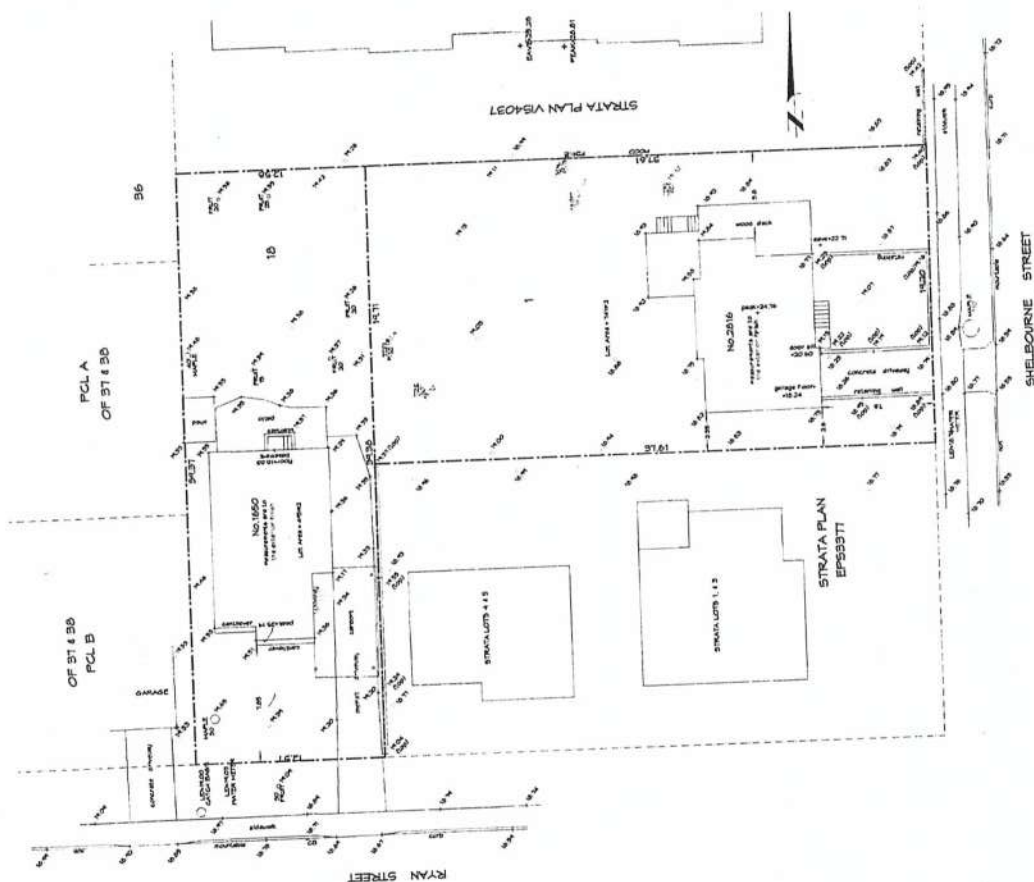


GRADE KEY

[illegible][illegible]

\*\* AREAS MEASURED TO INTERIOR FACE OF EXTERIOR WALLS  
1 TO CENTER LINE OF SHARED PARTY WALLS

**Planning & Development Department  
Development Services Division**



EXIST. SITE PLAN  
Scale: 1:150

Proj. No. 102	
---------------	--

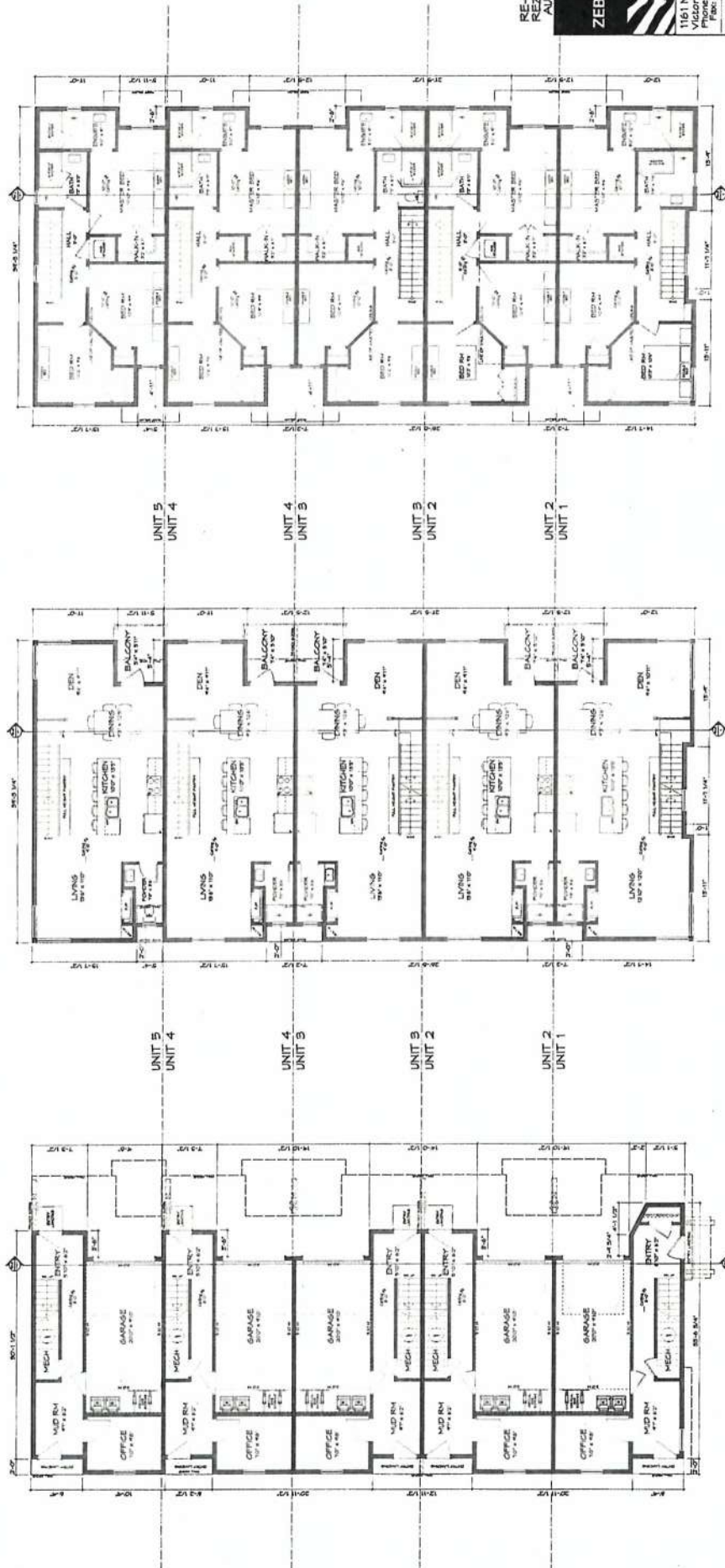
**McKAY**  
**McKAY**  
 4100 4th Avenue North, Suite 1000, B.C.  
 V5L 1A5  
 (604) 429-1111 ext. 2222  
 Fax: (604) 429-1111

REV. NO.	DESCRIPTION	DATE
A	RELOCATE EXIST. SITE PLAN TO NEW PAGE, RE-SHAPE TO MATCH SITE PLAN SCALE	JAN 08/77
B	NO CHANGES	AUG 20/77

Received  
City of Victoria

AUG 22 2017

Planning & Development Department  
Development Services Division



LOWER FLOOR PLAN  
Scale: 1/75

MAIN FLOOR PLAN  
Scale: 1/75

UPPER FLOOR PLAN  
Scale: 1/75

RE-ISSUED FOR  
REZONING 4 DP  
AUG. 21, 2017

ZEBRADESIGN

1161 NEWPORT AVE  
VICTORIA, B.C. V8S 2E6  
Phone: (250) 360-2144  
Fax: (250) 360-2115

Drawn By: S. COLLINGS

Date: MAR 24, 2017

Scale: AS NOTED

Project:

2816

SHELBOURNE ST -

REZONING

Title:

FLOOR PLANS

Revision:

SK2

Proj. No. TBD

REV	NO	DATE	DESCRIPTION	BY	CHK
A	1	2017.03.24	ISSUED FOR REZONING 4 DP	JAN GUTH	ANG ZHANG
B	1	2017.08.21	RE-ISSUED FOR REZONING 4 DP	ANG ZHANG	ANG ZHANG

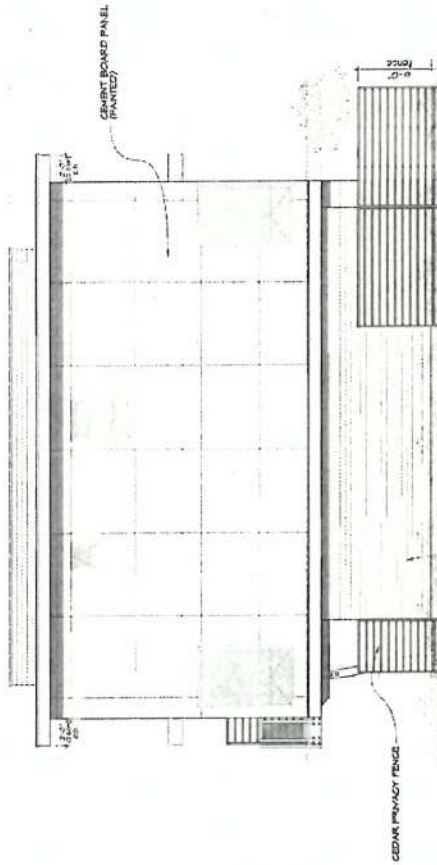




Received  
City of Victoria

AUG 22 2017

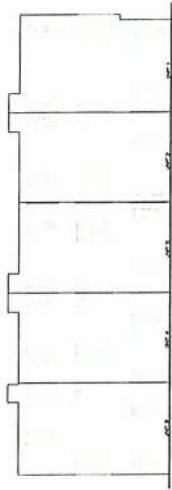
Planning & Development Department  
Development Services Division



UNIT 5

REAR (EAST) ELEVATION

Scale: 1:50



SLAZING KEY

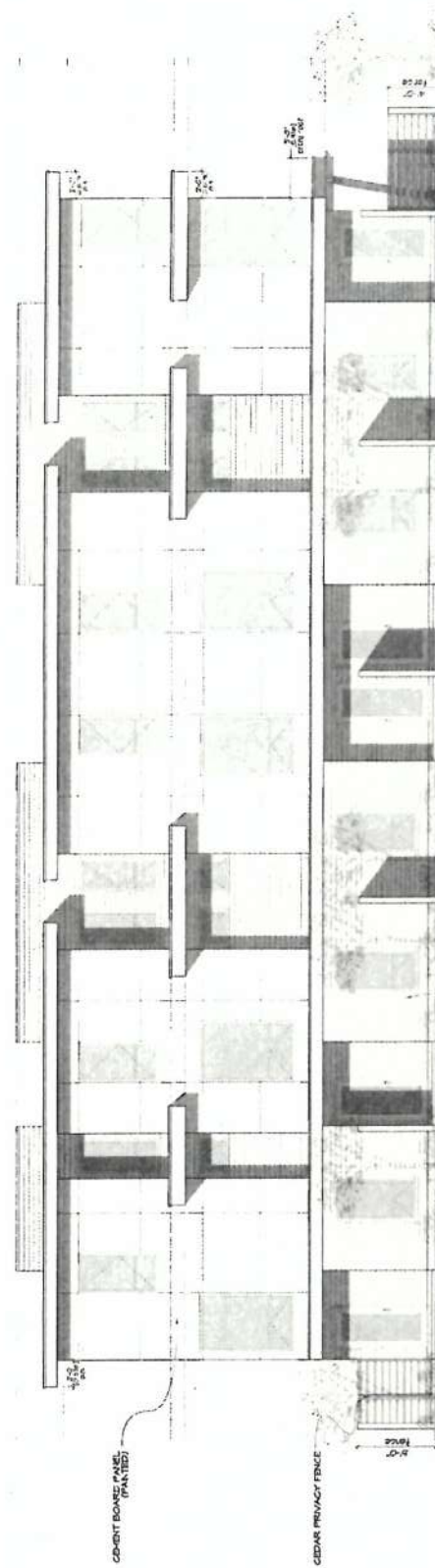
UNIT 5  
CEMENT BOARD PANEL (PAINTED)  
CEDAR PRIVACY FENCE

SLAZING KEY

UNIT 5  
CEMENT BOARD PANEL (PAINTED)  
CEDAR PRIVACY FENCE

UNIT 5  
CEMENT BOARD PANEL (PAINTED)  
CEDAR PRIVACY FENCE

UNIT 5  
CEMENT BOARD PANEL (PAINTED)  
CEDAR PRIVACY FENCE



UNIT 5

SIDE (SOUTH) ELEVATION

Scale: 1:50

UNIT 1

UNIT 2

UNIT 3

UNIT 4

RE-ISSUED FOR  
REZONING 4 DP  
AUG. 21, 2017

ZEBRADESIGN



1161 NEWPORT AVE  
VICTORIA, B.C. V8S 5E5  
Phone: (250) 860-2144  
Fax: (250) 860-2115

Drawn By: S. K. S. K.

Date: MAR 24, 2017

Scale: AS NOTED

Project:

2016

SHELBOURNE ST -

REZONING

THE

ELEVATIONS

Revision:

Sheet:

SK4

Proj No. TBD

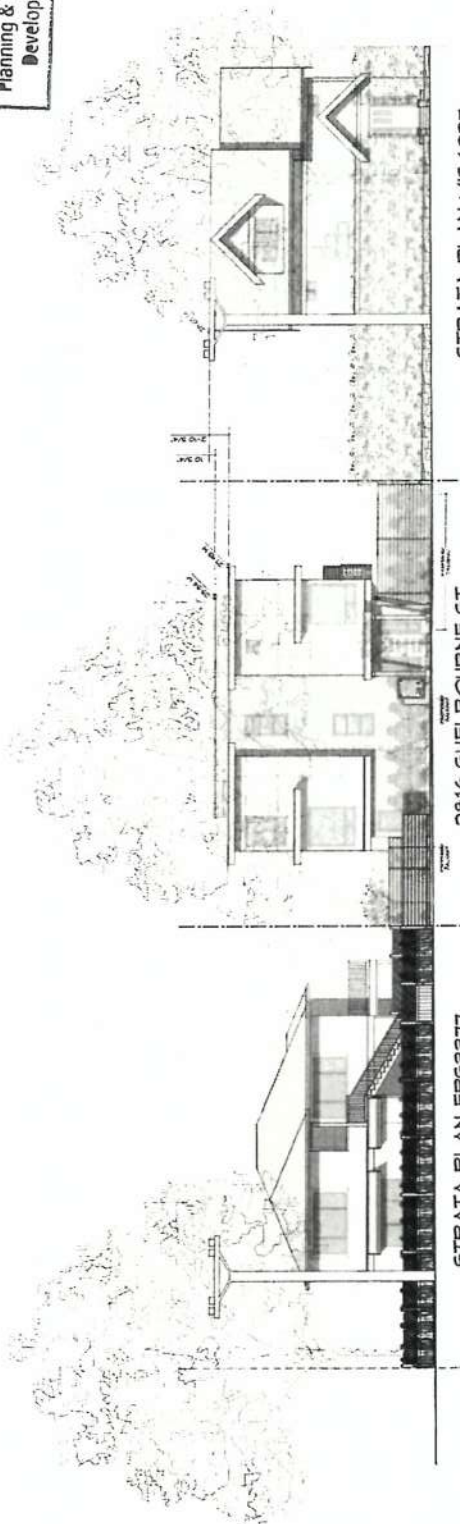


REV. NO.	DESCRIPTION	DATE
1	ISSUED FOR REZONING 4 DP	AUG 2017

Received  
City of Victoria

AUG 22 2017

Planning & Development Department  
Development Services Division



STRATA PLAN V154037

2816 SHELBOURNE ST

STRATA PLAN EP53377

SHELBOURNE STREET

STREETSCAPE  
Scale: 1:100

RE-ISSUED FOR  
REZONING & DP  
AUG. 21, 2017

ZEBRADESIGN



1161 NEWPORT AVE  
VICTORIA, B.C. V8S 2G5  
TEL: (250) 360-2115  
FAX: (250) 360-2116

DRAMA BY: C. COLLINS  
DATE: MAR 24, 2017

Scale: AS NOTED

Project:

2816  
SHELBOURNE ST -  
REZONING

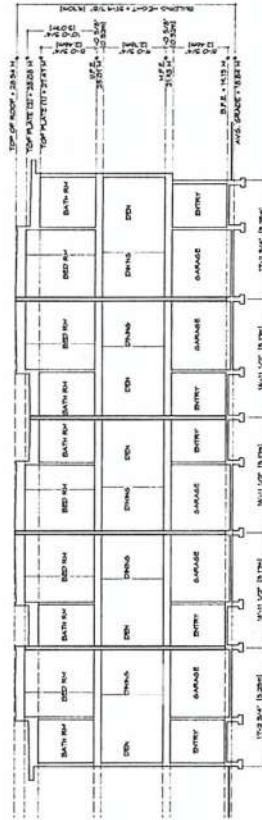
TITLE  
STREETSCAPE

REVISIONS: SHEET:  
STANDARD  
JUL 2017  
REV: JAM CHIT  
REV: AUG 2017

SK5

Proj No: TSD

REV. NO.	DESCRIPTION	DATE
A	ISSUED FOR PARTICIPATE TO REVISE REZONING & DP AUGUST 2017	JAM CHIT AUG 2017
B	ISSUED FOR PARTICIPATE TO REVISE REZONING & DP AUGUST 2017	JAM CHIT AUG 2017

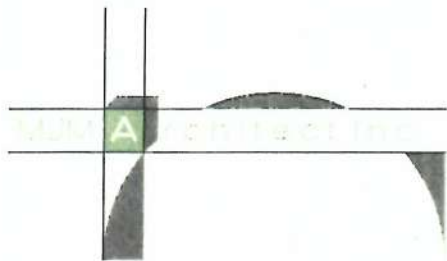


BUILDING SECTION  
Scale: 1:100









November 6th., 2017

City of Victoria  
#1 Centennial Square  
Victoria, B.C.  
V8W 1P6

**Re: 2816 Shelbourne Street Rezoning and Development Permit Application - Townhouse Proposal**

Dear Zoning Department, Planning Department, Honourable Mayor and Council,

In collaboration with Zebra Design & Interiors Group Inc., Michael Moody of MJM Architect Inc. has designed a proposal for a townhouse development at 2816 Shelbourne Street. The property is currently zoned R1-B and we are requesting a conversion to a site specific zone in order to allow the construction of a five unit townhouse building.

We have been in consultation with the municipality and the neighbours from the initial design phase of this proposal; canvassing with preliminary concepts, providing information to, and inviting feedback from, residents at community meetings, and seeking input from the Planning and Zoning Departments at City Victoria. Their contributions have guided our proposal.

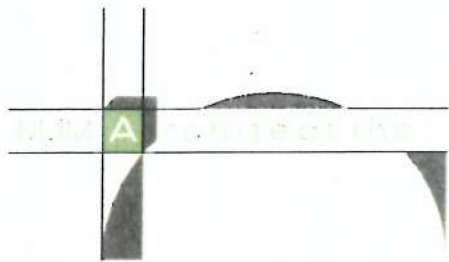
This project has been designed in a contemporary style, with the west coast aesthetic informing the architectural vocabulary with elements such as natural stained cedar siding, wooden support beams, and multi-level roofs. We have opted for flat roofs in consideration of our northern neighbours concerns regarding shadowing on their properties and concede that pitched roofs would have had a negative impact on their back yards. We also feel that this west coast modern approach will help to diversify the architectural styles in the neighbourhood.

Exterior materials and treatments include: modern cementitious panels with narrow inset metal channel details; natural stained wood siding, slim-line window trims, glazed deck railings with metal supports, and wood doors with glass accents and side lights.

The landscape plan for the property incorporates shared greenspaces and lawn areas, planting beds, decorative property address signage, and hedge plantings. Additional landscaping features include horizontal plank wooden fences for privacy, enclosed outdoor patio areas, a screened guest vehicle parking space, and bicycle parking spaces.

The townhouse itself would be in scale with the form and massing of other multi-unit residential structures in the surrounding neighbourhood on Shelbourne Street, Begbie Street, Hillside Avenue, Richmond Road and additional nearby locations. Its streetscape presentation is relative in size to the two homes flanking it, fitting nicely on the property frontage.

Michael Jon Moody MAIBC, MRAIC, LEED® A.P. Principal  
#10, 909 Vancouver Street, Victoria, B.C. V8V 3V6  
ph: (250)661-5492 e-mail: [mjmoodys@shaw.ca](mailto:mjmoodys@shaw.ca)



We feel this project contributes positively to the prevention of urban sprawl while increasing density with effective and efficient access to services and amenities. The site is situated on, and adjacent to, numerous bus routes and cycling routes, is within reasonable and safe walking and cycling distances to schools, post-secondary institutions, medical centres, shops, parks and playgrounds, and both indoor and outdoor recreational areas.

The townhome units have been designed with three bedrooms, two and a half baths, an individual private deck on the second (main) level for each home, and they would be suitable for a range of family types and sizes.

After further discussions with the Planning and Sustainable Development staff at the City of Victoria, it is our pleasure to advise that an electrical vehicle charging station will be installed in the garage of each of the five townhouse units and an electric-assisted bicycle will also be provided to the initial purchasers of each of the five units. Please refer to enclosed drawings for further details of the proposal.

We trust that our efforts to follow policies and guidelines aimed at keeping urban settlement compact and sustainable will be viewed as supportable, and that the addition of this new townhouse project to Victoria's housing base will be considered beneficial when reviewed by various departments, contributors and panels.

Thank you for your time in consideration of our proposal.

Sincerely,

Michael J. Moody, Architect AIBC, MRAIC, LEED® A.P.  
Principal



March 22, 2017

City of Victoria  
#1 Centennial Square  
Victoria, B.C.  
V8W 1P6

RE: Rezoning proposal for New Townhouse construction at 2816 Shelbourne Street

Attn: Planning and Zoning Departments, City of Victoria

The proposed residential renovation and development will strive to incorporate 'Green Initiatives' in an effort to increase the energy efficiency, to improve indoor air quality and reduce the impact of construction on our environment.

The 'Green Initiatives' focus on:

- Energy efficiency
- Indoor air quality
- Resource use
- Overall environmental impact.

The following list contains items the builder will be encouraged to employ:

**Operational Systems:**

- Installation of high efficiency, direct vent, gas fuelled fireplaces with electronic ignition
- All windows to be Energy Star labelled
- Minimum 50% of recess lights to use LED bulbs
- Use of Air tight contact insulation on recessed lights to prevent air leakage

**Building Materials:**

- Use of finger-jointed non structural framing material
- Use of advanced sealing non HCFC expanding foam around window and door openings

**Interior and Exterior Finishes:**

- All exterior doors manufactured from wood and glass
- Natural wood and cementitious exterior siding
- Minimum 30 year manufacturer warranty of roofing material
- MDF casing and baseboard trim (reducing reliance on old growth forest products)

Zebra Design & Interiors Group Inc. • 1161 Newport Avenue, Victoria, BC V8S 5E6

Phone: (250) 360-2144 • Fax: (250) 360-2115

Email: [info@zebragroup.ca](mailto:info@zebragroup.ca) • Website: [www.zebragroup.ca](http://www.zebragroup.ca)



Indoor Air Quality:

- Installation of hardwired carbon monoxide detector
- All insulation in home to be third party certified with low formaldehyde
- Low formaldehyde subfloor sheathing, exterior sheathing, insulation, carpet underlayment and cabinetry (less than 0.18 ppm)
- All wood or laminate flooring to be factory finished
- Interior paints to have low VOC (Volatile Organic Compounds) content (less than 250 grams/litre)

Ventilation:

- Programmable Energy Star thermostat
- Ventilation fans to meet or exceed Energy Star Requirements

Waste Management:

- Trees and natural features to be protected during construction
- Install into new townhomes a built-in recycling centre with two or more bins

Water Conservation:

- CSA approved single flush toilet averaging 1.6 GPF (gallons per flush) or less installed in all bathroom locations
- Insulate hot water lines with pipe insulation on all hot water lines
- Install hot water recirculation line
- Install low flow faucets in kitchen, on lavatories and shower valves
- Plant drought tolerant vegetation
- Supply a minimum of 8" (200mm) of topsoil or composted yard waste at finish grade throughout the site

Sincerely,



Rus Collins





### **Mission**

*Strengthening the Oaklands community by providing programs, services and resources for its residents, businesses and visitors.*

## **Oaklands Community Association Land Use Committee February 28, 2017 Meeting Minutes**

**Location:** Oaklands Neighbourhood House - 2629 Victor Street

**Time:** 6:30 pm

**Contact:** [landuse@oaklandsca.com](mailto:landuse@oaklandsca.com)

### **In attendance:**

- 11 community members
- 4 committee members
- 3 proponents

### **1. Development Proposal – 2816 Shelbourne Street (rezoning application)**

- Proposed townhouse project – 5 units (3 bedroom units)
- Units approximately 1480 sq ft
- Target towards families
- No variance needed; it is a site-specific zoning
- Proposed timeline:
  - o Submit proposal to City of Victoria within the next few weeks
  - o Anticipating response from City of Victoria 6 months
  - o Construction starting 6 months to a year from now

The following issues, concerns and questions were brought up during the community meeting:

- Landscaping
  - o Neighbours would like privacy for their backyards
  - o Developer will work with neighbours to determine what to plant
- Overshadowing
  - o Neighbours expressed concern about the height and proximity of the building blocking out the sun
  - o Developers planning to design building with a flat roof to limit the amount of shade
- Windows
  - o What windows are facing neighbouring yard?
  - o Bedroom and living room windows; lower level is just a door
- Exterior lighting
  - o Will there be exterior lights on the building?

- Developers ensured no exterior lighting would affect neighbouring buildings
- Parking
  - Neighbours concerned about the potential increase in parking
- Fencing
  - Will neighbouring fences be removed during construction?
  - Developers ensured no fences will be removed

**From:** Bill Cameron [REDACTED]  
**Sent:** March 1, 2017 12:49 PM  
**To:** Michael Angrove; Victoria Mayor and Council  
**Subject:** Fwd: 2816 SHELBOURNE ST. TOWNHOUSE PROPOSAL  
  
**Categories:** Awaiting Staff Response

To: Mike Angrove

City Planner - Oaklands

Dear Mr. Angrove,

Below are my concerns given to the Applicant at last evening's community meeting (Feb. 28th) regarding rezoning at 2816 Shelbourne St.

**From:** Laura [REDACTED]

**Subject: 2816 SHELBOURNE ST. TOWNHOUSE PROPOSAL**

To: Zebra Design  
1161 Newport Ave.  
Victoria, BC V8S 5E6

Dear Applicant,

My name is Laura Cameron and my husband and I are owners of Unit #4 - 1680 Ryan Rd. Victoria, BC.

The following are our concerns about the proposed development at 2816 Shelbourne St. :

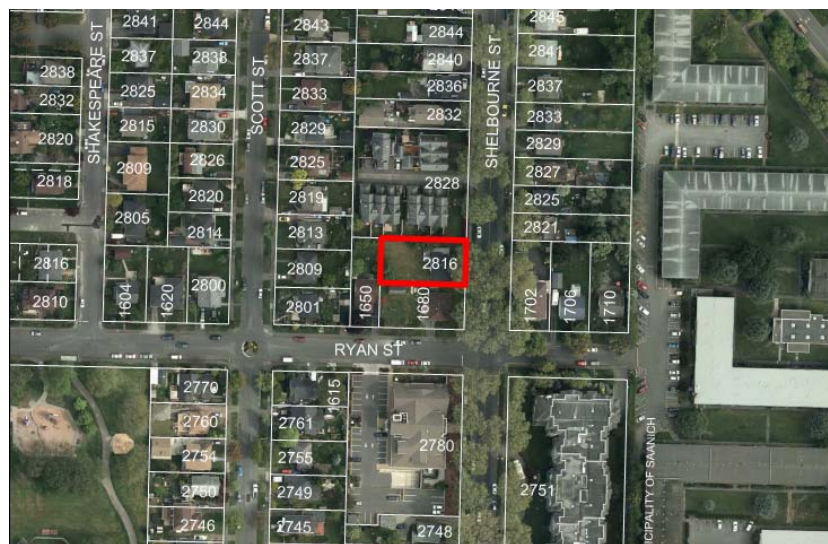
1. Loss of our privacy due to a three storey building directly north of our property
2. Setback distance of the proposed development from our property border
3. Loss of parking spaces in front of our townhouse facing Ryan Rd.
4. Type of tree planted along the fence line of our property must be suitable to ensure privacy. How tall will these trees grow ?
5. Size of the living room windows of each unit ( second floor) need to fit the character of the neighbourhood residences.

Regards,

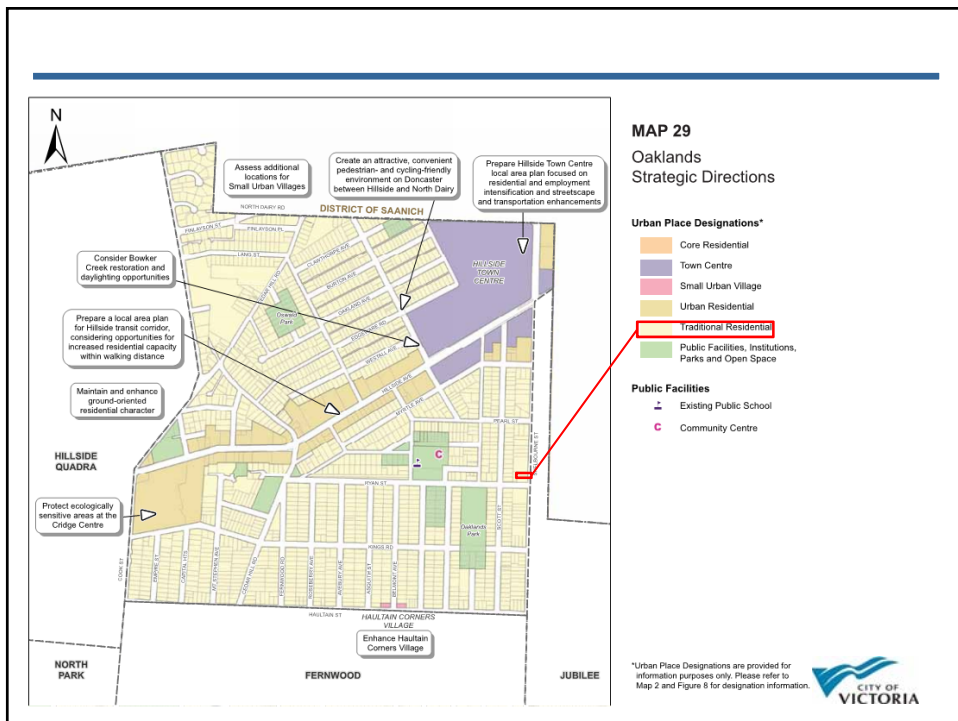
Laura Cameron  
#4 - 1680 Ryan Rd.  
Victoria, BC

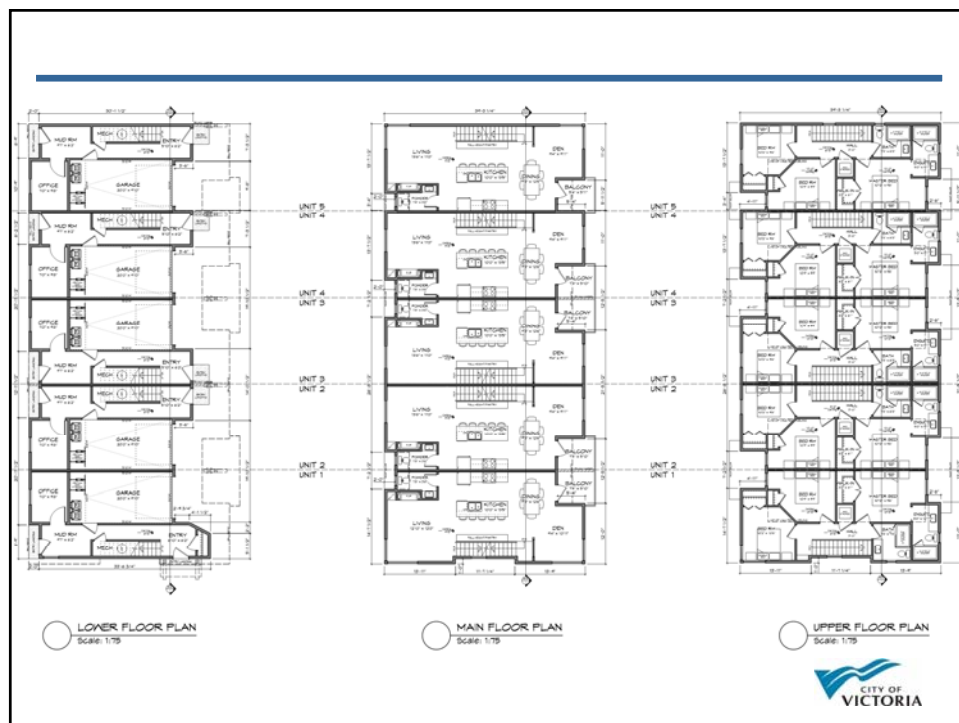
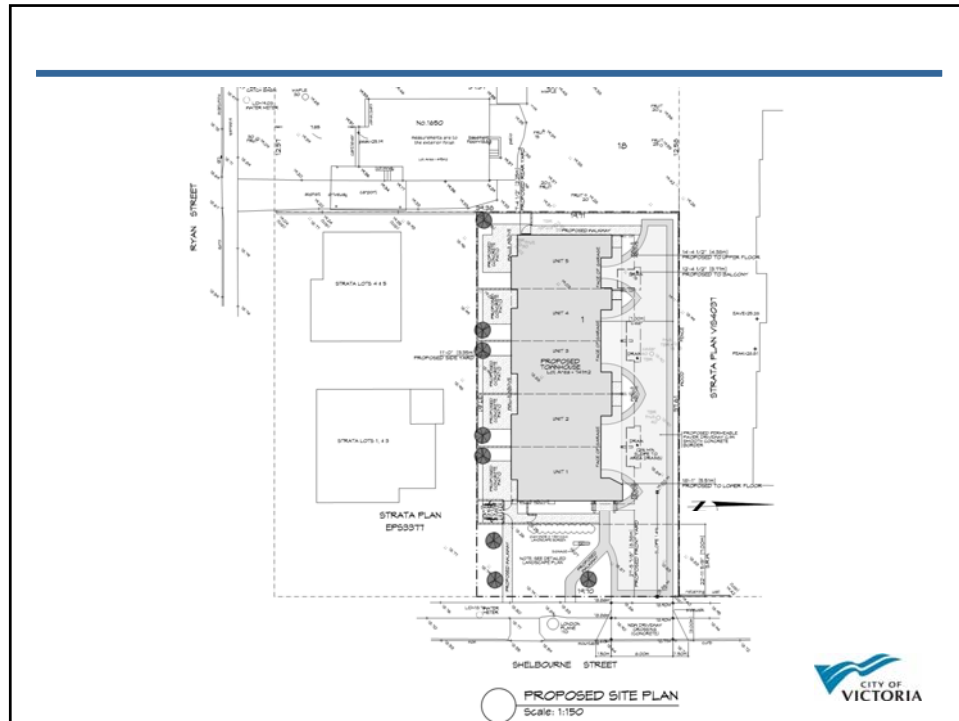


# Rezoning & Development Permit with Variances Application for 2816 Shelbourne Street



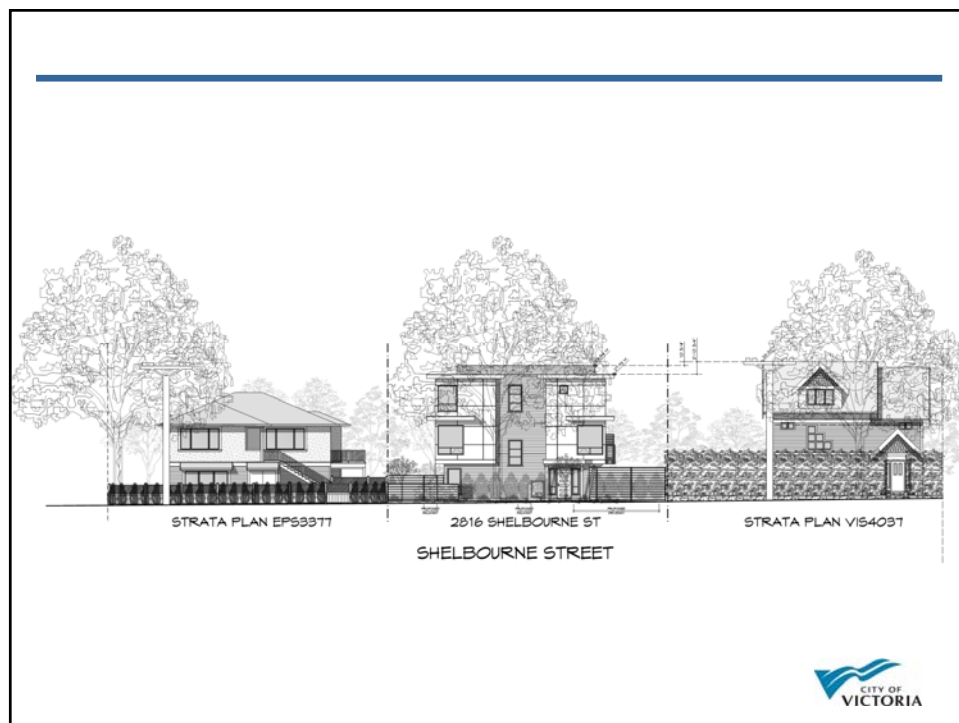
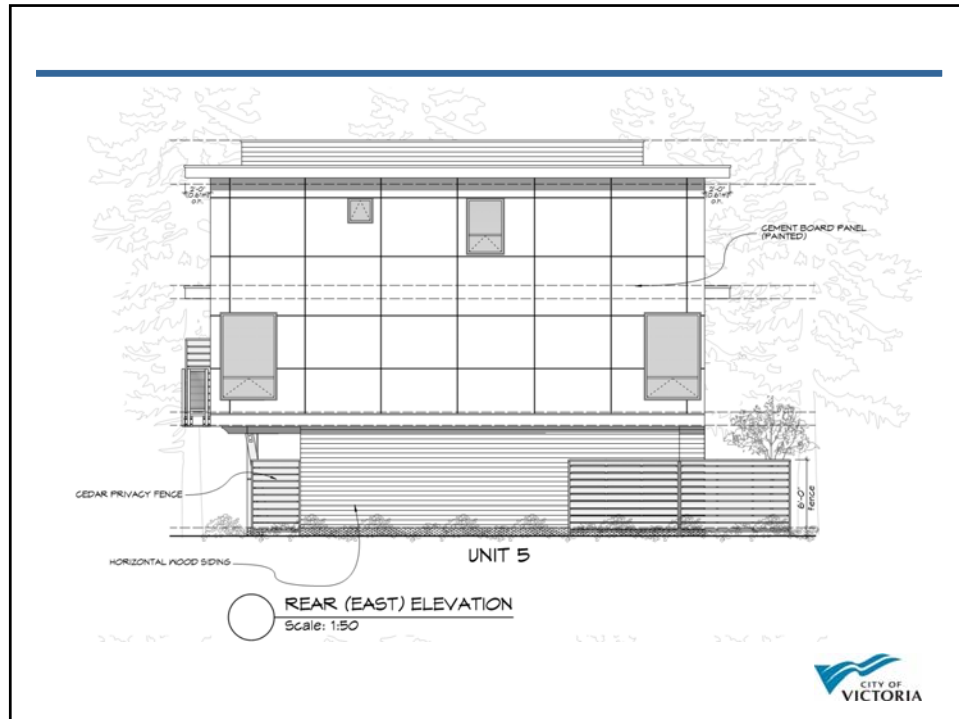


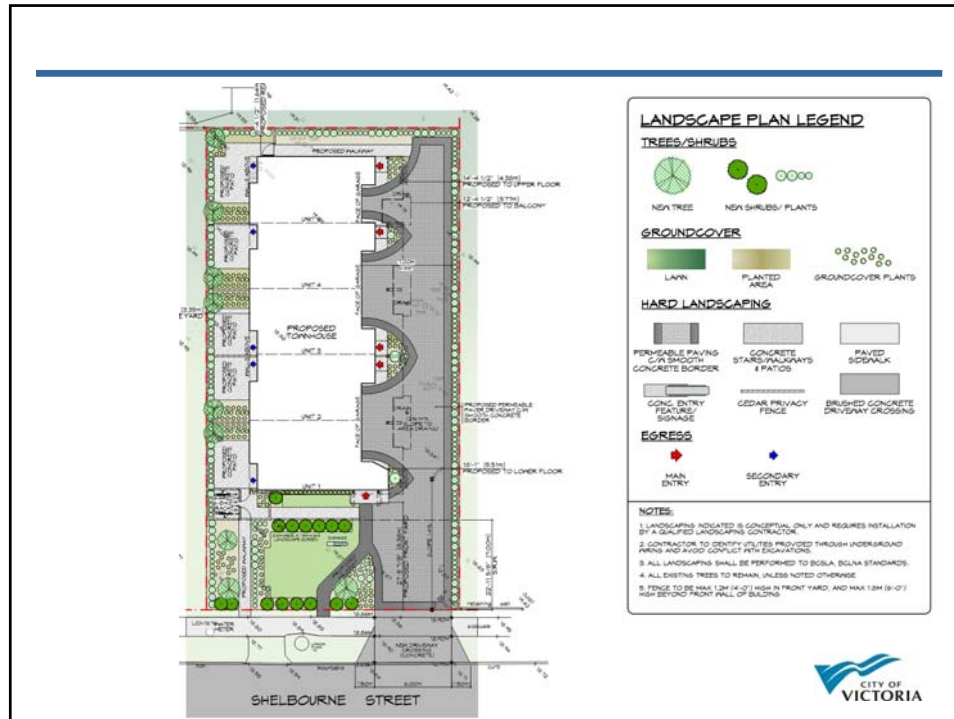












## REPORTS OF COMMITTEES

### **1. Committee of the Whole – December 7, 2017**

### **3. Rezoning Application No. 00573 and Development Permit with Variances Application No. 000504 for 2816 Shelbourne Street (Oaklands)**

#### **Motion:**

It was moved by Councillor Alto, seconded by Councillor Loveday:

#### **Rezoning Application**

That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00573 for 2816 Shelbourne Street, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set once:

1. Staff are provided with a legal agreement securing the provision of one electric vehicle charging station per unit and one electric-assisted bicycle per initial purchaser for each of the five units as offered by the applicant to the satisfaction of the City Solicitor.
2. Staff receive proof of registration at the Land Title Survey Authority of an executed Statutory Right-of-Way (SRW) of 7.0m on Shelbourne Street.
3. The applicant works with Staff to mitigate the impact of the requested variance for the rear (west) setback.

#### **Development Permit with Variances Application**

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. 00573, if it is approved, consider the following motion: "That Council authorize the issuance of Development Permit with Variances Application No. 000504 for 2816 Shelbourne Street in accordance with:

1. Plans date stamped August 22, 2017.
2. Development meeting all Zoning Regulation Bylaw requirements except for the following variances:
  - i. Reduce the front setback from 10.7m to 8.38m;
  - ii. Reduce the rear setback from 4.0m to 2.25m;
  - iii. Reduce the north side yard setback from 4.0m to 3.77m;
  - iv. Reduce the south side yard setback from 4.0m to 3.35m;
  - v. Reduce the parking from 8 stalls with one visitor stall to 5 stalls with no visitor stalls.
3. The Development Permit lapsing two years from the date of this resolution."

**Carried Unanimously**



### **3.7 Development Permit with Variances Application No. 000504 for 2816 Shelbourne Street (Oaklands)**

Committee received a report dated November 23, 2017, from the Director of Sustainable Planning and Community Development regarding recommendations for the variances related to the rezoning of the property located at 2816 Shelbourne Street.

- Motion:** It was moved by Councillor Alto, 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. 00573, if it is approved, consider the following motion:
- "That Council authorize the issuance of Development Permit with Variances Application No. 000504 for 2816 Shelbourne Street in accordance with:
1. Plans date stamped August 22, 2017.
  2. Development meeting all Zoning Regulation Bylaw requirements except for the following variances:
    - i. Reduce the front setback from 10.7m to 8.38m;
    - ii. Reduce the rear setback from 4.0m to 2.25m;
    - iii. Reduce the north side yard setback from 4.0m to 3.77m;
    - iv. Reduce the south side yard setback from 4.0m to 3.35m;
    - v. Reduce the parking from 8 stalls with one visitor stall to 5 stalls with no visitor stalls.
  3. The Development Permit lapsing two years from the date of this resolution."

CARRIED UNANIMOUSLY 17/COTW



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

---

**To:** Committee of the Whole **Date:** November 23, 2017

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

**Subject:** Development Permit with Variances Application No. 000504 for 2816 Shelbourne 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. 00573, if it is approved, consider the following motion:

"That Council authorize the issuance of Development Permit with Variances Application No. 000504 for 2816 Shelbourne Street in accordance with:

1. Plans date stamped August 22, 2017.
2. Development meeting all *Zoning Regulation Bylaw* requirements except for the following variances:
  - i. Reduce the front setback from 10.7m to 8.38m
  - ii. Reduce the rear setback from 4.0m to 2.25m
  - iii. Reduce the north side yard setback from 4.0m to 3.77m
  - iv. Reduce the south side yard setback from 4.0m to 3.35m
  - v. Reduce the parking from 8 stalls with one visitor stall to 5 stalls with no visitor stalls.
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 *Official Community Plan*. A Development Permit may vary or supplement the *Zoning Regulation Bylaw*, but may not vary the use or density of the land from that specified in the Bylaw.

### EXECUTIVE SUMMARY

The purpose of this report is to present Council with information, analysis and recommendations for a Development Permit Application for the property located at 2816 Shelbourne Street. The proposal is to permit the construction of a five unit townhouse development.

The following points were considered in assessing this application:

- the proposal is generally consistent with the *Advisory Design Guidelines for Buildings, Signs and Awnings*, 1981
- the proposal is consistent with the design guidelines found in the *Oaklands Neighbourhood Plan*
- while the proposal is for a site specific zone, there are five variances that will be required. The variances are mostly supportable due to the minimal nature and measures taken to mitigate the effects; however, Staff have some concerns regarding the rear yard setback.

## **BACKGROUND**

### **Description of Proposal**

The proposal is for a five unit townhouse development. Specific details include:

- a contemporary design with a varying flat roof
- a prominent main entrance to the unit that fronts the street
- materials include painted cement board panels, wood siding, cedar fencing, as well as permeable pavers for the driveway
- new trees along the south side yard to mitigate privacy concerns with the adjacent property.

### **Sustainability Features**

As indicated in the applicant's letters dated March 22, 2017, and November 6, 2017, the following sustainability features are associated with this application:

- one electric assisted bicycle per initial purchaser of each unit
- one electric vehicle charging station per unit
- use of sustainable construction materials and techniques
- water conservation including low flow faucets and hot water recirculation
- improved indoor air quality and ventilation.

### **Active Transportation Impacts**

The application proposes the following features which support active transportation:

- a six stall bicycle rack at the entrance to the property
- ten secure vertical bicycle racks (two per unit)
- provision of one electric assisted bicycle per initial purchaser of each unit.

### **Public Realm Improvements**

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

### **Accessibility Impact Statement**

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

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

The site is presently a one-storey single-family dwelling. Under the current R1-B Zone, Single

Family Dwelling District, the property could be developed as a two-storey single-family dwelling with either a secondary suite or a garden suite.

### Data Table

The following data table compares the proposal with the existing R1-B Zone, Single Family Dwelling District, and the RT Zone, Traditional Residential District. An asterisk is used to identify where the proposal is less stringent than the RT Zone, Traditional Residential District.

<b>Zoning Criteria</b>	<b>Proposal – Site Specific</b>	<b>Existing R1-B Zone, Single Family Dwelling District</b>	<b>Zone Standard RT Zone, Traditional Residential District</b>
Site area (m <sup>2</sup> ) - minimum	<b>741.05m<sup>2</sup>*</b>	460m <sup>2</sup>	920m <sup>2</sup>
Site area per unit (m <sup>2</sup> ) - minimum	>100m	n/a	100m <sup>2</sup>
Density (Floor Space Ratio) - maximum	0.93	n/a	1.0:1
Total floor area (m <sup>2</sup> ) - maximum	691.50m <sup>2</sup>	420m <sup>2</sup>	741.05m <sup>2</sup>
Lot width (m) - minimum	<b>19.71m*</b>	15m	20.0m
Height (m) - maximum	9.70m	7.6m	10.5m
Storeys - maximum	3.0	2.0	3.0
Site coverage % - maximum	43.22%	40%	50%
Open site space % - minimum	35.68%	n/a	30%
Number of dwellings units in an attached dwelling	<b>5*</b>	n/a	4
<b>Setbacks (m) – minimum:</b>			
Front	<b>8.38m*</b>	7.5m	10.7m
Rear	<b>2.25m*</b>	7.5m or 25% lot depth	4.0m
Side (north)	<b>3.77m (balcony)* 4.38m (wall)</b>	1.5m or 10% lot width	4.0m
Side (south)	<b>3.35m*</b>	3.0 for one side yard	4.0m
Combined side yards	n/a	4.5m	n/a
Parking - minimum	<b>5*</b>	1	8
Visitor parking (minimum) included in the overall units	<b>0*</b>	n/a	1
Class 1 – Bicycle Storage	10	n/a	5



Zoning Criteria	Proposal – Site Specific	Existing R1-B Zone, Single Family Dwelling District	Zone Standard RT Zone, Traditional Residential District
Class 2- Bicycle Racks	6 space rack	n/a	6 space rack

## ANALYSIS

### Development Permit Area and Design Guidelines

The *Official Community Plan* (OCP) identifies this property with in Development Permit Area 7A – Corridors. The *Advisory Design Guidelines for Buildings, Signs and Awnings*, 1981, are applicable to the Shelbourne corridor. The guidelines note the features of the immediate area should be identified and acknowledged. The architectural character of the immediate area is traditional in nature with most buildings having pitched roofs, while the proposal takes a contemporary approach. This contrast is mitigated from being too stark through the materials, including horizontal wood siding and cement board panels that reflect the style found on other buildings in the area.

The height and massing of the building are generally consistent with other townhouse developments in the area. The front façade is broken up through its varying fenestration that provides eyes on the street. The eastern, street fronting unit has a covered and prominent main entrance with a direct pedestrian connection to the sidewalk, thus creating a positive street relationship.

In addition to a perimeter cedar fence, a small landscape buffer will be provided between the drive aisle and the property to the north. The drive aisle itself will be constructed with permeable paving. New trees will be planted on the south edge of the property that will help mitigate potential overlook and privacy concerns.

### Local Area Plans

The *Oaklands Neighbourhood Plan* has two design guidelines that are applicable for proposals along the Shelbourne Street corridor. The first is that scale and massing of buildings should relate to adjacent buildings and provide an easy transition. As previously noted, the height and massing is similar to other townhouses in the area. The building is slightly taller than its southern neighbour, but this creates a transition from the slightly taller pitched roof townhouses to the north of the subject property. The second guideline notes that the shape, siting, roof lines and exterior finishes of buildings should be sufficiently varied to avoid monotonous appearance. The roofline, while flat, is varied on all sides. In addition, the change of materials and the window placement helps break up the façades, which avoids a monotonous appearance.

### Tree Preservation Bylaw and Urban Forest Master Plan

There are no Tree Preservation Bylaw impacts with this application. A City-owned mature boulevard tree (London Plane) will require protective fencing during construction. An arborist review may be required prior to Building Permit approval to comment on the construction impacts to the tree's critical root zone.

## Regulatory Considerations

Staff recommend Council make a condition of rezoning the provision of a 7.0m Statutory Right-of-Way (SRW) on Shelbourne Street. This is a standard recommendation for rezoning on Shelbourne Street. Appendix 3 of the *Oaklands Neighbourhood Plan* notes that on October 14, 1993 Council approved a motion to permit for a future highway widening of 7 metres. This can constrain the development potential of sites, and as such, Staff take this into account when reviewing proposals.

A site-specific zone is required due to the lot area not meeting the minimum requirements as set out in the RT Zone, Traditional Residential District. The RT Zone notes that an attached dwelling may not be located on a lot with a lot area less than 920.0m<sup>2</sup>. The lot width of 19.71m would also be accommodated in the site-specific zone.

In addition, there would be five variances. The side yard setback variances are from 4.0m to 3.35m (south) and 3.77m (north). The south side yard setback is minimal in nature and privacy concerns are to be minimized through the use of tree plantings. The north side yard setback variance is due to the balcony, which protrudes 0.5m from the main wall. The building itself meets the standard side yard setback for the RT Zone. The front yard setback variance of 8.38m down from 10.7m is calculated to the main entrance canopy. The setback from the building measure 9.04m and is consistent with the adjacent property to the south.

Staff have concerns with the rear yard setback. The RT Zone rear yard setback is 4.0m and the proposal is for 2.25m. While the third floor windows are small and will provide light to the stairwell and bathroom, the second floor windows are larger and are in well-used areas of the unit, which have the potential to create privacy concerns for the western neighbour. Staff recommend working with the applicant prior to Public Hearing to mitigate these concerns by exploring options such as increasing this sideyard, utilizing frosted glass, and/or reconsidering the size and placement of the windows.

Finally, a variance would be required for a reduction in vehicle parking stalls from eight stalls to five. To mitigate the difference between what is provided and the RT Zone, the applicant proposes to provide an electric-assisted bicycle for each unit. In addition, Shelbourne Street is a frequent bus corridor and there is a Modo Car located 500m from the property on Haultain Street.

## CONCLUSIONS

The proposal to construct a new five unit townhouse is generally consistent with the *Advisory Design Guidelines for Buildings, Signs and Awnings*, 1981 in Development Permit Area 7A: Corridors. The proposal is similar in height and massing to other townhouse developments in the neighbourhood and provides for a positive street relationship. The *Oaklands Neighbourhood Plan* does support a slight reduction in parking due to the location of the property along a frequent transit route. Staff, therefore, recommend Council consider supporting this application.

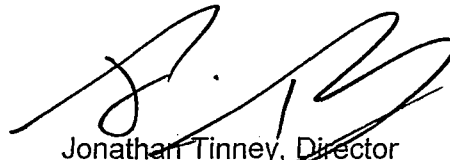
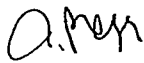
## ALTERNATE MOTION

That Council decline Development Permit with Variances Application No. 000504 for the property located at 2816 Shelbourne Street.

Respectfully submitted,




Michael Angrove  
Planner  
Development Services



Jonathan Tinney, Director  
Sustainable Planning and Community  
Development Department

Report accepted and recommended by the City Manager:

  
Date: December 1, 2017

A BYLAW OF THE CITY OF VICTORIA

The purposes of this Bylaw are to rezone the land known as 2816 Shelbourne Street from the R1-B Zone, Single Family Dwelling District to the RT Zone, Traditional Residential Attached Dwelling District.

The Council of The Corporation of the City of Victoria enacts the following provisions:

- 1 This Bylaw may be cited as the “ZONING REGULATION BYLAW, AMENDMENT BYLAW (NO. 1138)”.
- 2 The land known as 2816 Shelbourne Street, legally described as Lot 1, Section 8A, Victoria District, Plan 9957, and shown hatched on the attached map, is removed from the R1-B Zone, Single Family Dwelling District, and placed in the RT Zone, Traditional Residential Attached Dwelling District.

READ A FIRST TIME the                    **14<sup>th</sup>**    day of                    **June**                    2018

READ A SECOND TIME the                    **14<sup>th</sup>**    day of                    **June**                    2018

Public hearing held on the                    day of                    2018

READ A THIRD TIME the                    day of                    2018

ADOPTED on the                    day of                    2018

CITY CLERK

MAYOR





2816 Shelbourne Street  
Rezoning No.00573





## **Council**

### **For the Meeting of June 14, 2018**

---

**To:** Council **Date:** May 24, 2018  
**From:** Susanne Thompson, Director of Finance  
**Subject:** Amendment to the Five Year Financial Plan Bylaw, 2018

---

### **RECOMMENDATION**

That Council

1. Give first, second and third reading to the amended Five Year Financial Plan Bylaw, 2018.
2. Direct staff to schedule an opportunity for public input prior to adoption of the bylaw.

### **EXECUTIVE SUMMARY**

The purpose of this report is to amend Schedules 2, 3 and 4 of the Five Year Financial Plan Bylaw, 2018 that received final adoption on April 26, 2018.

In accordance with section 165 of the *Community Charter*, Council approved the 2018 - 2022 five-year financial plan bylaw that authorizes the expenditure of funds and collection of revenues for the City's various programs. If unanticipated events occur during the year that impact the approved five-year financial plan, amendments to the financial plan bylaw may be made at anytime to authorize the changes. Public consultation on the amended financial plan is required under section 166 of the *Community Charter*.

At the May 3, 2018 Committee of the Whole meeting, staff brought forth the Ceceila Ravine Park Improvement report. This report introduced the Ceceila Ravine Park Improvement Plan that required an additional budget increase of \$600,000 to implement. Council approved an increase to the project budget of \$600,000 with funding from the Parks and Greenways Acquisition Reserve Fund. The 2018 capital budget for this project will increase from \$968,000 to \$1.568 million.

Additionally, staff introduced the Laurel Point Park Environmental Remediation report to the Committee of the Whole meeting on May 17, 2018. This report proposed to proceed with the remediation plan for the City owned Laurel Point Park in conjunction with Transport Canada remediation of adjacent federal lands. Council approved an increase of \$3.1 million for the remediation at Laurel Point Park with funding from the Tax Sale Lands Reserve and approved funding of \$50,000 from contingencies for the removal, storage and reinstallation of City assets on those lands.

As Council has approved these changes subsequent to the adoption of the Five Year Financial Plan Bylaw, 2018, an amendment is required. The Five Year Financial Plan Bylaw, 2018 Amendment

Bylaw (Appendix A) includes the following adjustment:

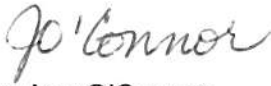
Operating Budget

1. Expenditures: General Government - \$50,000 decrease in the contingency expenditure budget offset by an increase in Engineering and Public Works.

Capital Budget

1. Parks: Ceceila Ravine New Park - \$600,000 increase in the expenditure budget offset by an increase in the transfer from the Parks and Greenways Acquisition Reserve Fund.
2. Environmental Remediation: Remediation/Capital Work City Owned Properties - \$3.1 million increase in expenditure budget offset by an increase in the transfer from the Tax Sale Lands Reserve.

Respectfully submitted,




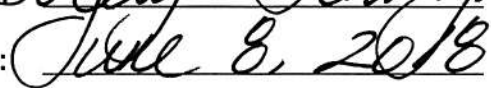
Jo-Ann O'Connor  
Manager, Financial Planning



Susanne Thompson  
Director of Finance

Report accepted and recommended by the City Manager:

Date:

**List of Attachments**

Appendix A - Amended Five Year Financial Plan Bylaw, 2018

NO. 18-073

A BYLAW OF THE CITY OF VICTORIA

The purpose of this bylaw is to amend Schedule 2, Schedule 3 and Schedule 4 of the Five Year Financial Plan Bylaw, 2018 by the following:

- Increase the Engineering and Public Works operating expenditures by \$50,000 and decrease the General Government operating expenditures by \$50,000 for the removal, storage and reinstallation of various City assets on Laurel Point federal lands
- Increase the Cecelia Ravine Park Capital Project budget by \$600,000 with funding from the Parks and Greenways Acquisition Reserve
- To add \$3.1 million for the Environmental Remediation at Laurel Point Park Capital Project with funding from the Tax Sale Lands Reserve

Under its statutory powers, including section 165 of the *Community Charter*, the Council of The Corporation of the City of Victoria, in an open meeting assembled, enacts the following provisions:

**Title**

- 1 This Bylaw may be cited as the "Five Year Financial Plan Bylaw, 2018, Amendment Bylaw (No. 1)".

**Amendments**

- 2 Bylaw No. 18-073, the Five Year Financial Plan Bylaw, 2018, is amended by:
- (a) repealing Schedule 2 and replacing it with the Schedule 2 attached to this Bylaw as Schedule A; and
  - (b) repealing Schedule 3 and replacing it with the Schedule 3 attached to this Bylaw as Schedule B; and
  - (c) repealing Schedule 4 and replacing it with the Schedule 4 attached to this Bylaw as Schedule C.

**Commencement**

- 3 This Bylaw comes in to force upon adoption.

READ A FIRST TIME the 14<sup>th</sup> day of June 2018.

READ A SECOND TIME the 14<sup>th</sup> day of June 2018.

READ A THIRD TIME the 14<sup>th</sup> day of June 2018.

ADOPTED the day of 2018.

CITY CLERK

MAYOR



**Bylaw No.18-073  
Schedule 1 - June 14, 2018**

**City of Victoria**

**2018 - 2022 Operating Financial Plan**

	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>REVENUES</b>					
Property Value Taxes	128,178,783	133,556,836	137,267,841	140,713,605	144,262,480
Property Value Taxes from New Assessments	2,583,000	739,000	500,000	500,000	500,000
Parcel Taxes	1,405,200	1,415,904	1,426,822	1,437,958	1,449,317
Special Assessments	1,329,000	1,329,000	1,329,000	1,329,000	1,329,000
Grants in Lieu of Taxes	6,176,400	6,206,018	6,236,228	6,267,043	6,298,474
User Fees and Charges	5,338,596	5,433,004	5,529,304	5,627,534	5,727,733
Permits and Licences	4,903,590	4,914,202	4,925,008	4,936,011	4,947,217
Parking Services	16,962,663	17,234,160	17,511,088	17,793,554	18,081,669
Water Utility Fees and Charges	19,925,763	20,237,079	20,714,050	21,205,653	21,713,990
Sewer Utility Fees and Charges	7,085,200	7,085,200	7,134,066	7,382,845	7,843,034
Stormwater Utility Fees and Charges	5,338,491	5,764,453	6,066,274	6,275,972	6,495,256
Other Sources	35,017,611	34,734,567	35,184,127	35,643,716	36,113,567
	<b>234,244,297</b>	<b>238,649,423</b>	<b>243,823,808</b>	<b>249,112,891</b>	<b>254,761,737</b>
<b>TRANSFERS FROM</b>					
Accumulated Surplus	4,026,400	-	-	-	-
Reserves	-				
Art in Public Places	423,655	135,000	135,000	135,000	135,000
Financial Stability	2,332,239	234,403	-	-	234,000
Tree Replacement Reserve	145,290	46,196	47,120	48,062	49,023
Archives Equipment Reserve	33,575	-	-	-	-
Climate Action Reserve	535,000				
	<b>3,469,759</b>	<b>415,599</b>	<b>182,120</b>	<b>183,062</b>	<b>418,023</b>
	<b>241,740,456</b>	<b>239,065,022</b>	<b>244,005,927</b>	<b>249,295,953</b>	<b>255,179,760</b>

**Bylaw No.18-073  
Schedule 2 - June 14, 2018**

**City of Victoria**

**2018 - 2022 Operating Financial Plan**

	2018	2019	2020	2021	2022
<b>EXPENDITURES</b>					
General Government	38,547,704	36,495,429	37,047,795	37,639,844	38,483,017
Police	53,254,286	54,222,227	55,577,095	56,965,821	58,389,253
Victoria Fire Department	17,118,173	17,485,507	17,912,847	18,350,698	18,799,318
Engineering and Public Works	19,380,020	18,113,250	18,506,655	18,851,242	19,231,863
Sustainable Planning and Community Development	6,452,772	5,249,041	5,181,145	5,284,553	5,390,094
Parks, Recreation and Facilities	21,727,632	21,500,342	21,960,557	22,430,903	22,912,200
Greater Victoria Public Library	5,387,720	5,451,900	5,560,938	5,672,157	5,785,600
Victoria Conference Centre	6,647,755	6,783,858	6,922,836	7,064,651	7,209,464
Water Utility	14,176,763	14,452,079	14,733,050	15,019,653	15,311,990
Sewer Utility	3,665,636	3,733,673	3,803,086	3,873,905	3,946,156
Stormwater Utility	3,421,491	3,489,953	3,559,784	3,631,012	3,703,357
	189,779,952	186,977,259	190,765,788	194,784,439	199,162,312
<b>DEBT SERVICING</b>					
Principal and Interest - General	4,802,237	4,839,628	4,839,628	4,839,628	4,839,628
Principal and Interest - Parking Services	845,382	845,382	845,382	845,382	845,382
Principal and Interest - Victoria Conference Centre	340,359	340,359	340,359	340,359	340,359
	5,987,978	6,025,369	6,025,369	6,025,369	6,025,369
<b>TRANSFERS TO</b>					
Capital Funds					
General	10,165,000	10,165,000	10,165,000	10,165,000	10,165,000
Water Utility	3,899,000	3,935,000	4,131,000	4,336,000	4,552,000
Sewer Utility	3,437,000	3,601,000	3,772,000	3,951,000	4,340,000
Stormwater Utility	3,192,000	3,475,000	3,633,000	3,798,000	3,972,000
Reserves	-	-	-	-	-
Equipment and Infrastructure	-	-	-	-	-
City Equipment	1,602,500	1,602,500	1,602,500	1,602,500	1,602,500
City Vehicles and Heavy Equipment	2,105,712	1,623,104	1,623,104	1,623,104	1,623,104
City Buildings and Infrastructure	8,348,264	8,615,063	9,125,671	9,636,481	10,147,500
Parking Services Equipment and Infrastructure	1,849,929	2,016,245	2,196,086	2,379,525	2,566,632
Parks and Greenways Acquisition	482,608	-	-	-	-
Multipurpose Arena Facility Equipment and Infrastructure	140,000	141,400	142,814	144,243	145,684
Gas Tax	3,591,000	3,591,000	3,591,000	3,591,000	3,591,000
Police Vehicles, Equipment and Infrastructure	1,056,000	1,082,400	1,109,460	1,137,197	1,165,626
Water Utility Equipment and Infrastructure	1,850,000	1,850,000	1,850,000	1,850,000	1,850,000
Sewer Utility Equipment and Infrastructure	771,564	539,527	347,980	346,940	345,878
Stormwater Utility Equipment and Infrastructure	-	100,000	200,000	200,000	200,000
Recreation Facilities Equipment and Infrastructure	25,500	25,500	25,500	25,500	25,500
Financial Stability	2,844,749	3,087,955	3,087,955	3,087,955	3,087,955
Tax Sale Lands	50,000	50,000	50,000	50,000	50,000
Victoria Housing	250,000	250,000	250,000	250,000	250,000
Art in Public Places	135,000	135,000	135,000	135,000	135,000
Climate Action	90,000	90,000	90,000	90,000	90,000
Artificial Turf	86,700	86,700	86,700	86,700	86,700
	45,972,526	46,062,394	47,214,770	48,486,145	49,992,079
	241,740,456	239,065,022	244,005,927	249,295,953	255,179,760

**Bylaw No.18-073**  
**Schedule 3 - June 14, 2018**  
**City of Victoria**  
**2018 - 2022 Capital Plan**

	2018	2019	2020	2021	2022
<b>REVENUES</b>					
Utility Connection Fees	1,100,000	1,100,000	1,150,000	1,200,000	1,200,000
Grants and Partnerships	65,771,000	-		-	
<b>TRANSFERS FROM</b>					
Operating Funds					
General	10,165,000	10,165,000	10,165,000	10,165,000	10,165,000
Water Utility	3,899,000	3,935,000	4,131,000	4,336,000	4,552,000
Sewer Utility	3,437,000	3,601,000	3,772,000	3,951,000	4,340,000
Stormwater Utility	3,192,000	3,475,000	3,633,000	3,798,000	3,972,000
Reserves					
Equipment and Infrastructure					
City Equipment	2,112,000	1,428,000	1,628,000	1,402,000	1,232,000
City Vehicles and Heavy Equipment	5,149,000	-	-	-	-
City Buildings and Infrastructure	30,004,000	-	-	-	-
VCC Equipment & Infrastructure	3,000	-	-	-	-
Trf from Climate Action Reserve	25,000	-	-	-	-
Debt Reduction Reserve	3,900,000	1,700,000	-	30,300,000	-
Financial Stability Reserve	387,000	-	-	-	-
Accessibility Capital Reserve	296,000	-	-	-	-
Parking Services Equipment and Infrastructure	1,175,000	255,000	260,000	265,000	270,000
Gas Tax	9,944,000	1,189,000	1,055,000	1,076,000	1,097,000
Police Vehicles, Equipment and Infrastructure	2,043,000	1,652,000	1,644,000	1,458,000	1,500,000
Police Emergency Response Reserve	240,000	-	-	-	-
Water Utility Reserve	1,640,000				
Sewer Utility Reserve	3,952,000	2,081,000	2,123,000	2,165,000	2,208,000
Stormwater Utility Reserve	145,000				
Multipurpose Arena Equipment and Infrastructure	202,000	-	-	-	-
Tax Sale Lands	4,298,000	-	-	-	-
Parks and Greenways Acquisition	1,100,000	-	-	-	-
Development Cost Charges	671,000	-	-	-	-
<b>DEBT PROCEEDS</b>	-	-	-	-	-
	<b>154,850,000</b>	<b>30,581,000</b>	<b>29,561,000</b>	<b>60,116,000</b>	<b>30,536,000</b>

**Bylaw No.18-073**  
**Schedule 4 - June 14, 2018**  
**City of Victoria**  
**2018 - 2022 Capital Plan**

	2018	2019	2020	2021	2022
<b>EXPENDITURES</b>					
<b>Capital Equipment</b>	9,363,000	1,583,000	1,688,000	1,667,000	1,502,000
<b>Capital Programs and Projects</b>					
Active Transportation	18,431,000	1,511,000	817,000	834,000	851,000
Complete Streets	6,347,000	2,947,000	3,001,000	3,055,000	3,111,000
Neighbourhoods	266,000	28,000	29,000	30,000	31,000
Parks	2,632,000	-	-	-	-
Street Infrastructure	1,884,000	1,025,000	1,052,000	868,000	942,000
Retaining Walls and Railings	1,312,000	200,000	-	-	-
Bridges	9,398,000	-	-	-	-
Facilities	78,325,000	1,700,000	-	30,300,000	-
Environmental Remediation	3,830,000	-	-	-	-
Sanitary Sewers	7,825,000	5,982,000	6,245,000	6,466,000	6,898,000
Stormwater	6,558,000	4,289,000	4,938,000	5,124,000	5,319,000
Waterworks	6,197,000	4,485,000	4,681,000	4,936,000	5,152,000
Contingency	364,000	371,000	378,000	386,000	394,000
Police	2,118,000	1,652,000	1,644,000	1,458,000	1,500,000
Projects to be determined (Facilities, Active Transportation, Parks, Fleet etc.)	-	4,808,000	5,088,000	4,992,000	4,836,000
	<b>154,850,000</b>	<b>30,581,000</b>	<b>29,561,000</b>	<b>60,116,000</b>	<b>30,536,000</b>



**Bylaw No. 18-073  
Schedule 5 – June 14, 2018  
Financial Plan Objectives and Policies**

**Revenue and Tax Policy**

**Purpose**

The purpose of the Revenue and Tax Policy is to outline the proportions of revenue sources, the distribution of property taxes among property classes and the use of permissive property tax exemptions.

**Objectives**

- To provide tax payers with stable, equitable and affordable property taxation while at the same time providing high quality services.
- To support the OCP and other City plans as well as complement the Regional Context Statement.

**Policies**

**1. Revenue Proportions by Funding Sources**

Property taxes are the main source of revenue for the City and pay for services such as police and fire protection, bylaw enforcement, and infrastructure maintenance. Property taxes provide a stable and consistent source of revenue for services that are difficult or undesirable to fund on a user pay basis. Therefore, property taxes will continue to be the City's major source of revenue.

However, it is the City's desire to charge user fees where feasible. Some programs, such as recreation, are partially funded by user fees. The City also has several self-financed programs that are fully funded by user fees. These include Water Utility, Sewer Utility, Stormwater Utility, and Garbage Utility.

**Policy 1.0**

User pay funding will be used for such services that are practical and desirable to fund on a user pay basis.

Services that are undesirable or impractical to fund on a user pay basis will be funded by property taxes.

**Policy 1.1**

The City will continue to explore alternative revenue sources to diversify its revenue base.

**2018 Revenue Proportions by Funding Source**

Revenue Source		% Total Revenue
Property Value Taxes	130,761,783	54.09%
Parcel Taxes	1,405,200	0.58%
Special Assessments	1,329,000	0.55%
Grants in Lieu Taxes	6,176,400	2.56%
User Fees and Charges	5,338,596	2.21%
Permits and Licences	4,903,590	2.03%
Parking Services	16,962,663	7.02%
Water and Sewer Utility Fees and Charges	27,010,963	11.18%
Stormwater Utility Fees and Charges	5,338,491	2.21%
Other Sources	42,513,770	17.57%
TOTAL	241,740,456	100.00%

## **2. Distribution of Property Taxes Among Property Classes**

Market value changes that result in uneven assessment changes between property classes result in a tax burden shift to the class experiencing greater market value increases unless tax ratios are modified to mitigate the shift.

Until 2007, it was Council's practice to modify tax ratios to avoid such shifts. This equalization practice provided an effective tax increase that was equal for all classes. It is important to be aware that this practice only avoids shifts *between* property classes. There is still a potential for shifts within a property class where one property has experienced a market value change that is greater than the average for that class.

However, starting in 2007, business and industrial tax ratios have been held constant in recognition of the larger tax burden that has been placed on those classes. This resulted in higher tax increases being passed on to the residential class compared to business and industrial.

The pressure continues across the country to reduce the tax burden on the business and industrial classes. In recognition of this, and the desire to support a healthy business environment, Council's goal is to have a business class tax burden that is equitable.

In 2012, a comprehensive review of the Revenue and Tax Policy was conducted to determine if Council's objective of reducing the tax burden on the business class was appropriate and if so, that the mechanism of achieving the objective (reduction of tax ratio) was the most effective mechanism to achieve the goal. The review concluded that additional relief for the business tax class was warranted. However, the tax ratio was not the best mechanism of achieving that goal. As a result, Council approved the following policy objective: To reduce the business property tax class share of the total property tax levy to 48% over three years (2012-2014). The redistribution excludes impact of new assessment revenue. The total redistribution of the tax levy was \$1.51 million.

In 2015, an update review was completed and based on the findings, policy 2.0 was amended to maintain the current share of taxes among tax classes.

### **Policy 2.0**

Maintain the current share of distribution of property taxes among property classes, excluding the impact of new assessment revenue, by allocating tax increases equally. Business and industrial classes will be grouped as outlined in Policy 2.1.

### **Policy 2.1**

Tax rates for the light and major industrial tax classes will be equal to the business tax rate to support the City's desire to retain industrial businesses.

### **Policy 2.2**

Farm Tax Rates will be set at a rate so taxes paid by properties achieving farm status will be comparable to what the property would have paid if it were assessed as residential.

## 2018 Distribution of Property Taxes Among Property Classes

Property Class		% Property Value Tax
Residential (1)	66,441,141	50.82%
Utilities (2)	583,585	0.45%
Supportive Housing (3)	0	0.00%
Major Industry (4)	135,715	0.10%
Light Industry (5)	891,657	0.68%
Business (6)	62,454,761	47.76%
Recreational (8)	254,924	0.19%
TOTAL	130,761,783	100.00%

### 3. Use of Permissive Property Tax Exemptions

The City continues to support local non-profit organizations through permissive tax exemptions. Each year, a list of these exemptions is included in the City's Annual Report.

In addition, the City offers a Tax Incentive Program to eligible owners of downtown heritage designated buildings to offset seismic upgrading costs for the purposes of residential conversion of existing upper storeys. The exemptions are for a period up to ten years.

The City encourages redevelopment of lands within the City and the use of environmentally sustainable energy systems for those developments through revitalization property tax exemptions.

#### Policy 3.0

Permissive property tax exemptions are governed by the City's Permissive Property Tax Exemption Policy, which outlines the criteria for which property tax exemptions may be granted.

#### Policy 3.1

Heritage property tax exemptions are governed by the City's Heritage Tax Incentive Program.

#### Policy 3.2

Revitalization property tax exemptions are governed by the City's Revitalization Tax Exemption (Green Power Facilities) bylaw.



## **Council Report**

**For the Meeting of June 28, 2018**

---

**To:** Council  
**From:** Bill Eisenhauer, Head of Engagement  
**Subject:** 2017 Annual Report

---

**Date:** June 18, 2018

### **RECOMMENDATION**

That Council receive this report for information.

### **EXECUTIVE SUMMARY**

The purpose of this report is to present the *2017 Annual Report*. The report has been available for public review since June 14, 2018. Members of the public are invited to provide comment and ask questions about the report at the Council meeting on Thursday, June 28, 2018.

The Community Charter requires municipalities to produce an annual report each year. The report must be prepared before June 30, and includes audited financial statements, permissive tax exemptions, a report on services, operations and progress towards established objectives and measures, and objectives and measures that will be used in the following year. The *2017 Annual Report* presents progress and achievements for the year organized by objective in the *Strategic Plan*, and is an opportunity to highlight some of the programs and initiatives undertaken by City staff over the past year.

The Annual Report is produced in-house and has received the Government Finance Officers Association Award for Excellence in Financial Reporting for 13 consecutive years. In keeping with the City's commitment to sustainability, the Annual Report is printed on post-consumer recycled fibre.

Respectfully submitted,

A blue ink signature of Bill Eisenhauer, written in a cursive style.

Bill Eisenhauer  
Head of Engagement

Report accepted and recommended by the City Manager:

Date:

A blue ink signature of Jocelyn Jenkinson, written in a cursive style.

*Jocelyn Jenkinson*  
*June 21, 2018*

### **List of Attachments**

- 2017 Annual Report

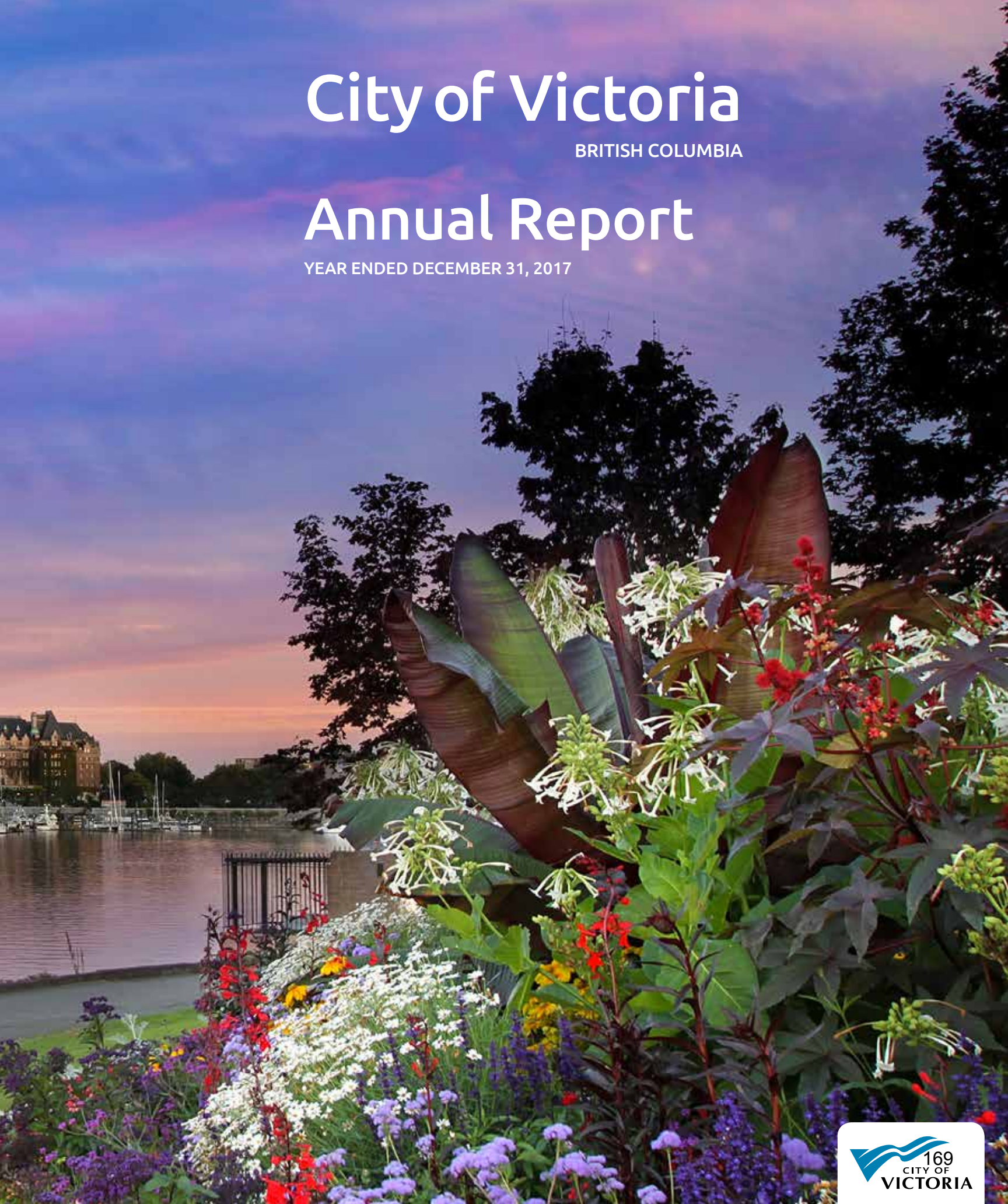


# City of Victoria

BRITISH COLUMBIA

## Annual Report

YEAR ENDED DECEMBER 31, 2017





# Welcome to Victoria

Capital City of British Columbia





Located on the southern tip of Vancouver Island, in the traditional territory of the Lekwungen-speaking people, Victoria is a forward-thinking, active community. The city is home to a dynamic, thriving economy and vibrant arts and culture scene, with an unparalleled natural environment enjoyed by residents and visitors. It's a place where sustainability, health and well-being are the cornerstones of creating a prosperous future.





Map of Victoria



# Table of Contents

## Annual Report

Map of Victoria .....	2
Victoria at a Glance .....	4
Highlights of City Services .....	5
Mayor and City Council .....	6
Message from the Mayor .....	7
City Council .....	8
Message from the City Manager .....	10
Message from the Director of Finance .....	11
Organizational Chart .....	12

## Looking Forward

<b>Strategic Plan 2015–2018 .....</b>	<b>13</b>
Innovate and Lead .....	14
Engage and Empower the Community .....	16
Strive for Excellence in Planning and Land Use .....	18
Build the Financial Capacity of the Organization .....	20
Create Prosperity Through Economic Development .....	22
Make Victoria More Affordable .....	24
Facilitate Social Inclusion and Community Wellness .....	26
Enhance and Steward Public Spaces, Green Spaces and Food Systems .....	28
Complete a Multi-Modal and Active Transportation Network .....	30
Nuture Our Arts, Culture and Learning Capital .....	32
Steward Water Systems and Waste Streams Responsibly .....	34
Take Climate Action and Prepare for Emergencies .....	36
Demonstrate Regional Leadership .....	38
Victoria Police Department .....	40

## Financial Report

<b>Financial Statements .....</b>	<b>43</b>
Management's Responsibility .....	44
Auditors' Report .....	45
Statement of Financial Position .....	46
Statement of Operations .....	47
Statement of Change in Net Financial Assets .....	48
Statement of Cash Flows .....	49
Notes to Financial Statements .....	50
<b>Statistical Information .....</b>	<b>68</b>
Taxable Assessments of Land and Improvements 2013–2017 .....	69
Property Tax Rates 2013–2017 .....	70
New Construction 2013–2017 .....	70
Labour Force Activity 2013–2017 .....	70
Property Tax Levied and Collected 2013–2017 .....	71
2017 Principal Corporate Tax Payers .....	72
Debenture Debt 2013–2017 .....	73
Statement of Financial Position 2013–2017 .....	73
Revenue and Expenses 2013–2017 .....	75
Reserve Funds and Statement of Surplus 2013–2017 .....	75
Capital Expenditures and Funding Sources 2013–2017 .....	76
2017 Grants .....	77

# City of Victoria at a Glance



Population 85,792\*

(14th largest city in British Columbia)

## Assessed Properties†

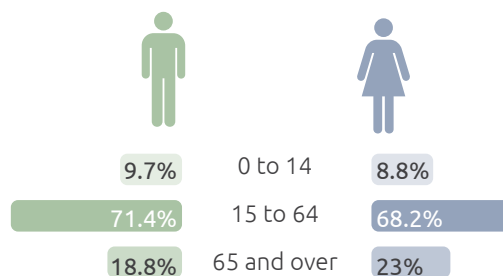


Rent vs Own\*

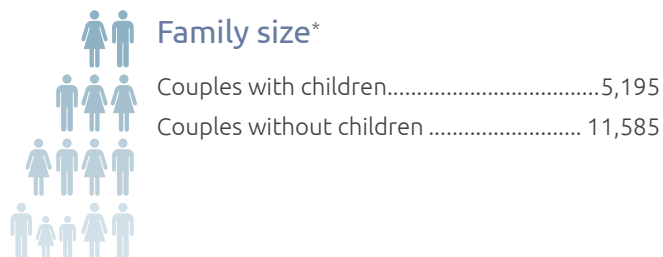


Median household income \$53,126\*

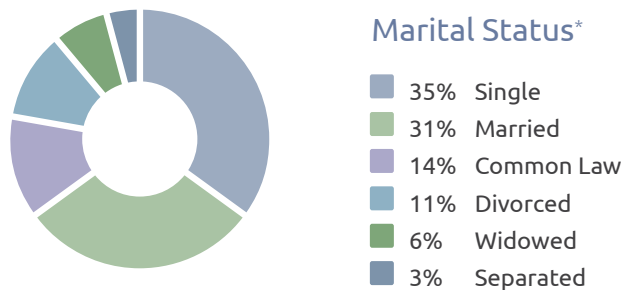
## Demographics by age and gender\*



## Family size\*

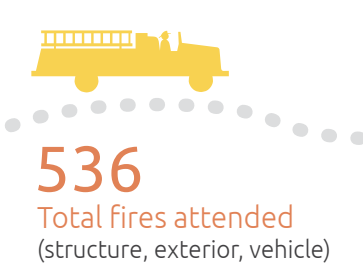
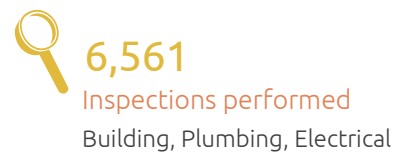
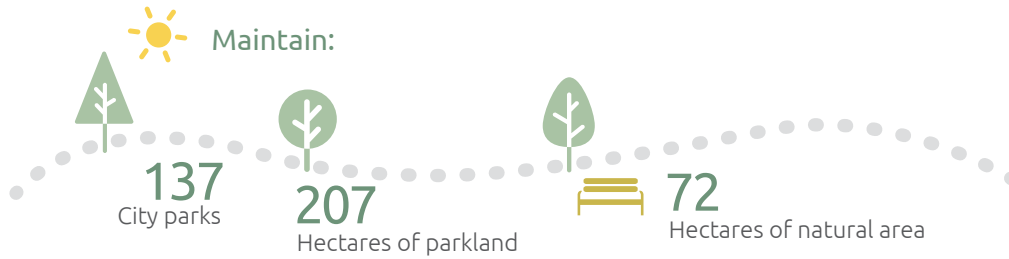


## Marital Status\*



Source: \*Stats Canada, 2016 Census  
 \*\*Stats Canada, 2011 Census  
 †City of Victoria, 2017

# Highlights of City Services



Victoria Emergency Management



**Maintain:**



# Mayor and City Council

The Mayor and Council of the City of Victoria were each elected for a four-year term in the municipal election held in November 2014. Each member is responsible for a particular Victoria neighbourhood. Some members of Council are also appointed to the Board of the Capital Regional District (CRD). Appointments are made by the City to external boards and committees. There are also external sub-committees or other groups to which members are appointed by those external bodies.

Council has one committee: Committee of the Whole. Committee of the Whole, comprised of the Mayor and all eight Councillors, focuses on broad policy issues that affect the community or organization as a whole, land development regulations and policy, and specific land development applications.







# Message from Mayor Lisa Helps

On behalf of Council, I am proud to share our 2017 Annual Report with you. In 2017 we continued work towards achieving the City's Strategic Plan goal: "Victoria is a leading edge capital city that embraces the future and builds on the past, where human well-being and the environment are priorities, where the community feels valued, heard and understood and where City Hall is trusted. Victoria is a city that is livable, affordable, prosperous and vibrant, where we all work in partnership to create and seize opportunities and to get things done."

I'll share just a few of the many highlights.

In 2017, Council began a process of reconciliation with the Songhees and Esquimalt Nations. Together, the City and the Nations have created a Witness Reconciliation Program reflecting Indigenous family witness ceremonies. The program brings together Indigenous Witnesses from both the Songhees and Esquimalt Nations' Councils and a City Family. The program is meant to be a fluid process and to acknowledge that reconciliation begins with listening and deepening understanding; it's a living process of collaboration, imagination and action. The Witness Reconciliation Program will focus on building and nurturing the

relationships needed to facilitate trust and demonstrate the City's ongoing commitment to doing the work for as long as it needs to be done.

In 2017 we completed a number of significant master planning exercises that began in 2016. Council approved *Create Victoria*, the City's first ever arts and culture masterplan. Based on in-depth community input and engagement, this plan guides the City's role in supporting Victoria's rich and creative arts and culture community starting with the possibility of opening an affordable arts and culture creative hub in the downtown. Council also approved *Visual Victoria*, a plan that guides significant improvements in the downtown public realm and an accompanying wayfinding strategy. Finally, Council approved the City's first ever Parks and Open Spaces Master Plan. As Victorians we cherish our parks and open spaces. This plan guides investment into the parks system and ensures that we steward our natural assets, mitigate the impacts of climate change and maintain high quality spaces for people to gather and recreate.

Council continued with implementation and planning for the All Ages and Abilities bike network. The City's first bike lane on Pandora Street opened on time and on budget in

May 2017. In October, construction began on Fort Street for the second safe east-west route through the downtown. The City is building the bike network in order to ensure safety and accessibility for all road users, to reduce green house gas emissions and to create more opportunities for health and well-being.

Once again our amazing staff team at the City of Victoria has worked incredibly hard in 2017 to deliver on Council priorities. I'd like to express sincere gratitude to them. An equal measure of gratitude goes to our very engaged citizens and business community who have worked alongside staff, mayor and council, holding us accountable and inspiring us to always be better.

A handwritten signature in black ink, reading "Lisa Helps".

Lisa Helps

Victoria Mayor

# City Council

## Councillor Neighbourhood Liaisons and Regional Service and Civic Committees for 2017



**Marianne Alto**

malto@victoria.ca

**Neighbourhood Liaison:**

- Oaklands Community Association

**Regional Service and Civic Committees**

- Canadian Capital Cities Organization Board
- Community Action Plan on Discrimination
- Te'mexw Treaty Advisory Committee
- Lead, First Nations Witness Reconciliation Program
- Capital Regional District (CRD) Board
- CRD Regional Representative to the Treaty Table
- CRD Special Task Force on First Nations Engagement
- University of Victoria Liaison, Committee
- Active Transportation Advisory Committee
- Board of Cemetery Trustees of Greater Victoria
- Island Corridor Foundation Advisory Committee
- Royal and McPherson Theatres Society



**Chris Coleman**

ccoleman@victoria.ca

**Neighbourhood Liaison:**

- Fairfield Gonzales Community Association

**Regional Service and Civic Committees**

- CRD Board 2nd Alternate
- CRD Regional Water Supply Commission
- Federation of Canadian Municipalities Board of Directors
- Greater Victoria Labour Relations Association
- Te'mexw Treaty Advisory Committee – Alternate
- Art in Public Places Committee
- Municipal Insurance Association of B.C.
- Victoria Parks and Recreation Foundation
- Tourism Victoria Board of Directors
- David Foster Way Fundraising Committee



**Margaret Lucas**

mlucas@victoria.ca

**Neighbourhood Liaison:**

- Downtown Residents Association, including Harris Green  
– *Shared appointment with Councillor Thornton-Joe*
- James Bay Neighbourhood Association

**Regional Service and Civic Committees**

- CRD Board 5th Alternate
- Greater Victoria Airport Authority – Airport Consultative Committee
- Greater Victoria Harbour Authority Member Representative
- Victoria Civic Heritage Trust
- City of Victoria Youth Council
- Downtown Victoria Business Association



**Pamela Madoff**

pmadoff@victoria.ca

**Neighbourhood Liaison:**

- North Jubilee Neighbourhood Association
- South Jubilee Neighbourhood Association
- Rockland Neighbourhood Association

**Regional Service and Civic Committees**

- CRD Board Arts Council
- CRD Board 3rd Alternate
- Victoria Civic Heritage Trust
- Victoria Heritage Foundation



### Ben Isitt

bisitt@victoria.ca

#### Neighbourhood Liaison:

- Hillside-Quadra Neighbourhood Action Group

#### Regional Service and Civic Committees

- CRD Board
- CRD Board Water Supply Commission
- CRD Core Area Liquid Waste Management Committee
- CRD Transportation Committee
- CRD Regional Parks Committee
- CRD Regional Representative to the Treaty Table – Alternate
- Greater Victoria Harbour Authority Board
- Island Corridor Foundation Board
- Active Transportation Advisory Committee



### Jeremy Loveday

jloveday@victoria.ca

#### Neighbourhood Liaison:

- North Park Neighbourhood Association
- Victoria West Community Association

#### Regional Service and Civic Committees

- CRD Board 1st Alternate
- CRD Arts Committee
- CRD Regional Water Supply Commission
- Inter-Municipal Climate Action Steering Committee
- Greater Victoria Family Court and Youth Justice Committee
- Community Action Plan on Discrimination



### Charlayne Thornton-Joe

cthorton-joe@victoria.ca

#### Neighbourhood Liaison:

- Downtown Residents Association, including Harris Green  
– *Shared appointment with Councillor Lucas*
- Fernwood Community Association

#### Regional Service and Civic Committees

- Canadian Capital Cities Organization Representative
- CRD Board 4th Alternate
- Regional Housing Trust Fund Commission
- Canada Day Liaison
- Greater Victoria Harbour Authority – Member Representative
- Honorary Citizens Committee
- Downtown Victoria Business Association
- First Nations Witness Reconciliation Program



### Geoff Young

gyoung@victoria.ca

#### Neighbourhood Liaison:

- Burnside-Gorge Community Association

#### Regional Service and Civic Committees

- CRD Board
- CRD Core Area Liquid Waste Management Committee
- CRD Regional Water Supply Commission
- Victoria Regional Transit Commission
- Greater Victoria Public Library Board



# Message from the City Manager

The City's *Annual Report* provides an opportunity to reflect on the accomplishments of the past year. It is my pleasure this year to be able to share highlights of 2017 as we continue to make progress towards Council's *Strategic Plan* objectives. Our staff team has been working diligently on a number of key programs and initiatives to achieve our goal of being a leading-edge Capital City, one that is liveable, affordable, prosperous and vibrant.

2017 was another busy year, both in terms of private sector investment, and the City investing in capital projects to improve the lives and well-being of citizens. Applications for new commercial and residential projects came in at a record pace, demonstrating investor confidence in the future of Victoria.

The multi-year Crystal Pool and Wellness Centre Replacement Project got underway in 2017. The current Crystal Pool and Fitness Centre opened in 1971. The Crystal Pool, through much beloved, is now aging and not accessible to all users. We are actively seeking support and funding from other levels of government to help build the new facility creating a new universally-accessible aquatic and wellness centre that will serve our community for generations to come.

Planning for the Victoria of the future includes making sure that we have a way for people to move about safely and effectively. The opening of the Pandora Avenue Bike Lanes as well as the final steps to completion of the Johnson Street Bridge this year, are both components of a comprehensive mobility strategy to enhance the way people travel through the City and neighbourhoods.

We have been working closely with the community on updating neighbourhood plans to serve as guiding documents for the future. In 2017 we worked with the Fairfield, Gonzales and Victoria West neighbourhoods, and we look forward to working with these neighbourhoods to finalize those plans.

This year we supported neighbourhoods through programs delivered by our Neighbourhoods Team and our Artists in Residence. From murals and banners to performances and events, this community focus has helped to inspire conversation, enhance our public spaces, and transform where we live, work and play.

Attracting and retaining business is vital to every city's success. We are committed to making it easier to do business in Victoria.

The Business Hub continued to connect existing and start-up companies to the resources they need while reducing red tape. Over 400 businesses were assisted in 2017, creating prosperity in the community.

On behalf of City staff, we thank you for the opportunity to serve and work with you on building a strong, sustainable and connected Victoria.

Sincerely,

Jocelyn Jenkyns,  
City Manager





# Message from the Director of Finance

I am pleased to present the City of Victoria's audited consolidated financial statements for the year ended December 31, 2017. The financial statements are the responsibility of the City of Victoria's management and have been prepared in compliance with Section 167 of the Community Charter and in accordance with generally accepted accounting principles approved by the Public Sector Accounting Board (PSAB). The City maintains a system of internal accounting controls, including policies and procedures, designed to safeguard the assets of the corporation and provide reliable financial information. The financial statements have been audited by BDO Canada LLP, who have expressed that in their opinion these statements present fairly, in all material aspects, the financial position of the City as at December 31, 2017.

Financial reporting standards require the preparation of four statements, and notes to those statements, to ensure comparability between government organizations nationally. The format of these statements is very high level and may be difficult for the reader to interpret, however municipalities are legislated to comply with the national reporting standards. To provide a more detailed explanation of the financial activity for the year, the summary below describes significant operating results for 2017.

## Operational Results

The City's net financial position continued to grow in 2017, reflecting the ongoing commitment to strengthening the City's capacity to meet financial obligations. Unlike senior government organizations, municipalities are legislated not to incur deficits and debt for operations. Debt can

only be incurred for capital purposes, and an accumulated surplus must be maintained.

The accumulated surplus grew in the year to a total of \$619.9 million. This balance reflects the accumulation of the City's increases in equity in capital assets and reserve balances since its inception. Equity in capital assets, such as roads, underground infrastructure, land, and buildings, makes up the most significant portion of the accumulated surplus balance (\$422.4 million), followed by reserve balances (\$199 million).

Consolidated revenues for 2017 were \$8 million higher than 2016, primarily due to increased revenue from parking services, Victoria Conference Centre, and utilities and increased taxes levied. Revenues in Protective Services were higher in 2017 due to recoveries from special events, however these are offset against higher expenditures. The largest expense increase was \$2.7 million in Protective Services, a result of: increased services provided, including Policing for special events and Fire and Emergency Service personnel provided to assist with natural disasters in the interior of BC; amortization of capital assets; increased cost of materials and supplies; and contractual wage and benefit increases. The net result for 2017 is a contribution to accumulated surplus of \$49.5 million for the year. This balance consists primarily of increased investment in tangible capital assets, followed by growth in reserve balances, with a small portion of general operating fund surplus which is available for future spending.

## Highlights

In 2017 the City completed the replacement of its recreation management system. This project required a collaborative effort

among departments within the organization, as well as nearby municipalities, and has resulted in improved access for users of the City's recreational services.

The City of Victoria has also implemented a number of initiatives in 2017 to enhance transparency in reporting activities and metrics. In a continued effort to build on its Project Management Framework, the City incorporated the use of Business Intelligence for monthly and quarterly reporting for all key initiatives in the Operational Plan. This tool is open to both senior leadership and members of Council to provide regular project status updates, improving transparency, and will be expanded in 2018 to include major capital programs as well as corporate initiatives. Business intelligence tools have also been used to develop a Permits and Inspections reporting dashboard to track all active demolition permits. This Development Tracker tool identifies tasks in priority order to enhance efficiency and effectiveness of meeting service level objectives internally, and allows the public to be informed on developments in their neighbourhood and community.

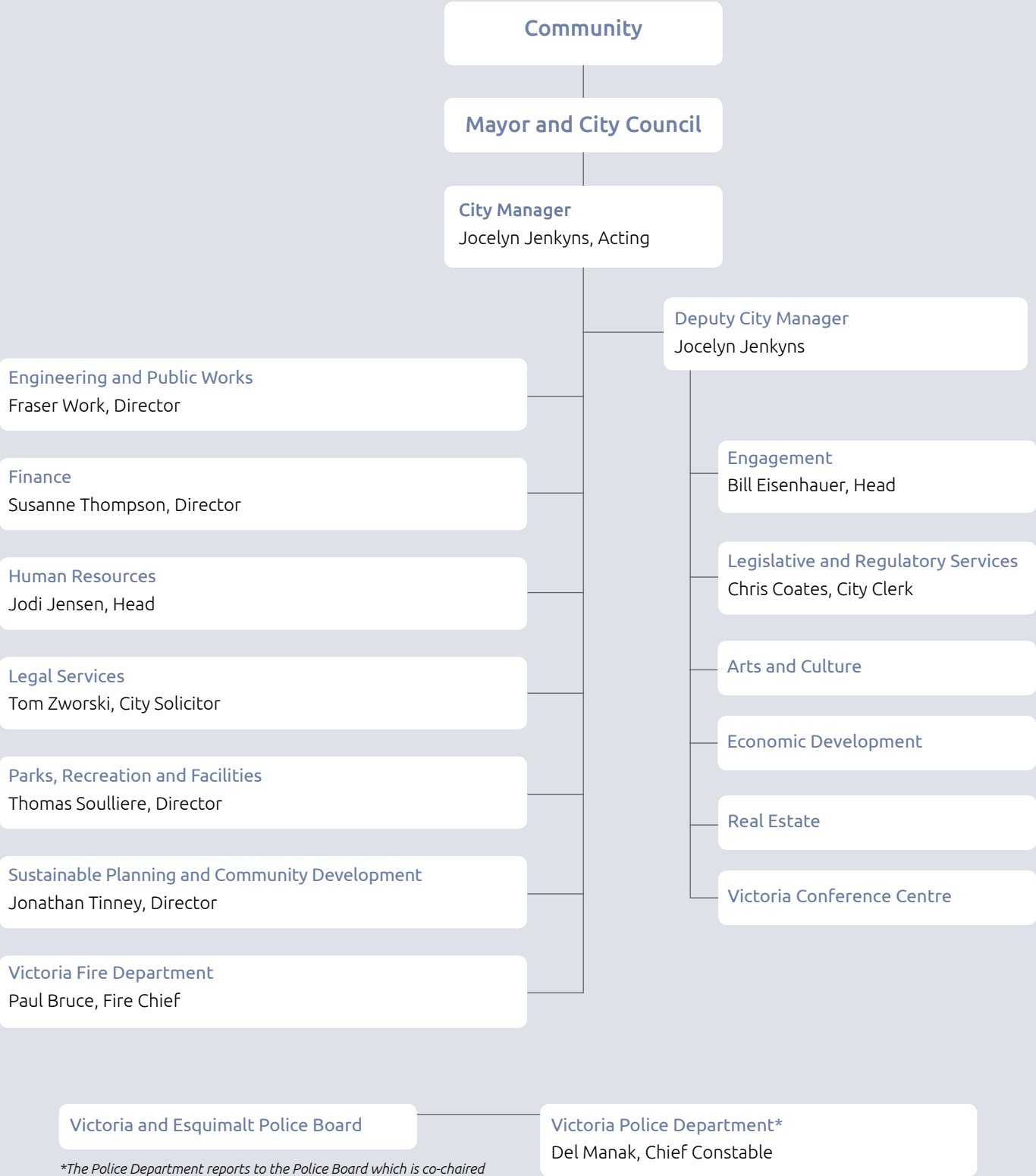
Working collaboratively, the City maintains its commitment to continuous improvement and long term financial sustainability as reflected in its service enhancements; financial policies and processes; increasing investment in capital assets and reserves; and prudent management of debt.

Sincerely,

Susanne Thompson, CPA, CGA  
Director of Finance  
May 3, 2018

# 2017 Organizational Chart

City of Victoria | as of December 31, 2017



*\*The Police Department reports to the Police Board which is co-chaired by the Mayor of Victoria and the Mayor of the Township of Esquimalt.*

# Looking Forward

## Strategic Plan 2015 – 2018



In April 2015 Mayor and Council adopted a new Strategic Plan that guides the direction for the City.

### Our Goal

"Victoria is a leading edge capital city that embraces the future and builds on the past, where human well-being and the environment are priorities, where the community feels valued, heard and understood and where City Hall is trusted. Victoria is a city that is livable, affordable, prosperous and vibrant, where we all work in partnership to create and seize opportunities and get things done."

### Objectives

- 1 Innovate and Lead
- 2 Engage and Empower the Community
- 3 Strive for Excellence in Planning and Land Use
- 4 Build the Financial Capacity of the Organization
- 5 Create Prosperity Through Economic Development
- 6 Make Victoria More Affordable
- 7 Facilitate Social Inclusion and Community Wellness
- 8 Enhance and Steward Public Spaces, Green Spaces and Food Systems
- 9 Complete a Multi-Modal and Active Transportation Network
- 10 Nurture Our Arts, Culture and Learning Capital
- 11 Steward Water Systems and Waste Streams Responsibly
- 12 Take Climate Action and Prepare for Emergencies
- 13 Demonstrate Regional Leadership

The City of Victoria's 2017 Annual Report provides a summary of the City's strategic objectives and major accomplishments achieved throughout the year for these objectives, as well as key performance metrics. These metrics include major service demand trends impacting municipal operations in a number of areas including, but not limited to, development permits, festival and special events, parking, facility use and calls for emergency service.

Looking toward 2018, the City of Victoria will continue to report on progress toward the 13 objectives as outlined in the City's Operational Plan that was brought forward to City Council in February 2018. Performance measures for each of these objectives will be reported quarterly and will be summarized in the 2018 Annual Report along with the Audited Financial Statement for the year.





**Performance measures:**

	2016	2017
# of time-loss injury claims	49	47
# of hours of sick time used per FTE	59.67	68.32
# of days lost to workplace injury	687	802





# Innovate and Lead

We are constantly seeking new ways to deliver the best programs and services to our citizens, building a strong team and organizational culture to enable the City of Victoria to innovate and lead.

## Outcomes the City is working towards in this area include:

Organizational culture is collaborative, supportive and empowering

Staff are organized into cross-departmental project teams with strong project management capacity

## Highlights of what we achieved in 2017

**Renewed the first** independently-negotiated **collective agreements in more than 40 years** with Canadian Union of Public Employees (CUPE) Local 50 and International Brotherhood of Electrical Workers Local 230 for a four-year term ending December 31, 2020. These negotiations allowed all parties the opportunity to address issues specific to the City of Victoria.

**Began “Mental Health Matters” sessions** to support staff and raise awareness and understanding as they support their colleagues experiencing mental health challenges

**Reduced the number of time-loss injury claims by 34%**, total days lost to injury by 54% and cost of injuries by 43% over five years. Currently the City’s average WorkSafeBC claims duration is eight days shorter than the local government average.

**Victoria Fire Department partnered with the Canadian Mental Health Association to provide resiliency training and support for first responders**

Introduced the popular monthly **Lunch Time Lectures at City Hall**, exploring city-making in the 21st century





### Performance measures:

	2016	2017
# of user sessions on victoria.ca	1,310,965	1,081,090
Social media audience (Facebook, Twitter and Instagram)	60,100	72,700
Social media engagement (likes, shares, retweets, comments)	30,200	101,200
# of citizens participating in City engagement activities	7,429	14,009



Held the first Neighbourhood Walkshop in the Hillside Quadra neighbourhood, providing an opportunity for City staff and residents to share information about City programs and services in their neighbourhood

# Engage and Empower the Community

Effective engagement is an integral part of good government. An engaged community creates opportunities for individuals with diverse perspectives to come together and share their ideas with staff and elected officials. It's also an opportunity to listen and learn from others and to assist decision-makers as they explore ways to improve City plans, programs and services.

## Outcomes the City is working towards in this area include:

City Hall is engaged in a meaningful, two-way conversation with the public

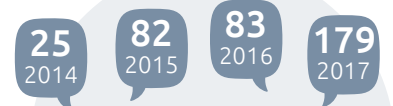
Regional leader in Open and Transparent Government

Empowered neighbourhood residents, place makers and others to lead and implement projects

## Highlights of what we achieved in 2017

**Adopted an Engagement Framework and Engagement Roadmap** outlining the City's approach to public participation, including how and when the community will be consulted as part of City decision-making

**Nearly 2,000 people provided input on the 2018 Draft Financial Plan through a survey, Town Hall and other feedback**



Number of Engagement Activities



**Continued to use social media** as a two-way communication tool with the community, both sharing information and responding to questions and input

**Adopted a three-year Youth Strategy**, written by a team of 10 youth between the ages of 12 and 25, with practical and creative initiatives that will help the City strengthen its relationship with youth and involve them in City activities

**Held the first Participatory Budgeting process, asking the community how they would spend \$50,000 to improve life in Victoria, building on increased public participation**



Held the *Name that Library* campaign for the new Greater Victoria Public Library Branch in James Bay. Council selected *sxʷenxʷəŋ tənəxʷ* *James Bay Branch* following consultation with the Songhees and Esquimalt Nations. *sxʷenxʷəŋ tənəxʷ* is the Lekwungen word for the land now called James Bay.







#### Performance measures:

	2016	2017
Construction permits issued	3,994	3,759
\$ value of construction permits	\$246 M	\$308 M



Worked with the VicWest, Fairfield and Gonzales communities on developing their Neighbourhood Plans



# Strive for Excellence in Planning and Land Use

Excellence in planning and land use is demonstrated through efforts to bolster housing diversity and quality of life, community-focused planning initiatives, protection of heritage buildings, public-realm initiatives, and streamlined policies and processes.

## Outcomes the City is working towards in this area include:

- Reduced processing time for all types of applications from building permits to rezoning
- Streamlined land use policies
- Enlivened public spaces

## Highlights of what we achieved in 2017

### Continued efforts to streamline bylaws

to encourage development in the city including the updated Building and Plumbing Bylaw and Land Use Procedures Bylaw

### Held “Planning 101” sessions with community associations throughout the City

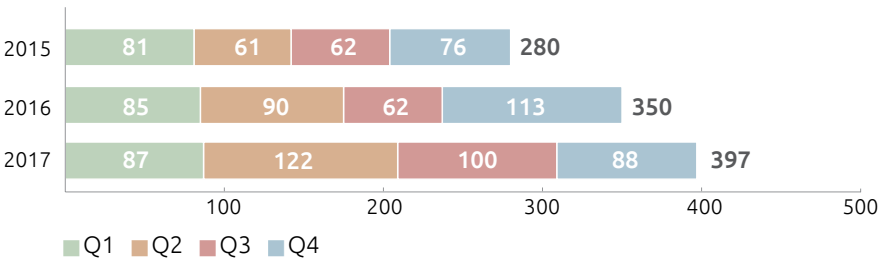
### Adopted the Downtown Public Realm Plan

establishing a renewed vision, design framework and set of principles, strategies and standards for ensuring a unique, walkable, high-quality environment for public space and streetscape improvements

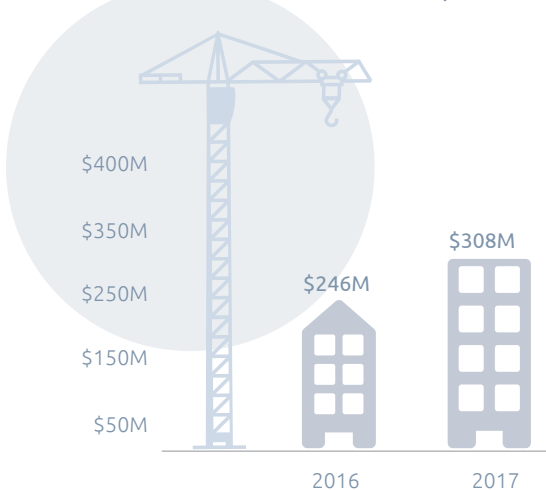
### Introduced new Zoning Bylaw for the Downtown Core

Held the **4th annual Development Summit** and approved a Development Summit action plan based on the feedback, including focused actions to improve processes related to building, electrical and plumbing permits, the engineering plan review stage and the building construction and completion process. Feedback was positive and included recognition of the City’s ongoing success in streamlining processes.

Application Volume (2015 – 2017)



Total Construction Permit Value (\$Millions)





**Performance measures:**

	2016	2017
ParkVictoria app transactions	418,204	605,798
On street parking transactions	2,764,525	2,663,621
City parkade transactions	1,434,342	1,531,533
Grants received	\$ 1.229 M	\$ 2.965 M
Value of investment	\$ 10.1 M	\$ 3.43 M
Value of investment interest earned	1.4%	1.60%
Value of growth/new property tax assessment revenue	\$ 425,000	\$ 2.583 M



# Build the Financial Capacity of the Organization

As stewards of public funds, the City is accountable to the community to ensure value for tax dollars.

## Outcomes the City is working towards in this area include:

Maximized and where possible consolidated City-owned assets, put to best and highest use including market rate commercial leases

Increased revenue from property

## Highlights of what we achieved in 2017

**Received the Distinguished Budget Presentation Award** from the Government Financial Officers Association (GFOA) for the 2017 – 2021 Financial Plan for the third consecutive year, and the GFOA **Award for Excellence in Financial Reporting** for the 12th consecutive year

An **external grant review committee** was established to promote a merit-based evaluation process for City grant programs

**Awarded \$2.4 million grant funding for Point Ellice Bridge repairs from the New Building Canada Fund – Small Communities Fund**

Increased use of the **City's online payment options** for property taxes; 2% increase in the pre-authorized withdrawal program, over 50% of Home Owner Grant claims online, and more than 80% of installment payments were made online

**Awarded a \$6 million grant** from the Federal Gas Tax Strategic Priorities Fund for the Crystal Pool and Wellness Centre Replacement Project

**Increased total parkade transactions** by 6.8% and **ParkVictoria transactions** increased by 45% over 2016

**Innovative procurement practices for used vehicles resulted in increased savings for the City**



### Number of Parking Transactions

#### Parkade

1,434,342 1,531,533



#### Parking on Street

2,764,525



2,663,621

■ 2016 ■ 2017

#### ParkVictoria



418,204 605,798





**Performance measures:**

	2016	2017
Business Hub Inquiries	344	433
Events held at the Victoria Conference Centre	209	190
Delegate days at the Victoria Conference Centre	106,808	108,836
Value of events at the Victoria Conference Centre*	\$48,063,600	\$48,976,200
*based on delegate days at average delegate spend		





# Create Prosperity Through Economic Development

The strength of our economy is the foundation for supporting our entire community.

## Outcomes the City is working towards in this area include:

Reduced retail and commercial vacancies downtown

Improved health, consumer purchasing power, and social solidarity with implementation of Municipal Incomes Strategy

## Highlights of what we achieved in 2017

Changed the **Home Occupation Bylaw** to increase permitted home-based business licences from one to three in any one dwelling

**Rolled out a new Mobile Bike Vendor Pilot Program during the summer**

344  
(2016)

433  
(2017)

**Number of Business Hub Inquires**  
Inquires at the Business Hub increased by approximately 26% over 2016

Led a successful **China/Japan Trade Mission** in partnership with BC Trade and Investment, South Island Prosperity Project, Canadian Consulate, Tourism Victoria, and the City of Morioka, Japan

**Hosted 12 networking and education sessions at City Hall with the Business Hub**

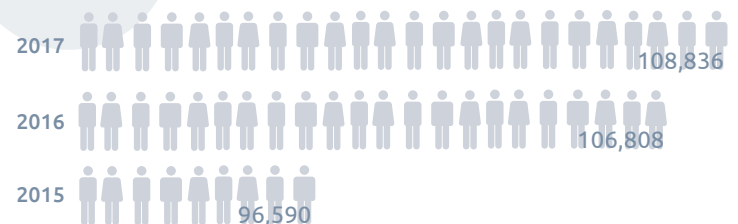
**Finalist for the Canadian Federation of Independent Business (CFIB) national "Golden Scissors Award"** for red tape reduction

**The Business Hub hosted several successful Small Business Information Sessions at City Hall**

**Partnered with the Federal Office of Small & Medium Enterprises** to host an Innovation Forum

### VCC Delegate Days

Delegate days at the Victoria Conference Centre at end of 2017 increased over 2016



Partnered with the University of Victoria, Camosun College and Royal Roads University on courses where students co-create, design and launch projects on the ground through CityStudio



Home-based businesses were the most common inquiry to the Business Hub in 2017 at 31%, followed by retail store (17%) and restaurant (16%)



#### Performance measures:

	2016	2017
# of new housing units	733	837
Total dwelling unit conversions	24	8
Total secondary suites (new construction and conversions)	40	46
Demolitions (units)	43	62
# of rental units (affordable rental) created by Housing Reserve Fund	0	62

#### Performance measures:

	2016	2017
# of purpose-built rental units approved through building permits issued	241	41
% of overall vacancy rate	0.5	0.7
Average sale price for single family homes	\$ 801,513	\$ 905,556
Average sale price for condominiums	\$ 387,262	\$ 452,732
Average sale price for townhouses	\$ 568,094	\$ 636,456



# Make Victoria More Affordable

We are committed to developing innovative housing policy solutions, including measures that will improve housing affordability and increase the supply of affordable housing units in partnership with the private and non-profit sectors, the Capital Regional District, and the provincial and federal governments.

## Outcomes the City is working towards in this area include:

Increased range of affordable housing not only for those in need of supports but also for working people, families and youth

Appropriate solutions in place, including adequate housing, for all individuals experiencing chronic homelessness

## Highlights of what we achieved in 2017

**Updated the Victoria Housing Reserve Fund Guidelines** to a new grant structure where funds will be allocated through a tiered model – on a per bedroom basis – to encourage larger, family-sized affordable housing units

Held workshops with landlords and renters to support completing the **Market Retention and Revitalization Strategy**

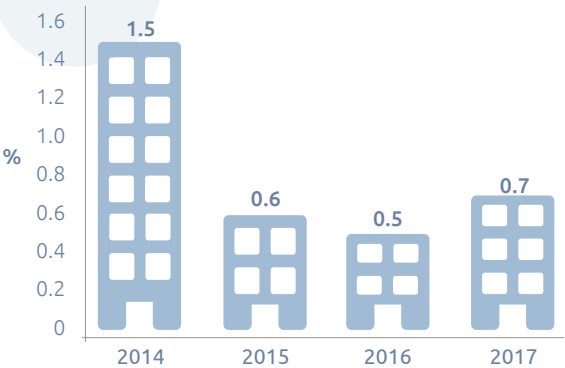
**Adopted new regulations for Short Term Rentals**, including removing this use from transient accommodation zones

**Made it easier for homeowners to build secondary suites** by removing restrictions in zoning that limited the amount of exterior changes that could be made to a building containing a secondary suite

**Created a standard minimum unit size** in multi-unit zones across Victoria in order to increase housing supply and diversity

Approved a \$500,000 Victoria Housing Reserve Fund grant for Pacifica Housing to assist in the retention of 62 units of no/low income housing

Victoria Apartment Rental Vacancy Rate %



Changed the Zoning Regulation Bylaw to allow garden suites outright in single-family zones across the City, making it significantly easier and less costly for homeowners to build new garden suites



**Performance measures:**

	2016	2017
Crystal Pool and Fitness Centre:		
# of visits	385,201	388,665
% of total registrations online	17.4	20.1
# of camp registrants	1,581	1,934
# of drop-in aquatic and fitness participants	23,599	21,268
# of children who learned to swim	1,881	1,352
Bookings of Royal Athletic Park	71	75
People attending Royal Athletic Park	74,510	75,000





# Facilitate Social Inclusion and Community Wellness

The City of Victoria is a healthy and inclusive community, committed to the well-being of all citizens.

## Outcomes the City is working towards in this area include:

Public recreation and cultural facilities are first rate

City infrastructure and facilities are more accessible for everyone

Enhanced quality of life

## Highlights of what we achieved in 2017

**Initiated the Witness Reconciliation Program**, bringing together representatives from the Songhees and Esquimalt Nations and the City in a new family. The program builds and nurtures the relationships needed to facilitate trust and demonstrate the City's ongoing commitment to doing the work for as long as it needs to be done.

### Launched the Crystal Pool and Wellness Centre Replacement Project

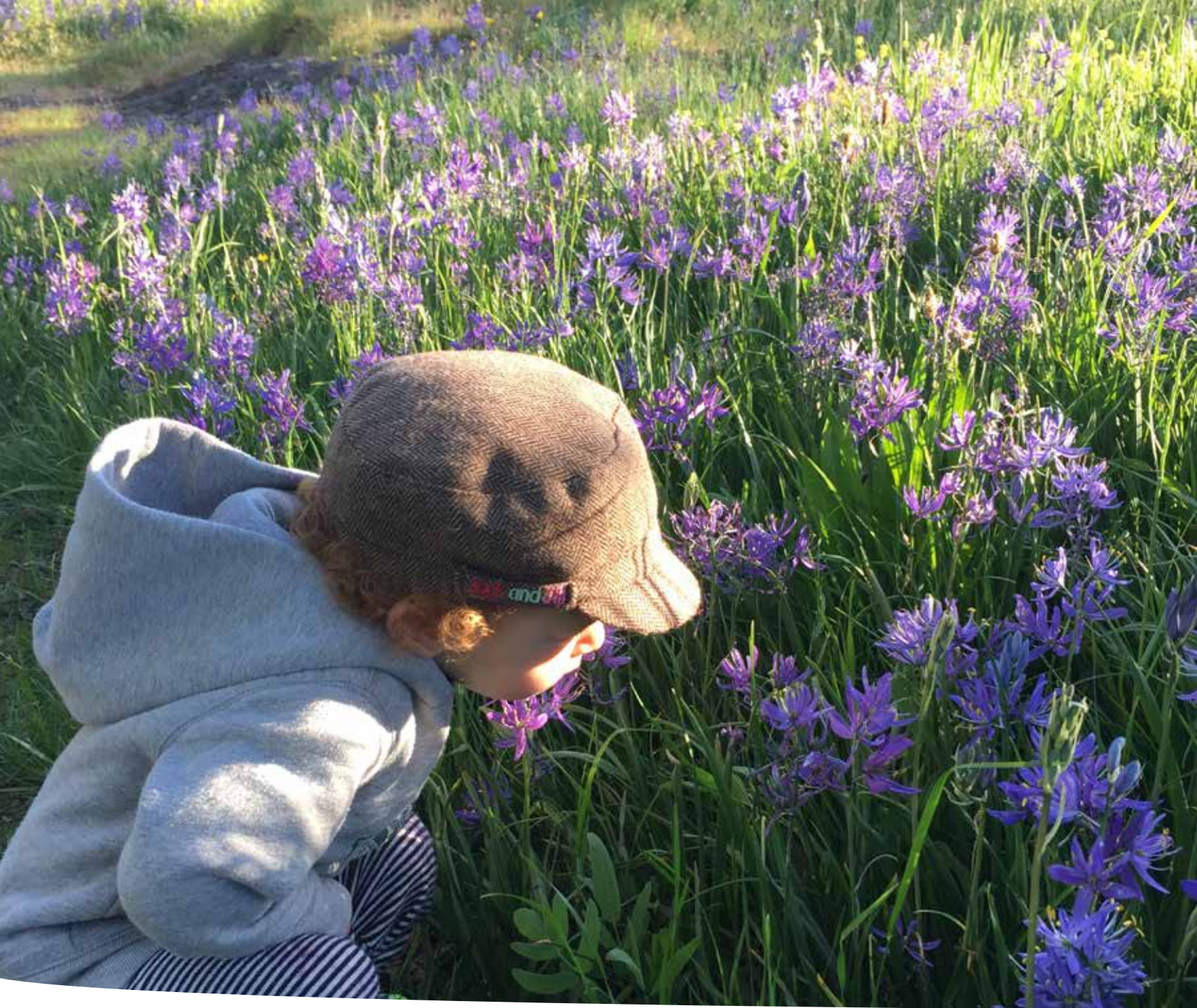
Trained City Council and front line staff on the **We Speak app**, utilizing Google Translate to better communicate with those whose first language is not English

Participated in the annual **Anti-Bullying Film Festival** in partnership with the Boys and Girls Club of Greater Victoria and the Community Centre Network

**Partnered with Bridges for Women Society** to support the **Orange Shirt Day: Every Child Matters** grassroots initiative on September 30 at Centennial Square, organized by a residential school survivor to acknowledge the harm that Canada's residential school system had on generations of Indigenous families and communities







**Performance measures:**

	2016	2017
Trees removed from public property	214	150
Trees planted on public property	318	328
City-owned trees	32,857	33,035
City parks and green spaces	137	137





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

In the City of Gardens, residents are connected to their public and green spaces.

## Outcomes the City is working towards in this area include:

Greenspace, parks and food systems that are enhanced, well-maintained and fully utilized

David Foster Harbour Pathway is celebrated for its wayfinding that links all harbour front developments

## Highlights of what we achieved in 2017

Approved the **Parks and Open Spaces Master Plan**, a long-term strategic document that lays out priorities for investment over the next 25 years

**Adopted the Visual Victoria wayfinding strategy** which aims to contribute to a memorable and positive image of Victoria based on its rich history and vision for the future, while enhancing its unique identity and supporting walkability, accessibility and usability

**Celebrated Canada 150 with a splash of red and white in Victoria's iconic hanging baskets**

**To provide more spaces for people to enjoy** with their furry friends the City implemented one-year dog off-leash area pilots at Fisherman's Wharf and Oaklands Park

**Improved the public washroom in Centennial Square**

**Aquired property in Burnside Gorge to expand Cecelia Ravine Park** to provide residents more access to natural and green spaces

**Made improvements to Raynor and Reeson Parks**



Installed *Following the Pod*, the winner of the pop-up design competition for Centennial Square. The design features a pod of orcas, designed to raise awareness of the threatened southern resident killer whale population by enabling visitors to interact with the life-sized sculptures.





**Performance measures:**

2016	2017
2.3	1.35
3	4
4	2
440	365
230	2,400

**Performance measures:**

Performance measures:	2016	2017
Bus shelters installed	2	4
New LED pedestrian countdown signals	6	2
Major street rehabilitation projects completed	5	3
Local street rehabilitation projects completed	6	6



# Complete a Multi-Modal and Active Transportation Network

We are building new infrastructure and transforming our transportation system to improve safety for people who walk, bike, take the bus and drive.

## Outcomes the City is working towards in this area include:

Public transit is accessible to all and rivals private automobile trip duration

Pedestrian travel is safe, comfortable and enjoyable for all ages and abilities

Victoria is a national leader for cycling infrastructure and complete streets planning

## Highlights of what we achieved in 2017

Opened the City's first two-way protected bike lanes on **Pandora Avenue**, and began construction on Fort Street. When complete, the new active transportation network will encourage people of all ages and abilities to ride, skate and rollerblade throughout the city.

**Completed road rehabilitation on Cook Street** between Pandora Avenue and Caledonia Avenue, including sidewalk improvements, storm drain main replacement, an upgraded crosswalk at Grant Street, a new crosswalk at North Park Street, new pavement, new trees and North Park Village banners and artwork

### Continued construction on the new Johnson Street Bridge

Constructed the newest section of the **David Foster Harbour Pathway in Reeson Park**, including a new paved, wheelchair-accessible pathway with guardrails and lighting, connecting the park with neighbouring properties

Participated in the Capital Regional District's **Active and Safe Routes to School** program with Sir James Douglas and South Park schools

**Partnered with the Downtown Victoria Business Association to sponsor Transportation Mode-Shift EcoStar Award** with the Synergy Sustainability Institute. The new award category recognizes businesses and other organizations that incentivize or encourage staff and/or customers to shift modes and arrive at their location by sustainable transportation.





Photo: Atomique Productions

**Performance measures:**

	2016	2017
# of public art applicants applying to competitions	73	17
Public art pieces	91	102
Block parties	31	31
Special event and film permits issued	277	289
Attendees at Canada Day celebrations	50,000	100,000
Number of free, city-organized arts and culture programs and events	168	164



Partnered with the Greater Victoria Spirit Committee to produce the Spirit of Victoria 150 events culminating in a record breaking gathering in the Inner Harbour on Canada Day with more than 100,000 people attending

# Nurture our Arts, Cultural and Learning Capital

Victoria is the heart of the region's arts and culture, a creative city that is the hub for festivals and events.

## Outcomes the City is working towards in this area include:

Increased number of funding partners for the McPherson Theatre

Support for arts and culture is increased, inclusive and strategic

## Highlights of what we achieved in 2017

### Welcomed Lindsay Delaronde into the role of Indigenous Artist in Residence

The new position provides the opportunity for a local artist to develop artistic works and engage the community in dialogue, workshops, events, and activities throughout a two-year term

### Recognized local authors at the Victoria Book Prize Society Awards Gala

Invested in **32 festivals and celebrations** to enhance Victoria's vitality, vibrancy and diversity this summer

### Celebrated National Poetry Month in April

**Introduced Maita Cienska as the City's 2017 Youth Poet Laureate.** Serving as a champion for youth and literary arts, Victoria's Youth Poet Laureate seeks to inspire and engage local youth to share their stories through both the written and spoken word.

### Hosted a busy summer season of events

Highlights include: 164 concerts, events and programs in Centennial Square and Cameron Bandshell, RCMP Musical, Pride Parade, Symphony Splash, Caravan Festival and the Rifflandia Festival.

**Selected emerging artist Kai Choufour** to create the fifth artwork installation for the Commercial Alley Outdoor Art Gallery

Approved the **Create Victoria Arts and Culture Master Plan**, designed to guide the City's investment in arts and culture over the next five years



Worked with Artist in Residence Luke Ramsey on a multitude of projects around the city including community murals; a collaboration with a group of Indigenous and non-Indigenous grade 6 – 8 students to create a set of four banners that will decorate Victoria's lampposts downtown and in Beacon Hill Park over the next two summers. Ramsey also developed the new Vic West Skate Park sign and created new artwork for the City's annual publication CityVibe, Victoria's Guide to Festival and Outdoor Events.



KI Peruzzo





### Performance measures:

	2016	2017
Km of sewer upgrades	2.22	1.83
Km of stormwater system upgrades	2.80	3.31
Km of water system upgrades	1.32	2.24
Properties participating in stormwater utility rebates	14	11
Properties participating in stormwater utility credits	38	72
Tonnes of residential garbage collected	4,079	4,080
Tonnes of residential organics collected	2,125	2,183





# Steward Water Systems and Waste Streams Responsibly

Acting as stewards for our physical and marine environment helps ensure the sustained health of our community.

## Outcomes the City is working towards in this area include:

The City handles waste in a responsible way

Construction of a sewage treatment plant

## Highlights of what we achieved in 2017

**Approved the CRD's application to upgrade and expand the Clover Point Pump Station** and install the Clover Forcemain as part of the Core Area Wastewater Treatment Project. Public realm improvements include a new plaza, walking paths, a cycle track from the Ogden Point breakwater to Clover Point, and a \$100,000 one-time contribution for community amenities, among other enhancements.

Obtained a Supreme Court injunction which enables the City to enforce regulations on the Gorge Waterway. These regulations limit anchoring for a period of up to 48 hours, but not exceeding 72 total hours in a 30-day period

### Community and stakeholder engagement on new regulations to reduce single-use plastic checkout bags

**Completed initial environmental investigation** at Laurel Point Park and started work on the next stage of investigation including a risk assessment and remediation plan

Applied for a grant through the **Infrastructure Planning Grant Program** to fund a daylighting feasibility study of Bowker Creek in partnership with the CRD, District of Saanich and the District of Oak Bay

### Completed work to replace aging cast iron water mains along Government Street, Chatham Street and Caledonia Street

**Completed construction on Belleville Street** to replace a water main from Menzies Street to Oswego Street and upgrade the cast iron water supply main that was constructed over 60 years ago



Held the 18th annual Public Works Day, an open house to provide elementary students an opportunity to learn more about how City staff work to ensure the community is healthy, safe and sustainable. This year, 30 classes, totalling 730 students from 10 schools participated in 20 interactive stations, including opportunities to learn about the City's kitchen scraps and garbage program, asphalt recycling, street cleaning, underground utility operations, sidewalk maintenance, traffic and street lights and how the storm water system is managed.



#### Performance measures:

2016	2017
7,602	8,064
52	36
38	32
2,662	3,170
146	292
202	212
2,024	2,123

Victoria Fire Department calls for service
Structure fires
Fires contained to room of origin
Inspections and re-inspections
Calls to hoarding hotline
Life safety education sessions
Aggregate hours attending emergency events

#### Performance measures:

2016	2017
9,168	10,867
16,384	19,831
11	10
128	107
102	112

People who attended public workshops/talks
Firefighter aggregate training hours
Evacuee assistance – team activations
Evacuee assistance – people assisted
Volunteer training sessions



# Take Climate Action and Prepare for Emergencies

The City is resilient in the face of emergencies and disasters, encouraging everyday readiness in ways that support individual, family and neighbourhood resilience.

## Outcomes the City is working towards in this area include:

City and community have reduced greenhouse gas emissions

A new Fire Station in downtown Victoria

## Highlights of what we achieved in 2017

Participated in **Fire Prevention Week** with the theme “Every Second Counts, Plan Two Ways Out.” Presented fire safety messaging to 15 schools and approximately 4,000 students and teachers during Fire Prevention Week.

**Draft Climate Leadership Plan approved** for public input. This plan outlines the goals, targets and actions to reach an 80% reduction in greenhouse gas emissions and transition to 100% renewable energy by 2050.

**Launched a new e-bike program** to give staff a more sustainable and active option for travelling to work appointments

**Hosted the 2017 ICLEI Liveable Cities Forum** at the Victoria Conference Centre, focused on climate change mitigation and adaptation strategies from across Canada and around the world

**Partnered with BC Hydro, FortisBC, the Province and CRD** to enhance the Home Renovation Rebate and Oil to Heat Pump Programs for the community. These programs continue to have multiple benefits such as lowering bills, reducing household emissions, removing environmental and financial risk of spills, increase in comfort as well as making a healthier home.

**Assisted with the Okanagan flooding and wildfires** by working in the Regional District of the Central Okanagan Emergency Operations Centre in the Interior as well as assisting wildfire evacuees who made their way to the Island with Emergency Social Services. The Victoria Fire Department deployed fire crews and an engine and tanker to provide structural fire protection to the communities of Loon Lake and Cache Creek.

### Launched Vic-Alert, the City’s emergency notification system

**Victoria Fire Department** responded to an increase in opioid overdose calls. The department has been trained to administer the lifesaving antidote “Naloxone” since May of 2016, in response to this crisis.

### Converted all streetlights on City owned metal poles to LED lights







# Demonstrate Regional Leadership

As the regional commercial hub, and as the Capital City, Victoria is well-positioned to play a leadership role in the Capital Region

## Outcomes the City is working towards in this area include:

Enhanced governance is in place in the Region, especially with respect to emergency services dispatch

## Highlights of what we achieved in 2017

Hosted a **Provincial All-Candidates listening session**, and later an **All-Candidates** meeting at the Victoria Conference Centre in advance of the provincial election, in partnership with the Downtown Victoria Business Association, Tourism Victoria, The Chamber, Greater Victoria Harbour Authority and the Urban Development Institute (Pacific Region). The candidates from all South Island ridings were invited to participate.

Adopted a resolution to request the Government of British Columbia and BC Transit work with the Capital Regional District to **introduce an effective Regional Transportation Authority**

**Continued to support the South Island Prosperity Project (SIPP)**, along with several other municipalities and First Nations. SIPP works with companies that want to grow in or relocate to Victoria, promoting the development of a strong, diversified economy on South Vancouver Island, creating a more collaborative region and a vibrant place to work.

**Endorsed a work plan for the Royal McPherson Theatre Society** that will encourage more municipal participation in the regional partner's project group

Requested the **Capital Regional District's Core Area Wastewater Treatment Project Board** ensure mitigation measures be put in to place to protect the Dallas Road bluffs during construction of facilities related to the wastewater treatment plant





# Victoria Police Department

The Victoria Police Department (VicPD) is the oldest police department west of the Great Lakes and has been proudly serving the City of Victoria since 1858 and the Township of Esquimalt since 2003.

In 2017, VicPD strengthened its connection to the community, most notably through the successful 2017 **VicPD Community and Business Survey** project. In total, 1,841 community and business surveys were hand-delivered with a response rate of 42% for the community survey and 33% for the business survey. Citizens indicated an 88% satisfaction rate with the service provided by VicPD.

56,321 calls for service



45,303 9-1-1 calls

**VicPD worked with a number of community partners** to ensure public safety at major events, especially the Canada 150 celebrations that drew tens of thousands of citizens to events in downtown Victoria

**VicPD officers and staff connected with the citizens we serve at over 500 community events and meetings**

VicPD Crime Watch, Front Desk and Reserve volunteers gave more than 17,000 hours to our communities

In 2017, 15 deserving citizens were recognized with **VicPD Civic Service Awards** for stepping up to contribute to their community's safety









FINANCIAL STATEMENTS OF

# The Corporation of the City of Victoria

Year Ended December 31, 2017

## Management's Responsibility for the Financial Statements

The accompanying financial statements of The Corporation of the City of Victoria (the "City") are the responsibility of management and have been prepared in accordance with Canadian public sector accounting standards as recommended by the Public Sector Accounting Board of Chartered Professional Accountants Canada. A summary of the significant accounting policies are described in the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The City's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

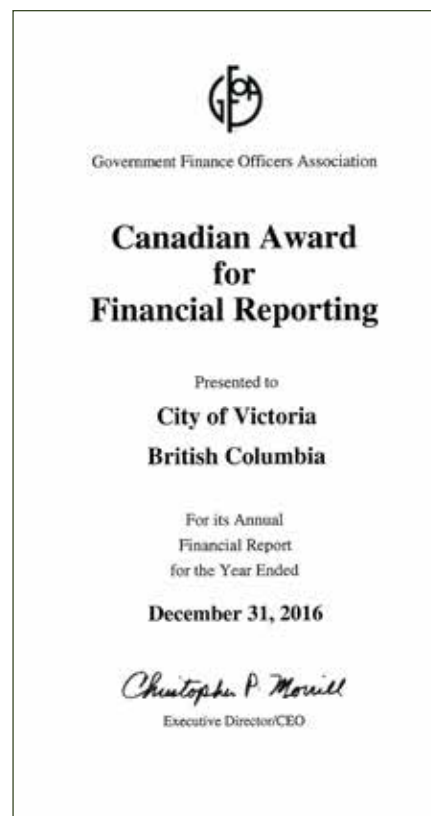
Mayor and Council meet with management and the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The financial statements have been audited by BDO Canada LLP, independent external auditors appointed by the City. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the City's financial statements.

  
City Manager

  
Director of Finance

May 3, 2018



# Independent Auditors' Report

## To the Mayor and Councillors of The Corporation of the City of Victoria

We have audited the accompanying financial statements of The Corporation of the City of Victoria, which comprise the Statement of Financial Position as at December 31, 2017, and the Statements of Operations, Changes in Net Financial Assets and Cash Flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

## Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

## Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated 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 the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## Opinion

In our opinion, the financial statements present fairly in all material respects, the financial position of The Corporation of the City of Victoria as at December 31, 2017 and its results of operations, cash flows and changes in net financial assets for the year then ended, in accordance with the Canadian public sector accounting standards.



Chartered Professional Accountants

Victoria, British Columbia

May 3, 2018

<b>BDO Canada LLP</b>	T 250.383.0426
Suite 500	F 250.383.1091
1803 Douglas Street	victoria@bdo.ca
Victoria, BC V8T 5C3	bdo.ca

BDO Canada LLP, a Canadian limited liability partnership, is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms.

# Statement of Financial Position

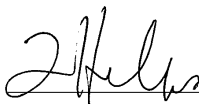
December 31	2017	2016
<b>Financial Assets</b>		
Cash and cash equivalents (Note 2)	\$ 110,003,479	\$ 88,214,735
Accounts receivable		
Property taxes	1,816,637	2,679,561
Other (Note 3)	31,000,807	27,965,007
Portfolio investments (Note 4)	137,900,025	136,900,025
Mortgage receivable (Note 5)	865,687	839,007
Other assets	1,798	2,264
Restricted cash ( Note 17)	1,243,414	1,124,988
	<b>282,831,847</b>	<b>257,725,587</b>
<b>Liabilities</b>		
Accounts payable and accrued liabilities (Note 6)	29,406,143	27,075,850
Deposits and prepayments	15,664,116	13,607,090
Deferred revenue (Note 7)	24,876,181	19,336,948
Long-term debt (Note 8)	73,250,606	67,123,425
Employee future benefit liability (Note 9)	17,688,187	17,051,123
	<b>160,885,233</b>	<b>144,194,436</b>
<b>Net Financial Assets</b>	<b>121,946,614</b>	<b>113,531,151</b>
<b>Non-Financial Assets</b>		
Tangible capital assets ( Note 10)	495,784,736	454,762,429
Inventory of supplies	1,045,591	964,213
Prepaid expenses and deposits	1,145,524	1,179,575
	<b>497,975,851</b>	<b>456,906,217</b>
<b>Accumulated Surplus (Note 11)</b>	<b>\$619,922,465</b>	<b>\$570,437,368</b>
Commitments (Note 16)		
Contingent liabilities (Note 17)		

The accompanying notes are an integral part of these financial statements.

On behalf of the City:



Director of Finance



Mayor



# Statement of Operations

For the year ended December 31	Financial Plan 2017 (Note 18)	2017	2016
<b>Revenue</b>			
Taxation (Note 12)	\$ 127,667,268	<b>\$ 127,697,471</b>	\$ 126,112,506
Net grants in lieu of taxes	5,984,140	<b>6,328,534</b>	5,864,539
Sale of goods and services	46,372,942	<b>51,152,653</b>	48,788,424
Sale of water	19,158,507	<b>20,516,753</b>	19,687,181
Licences and permits	4,123,000	<b>4,417,980</b>	5,117,573
Fines	3,295,000	<b>3,399,598</b>	3,393,807
Rentals and leases	1,470,000	<b>1,489,176</b>	1,348,593
Other penalties and interest	1,790,000	<b>658,474</b>	738,026
Investment income	1,700,000	<b>3,493,023</b>	2,743,165
Government transfers (Note 13)	15,651,000	<b>10,464,097</b>	9,845,760
Actuarial adjustment on debt	—	<b>781,729</b>	663,669
Miscellaneous (Note 14)	4,522,218	<b>8,337,747</b>	6,246,349
	231,734,075	<b>238,737,235</b>	230,549,592
<b>Expenses</b>			
General government	17,536,822	<b>16,868,104</b>	17,476,596
Protective services	74,857,124	<b>75,128,184</b>	72,407,533
Transportation services	24,798,238	<b>25,980,557</b>	24,381,515
Environmental and public health services	8,152,793	<b>7,614,739</b>	8,050,402
Social services and housing	1,566,802	<b>1,550,606</b>	711,508
Planning and development	15,625,106	<b>15,353,385</b>	17,059,341
Parks, recreation and culture	27,121,857	<b>28,937,509</b>	29,419,773
Water utility	14,205,822	<b>14,257,562</b>	14,405,615
Sewer utility	4,179,886	<b>3,561,492</b>	4,104,322
	188,044,450	<b>189,252,138</b>	188,016,605
<b>Annual Surplus</b>	43,689,625	<b>49,485,097</b>	42,532,987
<b>Accumulated Surplus, beginning of year</b>	570,437,368	<b>570,437,368</b>	527,904,381
<b>Accumulated Surplus, end of year</b>	\$ 614,126,993	<b>\$ 619,922,465</b>	\$ 570,437,368

The accompanying notes are an integral part of these financial statements.

# Statement of Change in Net Financial Assets

For the year ended December 31	Financial Plan 2017	2017	2016
	(Note 18)		
<b>Annual Surplus</b>	\$ 43,689,625	<b>\$ 49,485,097</b>	\$ 42,532,987
Net acquisition of tangible capital assets	(95,744,000)	<b>(52,894,881)</b>	(39,488,467)
Amortization of tangible capital assets	10,000,000	<b>11,872,574</b>	11,282,374
Gain on disposal of tangible capital assets	–	<b>(112,225)</b>	(73,940)
Proceeds on disposal of tangible capital assets	–	<b>112,225</b>	84,900
	(42,054,375)	<b>8,462,790</b>	14,337,854
 Net consumption of inventory of supplies	–	<b>(81,378)</b>	(123,225)
Net acquisition (use) of prepaid expenses and deposits	–	<b>34,051</b>	(330,793)
 <b>Change in Net Financial Assets</b>	(42,054,375)	<b>8,415,463</b>	13,883,836
<b>Net Financial Assets, beginning of year</b>	<b>\$ 113,531,151</b>	<b>\$ 113,531,151</b>	<b>\$ 99,647,315</b>
 <b>Net Financial Assets, end of year</b>	<b>\$ 71,476,776</b>	<b>\$ 121,946,614</b>	<b>\$ 113,531,151</b>

The accompanying notes are an integral part of these financial statements.

# Statement of Cash Flows

For the year ended December 31	2017	2016
Cash provided by (used in):		
<b>Operating Transactions</b>		
Annual surplus	\$ 49,485,097	\$ 42,532,987
Items not involving cash	11,872,574	11,282,374
Gain on disposal of tangible capital assets	(112,225)	(73,940)
Change in future employee benefits and other liability	637,064	1,415,128
Actuarial adjustment on debt	(781,729)	(663,669)
Changes in non-cash operating assets and liabilities		
Accounts receivable other	(3,035,800)	2,304,315
Property taxes receivable	862,924	10,144
Mortgage receivable	(26,680)	(26,163)
Other assets	466	(349)
Restricted cash	(118,426)	(77,564)
Accounts payable and accrued liabilities	2,330,293	(54,366)
Deposits and prepayments	2,057,026	1,344,907
Deferred revenue	5,539,233	3,536,473
Inventory of supplies	(81,378)	(123,225)
Prepaid expenses and deposits	34,051	(330,793)
	<b>68,662,490</b>	<b>61,076,259</b>
<b>Capital Transactions</b>		
Acquisition of tangible capital assets	(52,894,881)	(39,488,467)
Proceeds on disposal of tangible capital assets	112,225	84,900
	<b>(52,782,656)</b>	<b>(39,403,567)</b>
<b>Investing Transactions</b>		
Net increase in portfolio investments	<b>(1,000,000)</b>	<b>(35,199,753)</b>
<b>Financing Transactions</b>		
Debt issued	9,600,000	5,500,000
Debt repayments	(2,691,090)	(2,470,703)
Capital lease repayments	–	(137,175)
	<b>6,908,910</b>	<b>2,892,122</b>
<b>Increase (Decrease) in Cash and Cash Equivalents</b>	<b>21,788,744</b>	<b>(10,634,939)</b>
<b>Cash and Cash Equivalents, beginning of year</b>	<b>88,214,735</b>	<b>98,849,674</b>
<b>Cash and Cash Equivalents, end of year</b>	<b>\$ 110,003,479</b>	<b>\$ 88,214,735</b>

The accompanying notes are an integral part of these financial statements.

# Notes to Financial Statements

December 31, 2017

The Corporation of the City of Victoria (the "City") is incorporated and operates under the provisions of the Local Government Act and the Community Charter of British Columbia. The City provides municipal services such as: protective services, transportation services, environmental and public health services, community planning, parks, recreation and community development, water utility, sewer utility and other general government operations.

The financial statements of The Corporation of the City of Victoria (the "City") are prepared by management in accordance with Canadian generally accepted accounting principles as recommended by the Public Sector Accounting Board of the Chartered Professional Accountants Canada. Significant accounting policies adopted by the City are as follows:

## 1. Significant accounting policies

### (a) Reporting Entity

The financial statements include a combination of all the assets, liabilities, accumulated surplus, revenues and expenses of all of the City's activities and funds. Inter-departmental balances and organizational transactions have been eliminated.

The financial statements exclude trust assets that are administered for the benefit of external parties (Note 15).

### (b) Basis of Accounting

The City follows the accrual method of accounting for revenues and expenses. Revenues are accounted for in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

### (c) Government Transfers

Government transfers are recognized in the financial statements as revenues in the period the transfers are authorized and any eligibility criteria have been met, except when and to the extent that the transfer gives rise to an obligation that meets the definition of a liability for the recipient government. Transfers received which meet the definition of a liability are included in deferred revenue and are recognized over the period that the liability is settled.

### (d) Deferred Revenue

Certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred or the services are performed.

### (e) Deposits and Prepayments

Receipts restricted by third parties for future services or repayment are deferred and reported as deposits and are refundable under certain circumstances. Deposits and prepayments are recognized as revenue when qualifying expenditures are incurred.

### (f) Taxation Revenue

Taxes are recorded at estimated amounts when they meet the definition of an asset, have been authorized and the taxable event occurs. Annual levies for non-optional municipal services and general administrative services are recorded as taxes for municipal services in the year they are levied. Taxes receivable are recognized net of an allowance for anticipated uncollectible amounts. Levies imposed by other taxing authorities are not included as taxes for municipal purposes.

Through the British Columbia Assessment's appeal process, taxes may be adjusted by way of supplementary roll adjustments. The effects of these adjustments on taxes are recognized at the time they are awarded.

### (g) Investment Income

Investment income is reported as revenue in the period earned. When required by the funding agreement, investment income earned on deferred revenue is deferred and forms part of the deferred revenue balance.

### (h) Cash and Cash Equivalents

Cash equivalents include short term highly liquid investments with a term to maturity of 90 days or less at acquisition. Cash equivalents also include investments in the Municipal Finance Authority of British Columbia ("MFA") Money Market Funds which are recorded at cost plus earnings reinvested in the funds.

### (i) Long-Term Debt

Long-term debt is recorded net of related sinking fund balances and actuarial earnings.



# Notes to Financial Statements

December 31, 2017

## (j) Employee Future Benefits

- (i) The City and its employees make contributions to the GVLRA-CUPE Long Term Disability Trust and Municipal Pension Plan. As these are multi-employer pension plans, contributions are expensed as incurred.
- (ii) Sick leave and other retirement benefits are also available to the City's employees. The costs of these benefits are actuarially determined based on years of service and best estimates of retirement ages and expected future salary and wage increases. The obligations under these benefit plans are accrued based on projected benefits as the employees render services necessary to earn the future benefits.

## (k) Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

### (i) Tangible Capital Assets

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The costs, less residual value, of the tangible capital assets, excluding land, are amortized on a straight line basis over their estimated useful lives as follows:

	Useful life in years
Land improvements	15 – 50
Buildings	20 – 50
Furniture, equipment, technology and motor vehicles	5 – 25
Roads, bridges and highways	10 – 80
Water infrastructure	20 – 125
Sewer infrastructure	50 – 100
Drainage infrastructure	50 – 100

Tangible capital assets are written down when conditions indicate that they no longer contribute to the City's ability to provide goods and services, or when the value of future economic benefits associated with the asset are less than the book value of the asset. Assets under construction are not amortized until the asset is available for service. The City does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.

### (ii) Contributions of Tangible Capital Assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

### (iii) Natural Resources

Natural resources are not recognized as assets in the financial statements.

### (iv) Works of Art and Cultural and Historic Assets

Works of art and cultural and historic assets are not recorded as assets in these financial statements.

### (v) Leased Tangible Capital Assets

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

### (vi) Inventories of Supplies

Inventories of supplies held for consumption are recorded at the lower of cost and replacement cost.

### (vii) Tangible Capital Assets Disclosed at Nominal Values

Where an estimate of fair value could not be made upon adoption of accounting standard PSAS 3150 – Tangible Capital Assets, the tangible capital asset was recognized at a nominal value.

# Notes to Financial Statements

December 31, 2017

## 1. Significant accounting policies: (CONTINUED)

### (l) Use of Estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Significant estimates include assumptions used in estimating useful lives of tangible capital assets, estimating provisions for accrued liabilities, estimates related to contaminated sites and in performing actuarial valuations of employee future benefits. Actual results could differ from these estimates.

### (m) Contaminated Sites

Contaminated sites are a result of contamination being introduced into air, soil water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. Liabilities are recorded net of any expected recoveries. A liability for remediation of contaminated sites is recognized when all the following criteria are met:

- (i) an environmental standard exists;
- (ii) contamination exceeds the environmental standard;
- (iii) the Authority is directly responsible or accepts responsibility;
- (iv) It is expected that future economic benefits will be given up; and
- (v) a reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the mediation strategy for a contaminated site. No liability for contaminated sites exists as at December 31, 2016 or 2017.

## 2. Cash and Cash Equivalents:

	2017	2016
Cash	\$ 25,475,696	\$ 10,227,662
MFA Money Market Funds	69,527,783	59,987,073
Guaranteed investment certificate	15,000,000	18,000,000
	<b>\$ 110,003,479</b>	<b>\$ 88,214,735</b>

Guaranteed investment certificates have interest rates of 1.70% to 1.80% (2016 – 1.25% to 1.45%) and are redeemable after 90 days.

## 3. Accounts Receivable

	2017	2016
Sewer	\$ 3,468,768	\$ 2,936,348
Water	14,800,754	12,540,291
Grants	4,741,274	4,175,509
GST and carbon tax	772,560	628,642
Investment interest income	923,120	986,209
Parks, recreation and community development	2,304,463	1,980,307
Municipal tickets	1,411,054	1,326,350
Victoria police department	875,504	1,024,764
Rental properties	69,053	61,172
Permits	334,811	946,014
Garbage	505,837	455,098
Third party billing	406,507	230,066
Miscellaneous	1,182,507	1,359,823
Valuation allowance	(795,405)	(685,586)
	<b>\$ 31,000,807</b>	<b>\$ 27,965,007</b>

# Notes to Financial Statements

December 31, 2017

## 4. Portfolio Investments

Portfolio investments are comprised of Guaranteed Investment Certificates of Canadian Banks and Credit Unions with yields of 1.88% to 2.25% (2016 – 1.28% to 1.95%), and maturity date of December 17, 2018.

## 5. Mortgage Receivable

In 2011, the Federal Government of Canada entered into an agreement with the Capital Regional District to provide a financial contribution for new permanent, safe, transitional and supportive housing. Subsequently, the Capital Regional District entered into a sub project funding agreement in which \$1,200,000 was contributed to the City towards the purchase of two properties within the City. The agreement states that if the properties are not operated for their intended purpose or are sold and the proceeds of disposition are not applied to providing similar services then the City will be required to repay the contribution amount. The amount of the required repayment is dependent on the length of time that the intended purpose of the contribution is met and extends to March 31, 2026 at which point no further repayment is required.

In 2013, one of the properties was purchased by Provincial Rental Housing Corporation. In 2015, the remaining property was purchased by a not-for-profit housing society and a mortgage of \$1,300,000 was issued by the City. The mortgage bears no interest and is secured by the property. Payment is not due until the mortgage matures on September 15, 2029. The balance represents the present value of the payment, using the City's estimated cost of borrowing.

Both purchases include transfer of the funding agreement repayment obligation applicable to each property.

## 6. Accounts Payable and Accrued Liabilities

	2017	2016
Trade account payable	<b>\$ 10,800,926</b>	\$ 11,031,714
Capital projects	<b>3,366,062</b>	1,945,350
Payroll accounts payable	<b>6,572,255</b>	6,592,566
Contract holdbacks	<b>6,192,934</b>	4,816,003
School authorities	<b>686,706</b>	1,056,181
Capital Regional District	<b>445,004</b>	412,995
Legal settlements	<b>1,003,683</b>	880,762
Integrated recreation	<b>81,830</b>	79,455
BC Transit	<b>140,112</b>	145,697
Regional Hospital District	<b>96,469</b>	94,842
BC Assessment Authority	<b>20,162</b>	20,285
	<b>\$ 29,406,143</b>	\$ 27,075,850

# Notes to Financial Statements

December 31, 2017

## 7. Deferred Revenue

	2017	2016
Building permit fees	\$ 5,612,043	\$ 3,958,073
Development cost charges	15,973,761	13,534,862
General operating deferred revenue	3,290,377	1,844,013
	<b>\$ 24,876,181</b>	<b>\$ 19,336,948</b>

Building permit fees		
Opening balance of building permit fees	\$ 3,958,073	\$ 2,867,315
Add: fees and contributions received	3,666,196	3,847,440
Less: revenue earned and/or fees refunded	(2,012,226)	(2,756,682)
	<b>\$ 5,612,043</b>	<b>\$ 3,958,073</b>

Development cost charges		
Opening balance of unspent funds	\$ 13,534,862	\$ 11,337,517
Add: development cost charges received during year	2,474,357	2,117,491
Add: interest earned	216,357	79,854
Less: amount spent on projects and recorded as revenue	(251,815)	—
	<b>\$ 15,973,761</b>	<b>\$ 13,534,862</b>

Development cost charges include the following:

Water and environment	\$ 748,809	\$ 930,730
Streets	—	20,391
Transportation	6,614,537	5,257,231
Water	676,462	546,774
Drainage	393,136	316,614
Sewage	2,720,171	2,150,145
Parkland acquisition	3,396,524	3,138,906
Parkland development	1,424,122	1,174,071
	<b>\$ 15,973,761</b>	<b>\$ 13,534,862</b>

There are no waivers and/or reductions in development cost charges during 2017 or 2016.



# Notes to Financial Statements

December 31, 2017

## 8. Long-Term Debt

The City issues debt instruments through the Municipal Finance Authority ("MFA"), pursuant to security issuing bylaws under authority of the Local Government Act, to finance certain capital expenditures. Sinking fund balances, managed by the MFA, are used to reduce long-term debt. Interest rates on long-term debt range from 2.10% to 4.90%. The weighted average interest rate for 2017 was 3.03% (2016 – 3.10%).

(a) Gross amount of debt and the repayment and actuarial earnings to retire the debt are as follows:

	Rate	Gross debt	Repayment & actuarial earnings	Net debt 2017	Net debt 2016	Year of Maturity
Issue 79	2.10%	10,000,000	(3,035,139)	<b>6,964,861</b>	7,256,882	2033
Issue 80	2.40%	10,000,000	(2,985,840)	<b>7,014,160</b>	7,301,438	2033
Issue 81	2.40%	10,000,000	(2,758,457)	<b>7,241,543</b>	7,521,213	2034
Issue 102	2.25%	4,509,000	(2,712,477)	<b>1,796,523</b>	2,118,084	2022
Issue 103	4.65%	1,800,000	(977,602)	<b>822,398</b>	948,822	2023
Issue 105	4.90%	5,240,015	(2,467,047)	<b>2,772,968</b>	3,125,300	2024
Issue 110	4.50%	5,200,000	(2,111,154)	<b>3,088,846</b>	3,427,056	2025
Issue 115	3.89%	10,200,000	(2,291,726)	<b>7,908,274</b>	8,327,573	2031
Issue 130	3.00%	23,200,000	(2,452,817)	<b>20,747,183</b>	21,597,057	2034
Issue 139	2.10%	5,500,000	(206,150)	<b>5,293,850</b>	5,500,000	2036
Issue 142	3.15%	9,600,000	–	<b>9,600,000</b>	–	2037
		<b>\$ 95,249,015</b>	<b>\$ (21,998,409)</b>	<b>\$ 73,250,606</b>	<b>\$ 67,123,425</b>	

(b) Future aggregate payments of net outstanding debenture debt, including sinking fund payments, over the next five years and thereafter are as follows:

2018	\$ 3,936,716
2019	4,096,716
2020	4,263,363
2021	4,436,940
2022	4,617,740
Thereafter	51,899,131
<b>Total</b>	<b>\$ 73,250,606</b>

(c) Scheduled debt repayments may be suspended in the event of excess sinking fund earnings within the MFA. Principal paid during the year was \$2,691,090 (2016 – \$2,470,703). Interest paid during the year was \$2,668,366 (2016 – \$2,528,197).

# Notes to Financial Statements

December 31, 2017

## 9. Employee Future Benefit Liability

Information about liabilities for the City's employee obligation is as follows:

	2017	2016
Accrued benefit obligation		
Balance, beginning of year	\$ 18,093,001	\$ 17,729,501
Service cost	1,389,300	1,387,100
Interest cost	618,700	571,400
Benefits payments	(1,364,400)	(884,600)
Immediate recognition loss/(gain) for event driven liabilities	(167,700)	37,400
Actuarial gain (loss)	(298,800)	(747,800)
Accrued benefit obligation, end of year	18,270,101	18,093,001
Less unamortized net actuarial loss	(1,022,577)	(1,516,802)
Add pension over contributions due to staff	440,663	474,924
Accrued benefit liability, end of year	\$ 17,688,187	\$ 17,051,123

The accrued benefit obligation and the benefit costs for the year were estimated by actuarial valuation as of December 31, 2017 by an independent actuarial firm. Key estimates were used in the valuation including the following:

	2017	2016
Discount rates	2.90%	3.30%
Expected future inflation rates	2.25%	2.25%
Expected wage and salary increases	2.33% to 4.38%	2.33% to 4.38%
Estimated average remaining service life of employees	11 years	12 years

The accrued benefit liability includes both vested and non-vested amounts as follows:

	City	Police	2017	2016
Vested benefits	\$ 4,340,418	\$ 7,844,705	\$ 12,185,123	\$ 10,918,198
Non-vested benefits	4,429,577	1,073,487	5,503,064	6,132,925
Total accrued benefit liabilities	8,769,995	8,918,192	17,688,187	17,051,123
Charged to operating funds in current and past years	(4,593,334)	(7,129,432)	(11,722,766)	(11,244,205)
Portion of benefits charged against reserves	\$ 4,176,661	\$ 1,788,760	\$ 5,965,421	\$ 5,806,918

Vested benefits include lump sum payments, death benefits, and certain sick leave and vacation in the year of retirement benefits. Vested benefits are contractually required to be paid to an employee regardless of their future employment. Non-vested benefits include long service leave, personal leave program and certain sick leave programs. Non-vested benefits are conditional upon future employment.

# Notes to Financial Statements

December 31, 2017

## GVLRA – CUPE Long Term Disability Trust

The Trust was established January 1, 1987 as a result of negotiations between the Greater Victoria Labour Relations Association representing a number of employers and the Canadian Union of Public Employees representing a number of CUPE locals. The Trust's sole purpose is to provide a long term disability income benefit plan. The City and its employees each contribute equal amounts into the Trust. The total plan provision for approved and unreported claims was actuarially determined as of December 31, 2014. At December 31, 2016, the total plan provision for approved and unreported claims was \$18,937,267 with an accumulated surplus of \$392,313. The total plan provision for approved and unreported claims and net surplus or deficit at December 31, 2017 will be available later in 2018.

The City paid \$584,709 (2016 – \$585,900) for employer contributions and City employees paid \$584,709 (2016 – \$585,900) for employee contributions to the Plan in fiscal 2017.

## Municipal Pension Plan

The municipality and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly trustee pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2016, the Plan has about 193,000 active members and approximately 90,000 retired members. Active members include approximately 38,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the Plan and adequacy of the funding. The actuary determines an appropriate combined employer and member contribution rate to fund the Plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the Plan. This rate is then adjusted to the extent there is amortization of any funding deficit.

The most recent valuation for the Municipal Pension Plan as of December 31, 2015, indicated a \$2,224 million funding surplus for basic pension benefits on a going concern basis. The next valuation will be as at December 31, 2018, with results available 2019.

Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate, with the result that there is no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the Plan.

The City of Victoria paid \$11,428,849 (2016 – \$10,910,603) for employer contributions and City of Victoria employees paid \$8,964,286 (2016 – \$8,585,600) for the Plan in fiscal 2017.

# Notes to Financial Statements

December 31, 2017

## 10. Tangible Capital Assets

	Land and land improvements	Buildings	Furniture, equipment, technology, motor vehicles	Roads, bridges, highways	Water infrastructure	Sewer infrastructure	Drainage infrastructure	Assets under construction	2017 Total	2016 Total
Cost, beginning of year	\$ 137,530,840	\$ 109,126,378	\$ 69,887,575	\$ 100,656,555	\$ 64,055,844	\$ 22,775,608	\$ 21,111,427	\$ 89,970,372	<b>\$ 615,114,599</b>	\$ 575,980,931
Additions	852,132	2,970,575	6,615,545	8,481,209	4,588,876	1,434,448	2,614,032	30,831,888	<b>58,388,705</b>	45,952,676
Disposals/ transfers	–	–	(1,088,730)	–	–	–	–	(5,493,824)	<b>(6,582,554)</b>	(6,799,436)
Cost, end of year	138,382,972	112,096,953	75,414,390	109,137,764	68,644,720	24,210,056	23,725,459	115,308,436	<b>666,920,750</b>	615,134,171
Accumulated amortization, beginning of year	277,846	42,974,579	47,327,226	51,304,972	9,551,441	5,771,412	3,144,694	–	<b>160,352,170</b>	149,413,635
Disposals	–	–	(1,088,730)	–	–	–	–	–	<b>(1,088,730)</b>	(324,267)
Amortization	87,000	2,850,276	5,151,777	2,685,383	605,238	267,677	225,223	–	<b>11,872,574</b>	11,282,374
Accumulated amortization, end of year	364,846	45,824,855	51,390,273	53,990,355	10,156,679	6,039,089	3,369,917	–	<b>171,136,014</b>	160,371,742
Net carrying amount, end of year	\$ 138,018,126	\$ 66,272,098	\$ 24,024,117	\$ 55,147,409	\$ 58,488,041	\$ 18,170,967	\$ 20,355,542	\$ 115,308,436	<b>\$ 495,784,736</b>	\$ 454,762,429

- a) Work in Progress – Assets under construction having a value of \$115,308,436 (2016 – 89,970,371) have not been amortized. Amortization of these assets will commence when the asset is put into service.
- b) Contributed Assets – No contributed assets have been recognized in 2017 or 2016
- c) Write down of Tangible Capital Assets – No write down of tangible capital assets occurred during 2017 or 2016.



# Notes to Financial Statements

December 31, 2017

## 11. Accumulated Surplus

Accumulated surplus consists of individual fund surplus and reserve funds as follows:

	2017	2016
<b>Surplus</b>		
Equity in tangible capital assets	<b>\$ 422,401,080</b>	\$ 387,505,952
<b>Non-Statutory Reserve Accounts</b>		
Development Stabilization Reserve Account	<b>327,846</b>	—
<b>Reserves</b>		
Operating Fund	<b>4,026,427</b>	4,032,822
Financial Stability Reserves	<b>54,794,382</b>	48,259,590
Equipment and Infrastructure Replacement Fund	<b>131,429,908</b>	123,129,773
Tax Sale Lands Fund	<b>5,789,588</b>	5,865,775
Parks and Greenways Acquisition Fund	<b>2,724,295</b>	2,346,203
Local Amenities	<b>754,439</b>	637,198
Victoria Housing Fund	<b>1,950,332</b>	2,882,724
Climate Action	<b>850,691</b>	765,867
Art in Public Places	<b>596,335</b>	579,639
Downtown Core Area Public Realm Improvements	<b>153,451</b>	151,034
Downtown Heritage Building Seismic Upgrades	<b>89,112</b>	87,709
Less: Underfunded employee benefit obligations (Note 9)	<b>(5,965,421)</b>	(5,806,918)
<b>Total reserves</b>	<b>197,521,385</b>	182,931,416
	<b>\$ 619,922,465</b>	\$ 570,437,368

# Notes to Financial Statements

December 31, 2017

## 12. Taxation:

Taxation revenue, reported on the Statement of Operations is made up of the following:

	Financial Plan 2017	2017	2016
General taxation			
General municipal purposes	\$ 124,911,268	<b>\$ 124,916,051</b>	\$ 120,139,530
Utility 1% tax	1,351,000	<b>1,300,830</b>	1,345,600
Collections for other governments			
Capital Regional District	—	<b>21,072,574</b>	19,149,615
School Authorities	—	<b>48,471,680</b>	49,222,779
Regional Hospital District	—	<b>7,681,732</b>	7,452,081
Municipal Finance Authority	—	<b>5,971</b>	5,157
BC Assessment Authority	—	<b>1,463,498</b>	1,515,385
BC Transit	—	<b>8,673,719</b>	9,065,133
Business Improvement Association	—	<b>1,035,314</b>	1,024,171
Special assessments			
Boulevard frontage	535,000	<b>538,235</b>	539,330
Specified area improvement	81,000	<b>150,370</b>	158,847
Sewer frontage	789,000	<b>791,985</b>	790,517
Hotel tax			
Tourism Victoria	—	—	2,542,861
Victoria Conference Centre	—	—	595,821
	<b>127,667,268</b>	<b>216,101,959</b>	213,546,827
Less taxes levied for other authorities			
Capital Regional District	—	<b>21,072,574</b>	19,149,615
School Authorities	—	<b>48,471,680</b>	49,222,779
Regional Hospital District	—	<b>7,681,732</b>	7,452,081
Municipal Finance Authority	—	<b>5,971</b>	5,157
BC Assessment Authority	—	<b>1,463,498</b>	1,515,385
BC Transit	—	<b>8,673,719</b>	9,065,133
Business Improvement Association	—	<b>1,035,314</b>	1,024,171
	—	<b>88,404,488</b>	87,434,321
Net taxes available for municipal purposes	<b>\$ 127,667,268</b>	<b>\$ 127,697,471</b>	\$ 126,112,506

# Notes to Financial Statements

December 31, 2017

## 13. Government Transfers

The City recognizes the transfer of government funding as revenues in the period that the events giving rise to the transfer occurred. The Government transfers reported on the Statement of Operations are:

	Financial Plan 2017	2017	2016
Unconditional transfers			
Traffic fine revenue sharing	\$ 1,973,000	\$ 1,755,723	\$ 1,972,322
Conditional transfers			
Jail	34,000	38,884	33,180
Gas tax	3,428,000	3,474,900	3,427,988
Infrastructure grants:			
General capital	2,292,000	1,019,492	—
Johnson Street Bridge	4,229,000	3,550,355	4,285,926
Cost-sharing agreements:			
General capital	3,695,000	624,743	126,344
	13,678,000	8,708,374	7,873,438
	\$ 15,651,000	\$ 10,464,097	\$ 9,845,760

Traffic Fine Revenue Sharing program is an unconditional grant provided to municipalities to assist in ensuring community safety and addressing community specific strategic priorities. The program returns 100% of net revenues from traffic violations to municipalities that are directly responsible for paying for policing.

Gas Tax is provided by the Government of Canada. The use of the funding is established by a funding agreement between the City and the Union of British Columbia Municipalities. These funds may be used towards designated infrastructure projects that achieve positive environmental results.

Infrastructure grants related to the Johnson Street Bridge Replacement Project are restricted to eligible expenses as defined by the funding agreement established between the City, Union of British Columbia Municipalities and The Government of Canada's Building Canada Fund Program.

## 14. Miscellaneous Revenue

	Financial Plan 2017	2017	2017
Third party billing, cost sharing and recoveries	\$ 1,062,645	\$ 3,658,808	\$ 3,103,378
Arena lease equivalent, share of naming rights and ticket surcharge	622,500	504,133	543,958
CREST levy	400,000	338,395	365,632
Rezoning applications	367,500	984,657	396,485
Dog licences and fines	212,350	355,476	233,505
Bus shelter advertising	150,000	188,264	132,283
Tax certificates	125,000	145,585	154,185
Bonus density	—	—	100,000
Traffic and sidewalk permits	135,900	118,203	88,569
Fortis franchise fee	500,000	542,359	—
Development cost charges	55,000	251,815	—
Other: administrative fees, lease fees, information sales and asset disposals	891,323	1,250,052	1,128,354
	\$ 4,522,218	\$ 8,337,747	\$ 6,246,349

# Notes to Financial Statements

December 31, 2017

## 14. Miscellaneous Revenue (CONTINUED)

Third party billing and CREST levy are offset by expenses therefore budget variance has no impact on the City's operating surplus. Ticket surcharge revenue from the arena is impacted by arena annual operational activity. Amounts for bonus density are not determinable in advance, and do not impact operating surplus as balances are transferred to reserves, therefore no budget amount is provided in the Financial Plan.

## 15. Trust Funds

Trust funds administered by the City have not been included in the Statement of Financial Position nor have their operations been included in the Statement of Operations.

	2017	2016
Ross Bay Cemetery	\$ 972,181	\$ 933,714
Nature Interpretation Centre	618,928	609,181
Bastion Square Revitalization	237,256	233,520
	<b>\$ 1,828,365</b>	<b>\$ 1,776,415</b>

The Ross Bay Cemetery Trust is a fund for the non-commercial Ross Bay Cemetery and is used for perpetual maintenance.

The Nature Interpretation Centre is a trust for the construction of a nature interpretation centre in Beacon Hill Park.

The Bastion Square Revitalization Trust is a trust received from the Bastion Square Association Society for the sole purpose of improving Bastion Square.

## 16. Commitments

In the normal course of business, the City enters into commitments for both capital and operational expenses. These commitments have been budgeted for within the appropriate annual budget and have been approved by Council.

In 2010, residents authorized the City, by referendum, to borrow up to \$49.2 million for the planning, study, design, and construction of a bridge to replace the Johnson Street Bridge and to decommission the existing bridge. The City has loans totaling \$33.4 million from the MFA under the Municipal Infrastructure Lending Program in respect of the authorized borrowing for this project (Note 8). The estimated total cost for the Johnson Street Bridge is \$105.6 million and completion is expected by June 2018. At December 31, 2017, major construction contracts of \$63.5 million were in process with estimated costs to complete of \$4.5 million.

On March 23, 2011, the City signed a contribution agreement with the Federal Government agreeing to financial assistance towards the project of \$21 million through the Building Canada Fund. On March 3, 2012, the Federal Government announced an additional commitment of \$16.5 million towards the project through the Federal Gas Tax Fund.

## 17. Contingent Liabilities

The City is a defendant in various lawsuits. The City records an accrual in respect of legal claims that are likely to be successful and for which a liability amount is reasonably determinable. The remaining claims, should they be successful as a result of litigation, will be recorded when a liability is likely and determinable. Included in reserve funds is an insurance reserve of \$3,916,744 (2016 – \$3,855,063), maintained to offset settlements and insurance coverage is maintained to provide for insurable claims should they exceed the liability deductible of \$1,000,000 in any year. As of November 2008, the City joined the Municipal Insurance Association and all insurable claims from that date forward will be subject to a liability deductible of \$250,000 in any year.

Under borrowing arrangements with the Municipal Finance Authority, the City is required to lodge security by means of demand notes and interest bearing cash deposits based on the amount of the borrowing. As a condition of these borrowings, a portion of the debenture proceeds is withheld by the MFA as a debt reserve fund. These deposits are included in the City's financial assets as restricted cash and are held by the MFA as security against the possibility of debt repayment default. If the debt is repaid without default, the deposits are refunded to the City. At December 31, 2017 the balance of the deposits was \$1,243,414 (2016 – \$1,124,988). At December 31, 2017 there were contingent demand notes of \$2,490,784 (2016 – \$2,256,949) which are not included in the financial statements of the City.



# Notes to Financial Statements

December 31, 2017

Capital Regional District debt, under provisions of the Local Government Act, is a direct, joint and several liability of the Capital Regional District and each member municipality within the Capital Regional District, including the City.

The City is reviewing environmental objectives and potential liabilities for its activities and properties including potential site reclamation obligations. The amount of any such obligations is not presently determinable.

The City is a shareholder and member of Capital Regional Emergency Service Telecommunications (CREST) Incorporated, which provides centralized emergency communications and related public safety information services to municipalities, regional districts, the provincial and federal governments and their agencies, and emergency service organizations throughout the Greater Victoria region and the Gulf Islands. Members' obligations to share in funding ongoing operations and any additional costs relating to capital assets are to be contributed pursuant to a Members' Agreement.

## 18. Financial Plan Data

The financial plan data presented in these financial statements is based upon the 2017 operating and capital financial plan approved by Council on April 27, 2017. The table below reconciles the approved financial plan to the financial plan figures reported in these financial statements.

	Financial plan bylaw	Financial statement budget
Revenues		
Taxation	\$ 133,651,408	\$ 133,651,408
User fees and other revenue	65,531,449	65,531,449
Other	32,551,218	32,551,218
	<u>231,734,075</u>	<u>231,734,075</u>
Expenses		
General government	15,833,678	17,536,822
Protective services	73,457,050	74,857,124
Transportation services	21,015,426	24,798,238
Environmental and public health services	7,724,007	8,152,793
Social services and housing	1,566,802	1,566,802
Community planning	15,034,615	15,625,106
Parks, recreation and cultural services	25,762,872	27,121,857
Water utility	13,980,506	14,205,822
Sewer utility	3,669,494	4,179,886
Amortization	10,000,000	—
	<u>188,044,450</u>	<u>188,044,450</u>
	43,689,625	43,689,625
Less:		
Capital expenditures	(95,744,000)	—
Debt repayment	(2,691,090)	—
Add:		
Interfund transfers	54,745,465	—
Annual surplus	<u>\$ —</u>	<u>\$ 43,689,625</u>

# Notes to Financial Statements

December 31, 2017

## 19. Segmented Information

The City of Victoria is a diversified municipal organization that provides a wide range of services to its citizens. For management reporting purposes, the City's operations and activities are organized and reported by Fund. Funds were created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations. City services are provided by departments and their activities reported within these funds. Certain functions that have been separately disclosed in the segmented information, along with the services they provide, are as follows:

### (i) General Government

The General Government operations provide the functions of Corporate Administration, Finance, Human Resources, Legislative Services and any other functions categorized as non-departmental.

### (ii) Protective Services

Protective Services is comprised of four different functions, including the City's Emergency Management Agency, Fire, Police and the permits and inspections function of the Sustainable Planning and Community Development department. The Emergency Management Agency prepares the City to be more prepared and able to respond to, recover from, and be aware of, the devastating effects of a disaster or major catastrophic event that will impact the community. The Fire Department is responsible for providing critical, life saving services in preventing or minimizing the loss of life and property from fire and natural or man made emergencies. The Police Department ensures the safety of the lives and property of Victoria as well as Esquimalt citizens through the enforcement of municipal bylaws, criminal laws and the laws of British Columbia, the maintenance of law and order, and the prevention of crime. The Sustainable Planning and Community Development department has a broad range of policy, regulatory and program responsibilities including processing undertakings related to permits and inspections for Building Permits, Plumbing Permits, Electrical Permits, and signs.

### (iii) Transportation Services

Transportation Services is responsible for a wide variety of transportation functions such as Parking, Engineering Operations and Streets. As well, providing services around infrastructure, traffic control, transportation planning, review of land development impacts on transportation, traffic management, pedestrian and cycling issues, on-street parking regulations, including street signs and painting as well as traffic signal timing.

### (iv) Environmental and Public Health Services

The Environmental and Public Health Services is comprised of three sections in the areas of Solid Waste Services, Storm Drains, and Street Cleaning. The Solid Waste Collection and Recycling Operations section is responsible for the collection of household garbage. The Storm Drains section provides the design, inspection and technical supervision of civil engineering projects related to the construction and maintenance of the storm drain collection systems to protect public health. The Street cleaning section is responsible for the collection and disposal of litter and debris from streets, sidewalks and squares.

### (v) Social Services and Housing

Social Services and Housing includes grants to non-profit organizations for the purpose of facilitating social inclusion and community wellness, and to support affordable housing initiatives.

### (vi) Parks, Recreation and Cultural Services

Parks is responsible for the maintenance, planning and development of all park facilities such as ornamental gardens, natural ecosystems, sport and entertainment venues and playgrounds for recreational and cultural enjoyment in a beautiful and safe environment; preserves and enhances green spaces on public lands. Recreation Services facilitates the provision of recreation and wellness programs and services through the Crystal Pool, Save-On Foods Memorial Arena, Royal Athletic Park, and Community and Seniors Centers. The Arts and Culture function supports community vibrancy and economic impact through tourism and visitor attraction.

# Notes to Financial Statements

December 31, 2017

## (vii) Planning and Development

This segment is composed of four departments:

**Sustainable Planning and Community Development:** Supports quality development and economic health of the City. This function includes regulatory and program responsibilities including: community and city-wide land use planning; urban design; planning applications including zoning, development and variance permits, demographic and other planning information services.

**Real Estate:** Administers the City's portfolio of commercial properties; in particular, negotiating leases and lease renewals with tenants (lease-outs) and landlords (lease-ins).

**Economic Development:** This function is guided by six primary "engines" to drive Victoria's businesses, generate jobs, raise household incomes, and increase well-being. The six engines include: advance education and research and development; the ocean and marine sector; experimental tourism; government; technology; and entrepreneurship, start-ups and social enterprise.

**Victoria Conference Centre:** Responsible for strengthening the City's economy through the implementation of a vision and action plan for economic sustainability and growth in Victoria. Economic development in Victoria focuses on the prospects for the future as a city with high quality of life which supports the building of a vibrant, prosperous, fiscally sound and economically robust community.

## (viii) Water and Sewer Utilities

The Sewer Utility protects the environment and human health from the impacts of liquid wastes generated as a result of human occupation and development in the City. The Water Utility delivers clean, safe and aesthetically pleasing potable water, in accordance with the Provincial Drinking Water Protection Act, to the citizens of the City of Victoria and Township of Esquimalt. The water is for the purpose of domestic consumption and firefighting.

Certain allocation methodologies have been employed in the preparation of the segmented financial information. The General Fund reports on municipal services that are funded primarily by taxation such as property taxes and other tax revenues. Taxation and payments in lieu of taxes are apportioned to the General Fund services based on budgeted taxation revenue as presented in the 2017–2021 consolidated financial plan.

The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

# Notes to Financial Statements

December 31, 2017

## 19. Segmented Information (CONTINUED)

2017	General Fund							Water Fund		Sewer Fund
	General Government	Protective Services	Transportation Services	Environmental and Public Health Services	Social Services and Housing	Parks, Recreation and Culture	Planning and Development	Water Utility	Sewer Utility	Total
<b>Revenues</b>										
Taxation	\$ 24,610,419	\$ 61,848,820	\$ 10,676,307	\$ 2,389,623	\$ 1,593,061	\$ 27,223,195	\$ 4,892,595	\$ –	\$ 791,985	\$134,026,005
Goods and services	41,494	8,567,115	14,185,281	8,437,761	–	2,258,821	9,123,463	21,290,240	7,765,231	71,669,406
Government transfers	–	1,794,608	7,117,460	1,220,657	–	331,372	–	–	–	10,464,097
Other	5,746,429	4,400,195	5,319,295	47,778	–	1,498,809	4,396,100	719,181	449,940	22,577,727
	30,398,342	76,610,738	37,298,343	12,095,819	1,593,061	31,312,197	18,412,158	22,009,421	9,007,156	238,737,235
<b>Expenses</b>										
Salaries and wages	10,338,994	64,787,852	13,579,528	4,470,817	–	13,009,336	5,496,687	3,430,490	2,357,179	117,470,883
Materials, supplies and services	4,681,704	8,508,105	6,125,816	2,359,011	53,106	11,082,294	8,478,953	10,210,006	798,938	52,297,933
Interest and foreign exchange	127,146	–	1,601,996	–	–	794,112	168,561	–	–	2,691,815
Grants	–	–	–	–	1,497,500	1,978,055	319,031	–	–	3,794,586
Other	(315,285)	–	–	–	–	27,059	–	–	–	(288,226)
Capital expenditure not meeting tangible capital asset criteria	19,475	168,933	179,219	275,511	–	432,372	188,647	10,718	137,698	1,412,573
Amortization	2,016,070	1,663,294	4,493,998	509,400	–	1,614,281	701,506	606,348	267,677	11,872,574
	16,868,104	75,128,184	25,980,557	7,614,739	1,550,606	28,937,509	15,353,385	14,257,562	3,561,492	189,252,138
<b>Annual surplus</b>	\$ 13,530,238	\$ 1,482,554	\$ 11,317,786	\$ 4,481,080	\$ 42,455	\$ 2,374,688	\$ 3,058,773	\$ 7,751,859	\$ 5,445,664	\$ 49,485,097



# Notes to Financial Statements

December 31, 2017

## 19. Segmented Information (CONTINUED)

2016	General Fund							Water Fund		Sewer Fund
	General Government	Protective Services	Transportation Services	Environmental and Public Health Services	Social Services and Housing	Parks, Recreation and Culture	Planning and Development	Water Utility	Sewer Utility	Total
<b>Revenues</b>										
Taxation	\$ 25,814,908	\$ 60,557,702	\$ 11,404,876	\$ 1,250,000	\$ 564,822	\$ 27,849,065	\$ 3,745,154	\$ –	\$ 790,517	\$ 131,977,044
Goods and services	41,978	8,445,837	13,569,183	8,049,930	–	2,407,089	7,956,666	20,420,772	7,584,150	68,475,605
Government transfers	–	2,005,504	5,848,013	1,801,878	–	190,365	–	–	–	9,845,760
Other	4,757,187	4,885,511	4,932,373	–	–	1,141,121	3,582,336	558,086	394,569	20,251,183
	30,614,073	75,894,554	35,754,445	11,101,808	564,822	31,587,640	15,284,156	20,978,858	8,769,236	230,549,592
<b>Expenses</b>										
Salaries and wages	10,533,130	62,564,396	13,092,970	4,488,712	–	12,891,801	5,041,128	3,486,865	2,412,184	114,511,186
Materials, supplies and services	3,346,425	8,197,329	5,481,153	2,458,738	–	11,194,500	10,863,776	10,299,244	859,943	52,701,108
Interest and foreign exchange	122,222	–	1,457,234	–	–	798,884	168,561	–	–	2,546,901
Grants	–	–	–	–	711,508	2,002,534	284,295	–	–	2,998,337
Other	1,135,442	–	–	–	–	–	–	–	–	1,135,442
Loss (gain) on disposition	–	–	–	–	–	–	–	–	–	–
Capital expenditure not meeting tangible capital asset criteria	29,677	144,511	358,803	621,536	–	976,657	62,901	50,965	596,207	2,841,257
Amortization	2,309,700	1,501,297	3,991,355	481,416	–	1,555,397	638,680	568,541	235,988	11,282,374
	17,476,596	72,407,533	24,381,515	8,050,402	711,508	29,419,773	17,059,341	14,405,615	4,104,322	188,016,605
<b>Annual surplus</b>	\$ 13,137,477	\$ 3,487,021	\$ 11,372,930	\$ 3,051,406	\$ (146,686)	\$ 2,167,867	\$ (1,775,185)	\$ 6,573,243	\$ 4,664,914	\$ 42,532,987

## 20. Comparative Figures

Certain figures in the comparative information have been reclassified to conform with the current year presentation.

## STATISTICAL INFORMATION

# The Corporation of the City of Victoria

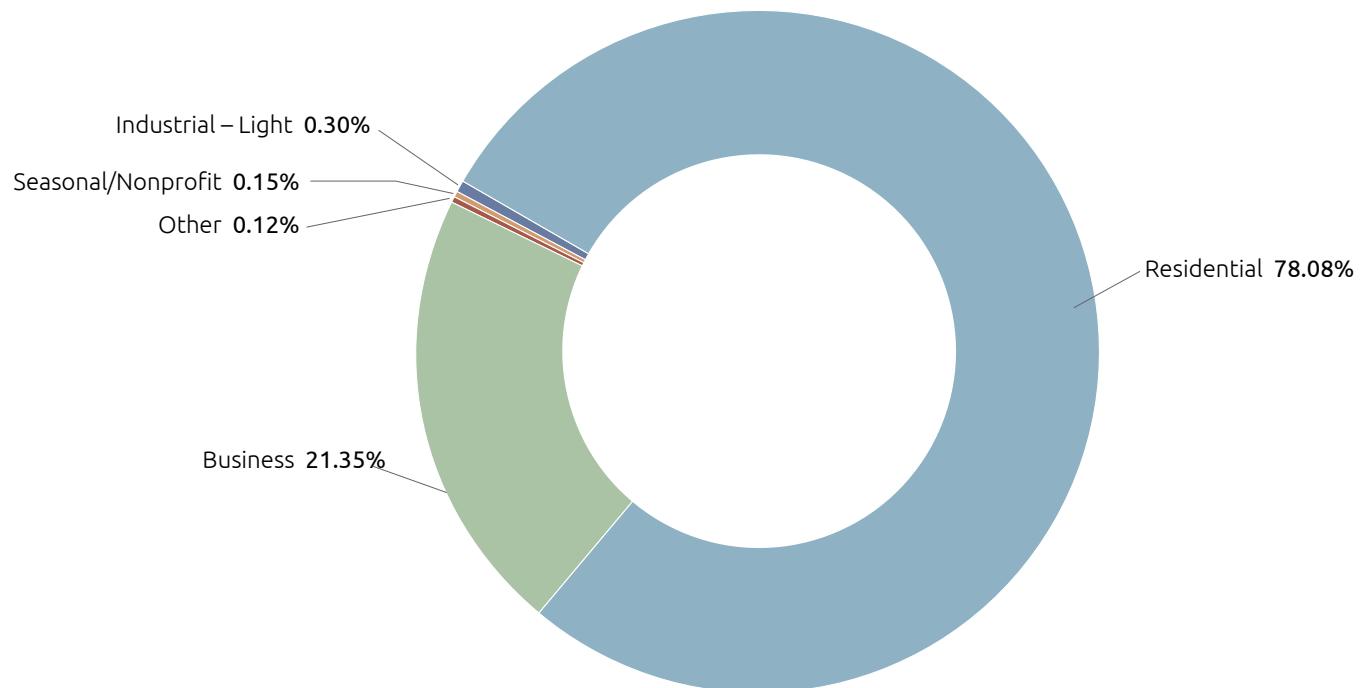
Year Ended December 31, 2017

## Statistical Information

### Taxable Assessments of Land and Improvements 2013 – 2017 (IN MILLIONS)

PROPERTY CLASS	2013	2014	2015	2016	2017
Residential	\$ 13,333	\$ 13,152	\$ 13,774	\$ 14,306	<b>\$ 17,411</b>
Utilities	16	16	15	15	<b>16</b>
Industrial – Major	10	10	9	10	<b>11</b>
Industrial – Light	57	60	59	59	<b>68</b>
Business	4,017	4,146	4,236	4,393	<b>4,761</b>
Seasonal/Non-profit	21	23	23	27	<b>34</b>
	<b>\$ 17,453</b>	<b>\$ 17,408</b>	<b>\$ 18,116</b>	<b>\$ 18,810</b>	<b>\$ 22,301</b>

### 2017 Assessments By Property Class



SOURCE: BC ASSESSMENT

## Statistical Information

### Property Tax Rates 2013 – 2017

	2013	2014	2015	2016	2017
<b>MUNICIPAL</b> (\$ PER 1000 ASSESSMENT)					
Residential	4.2271	4.4691	4.4414	4.2746	<b>3.6649</b>
Utilities	32.5274	33.1233	37.7158	36.8124	<b>34.8127</b>
Supportive Housing	4.2271	4.4691	4.4414	4.2746	<b>3.6649</b>
Industrial – Major	13.4535	13.4416	13.8749	13.0546	<b>12.4577</b>
Industrial – Light	13.4535	13.4416	13.8749	13.0546	<b>12.4577</b>
Business	13.4535	13.4416	13.8749	13.0546	<b>12.4577</b>
Seasonal	8.2639	8.1846	8.2188	7.1681	<b>7.3998</b>
<b>TOTAL</b> – Including School, Region, etc. (\$ PER 1000 ASSESSMENT)					
Residential	6.8790	7.1894	7.1137	6.8297	<b>5.8006</b>
Utilities	51.4691	51.7735	56.6735	55.6549	<b>53.0890</b>
Supportive Housing	5.1573	5.4366	5.4017	5.2194	<b>4.4927</b>
Industrial – Major	23.2940	23.1686	23.3965	22.0839	<b>20.5352</b>
Industrial – Light	27.5538	22.8326	23.0614	21.7419	<b>20.1764</b>
Business	22.6671	22.5370	22.7749	21.4646	<b>19.9298</b>
Recreation Non-profit	12.8241	12.7579	12.6931	11.3723	<b>11.1335</b>
<b>MUNICIPAL TAX BILLINGS BY PROPERTY CLASS</b> (IN THOUSANDS)					
Residential	\$56,358	\$58,779	\$61,174	\$61,154	<b>\$63,810</b>
Utilities	524	537	550	545	<b>561</b>
Industrial – Major	136	137	127	124	<b>140</b>
Industrial – Light	760	812	817	774	<b>842</b>
Business	54,041	55,723	58,780	57,350	<b>59,309</b>
Seasonal	174	187	188	192	<b>249</b>
<b>TOTAL</b>	<b>\$111,993</b>	<b>\$116,176</b>	<b>\$121,636</b>	<b>\$120,140</b>	<b>\$124,912</b>

### New Construction 2013 – 2017

	2013	2014	2015	2016	2017
Construction Permits	3,666	3,452	3,422	3,537	<b>3,333</b>
Construction Value (\$ MILLION)	\$157	\$156	\$235	\$300	<b>\$376</b>
Taxes Generated from New Growth	\$108,640	\$1,369,512	\$2,871,843	\$425,267	<b>\$1,195,158</b>

SOURCE: CITY OF VICTORIA FINANCE DEPARTMENT

### Labour Force Activity 2013 – 2017

	2013	2014	2015	2016	2017
Victoria Unemployment Rate	5.2%	5.4%	5.8%	5.2%	<b>3.9%</b>
Number of City Employees	1,188	1,218	1,246	1,259	<b>1,271</b>

SOURCE: LABOUR FORCE SURVEY: STATISTICS CANADA

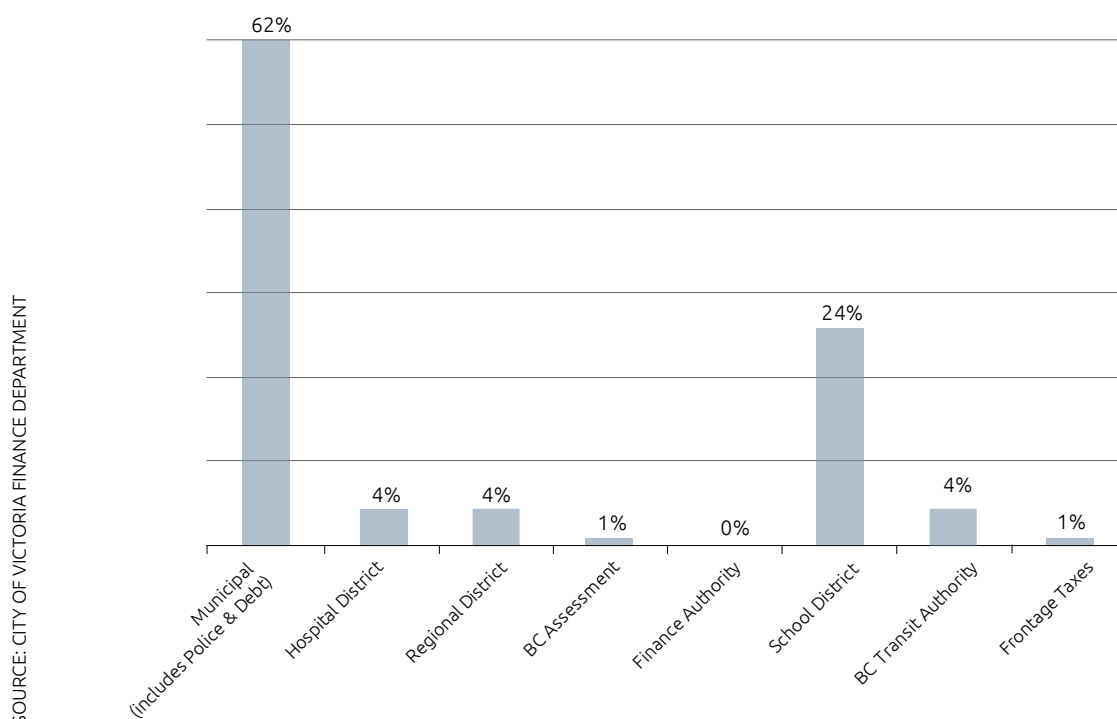


## Statistical Information

### Property Tax Levied and Collected 2013 – 2017 (IN THOUSANDS)

	2013	2014	2015	2016	2017
Municipal (incl Police & Debt)	\$ 111,992	\$ 116,176	\$ 121,636	\$ 120,140	<b>\$ 124,916</b>
Hospital District	7,055	7,396	7,420	7,452	<b>7,682</b>
Regional District	7,130	7,627	8,194	8,516	<b>8,789</b>
BC Assessment	1,630	1,590	1,578	1,515	<b>1,463</b>
Finance Authority	5	5	5	5	<b>6</b>
School District	51,600	50,249	50,519	49,223	<b>48,472</b>
BC Transit Authority	7,550	8,917	9,074	9,065	<b>8,674</b>
Frontage Taxes	2,426	2,431	2,458	2,425	<b>2,437</b>
	<b>\$ 189,389</b>	<b>\$ 194,392</b>	<b>\$ 200,885</b>	<b>\$ 198,342</b>	<b>\$ 202,439</b>
Total Current Taxes Levied	\$ 189,389	\$ 194,392	\$ 200,885	\$ 198,342	<b>\$ 202,439</b>
Current Taxes Collected	187,300	191,991	199,115	196,613	<b>201,358</b>
Percentage	98.90%	98.76%	99.12%	99.13%	<b>99.47%</b>
Outstanding at Beginning of Year	\$8,156	\$8,138	\$8,848	\$9,996	<b>\$10,561</b>
Arrears Collected	7,239	7,108	8,187	9,301	<b>10,032</b>
Percentage	88.76%	87.35%	92.52%	93.05%	<b>95.00%</b>
Total Tax Collections	<b>\$ 194,539</b>	<b>\$ 199,099</b>	<b>\$ 207,302</b>	<b>\$ 205,914</b>	<b>\$ 211,391</b>

### 2017 Taxes by Jurisdiction



## Statistical Information

### 2017 Principal Corporate Tax Payers

Registered Owner	Primary Property	Taxes Levied
4239440 Canada Inc	Shopping Centre	\$5,088,746
Hillside Centre Holdings Inc	Shopping Centre	4,904,024
TBC Nominee Inc	Shopping Centre	2,582,405
Jawl Holdings Ltd	Various	1,832,380
Jawl Investment Corporation	Office Bldg	1,872,810
Jim Pattison Developments Ltd	Various	1,341,003
Sun Life Assurance Company of Canada	Office Bldg	1,060,119
Empress Title Corp	Hotel	1,052,334
Grampian Holdings Ltd	Stores/Offices	1,043,306
Jutland Road (Nominee) Inc	Office Bldg	1,023,939
596961 BC Ltd	Stores/Offices	895,160
Greater Victoria Harbour Authority	Various	864,678
Sussex Place Equities Ltd	Office Bldg	861,670
Telus Communications Inc	Office Bldg	707,618
1175 Douglas (BC) Properties Inc	Office Bldg	765,811
903-911 Yates Street Properties Ltd	Shopping Centre/Market	635,776
Pacific Sun Hotel Inc	Hotel	620,140
Andrew Sheret Holdings Ltd	Various	567,694
Westside Village Shopping Centre Ltd	Shopping Centre	559,679
LLRC Investments Ltd	Shopping Centre	559,506
DHL No 40 Holdings Ltd	Hotel/Motel	552,802
RAAMCO International Properties Canadian Ltd	Multi-Family Apartment	544,010
IMH James Bay Properties Ltd	Multi-Family/Shopping Centre	543,367
525 Superior Street Victoria Holdings Inc/ Jawl Precinct Lands Corp	Office Bldg	534,024
Victoria Downtown Hotel Estates Ltd	Hotel	525,745
9325875 Canada Inc/Jawl Enterprises Ltd	Office Bldg	500,539
Saratoga Investments Ltd	Stores/Offices	465,165
1675 Douglas (BC) Properties Inc	Stores/Offices	438,222
Investors Group Trust Co Ltd	Office Bldg	425,220
Executive House Ltd	Hotel	424,288
		<u>\$33,367,890</u>

## Statistical Information

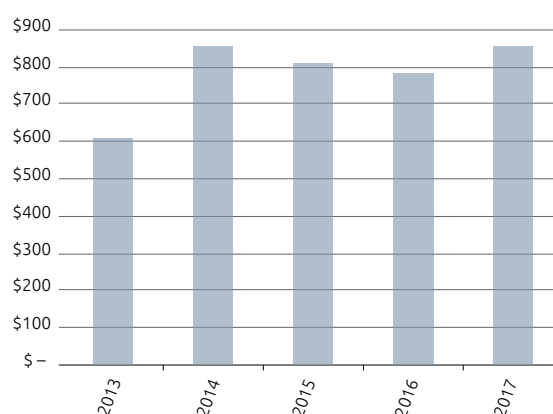
### Debenture Debt 2013–2017 (IN THOUSANDS)

	2013	2014	2015	2016	2017
Gross Outstanding Debt	\$ 60,915	\$ 84,115	\$ 81,415	\$ 85,649	<b>\$ 95,249</b>
Less: Sinking Fund Payments	12,231	15,761	16,657	18,526	<b>21,998</b>
Net Debt	<b>\$ 48,684</b>	<b>\$ 68,354</b>	<b>\$ 64,758</b>	<b>\$ 67,123</b>	<b>\$ 73,251</b>
General	\$ 48,684	\$ 68,354	\$ 64,758	\$ 67,123	<b>\$ 73,251</b>
Sewer	–	–	–	–	–
Net Debt	<b>\$ 48,684</b>	<b>\$ 68,354</b>	<b>\$ 64,758</b>	<b>\$ 67,123</b>	<b>\$ 73,251</b>
Property Tax Supported	\$ 5,484	\$ 5,170	\$ 5,611	\$ 4,988	<b>\$5,308</b>
Specified Area & Other	–	–	–	–	–
Sewer Utility	–	–	–	–	–
Total Debt Servicing Costs	<b>\$ 5,484</b>	<b>\$ 5,170</b>	<b>\$ 5,611</b>	<b>\$ 4,988</b>	<b>\$ 5,308</b>
Population	80,017	80,017	80,017	85,792	<b>85,792</b>
Net Debt per Capita	\$608	\$854	\$809	\$782	<b>\$854</b>
Debt Servicing per Capita	\$69	\$65	\$70	\$58	<b>\$62</b>
Debt Service as % of Expenses	3.15%	2.97%	3.02%	2.65%	<b>2.80%</b>
# of Households	47,691	47,691	47,691	49,212	<b>49,212</b>
Gross Debt Servicing Limit	\$ 49,332	\$ 51,004	\$ 52,598	\$ 54,728	<b>\$ 57,284</b>

### Statement of Financial Position 2013–2017

	2013	2014	2015	2016	2017
Financial Assets	\$ 185,477	\$ 221,504	\$ 235,371	\$ 257,726	<b>\$ 282,832</b>
Financial Liabilities	\$ 108,507	\$ 127,689	\$ 135,724	\$ 144,194	<b>\$ 160,885</b>
Net Financial Assets/(Net Debt)	<b>\$ 76,970</b>	<b>\$ 93,815</b>	<b>\$ 99,647</b>	<b>\$ 113,531</b>	<b>\$ 121,947</b>

### Per Capita Net Debt



SOURCE: MUNICIPAL FINANCE AUTHORITY  
SOURCE: POPULATION: STATISTICS CANADA

## Statistical Information

### Revenue and Expenses 2013 – 2017 (IN THOUSANDS)

<b>Revenue</b>	2013	2014	2015	2016	2017
Property Taxes	\$ 117,528	\$ 121,800	\$ 127,687	\$ 126,113	<b>\$ 127,697</b>
Payment In Lieu of Taxes	6,002	5,658	5,959	5,865	<b>6,329</b>
Sales of Services	39,214	40,075	40,617	48,788	<b>51,153</b>
Sale of Water	18,014	19,712	18,567	19,687	<b>20,517</b>
Licences and Permits	3,763	3,809	4,269	5,118	<b>4,418</b>
Fines	4,648	3,976	3,203	3,394	<b>3,400</b>
Rentals and Leases	964	916	1,230	1,349	<b>1,489</b>
Other penalties and interest	796	886	727	738	<b>658</b>
Investment income	2,344	3,567	2,824	2,743	<b>3,493</b>
Unconditional Government Transfers	1,867	1,873	2,183	1,972	<b>1,756</b>
Conditional Government Transfers	8,487	13,507	15,998	7,873	<b>8,708</b>
Other	5,916	5,381	6,903	6,910	<b>9,119</b>
	<b>\$ 209,545</b>	<b>\$ 221,161</b>	<b>\$ 230,166</b>	<b>\$ 230,550</b>	<b>\$ 238,737</b>

#### Expenses by Function

General Government	\$ 36,887	\$ 39,202	\$ 19,390	\$ 19,478	<b>\$ 16,868</b>
Protective Services	64,195	65,931	70,263	72,408	<b>75,128</b>
Transportation Services	20,345	19,618	23,794	24,382	<b>25,981</b>
Environmental/Public Health	6,574	6,795	8,331	7,859	<b>7,615</b>
Social Services and Housing			4,948	712	<b>1,551</b>
Planning and Development	2,884	2,874	15,607	17,059	<b>15,353</b>
Parks Recreation and Cultural	24,917	23,772	27,359	29,420	<b>28,938</b>
Water Utility	12,896	12,375	12,368	13,357	<b>14,258</b>
Sewer Utility	5,233	3,461	3,542	3,343	<b>3,561</b>
	<b>\$ 173,930</b>	<b>\$ 174,030</b>	<b>\$ 185,601</b>	<b>\$ 188,017</b>	<b>\$ 189,252</b>

#### Expenses by Object

Salaries Wages and Benefits	\$ 104,138	\$ 107,308	\$ 111,650	\$ 114,511	<b>\$ 117,471</b>
Materials Supplies and Services	38,645	31,963	48,846	52,701	<b>52,298</b>
Interest & Other	21,564	24,352	14,202	9,522	<b>7,611</b>
Amortization	9,584	10,407	10,903	11,282	<b>11,873</b>
	<b>\$ 173,930</b>	<b>\$ 174,030</b>	<b>\$ 185,601</b>	<b>\$ 188,017</b>	<b>\$ 189,252</b>

SOURCE: CITY OF VICTORIA FINANCE DEPARTMENT



## Statistical Information

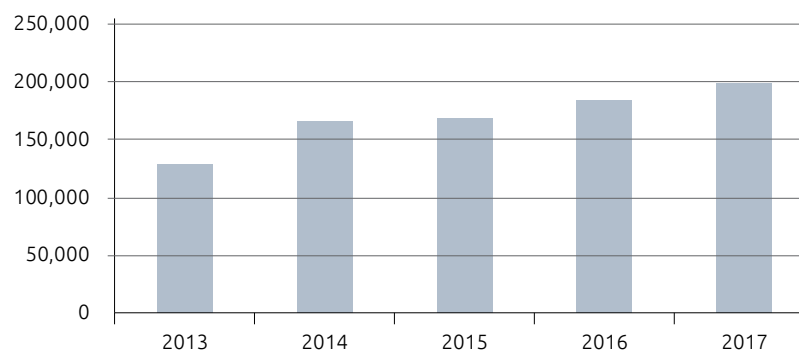
### Statement of Operations 2013–2017 (IN THOUSANDS)

	2013	2014	2015	2016	2017
Accumulated Surplus, Beginning of Year	\$ 400,594	\$ 436,208	\$ 483,339	\$ 527,904	\$ 570,437
Annual Surplus/(Deficit)	35,615	47,131	44,565	42,533	49,485
Accumulated Surplus, End of Year	\$ 436,208	\$ 483,339	\$ 527,904	\$ 570,437	\$ 619,922

### Reserve Funds and Statement of Surplus 2013–2017 (IN THOUSANDS)

	2013	2014	2015	2016	2017
<b>Reserve Funds</b>					
Operating Fund	\$ 3,512	\$ 2,898	\$ 1,818	\$ 4,033	\$ 4,026
Financial Stability Reserves	31,424	36,072	42,194	48,260	54,794
Equipment and Infrastructure Replacement Fund	81,956	117,190	112,327	123,130	131,430
Tax Sale Lands Fund	9,664	7,202	6,877	5,866	5,790
Parks and Greenways Acquisition Fund	2,269	2,298	2,324	2,346	2,724
Local Amenities	442	522	596	637	754
Victoria Housing Fund	1,897	2,141	2,709	2,883	1,950
Climate Action	381	506	634	766	851
Art in Public Places	302	437	546	580	596
Downtown Core Area Public Realm Improvements	57	58	99	151	153
Downtown Heritage Building Seismic Upgrades	19	19	22	88	89
Strategic Objectives	–	–	950	–	–
Development Stabilization Reserve Account	–	–	–	–	328
Less: Unfunded Employee Benefit Obligations	(4,175)	(4,998)	(4,731)	(5,807)	(5,965)
<b>Total Reserves</b>	<b>\$ 127,749</b>	<b>\$ 164,345</b>	<b>\$ 166,365</b>	<b>\$ 182,931</b>	<b>\$ 197,521</b>

### Reserves



SOURCE: CITY OF VICTORIA FINANCE DEPARTMENT

## Statistical Information

### Capital Expenditures and Funding Sources 2013 – 2017 (IN THOUSANDS)

	2013	2014	2015	2016	2017
<b>Expenditures</b>					
Civic Facilities	\$ 7,678	\$ 3,810	\$ 12,232	\$ 3,224	\$ 3,988
Equipment	5,540	4,413	4,610	3,691	6,649
Streets	2,438	2,995	4,214	3,042	3,209
Transportation & Development	9,618	19,174	25,671	17,759	24,143
Civic Services	36	6	42	–	–
Storm Drains	3,074	3,617	2,758	5,186	5,591
Parks	1,370	2,681	806	2,274	1,645
Planning & Development	4	95	–	–	–
Shoreline Protection	–	3	26	–	–
Revitalization	12	346	515	436	621
Downtown Revitalization	322	287	130	182	148
Environmental Remediation	806	845	870	115	200
Water Utility	2,716	4,081	3,575	3,099	5,130
Sewer Utility	2,405	2,106	2,157	3,242	2,351
Victoria Conference Centre	35	273	350	281	692
	<b>\$ 36,053</b>	<b>\$ 44,732</b>	<b>\$ 57,958</b>	<b>\$ 42,531</b>	<b>\$ 54,370</b>

<b>Funding Sources</b>					
Property Taxes	10,895	12,371	12,927	10,299	10,161
Equipment & Infrastructure	9,537	2,123	14,031	10,651	6,241
Tax Sale Land Reserve	781	2,633	473	1,127	220
Development Cost Charges	–	52	53	–	252
Economic Development Reserve	–	–	–	–	–
Parks and Recreation Facility Reserve	93	–	–	–	–
Parking Reserve	1,211	786	758	1,049	328
Trust Funds	–	–	–	–	–
Grants and Partnerships	5,121	10,055	11,331	4,286	4,570
Gas Tax	912	1,394	730	4,681	7,478
Debt	564	7,788	8,746	–	12,803
Water Utility	2,716	4,081	3,575	3,099	5,242
Sewer Utility	2,405	2,106	2,157	3,242	2,351
Storm Water Utility	253	234	278	2,726	2,655
Victoria Conference Centre	–	286	250	281	152
Save On Foods Memorial Centre	–	–	–	–	53
Police Equipment & Infrastructure	927	173	1,301	870	1,191
Affordable Housing Reserve	390	–	–	–	–
Other	249	648	1,347	221	673
	<b>\$ 36,053</b>	<b>\$ 44,732</b>	<b>\$ 57,958</b>	<b>\$ 42,531</b>	<b>\$ 54,370</b>

## Statistical Information

### 2017 Grants

	Grants	In-kind Services	Exemption from Property Taxes	Total
5th (BC) Field Regiment, RCA	\$	\$ 105	\$	\$ 105
Aboriginal Tourism Association of BC	7,000			7,000
AIDS Vancouver Island			31,393	31,393
Anawim Companions Society	4,000		4,229	8,229
Anglican Synod Diocese of BC			101,286	101,286
Art Gallery of Greater Victoria	8,000	8,712	89,421	106,133
Arthritis Society of BC and Yukon	2,000		11,702	13,702
ArtsREACH	1,000			1,000
Banks, Breyn (Mayor's School Entrepreneur Award)	250			250
Bateman Foundation	5,000			5,000
Bayanihan Cultural and Housing Society			3,237	3,237
BC Accordion Society	1,500			1,500
BC Dom Operations Canadian Forces		693		693
BC Law Enforcement		615		615
BC Muslim Association			18,107	18,107
BC Professional Firefighters Association		389		389
BC Society for the Prevention of Cruelty to Animals			28,615	28,615
Beacon Community Services	37,500		29,251	66,751
Belfry Theatre Society			29,051	29,051
Beshano Bike Trials Club		80		80
Bishop of Victoria			15,602	15,602
Black Hat Building (Heritage)			62,189	62,189
Blue Bridge Theatre Society			11,349	11,349
Boys' and Girls' Club of Greater Victoria			27,010	27,010
Bridges for Women Society	15,000			15,000
British Columbia Healthy Communities Society – City of Victoria Youth Council	26,000			26,000
British Motor Car Club		105		105
Burnside Gorge Community Association	113,640	206		113,846
Canada Tibet Committee		55		55
Canadian Cancer Society BC and Yukon Division			50,778	50,778
Canadian Red Cross Society			52,210	52,210
Canadian Scottish Regiment		687		687
Capital Region Food and Agriculture Initiative Roundtable Society	5,000			5,000
Caravan Stage Company	9,000			9,000
Casa Maria Emergency Housing Society			3,046	3,046
Centennial United Church			18,725	18,725
Central Baptist Church			16,627	16,627
Cerebral Palsy Association of BC	2,500			2,500
Chabad of Vancouver Island			3,552	3,552
Chinese Consolidated Benevolent Association		1,825		1,825
Chinese Empire Reform Association Building (Heritage)			10,515	10,515

# Statistical Information

## 2017 Grants

	Grants	In-kind Services	Exemption from Property Taxes	Total
Church of Jesus Christ of Latter Day Saints	\$	\$	\$ 17,864	\$ 17,864
Church of Our Lord			15,170	15,170
Clover Point Anglers' Association			3,243	3,243
Community of Christ Inc			3,263	3,263
Community Social Planning Council of Greater Victoria	5,000	284		5,284
Compass Group Canada		53		53
Congregation Emanu-El		94	1,339	1,433
Cook Street Village Activity Centre Society (New Horizons)	55,612			55,612
Cook Street Village Business Association	4,000			4,000
Cornerstone Christian Fellowship			2,199	2,199
Council of Canadians		1,899		1,899
Craigdarroch Castle Historical Museum Society			88,686	88,686
Cridge Centre for the Family			19,556	19,556
Crisis Intervention and Public information Society of Greater Victoria	21,000			21,000
Dart Coon Club of Canada		523		523
Disaster Aid Canada	5,000			5,000
Dockside Green Limited			17,998	17,998
Dogwood Building (Heritage)			154,102	154,102
Downtown Residents' Association	26,854	52		26,906
Downtown Victoria Business Association	12,500	11,889		24,389
Esquimalt Lantern Festival Society		228		228
Fairfield Gonzales Community Association	143,106			143,106
Fairway Gorge Paddling Club		184		184
FED Restaurant Society	500			500
Fernwood Community Association	16,285		4,768	21,053
Fernwood Neighbourhood Resource Group	72,770	987		73,757
Fire Fighters' Burn Fund of Greater Victoria			2,203	2,203
First Baptist Church			2,790	2,790
First Church Of Christ Scientist			10,560	10,560
First Church of the Truth			4,432	4,432
First Metropolitan United Church			24,619	24,619
First Open Heart Society of BC			2,903	2,903
Flemenco de la Isla Society	5,000			5,000
Foursquare Gospel Church of Canada			1,783	1,783
Franciscan Friars of Western Canada			5,424	5,424
Freshwater Fisheries Society of BC			19,147	19,147
Fung Loy Kok Institute of Taoism			8,144	8,144
Girl Guides of Canada Southern Vancouver Island			7,774	7,774
Glad Tidings Pentecostal Church			71,578	71,578
Glidden, Lia (Mayor's School Entrepreneur Award)	250			250
Go Rowing and Paddling Association of Canada		180		180
Good Shepherd Lutheran Church			2,967	2,967



## Statistical Information

### 2017 Grants

	Grants	In-kind Services	Exemption from Property Taxes	Total
Governing Council of the Salvation Army in Canada	\$	\$	\$ 56,656	\$ 56,656
Grace Evangelical Lutheran Church			18,130	18,130
Greater Victoria Bike to Work Society	3,000	79		3,079
Greater Victoria Citizens' Counselling Centre			9,804	9,804
Greater Victoria Cycling Coalition	930			930
Greater Victoria Festival Society	6,400	20,101		26,501
Greater Victoria Housing Society			4,533	4,533
Greater Victoria Lifetime Networks	15,000			15,000
Greater Victoria Placemaking Network	9,975			9,975
Greater Victoria Rental Development Society			14,858	14,858
Greater Victoria Spirit Committee	1,980			1,980
Gurdwara Singh Sabha Society of Victoria			13,338	13,338
Heart and Stroke Foundation		78		78
HeroWork Program		103		103
Hook Sin Tong Building (Heritage)			24,486	24,486
Hope in Shadows	8,000			8,000
Hotel Rialto Building (Heritage)			107,610	107,610
Hudson Building (Heritage)			153,840	153,840
India Canada Cultural Association	3,000			3,000
InnovativeCommunities.Org Foundation			4,387	4,387
Integrate Arts Society	2,500	102		2,602
Intrepid Theatre Company	14,000			14,000
Island Community Mental Health			31,393	31,393
Island Corridor Foundation			23,858	23,858
Island Equipment Owners Association		6,617		6,617
James Bay Anglers' Association			3,623	3,623
James Bay Community School Centre	64,858			64,858
James Bay Health and Community Services Society			41,069	41,069
James Bay Neighbourhood Association	10,257			10,257
James Bay New Horizons Society	78,487			78,487
James Bay United Church			13,533	13,533
John Howard Society of Victoria			7,825	7,825
Jubilee Congregation of Jehovah's Witnesses			5,735	5,735
Kaleidoscope Theatre Productions Society	3,500			3,500
Kalghidhar Shromani Society			3,145	3,145
Keystone Victoria Christian Ministries Inc			3,204	3,204
Khalsa Diwan Society of Victoria			16,776	16,776
Kiwanis Club of Victoria			8,858	8,858
Knights of Columbus		87		87
Laren Society			5,193	5,193
Leadership Victoria Society	3,000			3,000
Leiser Building (Heritage)			49,315	49,315

## Statistical Information

### 2017 Grants

	Grants	In-kind Services	Exemption from Property Taxes	Total
Lewis and Humphrey Block (Heritage)	\$	\$	\$ 40,883	\$ 40,883
Lifecycles Project Society	15,500			15,500
Living Edge Community	5,000			5,000
Loo Chew Fan Building/Ning Yung Building (Heritage)			33,066	33,066
Maplewood Gospel Hall			8,451	8,451
Maritime Museum	20,000	158		20,158
Maximus BC Health Inc. (Victoria UrbaCity Challenge)		49		49
Military Music Festival Society		49		49
Morley's Soda Factory Building (Heritage)			11,623	11,623
Move Adapted Fitness		54		54
Multiple Sclerosis Society of Canada			32,677	32,677
Mustard Seed Street Church			4,610	4,610
New England Hotel Building (Heritage)			24,357	24,357
North Jubilee Neighbourhood Association	2,288			2,288
North Park Neighbourhood Association	5,588	272		5,860
Oak Bay Gospel Assembly			6,038	6,038
Oaklands Chapel		210	3,399	3,609
Oaklands Community Association	86,649	306	2,778	89,733
Open Door Spiritualist Church			1,621	1,621
Open Space Arts Society	1,000		9,393	10,393
Oriental Hotel Building (Heritage)			55,107	55,107
Our Place Society	50,000			50,000
Pacific Montessori Society		156		156
Pacific Peoples' Partnership	2,500			2,500
Pacifica Housing Advisory Association	855,000		30,660	885,660
Palladian (Heritage)			44,995	44,995
Pandora Arts Collective	1,000			1,000
Parkdale Evangelical Free Church			3,266	3,266
Peers Victoria Resource Society	13,000			13,000
Pentecostal Assemblies of Canada			4,303	4,303
Phoenix Human Services Association			14,650	14,650
Polish White Eagle Association	5,000			5,000
Portland Hotel (Heritage)			53,061	53,061
Prior Building (Heritage)			66,048	66,048
Promis Block/Warner Building (Heritage)			69,601	69,601
Quadra Village Community Centre	72,369	250		72,619
Ready to Rent BC	9,000			9,000
Recreation Integration Victoria	30,758			30,758
Religious Society of Friends			7,703	7,703
Rockland Community Association	2,618			2,618
Ross Bay Villa Society			3,654	3,654
Royal and McPherson Theatre Society			104,545	104,545
Royal Victoria Yacht Club		52		52

## Statistical Information

### 2017 Grants

	Grants	In-kind Services	Exemption from Property Taxes	Total
Ryder Hesjdal's Tour de Victoria	\$	\$ 15,307	\$	\$ 15,307
Saint Germain Foundation of Canada (Victoria Branch)			3,678	3,678
Saint Sophia Parish of the Russian Orthodox Church			3,693	3,693
Scouts Canada 2nd Fort Victoria Group			10,900	10,900
Seventh-Day Adventist Church			2,494	2,494
Shekinah Homes Society			4,402	4,402
Silver Threads Service	183,001			183,001
Societe Francophone de Victoria	6,200	3,000		9,200
Society of Living Intravenous Drug Users	9,000			9,000
Society of Saint Vincent de Paul of Vancouver Island	125,000		38,370	163,370
South Island Centre for Counselling and Training	15,000			15,000
South Island Prosperity Project	218,916			218,916
South Jubilee Neighbourhood Association	7,643			7,643
South Park School PAC		78		78
SportHost Victoria	5,000			5,000
Spray, Kristin (Orange Shirt Day)	4,500			4,500
St Andrew's Presbyterian Church			27,268	27,268
Stigma Free Society	5,000			5,000
Suddenly Dance Theatre Society	3,200			3,200
Terry Fox Foundation		1,143		1,143
Thanh, Yasuko (Butler Book Prize)	5,000			5,000
Theatre Inconnu	2,500	102		2,602
Theatre SKAM Association	9,000	850		9,850
Thomas Earle Warehouse (Heritage)			23,702	23,702
Threshold Housing Society	20,000	162	3,236	23,398
Times Colonist Cycling Festival		1,732		1,732
TLC (The Land Conservancy) of BC			24,660	24,660
Tourism Victoria	20,000			20,000
Trans Canada Trail		53		53
Tweed Ride Victoria		772		772
Ukrainian Catholic Eparchy of the New Westminster			4,114	4,114
United Church Of Victoria			15,766	15,766
Unity Church Of Victoria			3,540	3,540
University of Victoria - Faculty Association		784		784
University of Victoria - Native Student Union		1,142		1,142
Vancouver Island Addiction Recovery Society			1,957	1,957
Vancouver Island Shakespeare Association	3,000	50		3,050
Vancouver Island South Film and Media Commissions	35,000			35,000
Victoria Association For Community Living			6,113	6,113
Victoria BC SKA Society	7,000	1,515		8,515
Victoria Brain Injury Society	7,000			7,000
Victoria Chinese Alliance Church			3,567	3,567
Victoria Chinese Presbyterian Church			8,998	8,998

# Statistical Information









## 2017 Grants

	Grants	In-kind Services	Exemption from Property Taxes	Total
Victoria Civic Heritage Trust	\$ 529,814	\$	\$	\$ 529,814
Victoria Community Association	1,115			1,115
Victoria Compost And Conservation Education Society	5,000	240		5,240
Victoria Conservatory of Music	7,000		84,002	91,002
Victoria Cool Aid Society	51,612		7,773	59,385
Victoria Cycling Series		1,645		1,645
Victoria Dragon Boat Festival Society	8,000	3,434		11,434
Victoria Heritage Foundation	210,125			210,125
Victoria Highland Games Association	6,000	2,908		8,908
Victoria Hospice Foundation		103		103
Victoria Immigrant and Refugee Centre Society	10,000			10,000
Victoria Independent Film and Video Festival	11,000	1,485		12,485
Victoria Innovation, Advanced Technology and Entrepreneurship Council (ViaTEC)	15,000			15,000
Victoria International Running Society		6,833		6,833
Victoria Jazz Society	16,000	2,574		18,574
Victoria Marathon Society		32,107		32,107
Victoria Native Friendship Centre			24,709	24,709
Victoria Pretty Good Society	3,000			3,000
Victoria Pride Society	6,000	10,160		16,160
Victoria Shambhala Centre			3,204	3,204
Victoria Single Parent Resource Centre Society	1,000		8,882	9,882
Victoria Symphony Society	10,000	14,592		24,592
Victoria Theatre Guild and Dramatic School			21,166	21,166
Victoria West Community Association	114,989	101		115,090
Victoria West Elementary School PAC	5,000			5,000
Victoria Women in Need Community Cooperative			10,078	10,078
Victoria Women's Sexual Assault Centre	40,000		7,064	47,064
Victoria Women's Transition House Society	8,000		14,202	22,202
Victoria Youth Empowerment Society	13,000		6,901	19,901
Volunteer Victoria	5,500			5,500
Voyer, Richard Jacques and Nheng, Zhi Mei (Secondary Suite)	5,000			5,000
Waymark Architecture (Centennial Square Pop-Up)	1,000			1,000
Wholesale Woolens Building (Heritage)			20,307	20,307
WildVision Edutainment Inc (Centennial Square Pop-Up)	5,000			5,000
World Fisheries Trust	5,500			5,500
YM/YWCA of Greater Victoria			75,647	75,647
Young Life of Canada		55		55
	<b>\$ 3,792,038</b>	<b>\$ 161,495</b>	<b>\$ 2,838,459</b>	<b>\$ 6,791,992</b>



## Our commitment to the environment

The environmental savings below were achieved by printing the Annual Report using post-consumer recycled fibre in place of virgin fibre:

-  2 trees preserved for the future
-  0.45 kg water-borne waste not created
-  3,183.5 litres wastewater flow saved
-  25.4 kg solid waste not generated
-  70.3 kg net greenhouse gases prevented
-  20.86 kg ghg emissions not generated
-  0.001 cubic metres natural oil unused
-  Equivalent to not driving 24.14 km in an average car

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

[victoria.ca](http://victoria.ca)





1113334

MAY 30 2018

Her Worship Lisa Helps  
Mayor of the City of Victoria  
1 Centennial Square  
Victoria BC V8W 1P6

MAYOR'S OFFICE

JUN 04 2018

VICTORIA, B.C.

Mr. Rick Hansen, C.C., O.B.C.  
Founder and Chief Executive Officer  
Rick Hansen Foundation  
300 – 3820 Cessna Dr  
Richmond BC V7B 0A2

Lisa + Rick

Dear Mayor Helps and Mr. Hansen:

Your joint letter of April 6, 2018, addressed to the Honourable Carole James, Minister of Finance has been referred to me for response. I am also writing in response to your letter and attachments of April 24, 2018, providing an update on the City of Victoria's Crystal Pool and Wellness Centre Replacement Project (the project). I apologize for the delayed response.

Thank you for the project update that you provided. The recreational amenities offered by the new Crystal Pool and Wellness Centre (the facility) will certainly benefit residents in the region.

I appreciate the value of the services that the new facility will provide; however, the Ministry of Health's capital budget is reserved for major construction, equipment and upgrading of new and existing hospitals and other health care facilities.

The Ministry of Municipal Affairs and Housing operates a number of grant programs that may be of interest to you, such as Local Government Grants and the Community Gaming Grants Program. There is information available about Local Government Grants available at: <http://www.cscd.gov.bc.ca/lgd/finance/grants.htm>. The following link provides additional information, including the eligibility criteria and application process, for the Community Gaming Grants Program (<https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/community-gaming-grants>).

...2

- 2 -

Thank you for your continuing efforts in promoting healthy lifestyles in your community. I wish you great success with the project, and appreciate the opportunity to respond.

Sincerely,

A handwritten signature in black ink, consisting of a stylized 'A' followed by a large, sweeping loop and a trailing flourish.

Adrian Dix  
Minister

pc: Honourable Carole James, Minister of Finance  
Honourable Selina Robinson, Minister of Municipal Affairs and Housing



May 30, 2018

Mayor Lisa Helps  
City of Victoria  
1 Centennial Square  
Victoria, BC V8W 1P6

Dear Mayor Helps:

**Re: 2018 Resolutions**

UBCM is in receipt of the attached resolution(s) endorsed by your Council. Your resolution(s) received endorsement at the AVICC Spring 2018 AGM.

The resolution(s) will be presented to the UBCM membership for their consideration at the 2018 UBCM Convention in September.

Please feel free to contact Jamee Justason, Information & Resolutions Coordinator, if you have any questions about this process.

Tel: 604.270.8226 ext. 100 Email: [jjustason@ubcm.ca](mailto:jjustason@ubcm.ca)

Sincerely,



Director Wendy Booth  
President

MAYOR'S OFFICE

JUN 04 2018

VICTORIA, B.C.

*Enclosure*



## **Modernizing the *Motor Vehicle Act***

**Victoria**

Whereas the Road Safety Law Reform Group of British Columbia and organizations including the City of Vancouver, British Columbia Cycling Coalition and Trial Lawyers Association of British Columbia have called on the Government of British Columbia to review and modernize the BC *Motor Vehicle Act*,

And whereas modernization of this legislation is necessary to achieve the Government of British Columbia's "Vision Zero" plan to make BC's roads the safest in North America and eliminate road-related injuries and deaths by 2020, and where the Road Safety Law Reform Group has provided evidence-based recommendations for increasing safety for vulnerable road users, including children, seniors, people with disabilities, pedestrians and cyclists:

Therefore be it resolved that the Government of British Columbia review and modernize the BC *Motor Vehicle Act*, to increase safety for all road users and achieve the "Vision Zero" objective of making BC's roads the safest in North America and eliminating road-related injuries and death by 2020.

**Convention Decision:**

## **Protecting Local Waterways & Wild Fish Species**

**Victoria**

Whereas British Columbia's coastal communities rely on healthy waterways and healthy marine ecosystems including fisheries for economic, social and ecological wellbeing and where the proliferation of open-net fish farms with non-native fish species threatens local waterways and wild fish species, undermining the economic, social and ecological wellbeing of local communities;

And whereas many open-net fish farms have been established in indigenous territories in the absence of adequate consultation with indigenous governments, undermining the shared objective of reconciliation and respectful relations between indigenous and non-indigenous governments:

Therefore be it resolved that the Province of British Columbia consult First Nations governments, local governments, conservation organizations and industry on a transition plan to closed-containment aquaculture, including a just transition for affected workers.

**Convention Decision:**

## **Uniform Business Regulations for Disposable Plastic Packaging**

**Victoria**

Whereas uniform regulations of businesses provide predictability, certainty and efficiency for consumers and business operators;

And whereas unrestricted use of disposable plastic packaging is inconsistent with values of British Columbia residents and imposes costs on local governments in British Columbia, prompting communities to examine options for business regulations limiting disposable plastic packaging in order to contain costs and manage solid waste streams responsibly:

Therefore be it resolved that the Province of British Columbia work with local governments and retailers to introduce uniform, province-wide business regulations in relation to disposable plastic packaging, to substantially reduce the volume of disposable plastic packaging in local solid waste streams.

**Convention Decision:**

## **Climate Accountability for Fossil Fuel Companies**

**Victoria**

Whereas communities in British Columbia face a range of impacts from climate change, including sea-level rise, increased coastal erosion, prolonged summer drought, and increased winter precipitation and communities are required to consider these impacts in infrastructure planning, construction and maintenance, as well as to mitigate the financial impacts of these costs on residents and businesses given the limits of local government revenue raising to property taxes and utilities;

And whereas while the precise amount of increased costs due to the increase in work on infrastructure due to climate change is not yet quantified, local governments in British Columbia are almost certainly already paying significantly increased costs and those amounts will only increase, noting that fossil fuel companies have played a major role in the creation of climate change, making hundreds of billions of dollars in selling products which cause climate change with the twenty largest fossil fuel companies having contributed—through their operations and products—to approximately 29.3 per cent of greenhouse gases in the global atmosphere today;

Therefore be it resolved that UBCM and FCM on behalf of their member local governments write a climate accountability letter to the twenty fossil fuel companies outlining the types of costs that communities are incurring and expected to incur due to climate change, and requesting that the companies pay their fair share of those impacts.

**Convention Decision:**



## **Review of Board of Variance Process**

**Victoria**

Whereas the *Local Government Act* requires local governments to appoint boards of variance that are empowered to consider minor variances where a person alleges that complying with a bylaw respecting the siting, size or dimensions of a building would cause them hardship;

And whereas deliberations of local boards of variance provide minimal opportunities for public comment on the requested variances, and provide no role for comment from the elected council of a municipality or the board of a regional district in unincorporated areas:

Therefore be it resolved that the provincial government review the current provisions in the *Local Government Act* relating to boards of variance and consider amendments to ensure that the interests of public accountability, transparency, and local democracy are upheld.

**Convention Decision:**

## **Gender-based Violence Strategy for Youth**

**Victoria**

Whereas children and youth who have been impacted by violence experience devastating and long-ranging mental health, physical health, social and educational impacts and the #metoo campaign has recently highlighted gender-based violence as one of the most pervasive forms of violence, taking various forms (e.g. cyber, physical, sexual, psychological, emotional, and economic);

And whereas according to Statistics Canada, young women aged 15 to 17 report the highest rate of gender-based violence amongst all age groups (2,710 per 100,000, in 2008), and Indigenous, LGBTQ2, and disabled girls experience even higher rates of violence, noting that in 2017 the Government of Canada launched "It's Time: Canada's Strategy to Prevent and Address Gender-Based Violence," identifying three priority areas: prevention, engaging men and boys, and support for survivors;

And whereas to support the strategy, the federal government has committed \$100.9 million over five years, and an additional \$20.7 million per year going forward;

And whereas while the BC government recently announced \$5 million to assist organizations working to prevent and respond to gender-based violence, there is currently no cohesive provincial strategy in place;

And whereas in order to combat gender-based violence among youth in BC and support healthy relationships, healthy families and healthy communities, a provincial strategy is needed;

And whereas drawing on the expertise of all relevant ministries, and building on the resources and strategies identified in the federal strategy, a comprehensive provincial strategy can be a catalyst for positive cultural change:

Therefore be it resolved that UBCM and AVICC call on the Ministry of Education, the Ministry of Child and Family Development, the Ministry of Public Safety, and the Ministry of Mental Health to work together to develop a Gender-Based Violence Prevention Strategy for Youth.

**Convention Decision:**

**Protecting Coastal Communities & Waterways from  
Oil Spills**

**Victoria, Powell River  
City**

Whereas the Province of British Columbia is pursuing regulations to restrict the transport of diluted bitumen until such time as adequate safeguards are in place to protect coastal communities and waterways from the harm caused by oil spills;

And whereas the impacts of oil spills on local communities are severe, including: costs relating to emergency response, clean-up and recovery; damage and loss of enjoyment of shoreline areas; damage to biological diversity of plant and animal species; reduced property values; public health impacts; and economic losses in tourism, fishing and other sectors:

Therefore be it resolved that AVICC endorse the efforts of the Province of British Columbia to introduce regulations that will safeguard coastal communities and waterways from harm caused by oil spills.

**Convention Decision:**



MAYOR'S OFFICE  
JUN 15 2018  
VICTORIA, B.C.

JUN 13 2018

1109000

Her Worship Lisa Helps  
Mayor of the City of Victoria  
1 Centennial Sq  
Victoria BC VSW 1P6

Dear Mayor Helps:

*Lisa*

Thank you for your letter of February 21, 2018, acknowledging the positive results of the British Columbia Farmers' Market Nutrition Coupon Program in Victoria in 2017. Simply put, I could not agree with you more about the benefits of the Farmers' Market Nutrition Coupon Program.

On that note, our government is not only continuing to support the program, but also expanding it. Specifically, we are increasing its budget by three quarters of a million dollars to fund the first increase to the coupon's value since its inception, and to increase the number of participants.

As a result, the total amount of the BC Farmers' Market Nutrition Coupon will increase by nearly a hundred dollars, from \$240 per participant household to \$336, provided in weekly coupons for four months. By March 2020, the number of expectant mothers participating in the program will also increase by 450, and the number of participating households is expected to rise from 3708 to 4,158.

The Honourable Lana Popham, Minister of Agriculture, and myself are thrilled to increase the program's positive impact on families and local food producers and promote our agriculture sector. We know that this additional investment will pay off in dividends in terms of promoting population health, food security and the local economy.

This decision reflects both our long time commitment to this program, and strong support for this program articulated by municipalities, farmers markets, participants and community partners across the province.

Yours sincerely

Adrian Dix  
Minister

pc: Honourable Lana Popham, Minister of Agriculture  
Ms. Wylie Bystedt, President, BC Association of Farmers' Markets



MAYOR'S OFFICE

JUN 15 2018

VICTORIA, B.C.



June 12, 2018

1116037

Her Worship Lisa Helps  
Mayor of the City of Victoria  
1 Centennial Sq  
Victoria BC VSW 1P6

Dear Mayor Helps:

Please accept my apology for a clerical error that occurred in the letter that you would have received about the BC Farmers' Market Nutrition Coupon Program sent on May 14, 2018.

The opening paragraph of the letter incorrectly identified your community and read "Thank you for your letter acknowledging the positive results of the BC Farmers' Market Nutrition Coupon Program in Salmon Arm in 2017." This error is being corrected and a new letter will be sent to you.

Yours sincerely,

Matt Herman  
Executive Lead

pc: Honourable Lana Popham, Minister of Agriculture  
Ms. Wylie Bystedt, President, BC Association of Farmers' Markets

**COMMITTEE OF THE WHOLE REPORT**  
**FROM THE MEETING HELD JUNE 21, 2018**

For the Council Meeting of June 28, 2018, the Committee recommends the following:

**1. 1202-1214 Wharf Street - Rezoning Application No. 00647 (Downtown)**

***Application to allow for the addition of “rental business” as a permitted use in the existing zone.***

That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00647 for 1202-1214 Wharf Street, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and that a Public Hearing date be set.

**2. Support for Bid to Host 55+ B.C. Games in 2020, 2021 or 2022**

That Council:

1. Direct staff to work with the greater Victoria Sport Tourism Commission to apply for the right to host the 2020, 2021, or 2022 55+ B.C. Games; and
2. Approve financial support of a \$60,00 cash contribution, as well as in-kind support of up to \$55,000, should the bid be successful, with funds from the budget surplus for the year prior to hosting the Games.

**3. Implementation of Summit Park Management Plan: McNair Trail**

That Council provide direction to staff to include an allocation in the 2019 draft Financial Plan for improvements to the McNair to Summit Park, consistent with the implementation timeline adopted in the Summit Park Management Plan.

**4. Vehicle for Hire Bylaw for Rickshaws**

That Council direct staff to amend Section 17(2) in the Vehicles for Hire Bylaw to increase the maximum capacity for rickshaws from 2 persons to 3 adults and one child, or 2 adults and 2 children.

**5. Greater Victoria Harbour Authority**

That Council receive the presentation from the GVHA for information.

**6. 356-360 Bay Street and 2520 Turner Street - Rezoning and Development Variance Permit Application No. 00604 (Burnside)**

***Application to allow for the retail sale of cannabis.***

**Rezoning Application No. 00604**

That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00604 for 356-360 Bay Street and 2520 Turner Street, that first and second reading of the Zoning Regulation Bylaw Amendment be considered by Council and a Public Hearing date be set once:

1. Staff receive revised plans illustrating the retail area as approximately 25% of the total floor area of the unit.
2. Staff receive proof of registration at the Land Titles Survey Authority of a registered Statutory Right-of-Way (SRW) of 4.91m on Bay Street.

**Development Variance Permit Application No. 00604**

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 a Development Variance Permit Application for 356-360 Bay Street and 2520 Turner Street, in accordance with:

1. Revised plans with a reduced retail floor area.
2. Development meeting all Zoning Regulation Bylaw requirements, except for the following variance:
  - i. reduce the vehicle parking requirement for a storefront cannabis retailer from 1 stall per 37.5m<sup>2</sup> to 1 stall per 93m<sup>2</sup>.
3. The Development Permit lapsing two years from the date of this resolution."

**7. Topaz Park Improvement Plan**

That Council approve the Park Improvement Plan for Topaz Park, as described in Attachment A.

**8. Permissive Exemption Policy - Parking Lots**

That Council receive this report for information.

**9. Development Cost Charges Review - Consultation Results**

That Council direct staff to:

1. Bring forward the Development Cost Charges Rates Amendment Bylaw for consideration of first, second and third readings at the June 28, 2018 Council meeting.
2. Transfer the development cost charges balances of \$3,502,413.97 and \$1,468,723.95 set aside for Parks Acquisition and Parks Development into the new Development Cost Charges Parks and Acquisition Reserve.

**10. Emergency Management Program Funding**

That Council received this report for information.

**COMMITTEE OF THE WHOLE REPORT**  
**FROM THE MEETING HELD JUNE 28, 2018**

For the Council Meeting of June 28, 2018, the Committee recommends the following:

**1. Bastion Square Market Licence Renewal**

That Council authorize the Mayor and Corporate Administrator to sign a three year agreement between the City and the Bastion Square Revitalization Association for the operation of the Bastion Square Public Market.

**2. Funding for Extended Hours for Our Place**

That Council allocate \$25,000 from contingency to partner with BC Housing and Island Health to increase the hours and services for Our Place to match winter hours until March 31st, 2019 and that a meeting be held between the City, BC Housing and Island Health and others to determine long term solutions.

**3. Protection of Ecologically and Culturally Significant Areas**

That Council direct staff to:

1. Prepare an amendment to the Parks Regulation Bylaw to add Coffin Island to the areas covered in section 16A of the bylaw;
2. Work with the Esquimalt and Songhees First Nations on potential signage relating to ecologically and culturally significant areas within the municipal parks and greenspace system in the City of Victoria: and
3. Report back to Council following the receipt of advice from the City Family on potential additional tools to increase protection for ecologically and culturally significant areas within the municipal parks and greenspace system.

**4. Letter from the President of the Union of BC Municipalities – Motions Arising**

1. That Council request that the Mayor write, on behalf of Council, to the federal Minister of Finance and Minister Duclos, requesting that consideration be given to the resolution "A2 Encouraging the Use of Residential Property for Housing" adopted by delegates at the 2017 Union of BC Municipalities convention, and requesting that particular attention be given to the option of phasing in the Capital Gains Tax exemption for primary residences that increases over time to encourage residential occupancy and discourage speculation.

That the text of the resolution "Encouraging the Use of Residential Property for Housing" be included in the letter to the Minister;

And that the letter to the Minister be copied to the federal Minister of Infrastructure and Communities, the provincial Minister of Finance, the President of the Union of BC Municipalities, the Executive Director of the Union of BC Municipalities, and Members of Parliament representing constituencies on Vancouver Island.

2. That Council request that the Mayor write, on behalf of Council, to the provincial Minister of Forests, Lands, Natural Resource Operations and Rural Development, expressing concern over the Ministry's response to UBCM Resolution "B36 Optimizing Community Benefits of Forest Resources", with particular attention to ongoing liquidation of the Old-Growth rainforests of Vancouver Island, which compromises the long-term integrity of ecological systems, detracts from recreational opportunities for residents of Victoria and other Vancouver Island communities, and undermines current and future economic development opportunities in the tourism sector;



That the letter to the Minister also express concern over the ongoing export of raw logs from Vancouver Island, which undermines opportunities for employment and revenues in the value-added wood products sector;

That the text of the resolution "Optimizing Community Benefits of Forest Resources" be included in the letter to the Minister;

And that the letter to the Minister be copied to Members of the Legislative Assembly.

**5. Advocacy for Adequate and Appropriate Support Services with Housing**

That Council endorse the following resolution and request that the Mayor forward a copy, on behalf of Council, to the Minister of Social Development and Poverty Reduction, copying the Premier of British Columbia, the Minister Responsible for Housing, the Minister of Health, the Minister of Mental Health and Addictions, and Members of the Legislative Assembly representing constituencies within the Capital Regional District.

**Resolution: Provision of Adequate and Appropriate Support Services with Housing**

WHEREAS the Housing First model combines the provision of appropriate support services with access to safe, secure housing;

AND WHEREAS inadequate support services are currently creating strains within the supportive housing system in the Capital Region and elsewhere in British Columbia, compromising the housing security, health and wellbeing of residents, while undermining the capacity of housing providers to provide safe, secure and respectful housing;

THEREFORE BE IT RESOLVED THAT the Province of British Columbia provide adequate and appropriate support services in conjunction with housing, developed and delivered through meaningful and respectful engagement with residents, to advance housing security and improve health and wellbeing.

**6. 930 Fort Street - Update Report: Rezoning Application No. 00593 & Development Permit Application No. 000502 (Downtown)**

***An update report regarding an application to construct a 13-storey, mixed-use building with ground floor retail fronting Fort Street and residential units above.***

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. 00593, if it is approved, consider the following motion:

**Development Permit with Variance Application No. 000502**

"That Council authorize the issuance of Development Permit with Variance Application No. 000502 for 930 Fort Street, in accordance with:

1. Plans date stamped June 8, 2018;
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variance:
  - i. reduce the number of parking stalls to 27.
3. Proof of a fully executed car share agreement that includes the purchase of 62 car share memberships and \$100 driving credit for each of the memberships to the satisfaction of the Director of Engineering and Public Works.
4. Registration of a covenant on the property's title to secure 62 car share memberships and \$100 of driving credit for each of the memberships, to the satisfaction, of the Director of Sustainable Planning and Community Development and in a form satisfactory to the City Solicitor
5. The Development Permit lapsing two years from the date of this resolution."

### **Rezoning Application No. 00593**

That Council direct staff to:

1. Prepare the necessary Zoning Regulation Bylaw Amendments that would authorize the proposed development outlined in Rezoning Application No. 00593 for 930 Fort Street, that first and second reading of the Zoning Regulation Bylaw Amendments be considered by Council and a Public Hearing date be set.
2. Secure an amenity contribution in the new zone in accordance with the City of Victoria Density Bonus Policy in the amount \$270,675.74 allocated to the Downtown Core Area Public Realm Improvement Fund (75%) and the Downtown Heritage Buildings Seismic Upgrade Fund (25%).

### **7. 1663 Oakland Avenue - Rezoning Application No. 00594 & Development Permit No. 00594 (Oaklands)**

***An application to permit the subdivision of one lot into two new small lots; retain the existing single-family dwelling one lot; and construct a new two-storey single-family dwelling on the other.***

That Council direct staff to work with the applicant to create a design more in keeping with the small lot design guidelines and the form and character of the rest of the street.

### **8. 1139 Chapman Street – Rezoning Application No. 00624 & Development Permit with Variance Application No. 00624 (Oaklands)**

***An application to permit the construction of a duplex dwelling.***

#### **Rezoning Application No. 00624 for 1139 Chapman Street**

That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00624 for 1139 Chapman 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 receipt of an executed Statutory Right-of-Way (SRW) of 1.17m along the lane, to the satisfaction of the Director of Engineering and Public Works.

#### **Development Permit with Variance Application No. 00624 for 1139 Chapman Street**

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. 00624, if it is approved, consider the following motion:

"That Council authorize the issuance of Development Permit Application No. 00624 for 1139 Chapman Street, in accordance with:

1. Plans date stamped May 28, 2018.
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variance:
  - i. increase the maximum floor area for the first and second storeys from 280.0m<sup>2</sup> to 362.13m<sup>2</sup>.
3. The Development Permit lapsing two years from the date of this resolution."

### **9. 1501-1503 Haultain Street - Development Permit with Variances Application No. 00066 (Oaklands)**

***An application to expand and renovate the exterior of the building and construct a third residential storey.***

That, subject to the preparation and execution of legal agreements to secure the car share memberships, to the satisfaction of the Director of Sustainable Planning and Community Development, 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 Variance Application No. 00066 for 1501 and 1503 Haultain Street in accordance with:

1. Plans date stamped May 22, 2018.
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:
  - i. Decrease the front yard setback from 6.00m to 0.22m to building and 0.00m to allow for a canopy projection.
  - ii. Decrease the south side setback from 3.00m to 1.06m for the staircase projection only.
  - iii. Decrease the flanking street setback from 2.40m to 1.67m to building and 0.53m to allow for a canopy projection.
  - iv. Decrease the required number of parking spaces from 14 to 3.
3. The applicant provide one electric bicycles for use by the residents in the building.
4. Label all materials on the elevation plans and provide plans for the proposed gate to be installed adjacent to the staircase on the north side of the building to the satisfaction of the Director of Sustainable Planning and Community Development.
5. The Development Permit lapsing two years from the date of this resolution.
6. Request that the applicant provide a car share vehicle in a nearby on street parking space."

#### **10. Revised Zoning Bylaw 2018**

1. That Council give first and second reading of Zoning Bylaw 2018 (Bylaw No. 18-072) and schedule a public hearing.
2. That Council direct staff to re-examine the issue of minimum unit sizes in the downtown including the impact on liveability.



## Council Report

For the Meeting of June 28, 2018

---

**To:** Council **Date:** June 14, 2018  
**From:** Jonathan Tinney, Director, Sustainable Planning and Community Development  
**Subject:** Update Report for Rezoning, Development Permit with Variance No. 00582 and Heritage Alteration Permit with Variances No. 00007 for 224 Superior Street

---

### RECOMMENDATION

#### Rezoning Application No. 00582

That Council give first and second reading of Zoning Regulation Bylaw, Amendment Bylaw (No. 1141) No. 18-019 for Rezoning Application No. 00582 for 224 Superior Street.

#### Development Permit with Variance Application No. 00582

That Council, after giving notice and allowing for an Opportunity for Public Comment and a Public Hearing at a meeting of Council for Rezoning Application No. 00582, consider this updated motion:

"That Council authorize the issuance of Development Permit with Variance Application No. 00582 for 224 Superior Street, in accordance with:

1. Plans date stamped April 23, 2018.
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variance:
  - i. Reduce the side yard (west) setback from 2.40m to 1.50m to allow for two habitable rooms with windows.
3. That prior to issuance of the Development Permit with Variance, the City receive confirmation of registration of a Statutory Right-of-Way (SRW) of 2.41m on Superior Street, to the satisfaction of the Director of Sustainable Planning and Community Development.
4. The Development Permit lapsing two years from the date of this resolution."

#### Heritage Alteration Permit with Variances Application No. 00007

That Council, after giving notice and allowing for an Opportunity for Public Comment and a Public Hearing at a meeting of Council for Rezoning Application No. 00582, consider this updated motion:

"That Council authorize the issuance of Heritage Alteration Permit Application with Variances



No. 00007 for the existing Heritage Designated house at 224 Superior Street, in accordance with:

1. Plans date stamped April 23, 2018.
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:
  - i. Reduce the side yard setback from 3.65m to 1.20m
  - ii. Reduce the rear yard setback from 4.0m to 1.36m
  - iii. Allow parking in the front yard
  - iv. Increase the site coverage from 30.0% to 35.09%.
3. That prior to issuance of the Heritage Alteration Permit with Variances, the City receive confirmation of registration of a Statutory Right-of-Way (SRW) of 2.41m on Superior Street, to the satisfaction of the Director of Sustainable Planning and Community Development.
4. Heritage Alteration Permit lapsing two years from the date of this resolution.”

## EXECUTIVE SUMMARY

The purpose of this report is to update Council on the Rezoning, Development Permit with Variance and Heritage Alteration Permit with Variances applications for 224 Superior Street. The conditions set by Council on December 14, 2017 have been met. The Statutory Right-of-Way has been executed by the applicant, the Bylaws have been drafted, and the applicant has met with staff to explore alternate parking layouts and have corrected minor plan inconsistencies.

## BACKGROUND

The proposal is to subdivide the property at 224 Superior Street, retain the existing Heritage Designated house and rezone the new lot to the R1-S2 Zone, Restricted Small Lot (Two Storey) District. The existing house would be rezoned to a site-specific zone to allow four self-contained units. This application also requires a Development Permit with Variance for the small lot house and a Heritage Alteration Permit with Variances for the existing house.

### Parking

At Committee of the Whole on December 14, 2018, Council motioned that Staff explore the parking layout further to help reduce the impact of the front yard parking on the streetscape. Staff looked at alternative parking configurations with the applicant; however, the layout proposed at Committee of the Whole most closely met the *Zoning Regulations Bylaw*, *Highway Access Bylaw* and other bylaws, and retained the existing publicly owned boulevard trees.

Parking is proposed to be in front of the Heritage Designated house in an ‘L’ shape configuration. This would allow the driveway crossing to be as far from the existing boulevard tree as possible, while also providing space for vehicles to back up. While two vehicles would park directly in front of the house, the location does not obstruct views of the upper levels of the house which have more heritage significance than the lower level. Additionally, there is an existing mature hedge which would help reduce the visibility of the vehicles from the street.

Parking on the east side-yard or rear-yard would be challenging, and was not seen as an ideal option. Locating parking on the east side with parallel parking would impact the mature plum trees on site, and would require more paving and hard surface.

Note: the landscaping on site is not designated heritage, and the trees are not bylaw protected.

#### Plan Revision

Minor revisions to the plans were required for consistency between the drawings and the detail on the materials proposed. The plans have been revised and are included in the attachments. The motion for Council's consideration has been updated to reflect this.

#### Statutory Right-of-Way

A Statutory Right-of-Way of 2.41m on Superior Street has been executed; however, at the time of writing this report the agreement has not been registered with the Land Titles Office by the applicant. The motion for Council's consideration has been updated to reflect this.

#### **CONCLUSIONS**

As per Council's motion on December 14, 2017, the applicant has explored alternative parking layouts, revised the plans to fix minor inconsistencies, and executed a Statutory Right-of-Way. As the applicant has carried out the recommendations set forth by Council, Staff recommend that the application advance to a Public Hearing for further consideration.

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

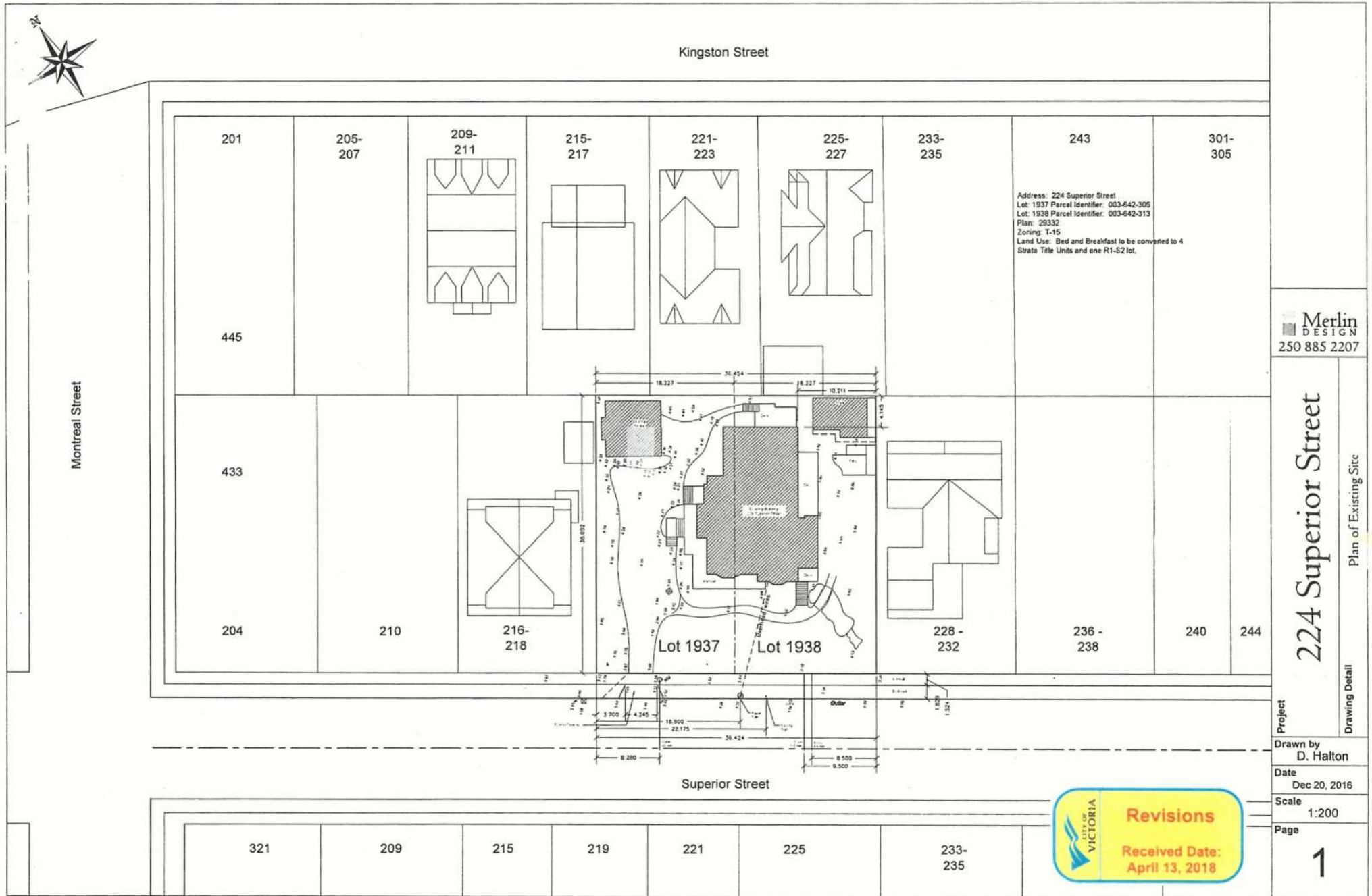
Date:

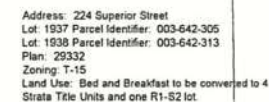
June 21, 2018

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

- Attachment A: Revised Plans date stamped April 13, 2018
- Attachment B: Council Motion from December 14, 2017.







## 224 Superior Street

Existing Landscape Plan

### Drawing Detail

Project

Drawn by  
D. Halton

Date  
Dec 20, 2016

Scale 1:100

Page

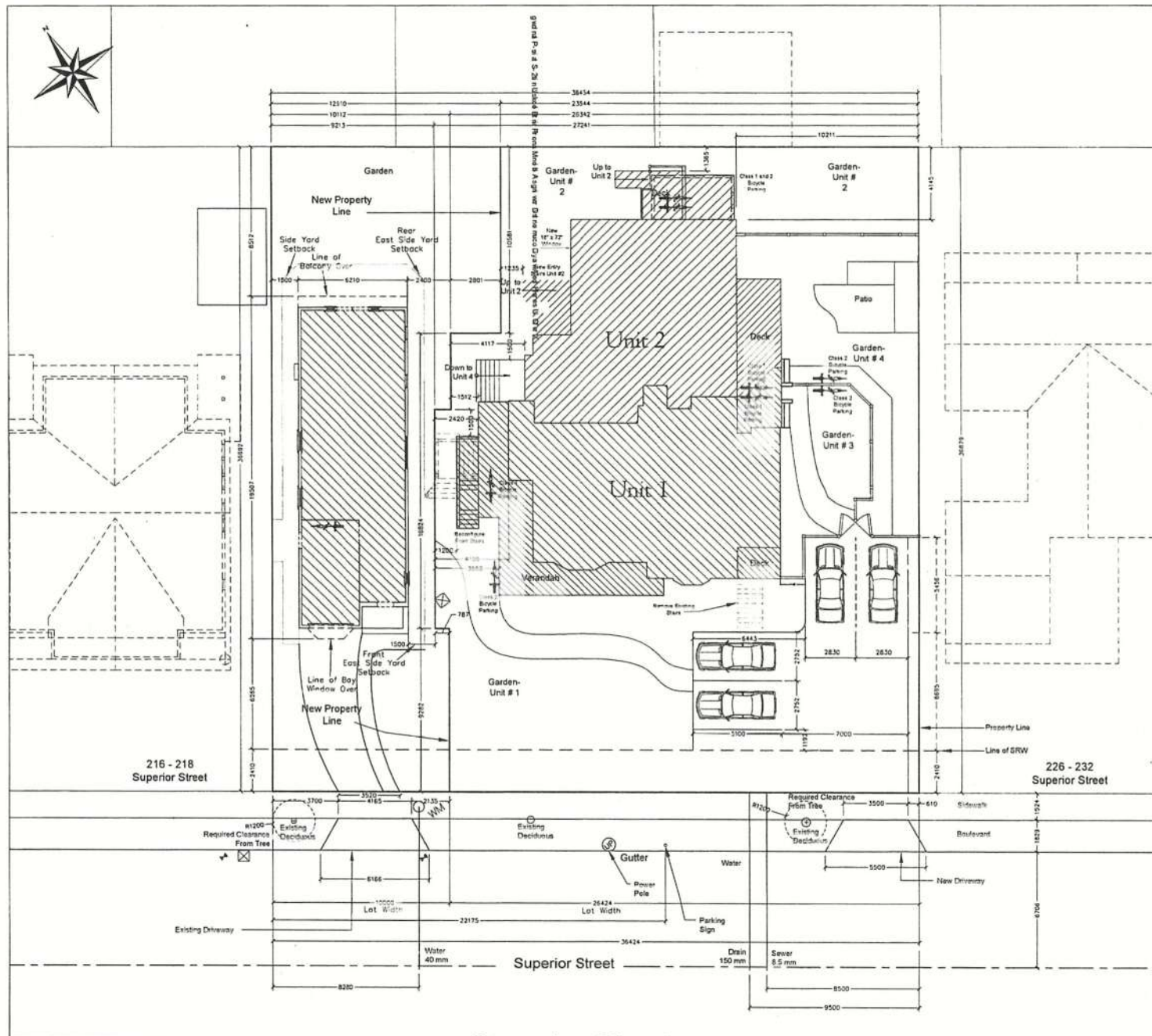
2

Received  
City of Victoria

APR 13 2018

Planning & Development Department  
Development Services Division





Address: 224 Superior Street  
 Lot: 1937 Parcel Identifier: 003-642-305  
 Lot: 1938 Parcel Identifier: 003-642-313  
 Plan: 22032  
 Zoning: T-15  
 Land Use: Bed and Breakfast to be converted to 4  
 Strata Title Units and one R1-S2 lot

#### PROJECT INFORMATION TABLE

Parent/Existing Parcel Number	224 Superior Street
Zone (existing)	T-15
Site area (sq. meters) including SRW	953.76
Area of SRW	87.78
Site Area without SRW	865.98
Total floor area (sq. meters)	470.30
Commercial floor area	none
Floor space ratio	0.51:1
Site coverage %	34.89%
Open site space %	49.31%
Height of building (meters)	5.588
Number of storeys	2
Parking stalls (number) on site	4
Motorcycle number (coverage and racks) in each unit	
Building setbacks (m)	
a. Front yard	12.174
b. Rear yard	1.365
c. Side yard (each)	4.254
d. Side yard (total)	7.501
e. Combined side yards	11.895
Residential Use Details	
a. Total number of units	4
b. Unit type	2 bedrms
c. Ground orientated units	4
d. Minimum unit floor area (m <sup>2</sup> )	116.11
e. Total residential floor area (m <sup>2</sup> )	480.30

#### PROJECT INFORMATION TABLE

	222 Superior Street	Zone	Standard for the Zone	Calculate
Zone	R1-S2	R1-S2	none	none
Site area (sq. meters)	333.02	330.00	none	none
Site coverage %	30.14%	40.0%	none	none
Total floor area (sq. meters)	332.09	350	none	none
Floor space ratio	0.47:1	0.6:1	none	none
Height of building (meters)	7.2	7.5	none	none
Number of storeys	2	2	none	none
Building setbacks (m)				
Front yard	6.265	6	none	none
Rear yard	8.412	6	none	none
Side yard (each)	1.5	1.5	none	none
Side yard (total)	1.5-1.4	1.5	none	none
Open site space %	61.28%		none	none
Parking stalls (number) on site	1	0	none	none
Motorcycle number in the garage			none	none

#### Driveway Slope Calculation

222 Driveway	
Height at the Sidewalk	3.67
Height at the House	3.86
Difference	0.19
Length of Driveway	9.38
Slope	2.047%
224 East	
Height at the Sidewalk	3.33
Height at the House	3.65
Difference	0.32
Length of Driveway	12.19
Slope	2.624%

Revised: August 4, 2017

No.	Description
1	Dimensions Added
2	Dimensions Added
3	House Moved Back
4	Dimensions Changed
5	Dimensions Changed
6	Dimensions Changed
7	Property Line Reconfigured
8	Dimensions Changed
9	Driveway Slope Added
10	Driveway Slope Added
11	Driveway Configuration Changed
12	Figure Updated
13	Figure Updated
14	Calculation Added
15	Figure Revised

Merlin  
 DESIGN  
 250 885 2207

224 Superior Street

Proposed Site Plan (with Upper Floor of Strata)

Project

Drawing Detail

Drawn by  
 D. Halton

Date  
 Dec 20, 2016

Scale  
 1:100

Page

3

Received  
 City of Victoria

APR 13 2018

Planning & Development Department  
 Development Services Division

277







Revisions: July 20, 2017
No. Description
1 Outline Showing Total Floor
Area Demolished
2 Total Floor Area Added
3 Storage Removed

Merlin  
DESIGN  
250 885 2207

224 Superior Street

Elevations

Drawing Detail

Project

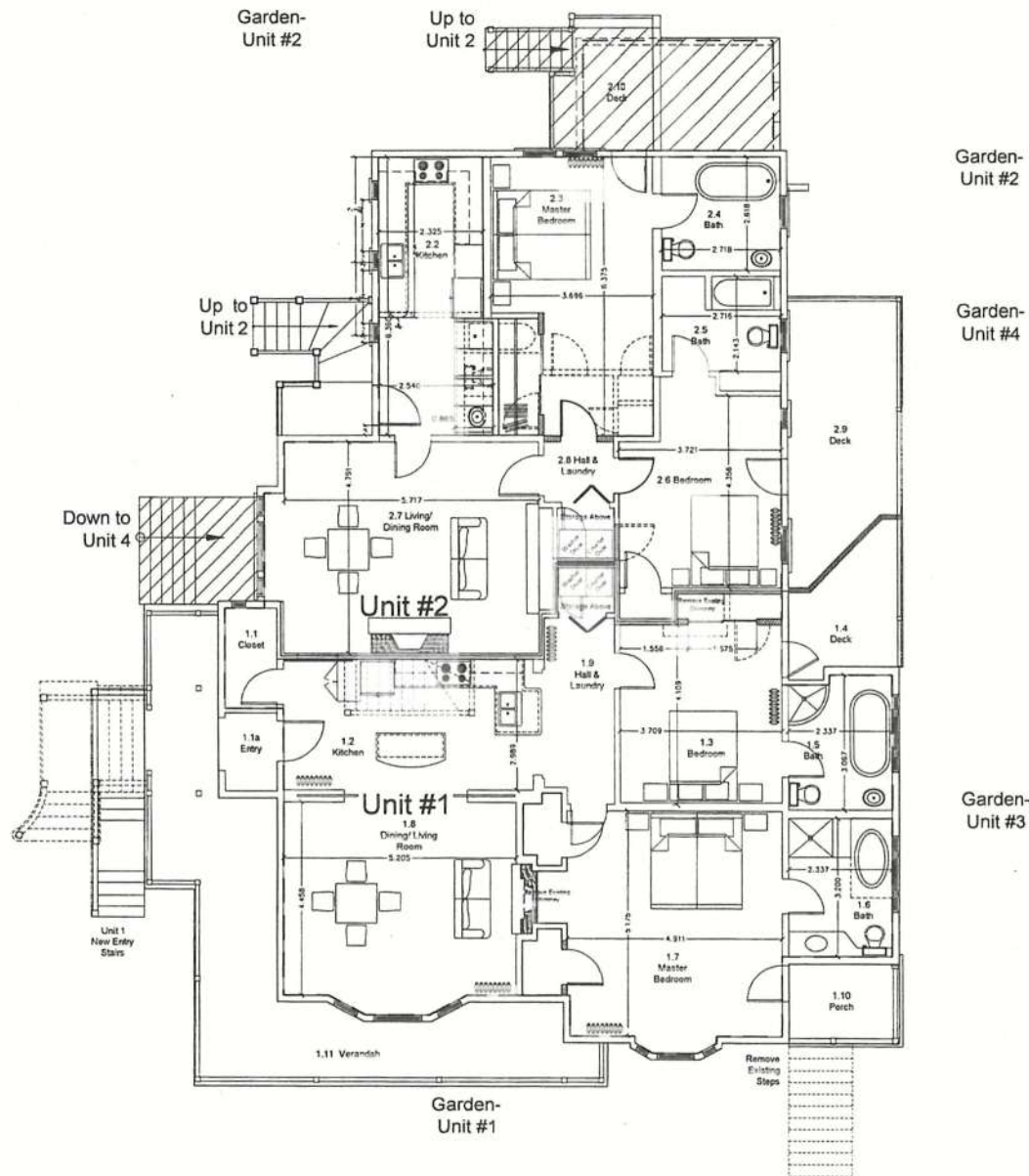
Drawn by  
D. Halton

Date  
Dec. 20, 2016

Scale  
1:200

Page

6



Address: 224 Superior Street  
 Lot: 1937 Parcel Identifier: 003-642-305  
 Lot: 1938 Parcel Identifier: 003-642-313  
 Plan: 29332  
 Zoning: T-15  
 Land Use: Bed and Breakfast to be converted to 4  
 Strata Title Units and one R1-S2 lot.

**Key to Symbols**

— HEAVY LINE  
 indicates a wall that needs  
 refinishing or repair.

— HEAVY LINE  
 with HATCHING  
 indicates a new wall.

--- DASHED LINE  
 indicates a wall or element  
 that is to be removed.

Total Square Footage  
 Main Floor: 227.00 Sq.M

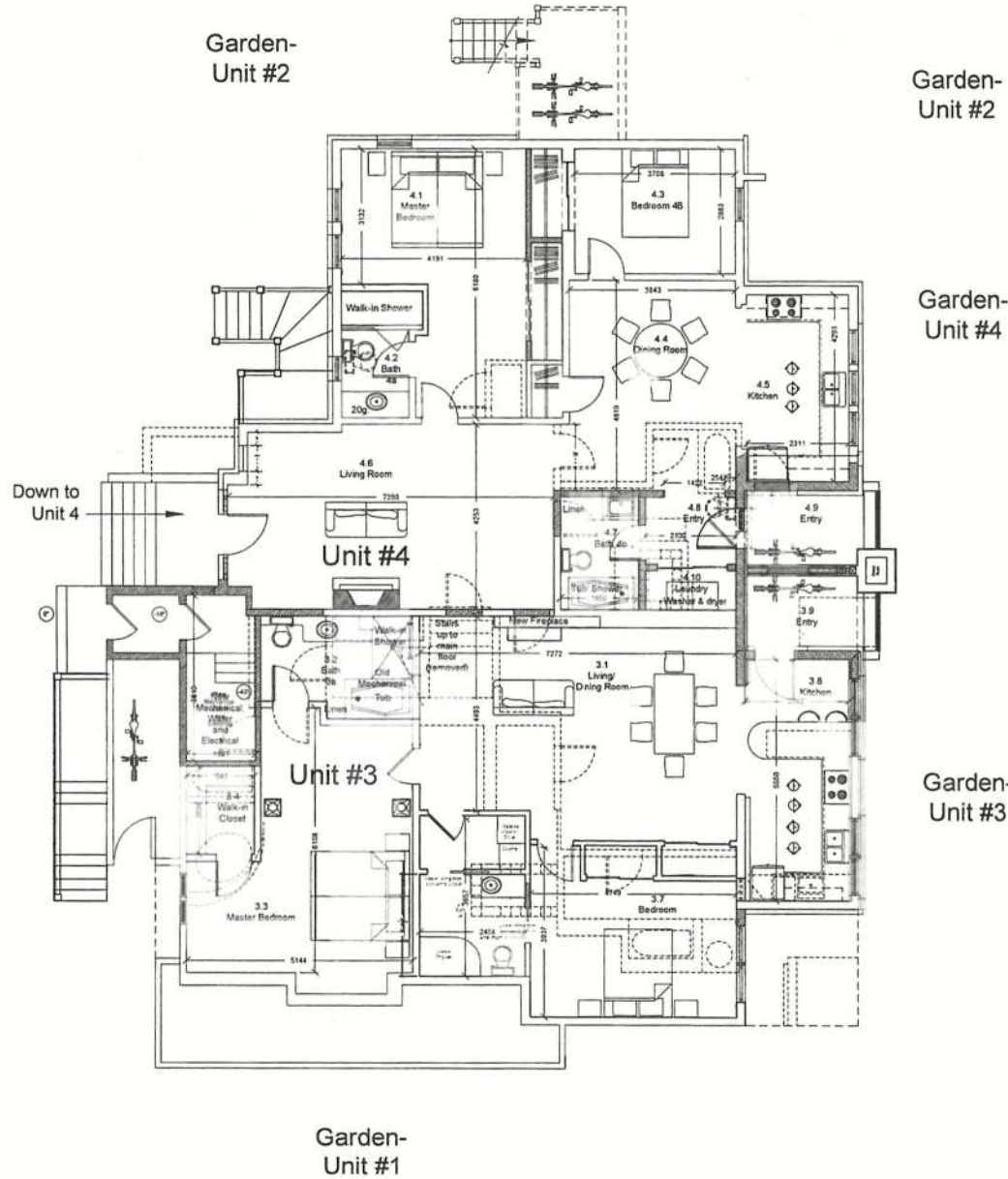
**Received**  
 City of Victoria

**APR 13 2018**

Planning & Development Department  
 Development Services Division

Project		224 Superior Street
Drawing Detail		Plan Details- Upper Floor of Strata
Drawn by		D. Halton
Date		Dec 20, 2016
Scale		1:50
Page		7





Address: 224 Superior Street  
 Lot: 1937 Parcel Identifier: 003-642-305  
 Lot: 1938 Parcel Identifier: 003-642-313  
 Plan: 29332  
 Zoning: T-15  
 Land Use: Bed and Breakfast to be converted to 4  
 Strata Title Units and one R1-S2 lot.

#### Key to Symbols

- HEAVY LINE  
indicates a wall that needs  
refinishing or repair.
- HEAVY LINE  
with HATCHING  
indicates a new wall.
- DASHED LINE  
indicates a wall or element  
that is to be removed.

Total Square Footage:  
 Lower Floor: 242.25 sq. ft.

Revisions: August 4, 2017
No. Description
1. Existing Footage Area Deleted
2. Existing Footage Calculated
3. Mechanical Room Relocated
4. Area Reconfigured
5. Room Extension Removed
6. Storage Room Added

Merlin  
 DESIGN  
 250 885 2207

Project  
 224 Superior Street  
 Plan- Lower Floor of Strata  
 Drawing Detail

Drawn by  
 D. Halton  
 Date  
 Dec. 20, 2016  
 Scale  
 1:50  
 Page

8

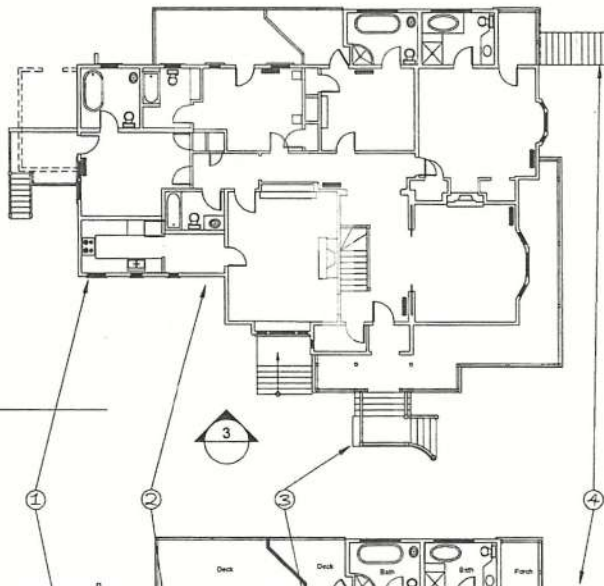
Received  
 City of Victoria

APR 13 2018

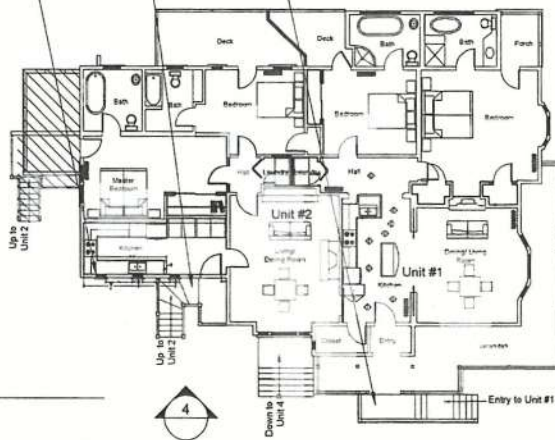
Planning & Development Department  
 Development Services Division



1 Plan- As Is  
Scale: 1:100



2 Plan- Proposed  
Scale: 1:100



3 West Elevation- As Is  
Scale: 1:100



4 West Elevation- Proposed  
Scale: 1:100



Received  
City of Victoria  
APR 13 2018  
Planning & Development Department  
Development Services Division

1. The window indicated in ① is not original to the house; it was a door. In the renovation of 1990, the door was converted to a window. We would like to change this window to one that matches the original window.
2. Add a new door and entry stairs. This will become the entry to Unit #2.
3. Reconfigure the existing entry stairs. This will be the entrance to Unit #1. The configuration as they exist now is not original to the house but was changed in the 1990 renovation. The curve at the bottom was added in 2012. The new stairs would maintain the original design but would be configured as shown in Drawing ④.
4. These stairs are not original to the house. With the new interior configuration, these stairs would give access from Unit 1 to the parking area. Therefore, these stairs would be removed.

Revised: August 4, 2017

No. Description

1. Permitted Corrected

Merlin  
DESIGN  
250 885 2207

224 Superior Street  
Drawing Detail  
Proposed Changes to the Exterior- West Elevation

Project

Drawn by  
D. Halton

Date  
Dec. 20, 2016

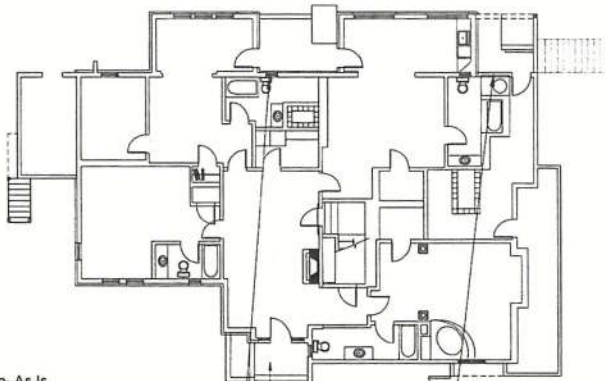
Scale  
1:100

Page

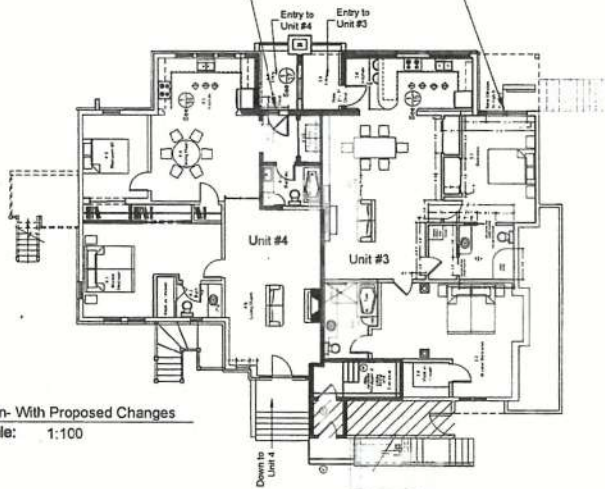
9



1 Plan- As Is  
Scale: 1:100



2 Plan- With Proposed Changes  
Scale: 1:100



3 East Elevation- As Is  
Scale: 1:100



4 East Elevation- With Proposed Changes  
Scale: 1:100



All of these changes are on the East Side of the house and would not impact on the Heritage qualities of the house in any meaningful way.

5. The existing door in the recess under the upper deck will be replaced with a window. This window is for the bedroom in Unit #3.

6. This window is recessed under the deck above. Replace the existing window with a new door as entry to Unit #4.

Revisions	August 4, 2017
No Description	
1	New Window Removed
2	Location of Window Changed
3	Facade Reconfigured

Merlin  
DESIGN  
250 885 2207

Project  
224 Superior Street  
Drawing Detail  
Proposed Changes to the Exterior- East Elevation

Drawn by  
D. Halton  
Date  
Dec. 20, 2016  
Scale  
1:100  
Page

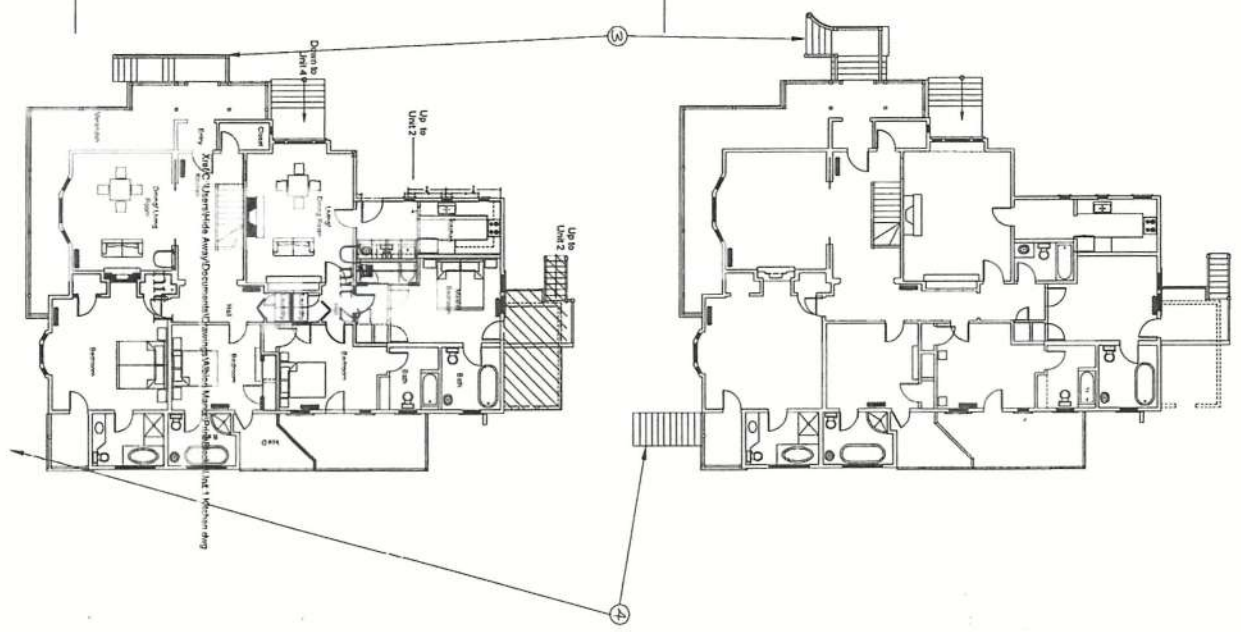
10





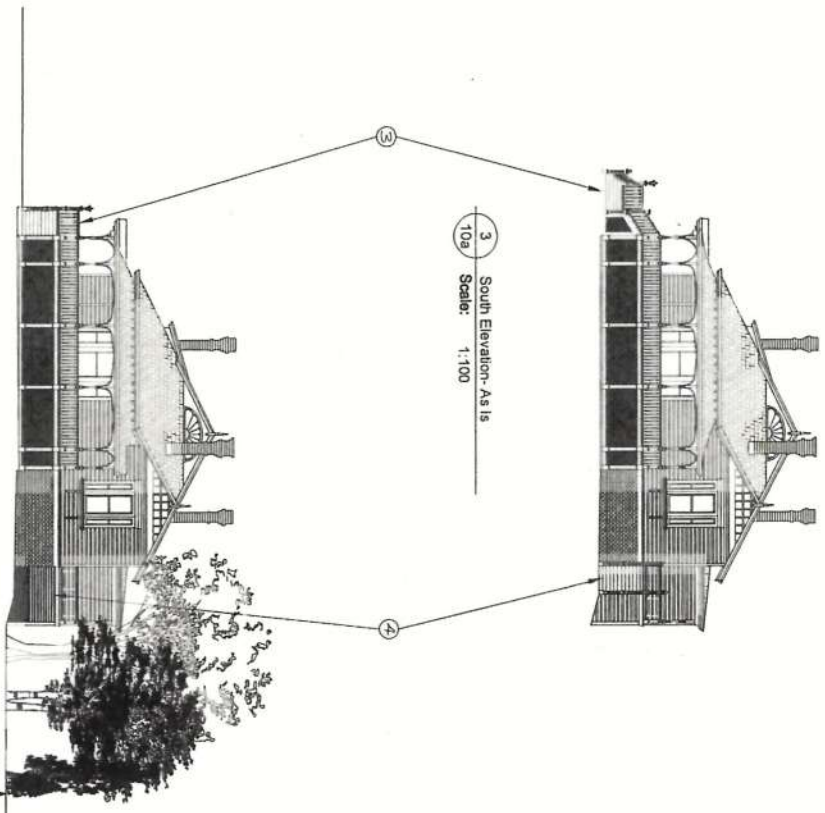
1 Plan- As Is  
Scale: 1:100

2 Plan- Proposed  
Scale: 1:100



3 South Elevation- As Is  
Scale: 1:100

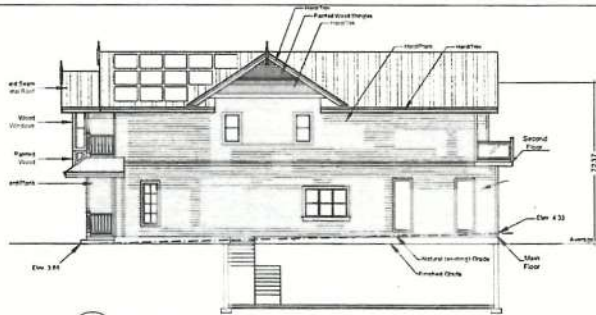
4 South Elevation- Proposed  
Scale: 1:100



3. Reconfigure the existing entry stairs. This will be the entrance to Unit #1. The configuration as they exist now is not original to the house but was changed in the 1980 renovation. The entry at the bottom was added in 2012. The new stairs would maintain the original design but would be configured as shown in Drawing 4. With the new interior configuration, these stairs would give access from Unit 1 to the garden of Unit #3. Therefore, these stairs would be removed.

Received  
City of Victoria  
APR 13 2018  
Planning & Development  
Development Services





1 East Elevation  
Scale: 1:100



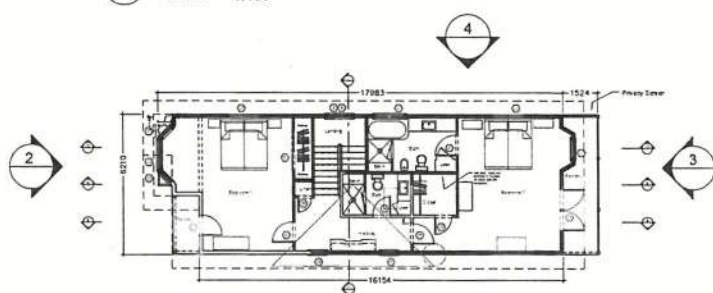
2 South Elevation  
Scale: 1:100



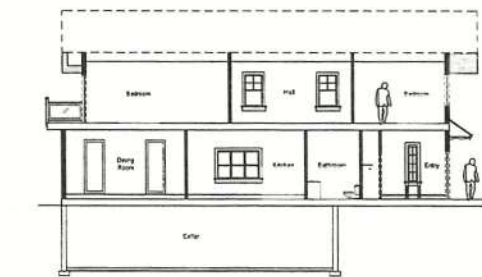
3 North Elevation  
Scale: 1:100



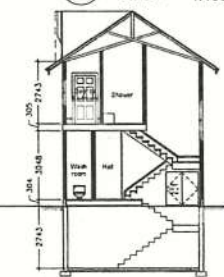
4 West Elevation  
Scale: 1:100



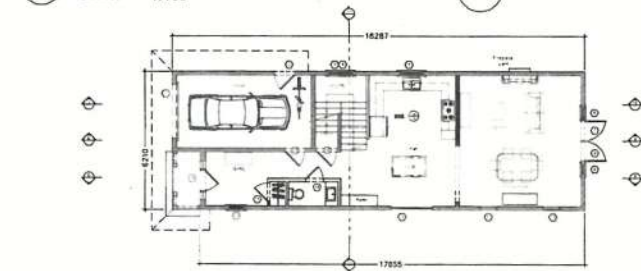
5 Plan-Second Floor  
Scale: 1:100



8 Section  
Scale: 1:100



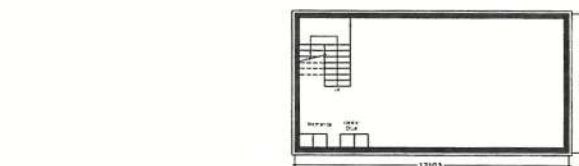
11 Section  
Scale: 1:100



6 Plan-Main Floor  
Scale: 1:100



9 Section  
Scale: 1:100



7 Plan-Cellar  
Scale: 1:100



10 Section  
Scale: 1:100

Special Separation-Fully Sprinklered Building

Building Type	Area of Building (sq m)	Existing Occupancy	Proposed Occupancy	Percentage of Occupancy	Percentage of Building
Residential	10,100	100%	100%	100%	100%
Commercial	10,100	100%	100%	100%	100%
Industrial	10,100	100%	100%	100%	100%
Public	10,100	100%	100%	100%	100%
Other	10,100	100%	100%	100%	100%

Room	Description	Area (sq m)	Volume (m³)
1	Garage	2440	4440
2	Living Room	1115	2015
3	Dining Room	1115	2015
4	Kitchen	1115	2015
5	Bathroom	1115	2015
6	Bedroom	1115	2015
7	Bedroom	1115	2015
8	Bedroom	1115	2015
9	Bedroom	1115	2015
10	Bedroom	1115	2015
11	Bedroom	1115	2015
12	Bedroom	1115	2015
13	Bedroom	1115	2015
14	Bedroom	1115	2015
15	Bedroom	1115	2015
16	Bedroom	1115	2015
17	Bedroom	1115	2015
18	Bedroom	1115	2015
19	Bedroom	1115	2015
20	Bedroom	1115	2015
21	Bedroom	1115	2015
22	Bedroom	1115	2015
23	Bedroom	1115	2015
24	Bedroom	1115	2015
25	Bedroom	1115	2015
26	Bedroom	1115	2015
27	Bedroom	1115	2015
28	Bedroom	1115	2015
29	Bedroom	1115	2015
30	Bedroom	1115	2015
31	Bedroom	1115	2015
32	Bedroom	1115	2015
33	Bedroom	1115	2015
34	Bedroom	1115	2015
35	Bedroom	1115	2015
36	Bedroom	1115	2015
37	Bedroom	1115	2015
38	Bedroom	1115	2015
39	Bedroom	1115	2015
40	Bedroom	1115	2015
41	Bedroom	1115	2015
42	Bedroom	1115	2015
43	Bedroom	1115	2015
44	Bedroom	1115	2015
45	Bedroom	1115	2015
46	Bedroom	1115	2015
47	Bedroom	1115	2015
48	Bedroom	1115	2015
49	Bedroom	1115	2015
50	Bedroom	1115	2015

Revisions: August 4, 2017

No.	Description
1	Height Recalculated
2	Access Grade Added
3	Style of Entry Door Changed
4	Style of Garage Door Changed
5	Description Added
6	Description Added
7	Description Added
8	Kitchen Renavigated
9	Sealed Glass Replaced with Clear Glass
10	Complete Windows

Merlin DESIGN  
250 885 2207

222 Superior Street  
Elevations, Plans and Sections  
Drawing Detail

Project  
Drawn by  
D. Halton  
Date  
Dec. 20, 2016  
Scale  
1:100  
Page  
A1

Received  
City of Victoria  
APR 13 2018  
Planning & Development Department  
Development Services Division

**224 Superior Street****Rezoning, Development Permit with Variance and Heritage Alteration Permit with Variances****Council Motion - December 14, 2017:****Rezoning Application No. 00582**

That Council instruct staff to prepare the necessary Zoning Regulation bylaw amendments that would authorize the proposed development outlined in Rezoning Application No. 00582 for 224 Superior Street, that first and second reading of the Zoning Regulation bylaw amendments be considered by Council and a Public Hearing date be set, subject to receipt of an executed Statutory Right-of-Way (SRW) of 2.41m on Superior Street.

**Development Permit Application No. 00582**

That Council after giving notice and allowing for an Opportunity for Public Comment at a meeting of Council and after a Public Hearing for Rezoning Application No. 00582, if it is approved, consider the following motion:

"That Council authorize the issuance of Development Permit Application No. 00582 for 224 Superior Street, in accordance with:

1. Plans date stamped November 9, 2017
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variance:
  - i. reduce the side yard (west) setback from 2.40m to 1.50m to allow for two habitable rooms with windows
3. The Development Permit lapsing two years from the date of this resolution."

**Heritage Alteration Permit Application with Variances No. 00007**

That subject to the correction of minor plan inconsistencies and the applicant exploring alternate parking layouts with staff to reduce the impact on the streetscape to the satisfaction of the Director of Sustainable Planning and Community Development, that Council, after giving notice, and allowing an Opportunity for Public Comment at a meeting of Council, and after a Public Hearing for Rezoning Application No. 00582, if it is approved, consider the following motion:

"That Council authorize the issuance of Heritage Alteration Permit Application with Variances No. 00007 for the existing Heritage-Designated house at 224 Superior Street, in accordance with:

1. Plans, date stamped November 9, 2017
2. Development meeting all Zoning Regulation Bylaw requirements, except for the following variances:
  - i. Reduce side yard setback from 3.65m to 1.20m
  - ii. Reduce rear yard setback from 4.0m to 1.36m

- iii. Relaxation to allow parking in the front yard
  - iv. Increase the site coverage from 30.0% to 35.09%
3. Final plans as amended in accordance with this motion to be generally in accordance with the plans identified above to the satisfaction of the Director, Sustainable Planning and Community Development
  4. Heritage Alteration Permit lapsing two years from the date of this resolution."



COPY



## NOTICE OF PUBLIC HEARING

### APPLICATION FOR REZONING OF PROPERTY KNOWN AS 224 SUPERIOR STREET:

#### ZONING REGULATION BYLAW, AMENDMENT BYLAW (NO. 1141) - No. 18-019:

The purposes of this Bylaw are to rezone the property with the civic address of 224 Superior Street so that:

- the western portion of the property is rezoned to the R1-S2 Zone, Restricted Small Lot (Two Storey) District, in order to permit the land being used for a small lot house; and
- the eastern portion of the property is rezoned to the R2-56 Zone, Superior Street Conversion District, in order to permit the land being used for a four-unit multiple dwelling.

New Zones: R1-S2 Zone, Restricted Small Lot (Two Storey) District; and  
R2-56 Zone, Superior Street Conversion District

Legal descriptions: Lot 1937, Victoria City; and  
Lot 1938, Victoria City

Existing Zone: T-15 Zone, Superior Street Transient Accommodation District

The Bylaw will also repeal the bylaw (90-81) that created the T-15 Zone, Superior Street Transient Accommodation District.

#### DEVELOPMENT PERMIT WITH VARIANCE APPLICATION

The Council of the City of Victoria will also consider issuing a Development Permit with a variance for a portion of the land known as 224 Superior Street (in Development Permit Area 15A: Intensive Residential – Small Lot) for the purposes of reducing the side yard (west) setback from 2.40m to 1.50m to allow for two habitable rooms with windows, and approving the exterior design and finishes for the proposed small lot house, as well as, landscaping.

#### HERITAGE ALTERATION PERMIT WITH VARIANCES APPLICATION

The Council of the City of Victoria will also consider issuing a Heritage Alteration Permit with variances for the land known as 224 Superior Street, for the purposes of approving the exterior alterations to the existing heritage designated building. Variances on the R2-56 Zone, Superior Street Conversion District, are required as follows:

- Reduce west side yard setback from 3.65m to 1.20m
- Reduce rear yard setback from 4.0m to 1.36m
- Allow parking in the front yard
- Increase the site coverage from 30.0% to 35.09%.

Members of the public interested in this matter will be given an opportunity to be heard by City Council at a Public Hearing to be held in the Council Chamber, City Hall, #1 Centennial Square, Victoria, B.C., V8W 1P6, on Thursday, \_\_\_\_\_, 2018, at 6:30 p.m.



Correspondence can be submitted for inclusion in the meeting agenda via mail to the address noted above, or by email at: [publichearings@victoria.ca](mailto:publichearings@victoria.ca). Correspondence should be received by 11:00 a.m. the day before the Council meeting.

Copies of the proposed Bylaw and other relevant documents and information may be inspected at City Hall, #1 Centennial Square, Victoria, B.C. from the date of this Notice to and including the date of the Public Hearing, from 8:00 a.m. to 4:30 p.m., from Monday to Friday both inclusive, excluding public holidays.

Please note that all correspondence submitted to the City of Victoria in response to this Notice will form part of the public record and will be published in a meeting agenda when this matter is before the Council or a Committee of Council. The City considers the author's address relevant to Council's consideration of this matter and will disclose this personal information. The author's phone number and email address is not relevant and should not be included in the correspondence if the author does not wish this personal information disclosed.



NO. 18-019

## A BYLAW OF THE CITY OF VICTORIA

The purposes of this Bylaw are to amend the Zoning Regulation Bylaw by:

- Creating the R2-56 Zone, Superior Street Conversion District;
- Rezone a portion of the land known as 224 Superior Street from the T-15 Zone, Superior Street Accommodation District, to the R1-S2 Zone, Restricted Small Lot (Two Storey) District;
- Rezone a portion of the land known as 224 Superior Street from the T-15 Zone, Superior Street Accommodation District, to the R2-56 Zone, Superior Street Conversion District;
- Repeal Bylaw 90-81 creating the T-15 Zone, Superior Street Transient Accommodation District.

The Council of The Corporation of the City of Victoria enacts the following provisions:

**Title**

1. This Bylaw may be cited as the "ZONING REGULATION BYLAW, AMENDMENT BYLAW (NO. 1141)".

**Rezoning**

2. Bylaw No. 80-109, the Zoning Regulation Bylaw, is amended in the Table of Contents of Schedule "B" under the caption PART 2 – Attached Dwelling Zones by adding the following words:

"2.147                      R2-56 Superior Street Conversion District"

3. The Zoning Regulation Bylaw is also amended by adding to Schedule B after Part 2.146 the provisions contained in Schedule 1 of this Bylaw.
4. The land known as 224 Superior Street, legally described as Lot 1937, Victoria City, and Lot 1938, Victoria City and shown hatched on the attached map, is removed from the T-15 Zone, Superior Street Accommodation District, and:
  - (a) that portion of the lot marked "R2-56" on the attached map is placed in the R2-56, Superior Street Conversion District; and
  - (b) that portion of the lot marked "R1-S2" on the attached map is placed in the R1-S2 Zone, Restricted Small Lot (Two Storey) District.

**Repeal**

5. Bylaw No. 90-81, the Zoning Regulation Bylaw, Amendment Bylaw (No. 293) is repealed.
6. Bylaw No. 80-109, the Zoning Regulation Bylaw, is amended in the Table of Contents of Schedule "B" under the caption PART 5 – Transient Accommodation Zones by deleting the following words:

"5.15                      T-15 Superior Street Transient Accommodation"

READ A FIRST TIME the day of 2018

READ A SECOND TIME the day of 2018

Public hearing held on the day of 2018

READ A THIRD TIME the day of 2018

ADOPTED on the day of 2018

CITY CLERK

MAYOR

**PART 2.147 – R2-56 ZONE, SUPERIOR STREET CONVERSION DISTRICT****2.147.1 Permitted Uses in this Zone**

The following uses are the only uses permitted in this Zone:

- a. Uses permitted in the R-2 Zone, Two Family Dwelling District, subject to the regulations set out in Part 2.1 of the Zoning Regulation Bylaw
- b. Multiple dwelling created through a house conversion of a building constructed prior to 1900, with no more than four self-contained dwelling units
- c. Home occupation subject to the regulations in Schedule "D"

**2.147.2 Lot Area**

- |                              |                   |
|------------------------------|-------------------|
| a. <u>Lot area</u> (minimum) | 945m <sup>2</sup> |
|------------------------------|-------------------|

**2.147.3 Floor Space Ratio**

- |                                       |       |
|---------------------------------------|-------|
| a. <u>Floor space ratio</u> (maximum) | 0.5:1 |
|---------------------------------------|-------|

**2.147.4 Height, Storeys**

- |   |      |
|---|------|
| a. Principal <u>building height</u> (maximum) | 7.6m |
| b. <u>Storeys</u> (maximum)                   | 2    |

**2.147.5 Setbacks, Projections**

- |  |       |
|--|-------|
| a. <u>Front yard setback</u> (minimum)                         | 11m   |
| Except for the following maximum projections into the setback: |       |
| • Steps less than 1.7m in <u>height</u>                        | 2.5m  |
| • porch  | 2.5m  |
| b. <u>Rear yard setback</u> (minimum)                          | 4.0m  |
| c. <u>Side yard setback - west</u> (minimum)                   | 3.65m |
| d. <u>Side yard setback - east</u> (minimum)                   | 3.00m |

**2.147.6 Site Coverage, Open Site Space**

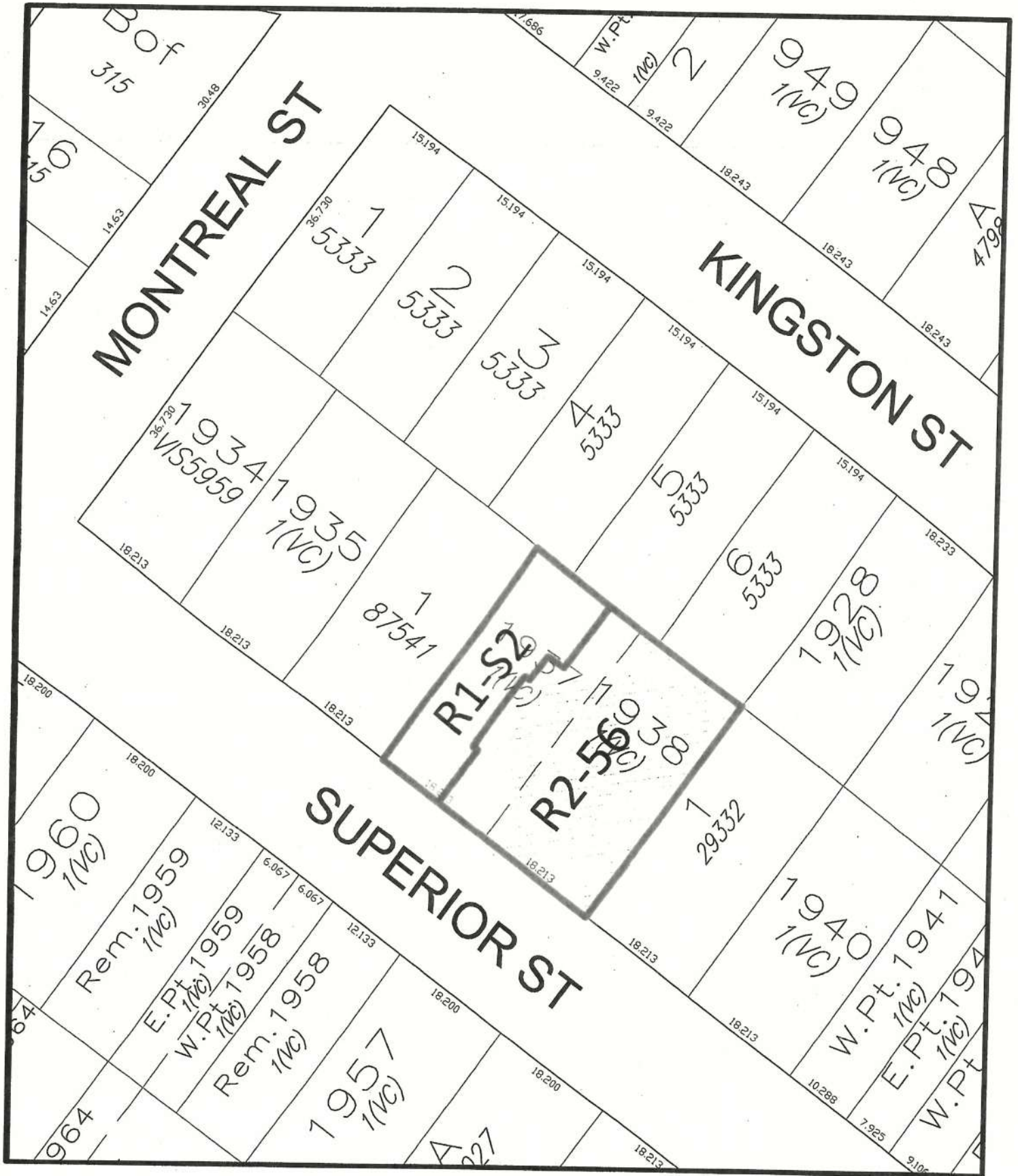
- |                                   |     |
|-----------------------------------|-----|
| a. <u>Site Coverage</u> (maximum) | 30% |
|-----------------------------------|-----|



**PART 2.147 – R2-56 ZONE, SUPERIOR STREET CONVERSION DISTRICT**

**2.147.7 Vehicle and Bicycle Parking**

- |   |  |
|---|--|
| a. <u>Vehicle and bicycle parking</u> (minimum)         | Subject to the regulations in Schedule "C" except as otherwise specified by regulations in this Part |
| b. <u>Multiple dwelling</u> (vehicle parking - minimum) | 1 per unit   |



224 Superior Street  
Rezoning No.00582

NO. 18-019

## A BYLAW OF THE CITY OF VICTORIA

The purposes of this Bylaw are to amend the Zoning Regulation Bylaw by:

- Creating the R2-56 Zone, Superior Street Conversion District;
- Rezone a portion of the land known as 224 Superior Street from the T-15 Zone, Superior Street Accommodation District, to the R1-S2 Zone, Restricted Small Lot (Two Storey) District;
- Rezone a portion of the land known as 224 Superior Street from the T-15 Zone, Superior Street Accommodation District, to the R2-56 Zone, Superior Street Conversion District;
- Repeal Bylaw 90-81 creating the T-15 Zone, Superior Street Transient Accommodation District.

The Council of The Corporation of the City of Victoria enacts the following provisions:

**Title**

1. This Bylaw may be cited as the “ZONING REGULATION BYLAW, AMENDMENT BYLAW (NO. 1141)”.

**Rezoning**

2. Bylaw No. 80-109, the Zoning Regulation Bylaw, is amended in the Table of Contents of Schedule “B” under the caption PART 2 – Attached Dwelling Zones by adding the following words:

“2.147                                      R2-56 Superior Street Conversion District”

3. The Zoning Regulation Bylaw is also amended by adding to Schedule B after Part 2.146 the provisions contained in Schedule 1 of this Bylaw.
4. The land known as 224 Superior Street, legally described as Lot 1937, Victoria City, and Lot 1938, Victoria City and shown hatched on the attached map, is removed from the T-15 Zone, Superior Street Accommodation District, and:
  - (a) that portion of the lot marked “R2-56” on the attached map is placed in the R2-56, Superior Street Conversion District; and
  - (b) that portion of the lot marked “R1-S2” on the attached map is placed in the R1-S2 Zone, Restricted Small Lot (Two Storey) District.

**Repeal**

5. Bylaw No. 90-81, the Zoning Regulation Bylaw, Amendment Bylaw (No. 293) is repealed.
6. Bylaw No. 80-109, the Zoning Regulation Bylaw, is amended in the Table of Contents of Schedule “B” under the caption PART 5 – Transient Accommodation Zones by deleting the following words:

“5.15                                      T-15 Superior Street Transient Accommodation”

READ A FIRST TIME the	day of	2018
-----------------------	--------	------

READ A SECOND TIME the	day of	2018
------------------------	--------	------

Public hearing held on the	day of	2018
----------------------------	--------	------

READ A THIRD TIME the	day of	2018
-----------------------	--------	------

ADOPTED on the	day of	2018
----------------	--------	------

CITY CLERK

MAYOR



**PART 2.147 – R2-56 ZONE, SUPERIOR STREET CONVERSION DISTRICT****2.147.1 Permitted Uses in this Zone**

The following uses are the only uses permitted in this Zone:

- a. Uses permitted in the R-2 Zone, Two Family Dwelling District, subject to the regulations set out in Part 2.1 of the Zoning Regulation Bylaw
- b. Multiple dwelling created through a house conversion of a building constructed prior to 1900, with no more than four self-contained dwelling units
- c. Home occupation subject to the regulations in Schedule “D”

**2.147.2 Lot Area**

- a. Lot area (minimum) 945m<sup>2</sup>

**2.147.3 Floor Space Ratio**

- a. Floor space ratio (maximum) 0.5:1

**2.147.4 Height, Storeys**

- a. Principal building height (maximum) 7.6m
- b. Storeys (maximum) 2

**2.147.5 Setbacks, Projections**

- a. Front yard setback (minimum) 11m

Except for the following maximum projections into the setback:

- Steps less than 1.7m in height 2.5m
  - porch 2.5m
- b. Rear yard setback (minimum) 4.0m
  - c. Side yard setback - west (minimum) 3.65m
  - d. Side yard setback - east (minimum) 3.00m

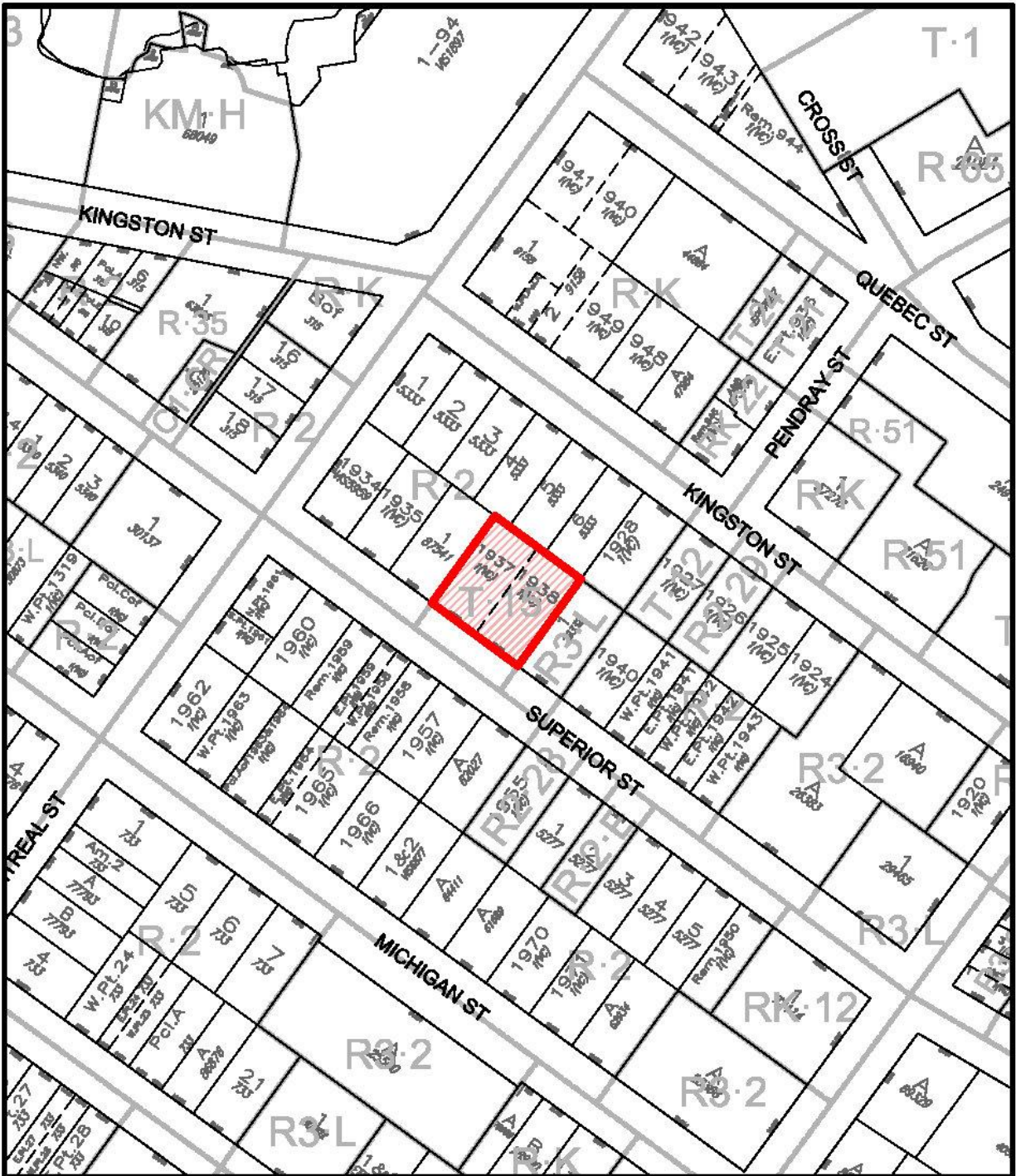
**2.147.6 Site Coverage, Open Site Space**

- a. Site Coverage (maximum) 30%

**PART 2.147 – R2-56 ZONE, SUPERIOR STREET CONVERSION DISTRICT**

**2.147.7 Vehicle and Bicycle Parking**

- |   |  |
|---|--|
| a. <u>Vehicle and bicycle parking</u> (minimum)         | Subject to the regulations in Schedule “C” except as otherwise specified by regulations in this Part |
| b. <u>Multiple dwelling</u> (vehicle parking - minimum) | 1 per unit   |



224 Superior Street  
Rezoning No.00582





## Council Report For the Meeting of June 28, 2018

---

**To:** Council **Date:** June 14, 2018  
**From:** Jonathan Tinney, Director, Sustainable Planning and Community Development  
**Subject:** **Rezoning Application No. 00562 and Development Variance Permit Application No. 00198 for 3025 Douglas Street – Application Ready to Proceed to Public Hearing**

---

### RECOMMENDATION

That Council give first and second reading of the Official Community Plan Bylaw Amendment (Bylaw No. 18-005) and Zoning Regulation Bylaw Amendment (Bylaw No. 18-004), and first, second and third reading to Bylaw No. 18-006 to authorize the Housing Agreement.

Following consideration of the Rezoning Application No. 00562, that Council consider this updated motion with respect to Development Variance Permit Application No. 00198:

"That Council authorize the issuance of Development Variance Permit Application No. 00198 for 3025 Douglas Street, in accordance with:

1. Plans date stamped August 3, 2017
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for the following variances:
  - i. reduce the required number of parking spaces for residential uses from 62 to 28
  - ii. reduce the required number of visitor parking spaces from 3 to 0
  - iii. reduce the required number of parking for commercial and industrial uses from 18 to 0
3. The Development Permit lapsing two years from the date of this resolution."

### EXECUTIVE SUMMARY

The purpose of this report is to present Council with an update regarding the Rezoning and Development Variance Permit Application for the property located at 3025 Douglas Street. The proposal is to convert an existing building from a motel to a multiple dwelling consisting of approximately 48 market rental units, and retain the existing commercial storage area in the lower level.

In accordance with Council's amended motion of February 8, 2018 included below, the necessary conditions that would authorize the approval of the amendment to the Official Community Plan and Rezoning for the subject property have been fulfilled. The Committee of the Whole reports



dated, January 25, 2018 and October 19, 2017 together with the meeting minutes, are attached. The amended motion from the February 8, 2018, Council meeting was:

1. *That Council instruct staff to prepare the necessary Official Community Plan Amendment Bylaw in accordance with Section 475 of the Local Government Act by removing the property located at 3025 Douglas Street from the General Employment Urban Place Designation and adding it to the Town Centre Urban Place Designation; as well as, the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00562 for 3025 Douglas 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:*
  - i. *Preparation of the following documents, executed by the applicant, to the satisfaction of City Staff:*
    - a. *Housing Agreement to ensure that the dwelling units in the existing building would remain as rental in perpetuity.*
  - ii. *That Council determine, pursuant to section 475(1) of the Local Government Act, that the affected persons, organizations and authorities are those property owners and occupiers within a 200m radius of the subject properties; that the appropriate consultation measures would include a mailed notice of the proposed OCP Amendment to the affected persons; and posting of a notice on the City's website inviting affected persons, organizations and authorities to ask questions of staff and provide written or verbal comments to Council for their consideration.*
  - iii. *That Council, having provided the opportunity for consultation pursuant to Section 475(1) of the Local Government Act with persons, organizations and authorities it considers will be affected, specifically, the property owners and occupiers within a 200m radius of the subject properties, have been consulted at a Community Association Land Use Committee (CALUC) Community Meeting, consider whether the opportunity for consultation should be early and ongoing, and determine that no further consultation is required.*
  - iv. *That Council, specifically consider whether consultation is required under Section 475(2)(b) of the Local Government Act, and determine that no referrals are necessary with the Capital Regional District Board, Councils of Oak Bay, Esquimalt and Saanich, the Songhees and Esquimalt First Nations, the School District Board and the provincial and federal governments and their agencies due to the nature of the proposed amendment.*
  - v. *That Council give first reading to the Official Community Plan Amendment Bylaw.*
  - vi. *That Council consider the Official Community Plan Amendment Bylaw in conjunction with the City of Victoria 2018-2020 Draft Financial Plan, the Capital Regional District Liquid Waste Management Plan, and the Capital Regional District Solid Waste Management Plan pursuant to Section 477(3)(a) of the Local Government Act, and deem those Plans to be consistent with the proposed Official Community Plan Amendment Bylaw.*
  - vii. *That Council give second reading to the Official Community Plan Amendment Bylaw.*
  - viii. *That Council refer the Official Community Plan Amendment Bylaw for consideration at a Public Hearing.*
2. *That Council instruct staff to change the land use designation of the property located at 3025 Douglas Street from General Employment to Town Centre in the Burnside Gorge Neighbourhood Plan.*

## Community Input on OCP Amendment

On February 8, 2018, Council directed staff to consult with property owners and occupants within 200m of the subject property through a mailed notice and public notice on the City's website. To date, the City has received correspondence from three members of the public (attached).

Additional comments received prior to first and second reading of the Bylaws as well as prior to the Public Hearing would be included in the Council Agenda package at that time.

## Public Hearing Conditions

With regard to the pre-conditions that Council set in relation to this Application, staff can report that a Housing Agreement to ensure that the dwelling units in the existing building would remain as rental in perpetuity has been executed by the applicant. The recommendation provided for Council's consideration contains the appropriate language to advance this Application to a Public Hearing.

Respectfully submitted,



Leanne Taylor  
Senior Planner  
Development Services Division



Jonathan Tinney, Director  
Sustainable Planning and Community  
Development Department

Report accepted and recommended by the City Manager:



Date:

June 20, 2018

## List of Attachments

- Attachment A: Committee of the Whole report dated January 25, 2018
- Attachment B: Committee of the Whole reports dated October 23 and October 19, 2017
- Attachment C: Minutes from the Council Meeting February 8, 2018
- Attachment D: Correspondence from the OCP notice mailout.





**Committee of the Whole Report**  
**For the Meeting of February 8, 2018**

---

**To:** Committee of the Whole **Date:** January 25, 2018

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

**Subject:** Rezoning Application No. 00562 for 3025 Douglas Street and Associated Official Community Plan Amendment

---

**RECOMMENDATION**

1. That Council instruct staff to prepare the necessary Official Community Plan Amendment Bylaw in accordance with Section 475 of the *Local Government Act* by removing the property located at 3025 Douglas Street from the *General Employment* Urban Place Designation and adding it to the *Town Centre* Urban Place Designation; as well as, the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00562 for 3025 Douglas 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:
  - i. Preparation of the following documents, executed by the applicant, to the satisfaction of City Staff:
    - a. Housing Agreement to ensure that the dwelling units in the existing building would remain as rental in perpetuity.
  - ii. That Council determine, pursuant to section 475(1) of the Local Government Act, that the affected persons, organizations and authorities are those property owners and occupiers within a 200m radius of the subject properties; that the appropriate consultation measures would include a mailed notice of the proposed OCP Amendment to the affected persons; and posting of a notice on the City's website inviting affected persons, organizations and authorities to ask questions of staff and provide written or verbal comments to Council for their consideration.
  - iii. That Council, having provided the opportunity for consultation pursuant to Section 475(1) of the Local Government Act with persons, organizations and authorities it considers will be affected, specifically, the property owners and occupiers within a 200m radius of the subject properties, have been consulted at a Community Association Land Use Committee (CALUC) Community Meeting, consider whether the opportunity for consultation should be early and ongoing, and determine that no further consultation is required.
  - iv. That Council, specifically consider whether consultation is required under Section 475(2)(b) of the Local Government Act, and determine that no referrals are



necessary with the Capital Regional District Board, Councils of Oak Bay, Esquimalt and Saanich, the Songhees and Esquimalt First Nations, the School District Board and the provincial and federal governments and their agencies due to the nature of the proposed amendment.

- v. That Council give first reading to the Official Community Plan Amendment Bylaw.
  - vi. That Council consider the Official Community Plan Amendment Bylaw in conjunction with the City of Victoria 2018-2020 Draft Financial Plan, the Capital Regional District Liquid Waste Management Plan, and the Capital Regional District Solid Waste Management Plan pursuant to Section 477(3)(a) of the Local Government Act, and deem those Plans to be consistent with the proposed Official Community Plan Amendment Bylaw.
  - vii. That Council give second reading to the Official Community Plan Amendment Bylaw.
  - viii. That Council refer the Official Community Plan Amendment Bylaw for consideration at a Public Hearing.
2. That Council instruct staff to change the land use designation of the property located at 3025 Douglas Street from General Employment to Town Centre in the *Burnside Gorge Neighbourhood Plan*.

## LEGISLATIVE AUTHORITY

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

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

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 update Council with information, analysis and recommendations for a Rezoning Application for the property located at 3025 Douglas Street. The proposal is to rezone from the T1 Zone, Limited Transient Accommodation District, to a new zone in order to convert the existing building from a motel to a multiple dwelling consisting of approximately 48 market rental units, and existing commercial storage area in the lower level.

At the Committee of the Whole meeting on November 2, 2017 (minutes and report attached), Council considered this Rezoning Application and directed staff to prepare the necessary Official Community Plan (OCP) and Zoning Regulation Bylaw amendments with the



understanding that the OCP amendment would be in the form of a new policy. This new policy would address motel conversions consistent with the policies in the *Burnside Gorge Neighbourhood Plan*, and include a proviso that only existing buildings would qualify, and new development (demolition with new construction) that was not consistent with the General Employment designation, would require an OCP amendment.

In the process of drafting the OCP Amendment Bylaw, staff discovered that adding a general policy to the OCP would be too broad and affect other properties, which would require additional public consultation (beyond 200m of the subject property) and clearly not the intent of this proposal. Furthermore, it is not good legal practice to add a policy to the OCP for one property as it would result in a site specific OCP amendment and transform the purpose of the OCP from a broad land use policy and categorization scheme to a site specific regulatory framework more akin to a Zoning Regulation Bylaw than an OCP. Given this direction, amending the Urban Place Designation from *General Employment* to *Town Centre* would be the most appropriate solution for several reasons in order to support rental housing on the subject property at this time.

## ANALYSIS

Amending the Urban Place Designation from *General Employment* to *Town Centre* would be the most appropriate solution for several reasons. Firstly, *Town Centre* supports commercial land uses, heights up to ten-storeys and densities up to 2:1 floor space ratio (FSR) and may be increased up to a total of approximately 3:1 FSR when advancement of plan objectives are considered. This designation also supports low and mid-rise multi-unit residential and mixed-use buildings. For comparison, the *General Employment* designation only supports densities up to 2:1 FSR and heights up to six storeys. Similarly, the *Burnside Gorge Neighbourhood Plan* only supports buildings up to four storeys at this location and this would not change.

In addition, the subject property is one property away from lands designated *Town Centre* and less than 150m from Mayfair Shopping Centre, which is also designated *Town Centre* in the OCP. Expanding the *Town Centre* designation to the subject property would not be a huge leap nor out of context with the immediate neighbourhood. Ground-oriented commercial is also strongly encouraged in the *Town Centre* designation. The site specific zone has been drafted to fit with the current use, density and height of the existing building so that any future redevelopment of the site would be subject to a rezoning and a Council process.

The second option is to change the land use designation of the subject property to *Urban Residential* as this designation does support mixed-use buildings along arterial roads (i.e. Douglas Street), such as Douglas Street, up to six-storeys and a 2:1 FSR; however, residential uses must be provided; whereas, the *Town Centre* designation does support standalone commercial uses which is more consistent with the *General Employment* designation and strongly encouraged at this location.

The third option would be to amend the *General Employment* designation by adding a policy that supports motel conversions to rental housing, which would affect all lands with this designation. This type of OCP amendment would require greater public consultation and it would be a significant departure from the intent of the *General Employment* designation, which is to preserve existing and future commercial and light industrial uses that generate economic development in the city while minimizing potential conflicts with residential uses that may arise adjacent to industrial uses.



## CONCLUSION

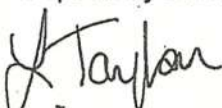
Amending the Urban Place Designation from *General Employment* to *Town Centre* would be the most appropriate solution in order to support rental housing on the subject property. The *Town Centre* designation is comparable to *General Employment* in relation to encouraging a strong commercial presence along Douglas Street. The *Town Centre* designation does support more height and density compared to the *General Employment* designation; however, redevelopment of the subject property would be subject to other OCP policies and design guidelines, and would have to fit with the neighbourhood context. Therefore, maximizing heights and densities that are supported in the *Town Centre* designation may not be appropriate on the site alone. Staff recommend for Council's consideration that the OCP designation of the subject property is changed from *General Employment* to *Town Centre* and the Application advance to a Public Hearing.

## ALTERNATE MOTIONS

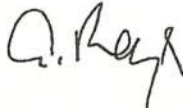
### ALTERNATIVE MOTION 1 (Decline)

That Council decline Rezoning Application No. 00562 for the property located at 3025 Douglas Street.

Respectfully submitted,




Leanne Taylor  
Senior Planner  
Development Services Division



Jonathan Tinney, Director  
Sustainable Planning and Community  
Development Department

Report accepted and recommended by the City Manager:

  
Date: Jan 31, 2018

### List of Attachments:

- Appendix A: Committee of the Whole minutes dated November 2, 2017
- Appendix B: Council minutes dated November 9, 2017
- Appendix C: Committee of the Whole report dated October 19, 2017

### 3.1 Rezoning Application No. 00562 & Development Variance Permit Application No. 00198 for 3025 Douglas Street

Committee received reports dated October 23, 2017 and October 19, 2017, from the Director of Sustainable Planning and Community Development regarding an application to convert the existing motel to a multiple dwelling consisting of approximately 48 affordable market rental units and retain the existing vehicle storage area in the lower level.

Committee discussed:

- The changes made to the proposal since the original design.
- The intended use of the building and requirements for affordable units.

**Motion:**

It was moved by Councillor Young, seconded by Councillor Thornton-Joe:

**Rezoning Application No. 00562**

1. That Council instruct staff to prepare the necessary Official Community Plan Amendment Bylaw in accordance with Section 475 of the Local Government Act, and the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00562 for 3025 Douglas 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:
  - a. Preparation of the following documents, executed by the applicant, to the satisfaction of City Staff:
    - i. Housing Agreement to ensure that the dwelling units in the existing building would remain as rental in perpetuity
  - b. That Council determine, pursuant to section 475(1) of the Local Government Act, that the affected persons, organizations and authorities are those property owners and occupiers within a 200m radius of the subject properties; that the appropriate consultation measures would include a mailed notice of the proposed OCP Amendment to the affected persons; posting of a notice on the City's website inviting affected persons, organizations and authorities to ask questions of staff and provide written or verbal comments to Council for their consideration.
  - c. That Council, having provided the opportunity for consultation pursuant to Section 475(1) of the Local Government Act with persons, organizations and authorities it considers will be affected, specifically, the property owners and occupiers within a 200m radius of the subject properties, have been consulted at a Community Association Land Use Committee (CALUC) Community Meeting, consider whether the opportunity for consultation should be early and ongoing, and determine that no further consultation is required.
  - d. That Council, specifically consider whether consultation is required under Section 475(2)(b) of the Local Government Act, and determine that no referrals are necessary with the Capital Regional District Board, Councils of Oak Bay, Esquimalt and Saanich, the Songhees and Esquimalt First Nations, the School District Board and the provincial and federal governments and their agencies due to the nature of the proposed amendment.
  - e. That Council give first reading to the Official Community Plan Amendment Bylaw.



- f. That Council consider the Official Community Plan Amendment Bylaw in conjunction with the City of Victoria 2012-2016 Financial Plan, the Capital Regional District Liquid Waste Management Plan, and the Capital Regional District Solid Waste Management Plan pursuant to Section 477(3)(a) of the Local Government Act, and deem those Plans to be consistent with the proposed Official Community Plan Amendment Bylaw.
- g. That Council give second reading to the Official Community Plan Amendment Bylaw.
- h. That Council refer the Official Community Plan Amendment Bylaw for consideration at a Public Hearing

**Development Variance Permit Application No. 00198**

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. 00562, if it is approved, consider the following motion:

"That Council authorize the issuance of Development Variance Permit Application No. 00562 for 3025 Douglas Street, in accordance with:

1. Plans date stamped August 3, 2017.
2. Development meeting all Zoning Regulation Bylaw requirements, except for:
  - Part 3.9, Section 13(2): reduce the required number of parking spaces from 62 to 28;
  - Schedule C, Section 7.2(g): reduce the required number of visitor parking spaces from 3 to 0;
  - Schedule C, Section C(5) and Section D(1): reduce the required number of parking 18 to 0. 3.
3. The Development Permit lapsing two years from the date of this resolution."

CARRIED UNANIMOUSLY 17/COTW



REPORTS OF COMMITTEES1. Committee of the Whole – November 2, 20175. Rezoning Application No. 00562 & Development Variance Permit Application No. 00198 for 3025 Douglas StreetMotion:

It was moved by Councillor Thornton-Joe, seconded by Councillor Coleman:

Rezoning Application No. 00562

1. That Council instruct staff to prepare the necessary Official Community Plan Amendment Bylaw in accordance with Section 475 of the Local Government Act, and the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00562 for 3025 Douglas 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:
  - a. Preparation of the following documents, executed by the applicant, to the satisfaction of City Staff:
    - i. Housing Agreement to ensure that the dwelling units in the existing building would remain as rental in perpetuity
  - b. That Council determine, pursuant to section 475(1) of the Local Government Act, that the affected persons, organizations and authorities are those property owners and occupiers within a 200m radius of the subject properties; that the appropriate consultation measures would include a mailed notice of the proposed OCP Amendment to the affected persons; posting of a notice on the City's website inviting affected persons, organizations and authorities to ask questions of staff and provide written or verbal comments to Council for their consideration.
  - c. That Council, having provided the opportunity for consultation pursuant to Section 475(1) of the Local Government Act with persons, organizations and authorities it considers will be affected, specifically, the property owners and occupiers within a 200m radius of the subject properties, have been consulted at a Community Association Land Use Committee (CALUC) Community Meeting, consider whether the opportunity for consultation should be early and ongoing, and determine that no further consultation is required.
  - d. That Council, specifically consider whether consultation is required under Section 475(2)(b) of the Local Government Act, and determine that no referrals are necessary with the Capital Regional District Board, Councils of Oak Bay, Esquimalt and Saanich, the Songhees and Esquimalt First Nations, the School District Board and the provincial and federal governments and their agencies due to the nature of the proposed amendment.
  - e. That Council give first reading to the Official Community Plan Amendment Bylaw.
  - f. That Council consider the Official Community Plan Amendment Bylaw in conjunction with the City of Victoria 2012-2016 Financial Plan, the Capital Regional District Liquid Waste Management Plan, and the Capital Regional District Solid Waste Management Plan pursuant to Section 477(3)(a) of the Local Government Act, and deem those Plans to be consistent with the proposed Official Community Plan Amendment Bylaw.
  - g. That Council give second reading to the Official Community Plan Amendment Bylaw.
  - h. That Council refer the Official Community Plan Amendment Bylaw for consideration at a Public Hearing

Development Variance Permit Application No. 00198

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. 00562, if it is approved, consider the following motion:

"That Council authorize the issuance of Development Variance Permit Application No. 00562 for 3025 Douglas Street, in accordance with:

1. Plans date stamped August 3, 2017.
2. Development meeting all Zoning Regulation Bylaw requirements, except for:
  - Part 3.9, Section 13(2): reduce the required number of parking spaces from 62 to 28;
  - Schedule C, Section 7.2(g): reduce the required number of visitor parking spaces from 3 to 0;
  - Schedule C, Section C(5) and Section D(1): reduce the required number of parking 18 to 0.
3. The Development Permit lapsing two years from the date of this resolution."

Carried Unanimously



## Committee of the Whole Report

### For the Meeting of November 2, 2017

**To:** Committee of the Whole **Date:** October 19, 2017

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

**Subject:** Development Variance Permit No. 00198 for 3025 Douglas 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. 00562, if it is approved, consider the following motion:

"That Council authorize the issuance of Development Variance Permit Application No. 00562 for 3025 Douglas Street, in accordance with:

1. Plans date stamped August 3, 2017.
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for:
  - Part 3.9, Section 13(2): reduce the required number of parking spaces from 62 to 28
  - Schedule C, Section 7.2(g): reduce the required number of visitor parking spaces from 3 to 0
  - Schedule C, Section C(5) and Section D(1): reduce the required number of parking 18 to 0.
3. The Development Permit lapsing two years from the date of this resolution."

### LEGISLATIVE AUTHORITY

In accordance with Section 498 of the *Local Government Act*, Council may issue a Development Variance Permit that varies a *Zoning Regulation Bylaw* provided the permit does not vary the use or density of land from that specified in the *Zoning Regulation Bylaw*.

### EXECUTIVE SUMMARY

The purpose of this report is to present Council with information, analysis and recommendations for a Development Variance Permit Application for the property located at 3025 Douglas Street. The proposal is to convert the existing building from a motel to 48 residential rental units and commercial storage area in the lower level. The variance is related to reducing the required number of parking spaces from 80 to 28.



The following points were considered in assessing this Application:

- a Parking Analysis was prepared by the Applicant summarizing the current parking situation onsite. The analysis confirms that not all the parking spaces are utilized by the existing residents
- the commercial storage space in the basement is currently being used by nearby car dealerships to store vehicles
- secure and enclosed bicycle parking would be provided onsite to offset the parking shortfall
- the subject property is located on a major bus route and is in close proximity (walking and biking) to a mix of shops and services
- the parking variance is supportable given the total onsite parking demand, the addition of bicycle parking, and the close proximity to transit and shops and services.

## **BACKGROUND**

### **Description of Proposal**

The proposal is to vary the required number of parking spaces from 80 to 28 in order to facilitate the conversion of an existing motel to a multiple-dwelling consisting of 48 affordable market rental units.

### **Sustainability Features**

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

### **Public Realm Improvements**

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

### **Accessibility Impact Statement**

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

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

The site is presently zoned for uses such as transient accommodation, but has been operating without all the necessary approvals as long-term housing for the past few years.

### **Community Consultation**

Consistent with the *Community Association Land Use Committee (CALUC) Procedures for Processing Rezoning and Variances Applications*, on September 5, 2017, the application was referred for a 30-day comment period to the Burnside Gorge Neighbourhood Association. 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

The Applicant is proposing to reduce the required number of parking spaces from 80 to 28 in order to facilitate the conversion of the existing motel to a multiple-dwelling consisting of 48 affordable market rental units and existing commercial storage space in the lower level. According to the Parking Analysis prepared by the Applicant, the current residents do not occupy all the existing parking spaces onsite, and therefore, the demand is lower than the existing supply of parking. The existing commercial storage area is currently being used by nearby car dealerships to store vehicles. It is not a typical storage business where there are separate storage units rented out to individuals. The current driveway on Douglas Street providing access to the underground level can be maintained provided that this level is not used for parking.

To offset the parking shortfall, the Applicant is proposing to provide 48 Class 1 (secure and enclosed) bicycle parking spaces in lower level of the building which can be accessed off of Douglas Street. The subject property is also located on a major bus route and in close proximity (walking and biking) to a mix of shops and services.

## CONCLUSIONS

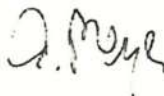
The proposal to reduce the required number of parking spaces from 80 to 28 will help facilitate the creation of more rental housing in the community. According to the parking analysis, there is adequate parking onsite to manage the parking demand that would be generated by the residential and warehouse uses. Staff recommend that Council consider supporting this Application.

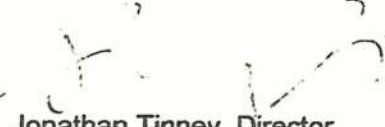
## ALTERNATE MOTION

That Council decline Development Variance Permit Application No. 00198 for the property located at 3025 Douglas Street.

Respectfully submitted,


  
Leanne Taylor  
Senior Planner  
Development Services Division



  
Jonathan Tinney, Director  
Sustainable Planning and Community  
Development Department

Report accepted and recommended by the City Manager

Date:

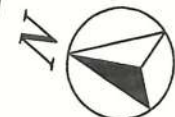
  
Oct. 25, 2017

### List of Attachments:

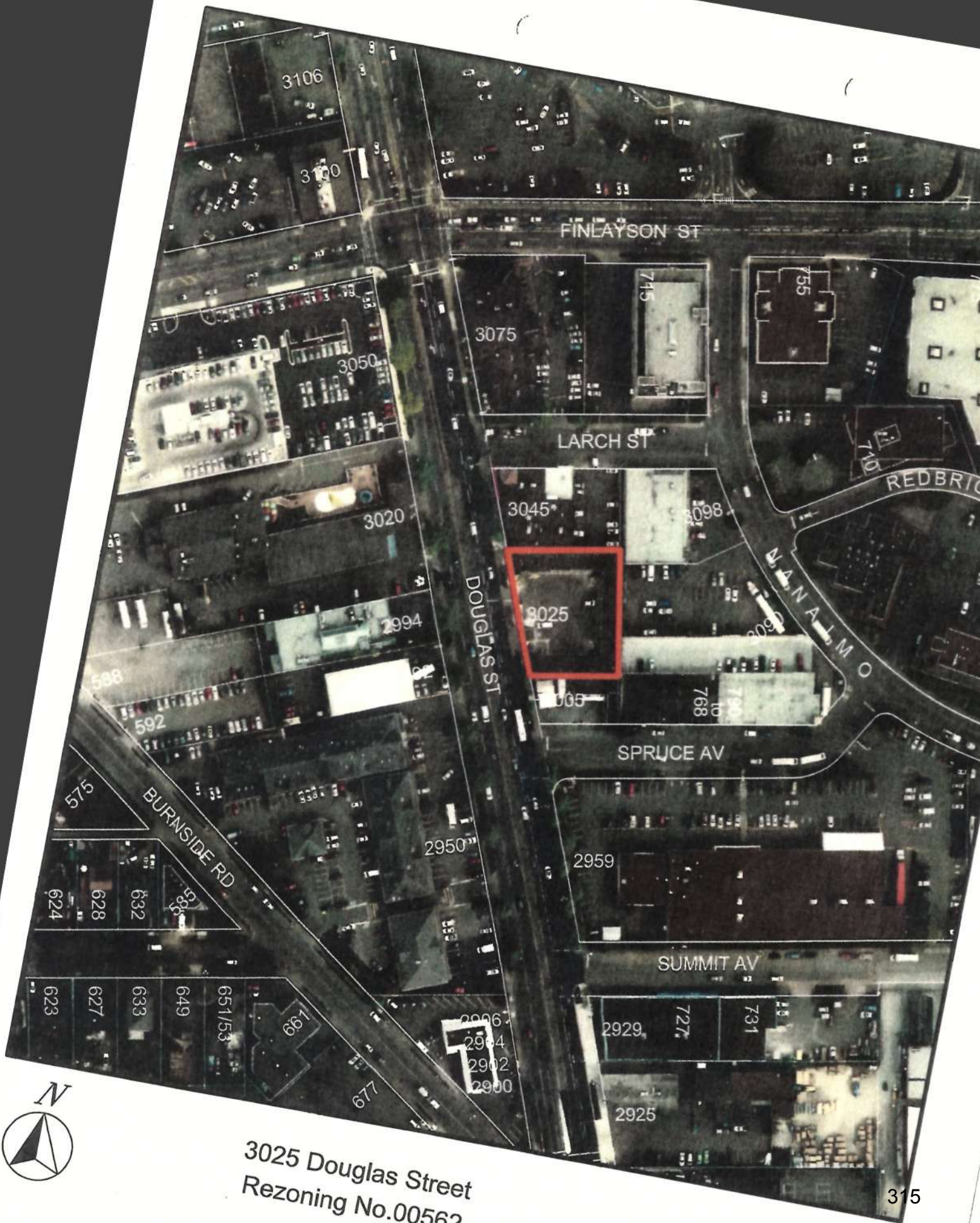
- Attachment A: Subject Map
- Attachment B: Aerial Map
- Attachment C: Plans date stamped August 3, 2017
- Attachment D: Letter from applicant to Mayor and Council dated January 25, 2017
- Attachment E: Letter from applicant to Mayor and Council including the Parking Analysis dated October 23, 2017
- Attachment F: Community Association Land Use Committee Correspondence.



3025 Douglas Street  
Rezoning No.00562







3025 Douglas Street  
Rezoning No.00562

**SITE PLAN OF LOT A, SECTION 4,  
VICTORIA DISTRICT, PLAN 13004**

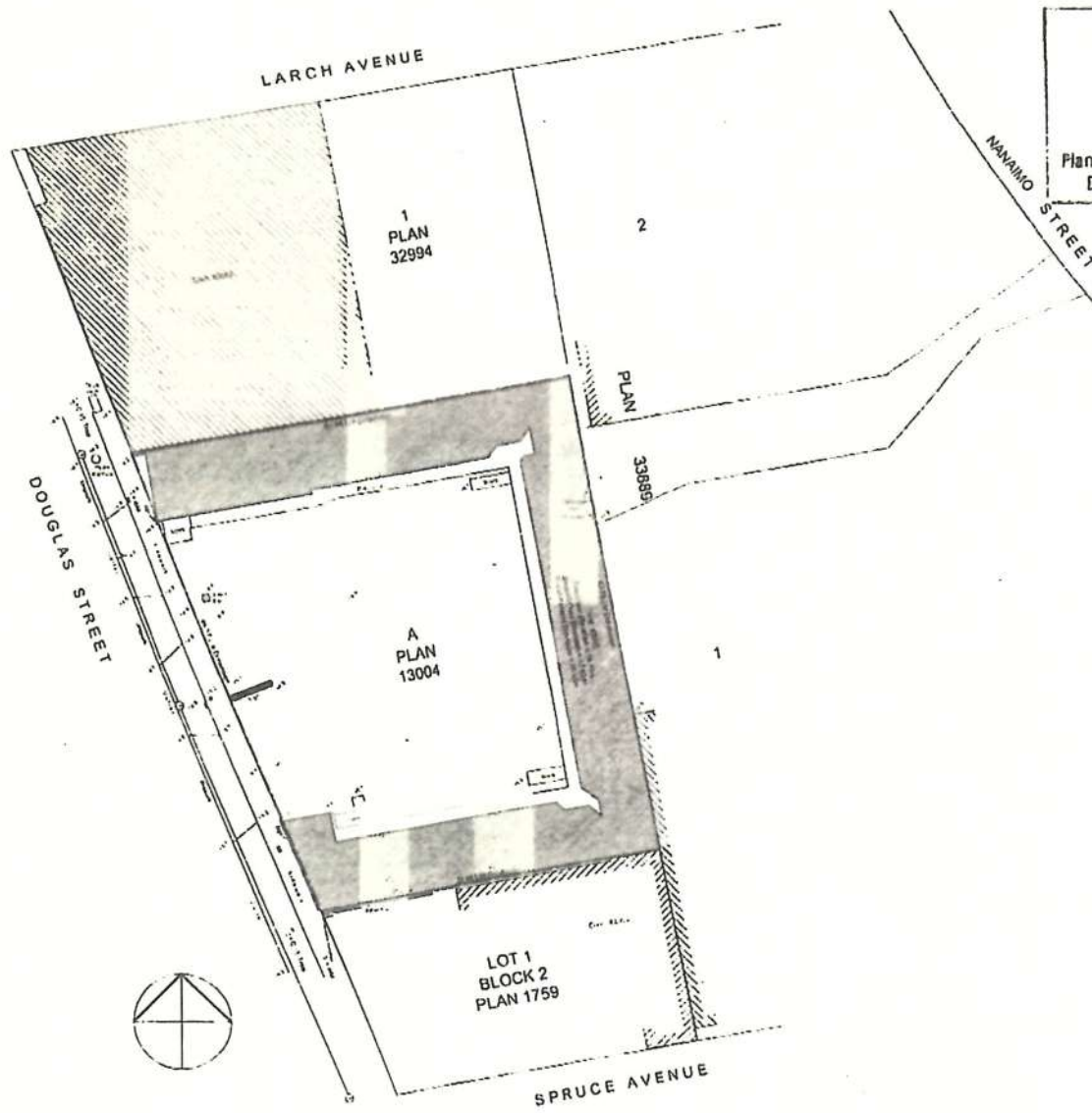
SCALE 1:2000

NOTE: This site plan is a copy of the original site plan as filed with the City of Victoria and is not a new site plan.

- G. Boundary of lot
- H. Boundary of lot
- I. Boundary of lot
- J. Boundary of lot
- K. Boundary of lot
- L. Boundary of lot
- M. Boundary of lot
- N. Boundary of lot
- O. Boundary of lot
- P. Boundary of lot
- Q. Boundary of lot
- R. Boundary of lot
- S. Boundary of lot
- T. Boundary of lot
- U. Boundary of lot
- V. Boundary of lot
- W. Boundary of lot
- X. Boundary of lot
- Y. Boundary of lot
- Z. Boundary of lot

For survey completed on the 20th day of January, 2011

File No. 33 DECEMBER 2011
Date Made: 2011
By: 1000 Survey Ltd.
1000 Survey Ltd.



Received  
City of Victoria

AUG 03 2017

Planning & Development Department  
Development Services Division



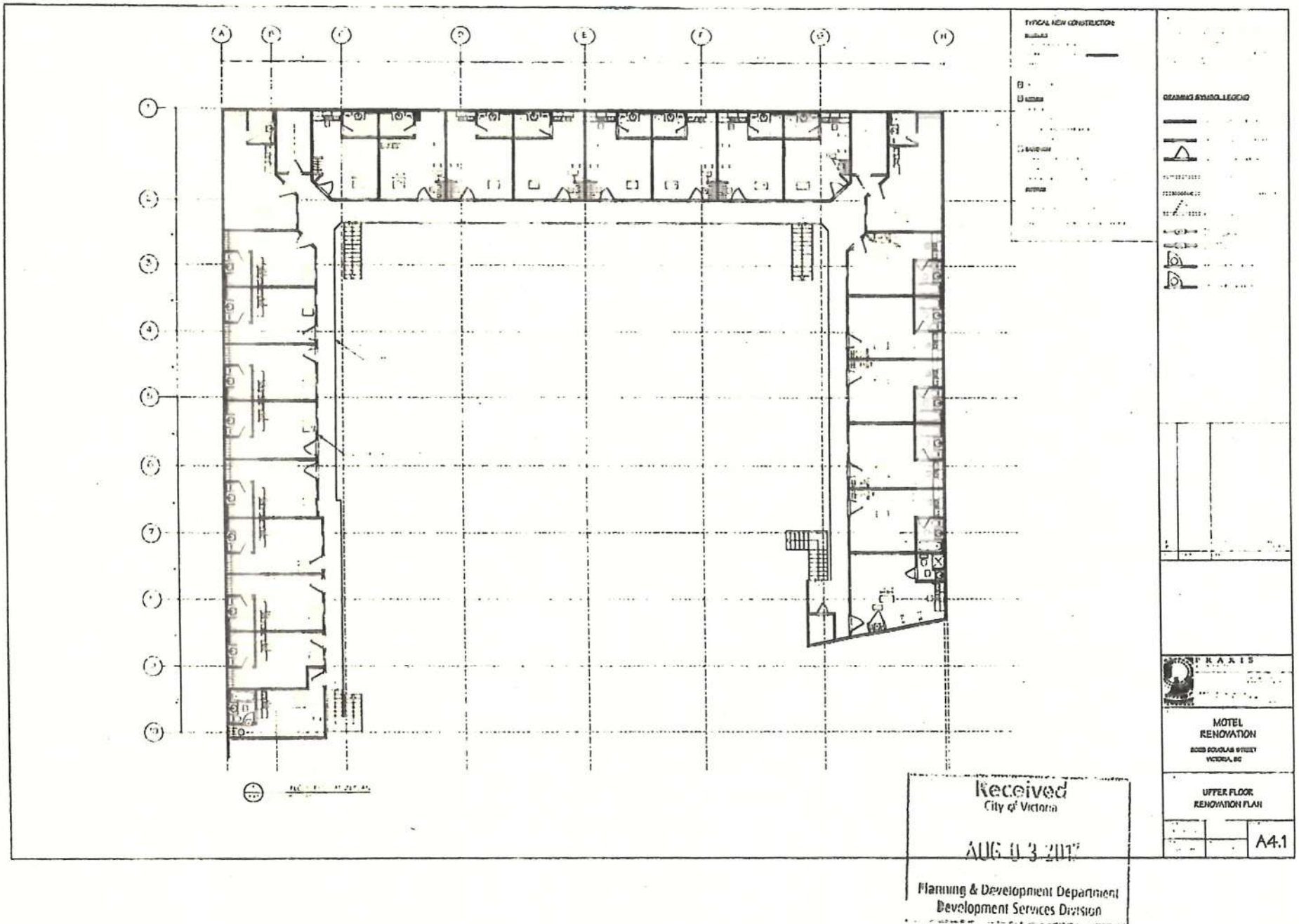
MOTEL  
RENOVATION  
3015 DOUGLAS STREET  
VICTORIA, BC

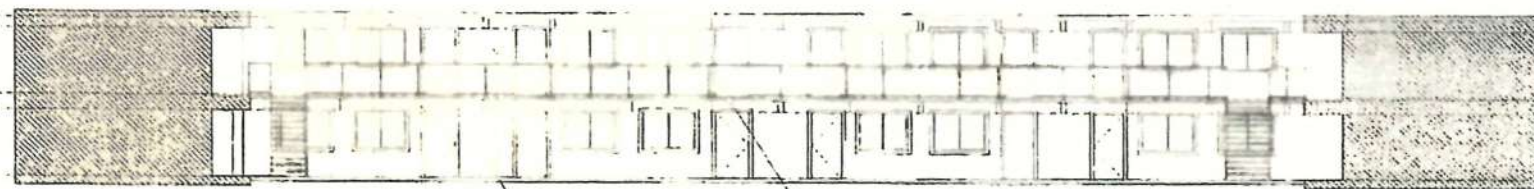
SITE SURVEY /  
SITE PLAN

A1.0

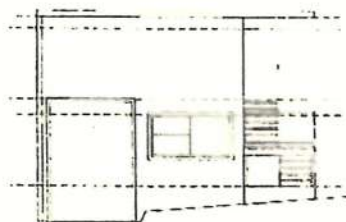






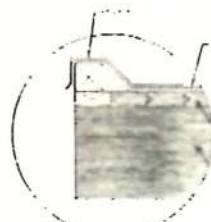


1



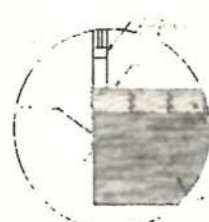
2

ELEVATION



3

ELEVATION



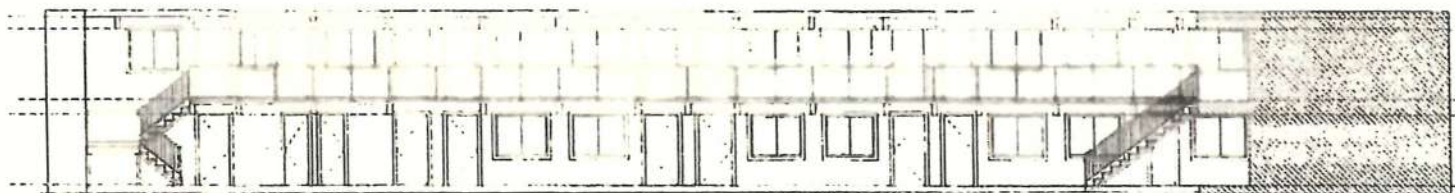
4

ELEVATION



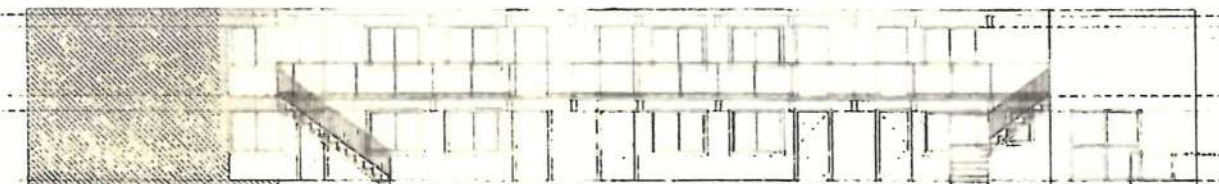
5

ELEVATION



6

ELEVATION



7

ELEVATION

	
<b>MOTEL RENOVATION</b> 3015 DOUGLAS STREET VANCOUVER, BC	
EXTERIOR ELEVATIONS	
A6.0	

Received  
City of Vancouver

AUG 03 17

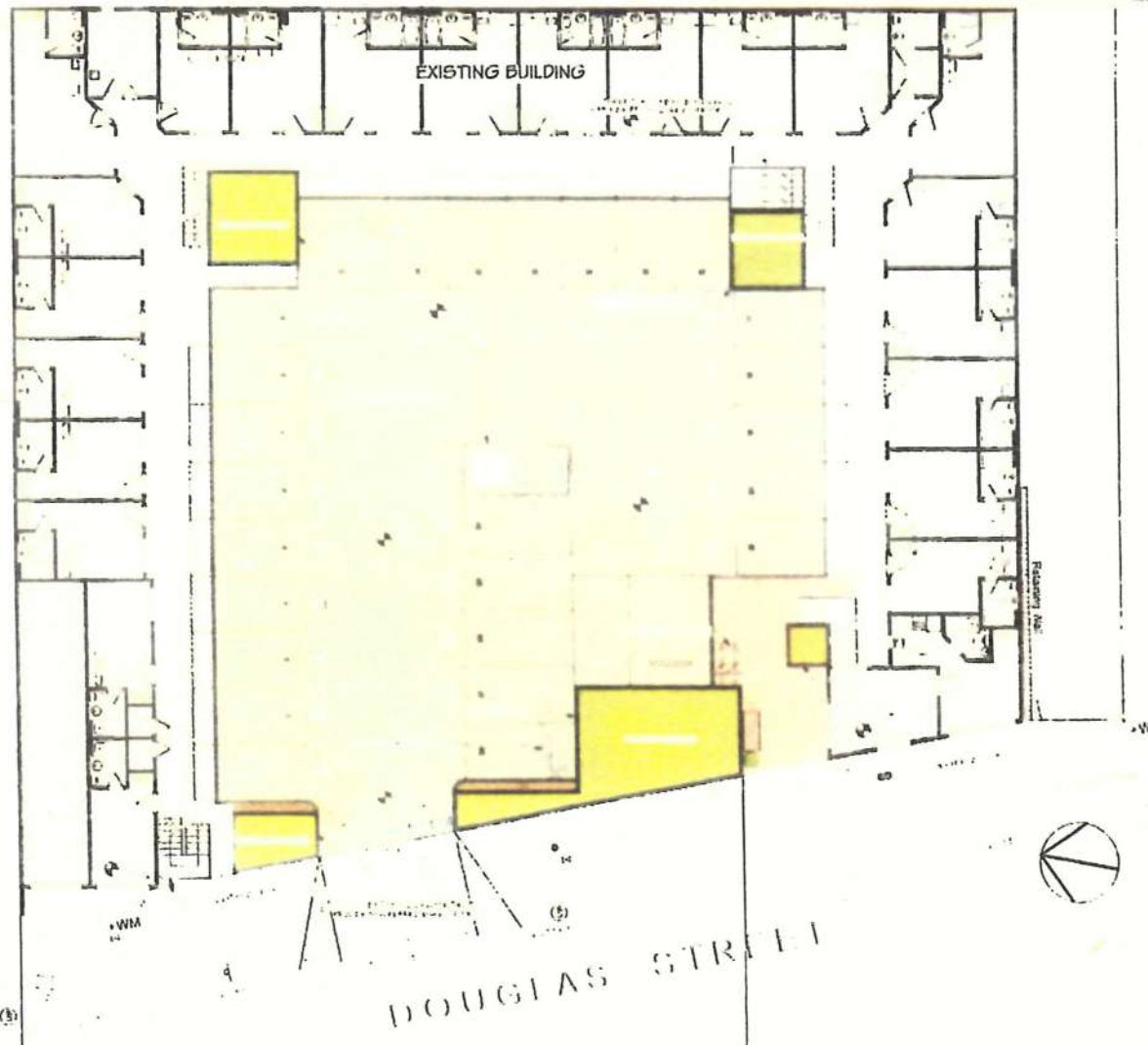
Planning & Development Department  
Development Services Division



AUG 03 2017  
Planning & Development Department  
Development Services Division

AUG 03 2017

Planning & Development Department  
Development Services Division





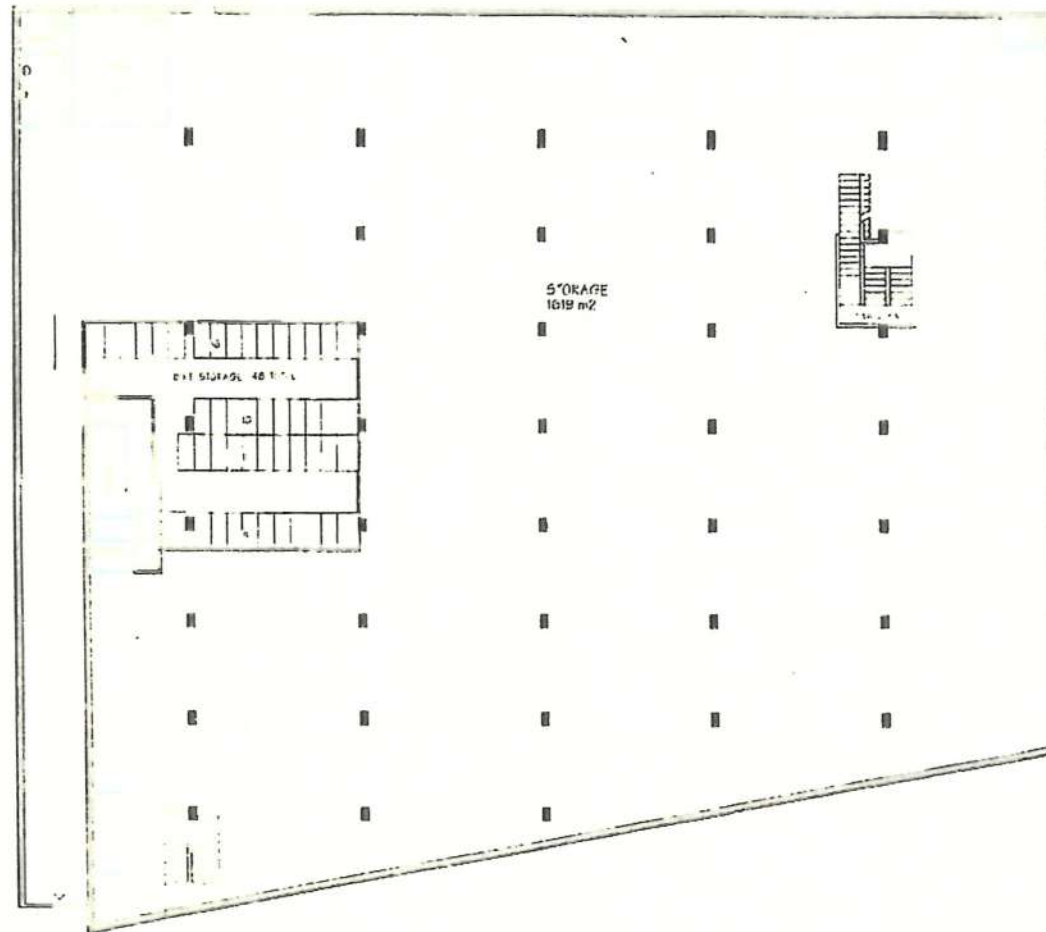
# CITY OF VICTORIA

RECEIVED

OCT 23 2017

DEEMED

AUG 03 2017



8005 ROYAL STREET VICTORIA, BC	
LOWER LEVEL BIKE STORAGE / STORAGE	
DATE:	BY:
SCALE:	SHEET:

Planning & Development Department  
Development Services Division

ENCLOSURE TO BE A SEPARATE OF REPORT-8  
RE: LYNCHING OF MARTIN LUTHER KING, JR.  
DATE OF ACT, FEB 4 OF 68.

- MUST BE USED TO BE REMOVED WITH A  
- THIS IS NOT A CEMENT - ONLY DO NOT  
- THIS IS NOT A CEMENT - ONLY DO NOT  
- THIS IS NOT A CEMENT - ONLY DO NOT

3025 DOUGLAS STREET  
VICTORIA, B.C.

### PRELIMINARY PLAN 14



**P R A X I S**  
architects inc.

Robert Rocheleau, Architect AIBC

401-1245 Esquimalt Road, Victoria, BC V9A 3P2  
Tel: (250) 475-2702 • Fax: (250) 475-2701  
robert.rocheleau@praxisarchitectsinc.com

January 25, 2017

City of Victoria

1 Centennial Square  
Victoria, BC  
V8W 1P6

Re. 3025 Douglas Street  
Rezoning – Existing Motel to Residential

Mayor and Council,  
**DESCRIPTION OF PROPOSAL**

The owner of the existing motel at 3025 Douglas wishes to rezone the existing property from T-1 transient to residential.

Currently occupants of the existing motel when staying past the maximum time permitted in the T-1 zoning are subject to eviction. The proposed rezoning is requested so that these residents can legally remain where they now reside. It is understood that there is a shortage in Victoria of available accommodation that serves the budget and needs similar to those now living at 3025 Douglas St.


**NEIGHBOURHOOD CONTEXT**

The building is existing and newly renovated. The proposed change has been presented to the Burnside - Gorge Community Association and there are no objections to this proposed change. Refer to attached for more detailed information.

Trust this to be of assistance,

PRAXIS ARCHITECTS INC

per:

  
Robert Rocheleau, Architect AIBC  
Director







**P R A X I S**  
architects inc.

Robert Rocheleau, Architect AIBC

401-1245 Esquimalt Road, Victoria, BC V9A 3P2  
Tel: (250) 475-2702 • Fax: (250) 475-2701  
robert.rocheleau@praxisarchitectsinc.com

October 23, 2017

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



Re. 3025 Douglas Street  
Rezoning – Existing Motel to Residential

Mayor and Council,

The following is provided in response to the Application Review Summary received, subsequent discussions, a meeting with planning and transportation engineering on July 17 at the City of Victoria, and comments received from Leanne Taylor on August 24, 2017.

1. Amendment to the OCP

As per correspondence and meeting of July 17 at City of Victoria, Gorge Community Association Land Use Committee has advised that no additional meeting required.

2. Parking Variance:

Number of Units 48, market rental.

Existing parking 28 stalls.

It is proposed that there be a parking variance accepting the existing 28 stalls as sufficient.

The proposed revised Schedule C that is coming to Council for approval would require the following for Bachelor apartments:

If this building was in nearby Village Centre	.6 spaces / unit	28.8 spaces
If this building was in other areas	.75 spaces / unit	36 spaces
Parking ratio for existing Schedule C	1.3 spaces / unit	63 spaces



Per above, the provided 28 stalls is only .8 of a stall above meeting the Town Centre requirement. As this is within a block of the delineation of the Mayfair Town Centre boundary indicated in the proposed revised Schedule C, and 8 spaces short of meeting the requirement of the pending revised Schedule C, I submit that the requested variance is reasonable.

Notwithstanding the above, monitoring parking on site currently indicates that there are a significant number of available stalls of the 28 provided that are not being used.

For the existing storage area at basement level:

Area 1619 m2	storage	93 m2 / stall	17.4 spaces
29 m2 office / WC		65 m2 / stall	.45 spaces

(Note that in reality for continuing the existing car storage there area no occupants other than those from the dealership moving cars in and out, which is much less than the 18 required.)

Total parking required per current bylaw requirements 81

Unit Sizes:

Unit	m2	plus office	Unit	m2
100	22.6	16.5	200	27.1
101	20.3		201	22.9
102	22.9		202	22.9
103	22.9		203	22.9
104	22.9		204	22.9
105	22		205	22
106	29.7		206	29.7
107	22.8		207	22.8
108	23.7		208	23.7
109	23.7		209	23.7
110	23.7		210	23.7
111	23.7		211	23.7
112	23.7		212	23.7
113	23.8		213	23.8
114	17.9		214	23.2
115	29.9		215	29.9
116	19.7		216	19.7

117	20.3	217	20.3
118	20.3	218	20.3
119	20.3	219	20.3
120	20.3	220	20.3
121	20.5	221	21.4
122	19.3	222	21.4
		223	19.8
		224	19.8

3. Housing Agreement:

Owners will undertake a housing agreement with the City of Victoria

4. Lower Level Storage:

It is proposed that a portion of the lower level storage area be used to provide the required bicycle storage area to accommodate 48 bikes. Refer to the plan drawing of the Storage Area. Access will be provided down the existing ramp from Douglas Street.

Lighting will be provided to ensure the area is well lit, security cameras will be installed and monitored at the manager's office, and an alarm will also be installed, sounding in the bicycle storage area and the manager's office.

It is also proposed that the current use of car storage for nearby dealerships be permitted, as the existing ramp has proven adequate to serve this use. In the meeting with Transportation Engineering of July 17 this was discussed and there did not appear to be any objection to continue using the existing ramp off Douglas for this purpose, as is now done.

5. Private easement over 3090 Nanaimo Street:

The owner of the property at 3090 Nanaimo St. is not willing to enter into an agreement to provide this easement in perpetuity, therefore it is assumed that access will continue from Douglas Street down the existing ramp and also by new exit stairs to grade level.

6. Site Plan - Existing Parking layout:

See attached plan.

7. Landscape Strip:

As discussed in the meeting of July 17, there is no possibility of incorporating a landscape strip between car wheel stops and end of stalls, as the parking is over an existing structure.

8. Bicycle Storage:

Refer to Item 4 above.

9. Removal of redundant driveway crossings on Douglas St. frontage:

This was completed as part of the previous DP.

10. Storm Water Treatment:

Existing parking area exceeds 10 spaces. No change proposed from existing parking, which is as per previously approved DP.

11. Sewage Attenuation

This is an existing building whereby no changes are proposed.

Trust this to be of assistance,

PRAXIS ARCHITECTS INC

per:



Robert Rocheleau, Architect AIBC  
Director





# Burnside Gorge Community Association

471 Cecelia Road, Victoria, BC V8T 4T4  
T. 250-388-5251 | F. 250-388-5269  
info@burnsidegorge.ca | www.burnsidegorge.ca

April 30, 2016

Dear Mayor and Council:

## CALUC Community Meeting: Rezoning Application for 3025 Douglas Street

On April 11, 2016, the Burnside Gorge Community Association (BGCA) hosted a CALUC community meeting that was advertised to discuss the proposal to rezone 3025 Douglas Street from T-1 (Transient accommodation) to residential. While the property was recently renovated and is already fully occupied by tenants staying longer than 30 days, the new property owners wish to bring the building's zoning into conformance with its present use. There are 48 units, with an average size of 33-50 square metres; current rent is \$600-\$700.

Robert Rocheleau with Praxis Architects presented on behalf of the property owner. Feedback on this proposal is summarized below.

### Parking

- No parking variance would be applied for. There are 28 parking stalls on site which accommodates current use.

### Building tenants

- One attendee asked who currently lives in the building. Robert responded that the building is fully occupied, mainly by young people coming into Victoria to work, and that most people stay longer than 30 days.
- One attendee asked about frequency of police visits to the building. Robert responded that he wasn't certain how frequently police visit 3025 Douglas.
- One attendee asked whether current tenants are using leases. Robert responded that current tenants are not using leases, but that the owner intends to offer one-year leases should the rezoning application be successful.

### Building use/zoning

- A property manager lives on site.
- One attendee asked whether the City is pressuring the new owners to rezone. Robert replied that the owner is voluntarily undertaking the rezoning process in order to come into compliance.
- One attendee asked whether anything in the OCP precludes the owner from developing the site if the rezoning application is successful. Robert responded that according to the OCP, the owner may redevelop the site to a larger/taller development in future without another rezoning, and that it may not necessarily be residential.





## Burnside Gorge Community Association

471 Cecelia Road, Victoria, BC V8T 4T4  
T. 250-388-5251 | F. 250-388-5269  
info@burnsidegorge.ca | www.burnsidegorge.ca

**Vote:** As per the process of a BGCA rezoning community meeting, there was a straw vote to provide context to the questions. Of the meeting attendees who chose to vote, 3 were generally in favour and 1 was opposed to the proposal as presented.

### Broader Context for Development

In addition to facilitating comments on the specific rezoning application at BGCA community meetings, the Chair also seeks feedback from attendees on their wishes for, and thoughts about, the immediate vicinity of a subject property. This information is provided to Mayor and Council and the Planning department to help provide critical, holistic perspectives on neighbourhood development objectives. Over time, this will help us stitch together a more comprehensive view and put rezoning applications into context of overarching community goals.

Attendees provided the following comments about the area around 3025 Douglas Street:

- I'm not opposed to seeing this property remain the same but I want to see a mix of affordable housing and market housing. You can't put all marginalized people in one area.
- This property is a good example of the pressures facing this area; the neighbourhood plan includes more density but developments are low density.
- I want to see a large format grocery store in this area.

Respectfully,

*Carolyn Gisborne*

Land Use Committee Chair  
Burnside Gorge Community Association

cc: Sustainable Planning and Community Development Department  
Robert Rocheleau, Praxis Architects

From: Carolyn Gisborne <carouse@burnsidegorge.ca>  
Subject: Waiving community meeting: 3025 Douglas  
Date: November 27, 2016 at 1:03 PM  
To: caluc@victoria.ca  
Cc: mayorandcouncil@victoria.ca, Robert Rocheleau <robert.rocheleau@praxisarchitectsinc.com>



Good afternoon,

Robert recently reached out to the burnside gorge CALUC to inform us that the owners of 3025 Douglas intend to move forward with their rezoning application to bring it in line to its existing use as residential, from existing transient zoning.

Seven months have lapsed since the most recent community meeting and as such the CALUC can require another meeting. As the details of the application have not changed since the most recent community meeting in April, our CALUC does not require another meeting on this property.

However, please refer to the comments in the attached letter for a sense of community comments on this site and other motel conversions.

Best regards,

Carolyn Gisborne

From: Carolyn Gisborne <carouse@burnsidegorge.ca>  
Subject: CALUC community meeting: 3025 Douglas  
Date: April 30, 2016 at 1:40:37 PM PDT  
To: caluc@victoria.ca  
Cc: Robert Rocheleau <robert.rocheleau@praxisarchitectsinc.com>, Development Services email inquiries <DevelopmentServices@victoria.ca>

Dear Mayor and Council,

Please find attached a letter summarizing the CALUC community meeting feedback for 3025 Douglas.

Respectfully,

Carolyn Gisborne



3025Douglas.doc.pdf

Laura Wilson

---

**From:** Carolyn Gisborne <landuse@burnsidegorge.ca>  
**Sent:** Sunday, Nov 27, 2016 1:03 PM  
**To:** caluc@victoria.ca  
**Cc:** Victoria Mayor and Council; Robert Rocheleau  
**Subject:** Waiving community meeting: 3025 Douglas  
**Attachments:** 3025Douglas.doc.pdf

Good afternoon,

Robert recently reached out to the burnside gorge CALUC to inform us that the owners of 3025 Douglas intend to move forward with their rezoning application to bring it in line to its existing use as residential, from existing transient zoning.

Seven months have lapsed since the most recent community meeting and as such the CALUC can require another meeting. As the details of the application have not changed since the most recent community meeting in April, our CALUC does not require another meeting on this property.

However, please refer to the comments in the attached letter for a sense of community comments on this site and other motel conversions.

Best regards,  
Carolyn Gisborne

**From:** Carolyn Gisborne <landuse@burnsidegorge.ca>  
**Subject:** CALUC community meeting: 3025 Douglas  
**Date:** April 30, 2016 at 1:40:37 PM PDT  
**To:** caluc@victoria.ca  
**Cc:** Robert Rocheleau <robert.rocheleau@praxisarchitectsinc.com>, Development Services email inquiries <DevelopmentServices@victoria.ca>

Dear Mayor and Council,

Please find attached a letter summarizing the CALUC community meeting feedback for 3025 Douglas.

Respectfully,

Carolyn Gisborne

Laura Wilson

---

**From:** Carolyn Gisborne <landuse@burnsidegorge.ca>  
**Sent:** Saturday, Apr 30, 2016 1:41 PM  
**To:** caluc@victoria.ca  
**Cc:** Robert Rocheleau; Development Services email inquiries  
**Subject:** CALUC community meeting: 3025 Douglas  
**Attachments:** 3025Douglas.doc.pdf

Dear Mayor and Council,

Please find attached a letter summarizing the CALUC community meeting feedback for 3025 Douglas.

Respectfully,

Carolyn Gisborne



**Leanne Taylor**

---

**From:** Carolyn Gisborne <landuse@burnsidegorge.ca>  
**Sent:** March 7, 2017 8:54 PM  
**To:** caluc@victoria.ca  
**Cc:** Community Planning email inquiries; Leanne Taylor; Robert Rocheleau  
**Subject:** 3025 Douglas

Good evening,

Robert recently reached out to the Burnside Gorge CALUC to inform us that the owners of 3025 Douglas intend to move forward with their rezoning application to bring it in line to its existing use as residential, from existing transient zoning, and that an OCP amendment will be required for the rezoning.

As the details of the application have not changed since the most recent community meeting in April 2016, our CALUC does not require another meeting on this property.

Best regards,  
Carolyn Gisborne



## Committee of the Whole Report For the Meeting of November 2, 2017

---

**To:** Committee of the Whole **Date:** October 23, 2017

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

**Subject:** Rezoning Application No.00562 for 3025 Douglas Street and associated Official Community Plan Amendment

---

### RECOMMENDATION

1. That Council instruct staff to prepare the necessary Official Community Plan Amendment Bylaw in accordance with Section 475 of the Local Government Act, and the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00562 for 3025 Douglas 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:
  - a. Preparation of the following documents, executed by the applicant, to the satisfaction of City Staff:
    - i. Housing Agreement to ensure that the dwelling units in the existing building would remain as rental in perpetuity
  - b. That Council determine, pursuant to section 475(1) of the Local Government Act, that the affected persons, organizations and authorities are those property owners and occupiers within a 200m radius of the subject properties; that the appropriate consultation measures would include a mailed notice of the proposed OCP Amendment to the affected persons; posting of a notice on the City's website inviting affected persons, organizations and authorities to ask questions of staff and provide written or verbal comments to Council for their consideration.
  - c. That Council, having provided the opportunity for consultation pursuant to Section 475(1) of the Local Government Act with persons, organizations and authorities it considers will be affected, specifically, the property owners and occupiers within a 200m radius of the subject properties, have been consulted at a Community Association Land Use Committee (CALUC) Community Meeting, consider whether the opportunity for consultation should be early and ongoing, and determine that no further consultation is required.
  - d. That Council, specifically consider whether consultation is required under Section 475(2)(b) of the Local Government Act, and determine that no referrals are necessary with the Capital Regional District Board, Councils of Oak Bay, Esquimalt and Saanich, the Songhees and Esquimalt First Nations, the School



District Board and the provincial and federal governments and their agencies due to the nature of the proposed amendment.

- e. That Council give first reading to the Official Community Plan Amendment Bylaw.
- f. That Council consider the Official Community Plan Amendment Bylaw in conjunction with the City of Victoria 2012-2016 Financial Plan, the Capital Regional District Liquid Waste Management Plan, and the Capital Regional District Solid Waste Management Plan pursuant to Section 477(3)(a) of the Local Government Act, and deem those Plans to be consistent with the proposed Official Community Plan Amendment Bylaw.
- g. That Council give second reading to the Official Community Plan Amendment Bylaw.
- h. That Council refer the Official Community Plan Amendment Bylaw for consideration at a Public Hearing.

## LEGISLATIVE AUTHORITY

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

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

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 3025 Douglas Street. The proposal is to rezone from the T1 Zone, Limited Transient Accommodation District, to a new zone in order to convert the existing building from a motel to a multiple dwelling consisting of approximately 48 affordable market rental units, and existing commercial storage area in the lower level.

The following points were considered in assessing this application:

- the subject property is designated *General Employment* in the Official Community Plan which supports commercial uses, including office and retail, light industrial and industrial work/live uses. Residential uses are not supported within this designation
- the subject property is also designated *General Employment* in the Burnside Gorge Neighbourhood Plan, which supports commercial and light industrial uses, and it does not contemplate residential uses at this location; however, it does support the conversion of existing motel buildings to Single Room Occupancy (SRO) east of Cecilia Ravine through the Conversion Guidelines
- the proposal is not consistent with the Conversion Guidelines – Transient to Residential

- Accommodation, in terms of land use, open/green space, unit mix and unit size
- notwithstanding the above, a Rezoning and OCP Amendment would be supportable to allow the conversion of the existing motel to residential rental units provided that if the building is demolished in the future, any new development on the site must comply with the *General Employment Urban Place Designation*.

## **BACKGROUND**

### **Description of Proposal**

This Rezoning Application is to rezone the subject property from the T1 Zone, Limited Transient Accommodation District, to a new zone in order to convert the existing motel to a multiple-dwelling consisting of approximately 48 affordable market rental units and retain the existing vehicle storage area in the lower level.

The following changes from the current zone are being proposed and would be accommodated in the new zone:

- change the use from a motel to a multiple dwelling
- increase the floor space ratio from 0.60:1 to 0.80:1.

The request to amend the *Official Community Plan*, 2012 (OCP) is necessary in order to permit residential uses on the subject property.

### **Affordable Housing Impacts**

The applicant proposes the creation of 48 new affordable market rental units which would increase the overall supply of housing in the area. A Housing Agreement is being proposed which would ensure that the dwelling units in the existing building would remain as rental in perpetuity.

### **Sustainability Features**

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

### **Active Transportation Impacts**

The application proposes to provide 48 Class 1 bicycle parking spaces in the underground storage area accessed by a ramp off of Douglas Street to support active transportation.

### **Public Realm Improvements**

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

### **Accessibility Impact Statement**

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

### **Land Use Context**

The area is characterized by a mix of commercial uses.



## Existing Site Development and Development Potential

The site is presently zoned to allow transient accommodation. Under the current T-1 Zone, Limited Transient Accommodation District, the property could be developed as a housekeeping apartment building, boarding house or rooming house, as well as a single-family dwelling.

### Data Table

The following data table compares the proposal with the R3-A and R3-AM Zones. An asterisk is used to identify where the proposal is less stringent than the existing zone. Two asterisks are used to identify where the proposal is non-conforming.

Zoning Criteria	Proposal	Zone Standard R3-A1 and R3-A2 Zone
Site area (m <sup>2</sup> ) - minimum	1710.54	920
Density (Floor Space Ratio) - maximum	0.80:1	1:1
Total floor area (m <sup>2</sup> ) - maximum	1367.90	1710.50
Height (m) - maximum	8.24	10.70
Storeys - maximum	2	3
Site coverage % - maximum	48.0**	33.3
Open site space % - minimum	7.5**	30.0
<b>Setbacks (m) – minimum:</b>		
Front (Douglas Street)	0**	7.5
Rear (East)	0**	10.50
Side (north)	0**	4.1
Side (south)	0**	4.1
Entrance canopies or step projection into front setback (m) – maximum	0**	7.5
Surface parking space setback from the street boundary (m) – maximum	1.0**	
Surface parking screen landscape berm height at street (m) - minimum	1.0	
Parking - minimum	28*	80
Visitor parking (minimum) included in the overall units	0*	3

### Relevant History

In 2011, the applicant applied to rezone the subject property to permit a private storage business and 45 rental residential units. At the time, the applicant proposed that the existing storage space existing below the motel building be used as leasable storage space. The



storage space and its associated parking do not have direct access from a public street. Instead, access is by way of a private easement across the adjacent property at 3090 and 3098 Nanaimo Street. While this easement currently exists, the City had no authority over the access. To ensure ongoing access to the leasable storage space, as well as to its associated parking, staff recommended that an easement be registered in favour of the City. The owners of 3090 and 3098 Nanaimo Street were not amenable to this recommendation and as a result the Applicant chose not to proceed with the Rezoning Application. The current Rezoning Application includes private storage of vehicles for nearby dealerships and the property owners of 3090 and 3098 Nanaimo Street are still not willing to enter a reciprocal access easement in favour of the City. Provided that the commercial storage space is solely used for the storage of vehicles and not parking then the existing driveway to the basement level can be maintained.

The building currently operates as a long-term affordable market rental housing, which is in contravention of the existing zone.

### **Community Consultation**

Consistent with the *Community Association Land Use Committee (CALUC) Procedures for Processing Rezoning and Variances Applications*, the applicant has consulted the Burnside Gorge Neighbourhood Association at a Community Meeting held on April 11, 2016; however, the Applicant applied for Rezoning and an OCP Amendment more than six months following the Community Meeting. Since the details of the application had not changed, the CALUC waived its requirement for another meeting. A letter dated April 30, 2016 and additional correspondence from the CALUC are attached.

## **ANALYSIS**

### **Official Community Plan**

The Official Community Plan (OCP) Urban Place Designation for the subject property is *General Employment*, which supports large floor-plate commercial and light industrial, and mixed-use buildings up to four storeys at densities up to 2:1 FSR. Commercial, office, retail, commercial services and light industrial are envisioned; as well as, industrial work/live, education, community services, research and development, and health services. The proposal is not consistent with the OCP which only contemplates residential uses in an industrial work/live scenario. However, the OCP Amendment to allow residential uses would be supportable provided that if the existing building is demolished in the future, any new development on the site must comply with the *General Employment* Urban Place Designation. The OCP amendment would likely be in the form of a new policy addressing motel conversions consistent with the policies in the *Burnside Gorge Neighbourhood Plan*, and include a proviso that only existing buildings would qualify and that new development (demolition with new construction), that was not consistent with the General Employment designation, would require an OCP amendment.

The *Local Government Act* (LGA) Section 475 requires a Council to provide one or more opportunities it considers appropriate for consultation with persons, organizations and authorities it considers will be affected by an amendment to the OCP. Consistent with Section 475 of the LGA, Council must further consider whether consultation should be early and ongoing. This statutory obligation is in addition to the Public Hearing requirements. In this instance, staff recommend for Council's consideration that notifying owners and occupiers of land located within 200 metres of the subject site, along with positing a notice on the City's website, will provide adequate opportunities for consultation with those affected.



The OCP Amendment Application to change the Urban Place Designation of 3025 Douglas Street from General Employment to a new designation to permit residential uses in the form of long-term affordable market rental (short term rental not permitted) will increase the supply of rental accommodation in the city. Given that the surrounding area is characterized by commercial and service commercial uses, and given that the Burnside Gorge Neighbourhood Association waived the request for another Community Meeting to address the OCP Amendment (see attached correspondence), the consultation proposed at this stage in the process is recommended as adequate and consultation with specific authorities, under Section 475 of the LGA, is not recommended as necessary.

Should Council support an OCP amendment, Council is required to consider consultation with the Capital Regional District Board; Councils of Oak Bay, Esquimalt and Saanich; the Songhees and Esquimalt First Nations; the School District Board and the provincial government and its agencies. However, further consultation is not recommended as necessary for this amendment to the Urban Place Designation as this matter can be considered under policies in the OCP.

Council is also required to consider OCP Amendments in relation to the City's *Financial Plan*, the *Capital Regional District Liquid Waste Management Plan* and the *Capital District Solid Waste Management Plan*. This proposal will have no impact on any of these plans.

### **Burnside Gorge Neighbourhood Plan**

The Burnside Gorge Neighbourhood Plan designates the subject property as *General Employment*, which supports commercial and light industrial uses, and it does not support solely residential uses at this location; however, the Plan would support residential uses at grade on lots which front onto Douglas Street provided that a significant employment component is included in the part of the lot along Douglas Street, which is designated *General Employment*. The Plan does support the conversion of existing motel buildings to Single Room Occupancy (SRO) east of Cecilia Ravine. The Applicant is proposing to convert the existing motel to residential and retain the vehicle storage in the lower level; however, the units would be fully self-contained (not SROs).

### **Conversion Guidelines - Transient to Residential Accommodation**

From a land use perspective, the Conversion Guidelines – Transient to Residential Accommodation state that residential land uses should be supported in the OCP when considering a conversion. Residential uses are not supported in the OCP at this location. The Guidelines also state that commercial (e.g. retail store, bank) and community services (e.g. community/recreation centre, library, school) for residents should be located within walking distance. Commercial services are in close proximity to the site; however, there are no community services near the subject property.

With respect to site characteristics, there is no private space for the individual dwelling units and no usable green space, although plans do indicate several planters. There would be a large storage area and bicycle enclosure for residents in the lower level of the building; lighting, alarm systems and security cameras installed; and common laundry facilities located on the main floor. The Guidelines encourage a mix of housing units (i.e. not all bachelor units) with a minimum floor area of 33m<sup>2</sup> per dwelling unit, and encourage all units to be designed as barrier-free, or a minimum of 5% of the total units to be accessible. The design of the modified units should meet minimum standards as set out in the Canadian Standards Association document B651-M90 entitled Barrier Free Design. The proposal only includes bachelor units, only five of



the 48 units, including the manager's unit, meet the minimum unit size requirement, and none of the units are labelled accessible on the plans submitted.

The proposal is not consistent with the conversion guidelines with respect to land use, unit size, open/green space, accessibility, and unit mix; however, the applicant notes that the proposal is to re-use the existing structure as originally constructed. The units are currently occupied by long-term tenants.

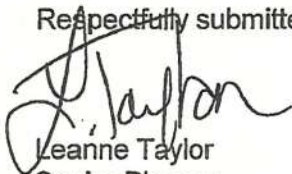
## CONCLUSIONS

While the OCP is supportive of initiatives to encourage the development of rental housing, it does not provide direction to override established land-use policies. Meanwhile, the Burnside Gorge Neighbourhood Plan supports commercial and light industrial uses, and it does not support solely residential uses at this location unless a significant employment component is included. However, the Plan does consider the conversion of existing motel buildings to Single Room Occupancy (SRO) east of Cecilia Ravine. The City has provided policy guidelines, such as the *Conversion Guidelines - Transient to Rental Accommodation*, in order to provide guidance regarding important criteria when considering such a proposal. Overall, this Application fails to meet the criteria with respect to locational and site characteristics. Yet, the Guidelines reiterate that proposals are acceptable when neighbourhood plan policies are also supportive. Given that the Neighbourhood Plan supports conversion of motel buildings east of Cecilia Ravine, which includes the subject property, staff recommend for Council's consideration that the Application proceed to a Public Hearing.

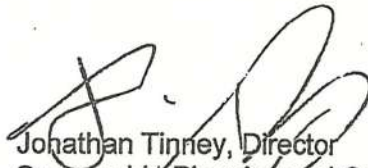
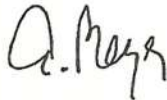
## ALTERNATE MOTION

That Council decline Rezoning Application N. 00562 for the property located at 3025 Douglas Street.

Respectfully submitted,



Leanne Taylor  
Senior Planner  
Development Services Division



Jonathan Tinney, Director  
Sustainable Planning and Community  
Development Department

Report accepted and recommended by the City Manager:



Date:

Oct 25, 2017

### List of Attachments:

- Attachment A: Subject Map
- Attachment B: Aerial Map
- Attachment C: Plans date stamped August 3, 2017
- Attachment D: Letter from applicant to Mayor and Council dated January 25, 2017
- Attachment E: Letter from applicant to Mayor and Council including the Parking Analysis dated October 23, 2017
- Attachment F: Community Association Land Use Committee Correspondence.





## **Committee of the Whole Report**

### **For the Meeting of November 2, 2017**

---

**To:** Committee of the Whole **Date:** October 19, 2017

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

**Subject:** Development Variance Permit No. 00198 for 3025 Douglas 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. 00562, if it is approved, consider the following motion:

"That Council authorize the issuance of Development Variance Permit Application No. 00562 for 3025 Douglas Street, in accordance with:

1. Plans date stamped August 3, 2017.
2. Development meeting all *Zoning Regulation Bylaw* requirements, except for:
  - Part 3.9, Section 13(2): reduce the required number of parking spaces from 62 to 28
  - Schedule C, Section 7.2(g): reduce the required number of visitor parking spaces from 3 to 0
  - Schedule C, Section C(5) and Section D(1): reduce the required number of parking 18 to 0.
3. The Development Permit lapsing two years from the date of this resolution."

### **LEGISLATIVE AUTHORITY**

In accordance with Section 498 of the *Local Government Act*, Council may issue a Development Variance Permit that varies a *Zoning Regulation Bylaw* provided the permit does not vary the use or density of land from that specified in the *Zoning Regulation Bylaw*.

### **EXECUTIVE SUMMARY**

The purpose of this report is to present Council with information, analysis and recommendations for a Development Variance Permit Application for the property located at 3025 Douglas Street. The proposal is to convert the existing building from a motel to 48 residential rental units and commercial storage area in the lower level. The variance is related to reducing the required number of parking spaces from 80 to 28.

The following points were considered in assessing this Application:

- a Parking Analysis was prepared by the Applicant summarizing the current parking situation onsite. The analysis confirms that not all the parking spaces are utilized by the existing residents
- the commercial storage space in the basement is currently being used by nearby car dealerships to store vehicles
- secure and enclosed bicycle parking would be provided onsite to offset the parking shortfall
- the subject property is located on a major bus route and is in close proximity (walking and biking) to a mix of shops and services
- the parking variance is supportable given the total onsite parking demand, the addition of bicycle parking, and the close proximity to transit and shops and services.

## **BACKGROUND**

### **Description of Proposal**

The proposal is to vary the required number of parking spaces from 80 to 28 in order to facilitate the conversion of an existing motel to a multiple-dwelling consisting of 48 affordable market rental units.

### **Sustainability Features**

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

### **Public Realm Improvements**

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

### **Accessibility Impact Statement**

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

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

The site is presently zoned for uses such as transient accommodation, but has been operating without all the necessary approvals as long-term housing for the past few years.

### **Community Consultation**

Consistent with the *Community Association Land Use Committee (CALUC) Procedures for Processing Rezoning and Variances Applications*, on September 5, 2017, the application was referred for a 30-day comment period to the Burnside Gorge Neighbourhood Association. 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

The Applicant is proposing to reduce the required number of parking spaces from 80 to 28 in order to facilitate the conversion of the existing motel to a multiple-dwelling consisting of 48 affordable market rental units and existing commercial storage space in the lower level. According to the Parking Analysis prepared by the Applicant, the current residents do not occupy all the existing parking spaces onsite, and therefore, the demand is lower than the existing supply of parking. The existing commercial storage area is currently being used by nearby car dealerships to store vehicles. It is not a typical storage business where there are separate storage units rented out to individuals. The current driveway on Douglas Street providing access to the underground level can be maintained provided that this level is not used for parking.

To offset the parking shortfall, the Applicant is proposing to provide 48 Class 1 (secure and enclosed) bicycle parking spaces in lower level of the building which can be accessed off of Douglas Street. The subject property is also located on a major bus route and in close proximity (walking and biking) to a mix of shops and services.

## CONCLUSIONS

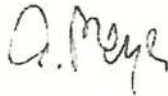
The proposal to reduce the required number of parking spaces from 80 to 28 will help facilitate the creation of more rental housing in the community. According to the parking analysis, there is adequate parking onsite to manage the parking demand that would be generated by the residential and warehouse uses. Staff recommend that Council consider supporting this Application.

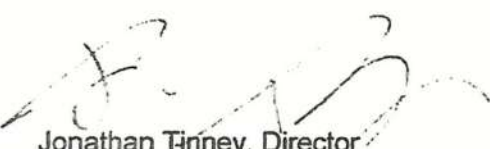
## ALTERNATE MOTION

That Council decline Development Variance Permit Application No. 00198 for the property located at 3025 Douglas Street.

Respectfully submitted,

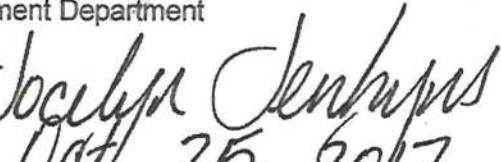
  
Leanne Taylor  
Senior Planner  
Development Services Division



  
Jonathan Tinney, Director  
Sustainable Planning and Community  
Development Department

Report accepted and recommended by the City Manager

Date:

  
Oct. 25, 2017

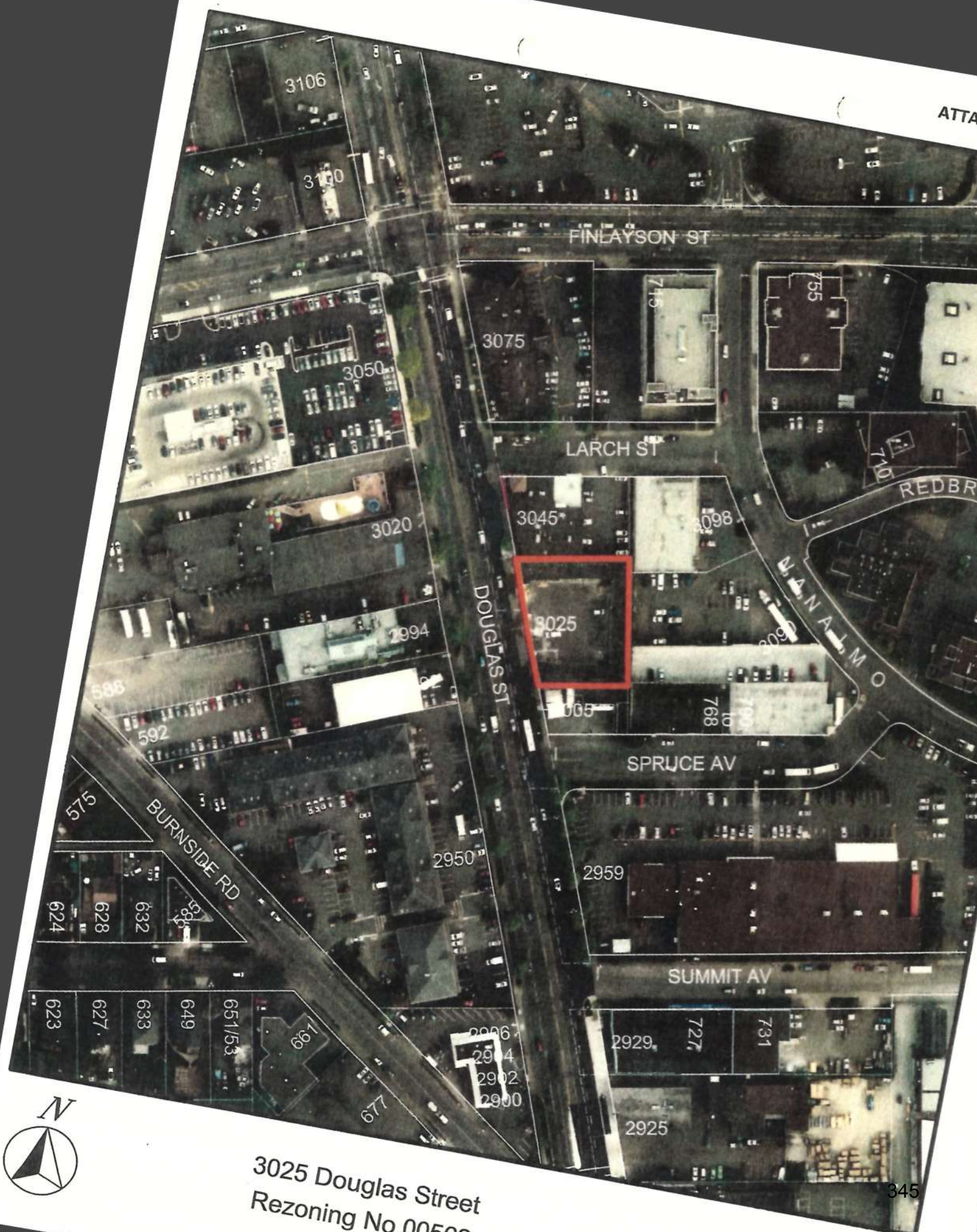
### List of Attachments:

- Attachment A: Subject Map
- Attachment B: Aerial Map
- Attachment C: Plans date stamped August 3, 2017
- Attachment D: Letter from applicant to Mayor and Council dated January 25, 2017
- Attachment E: Letter from applicant to Mayor and Council including the Parking Analysis dated October 23, 2017
- Attachment F: Community Association Land Use Committee Correspondence.



3025 Douglas Street  
Rezoning No.00562





3025 Douglas Street  
Rezoning No.00562



**SITE PLAN OF LOT A, SECTION 4,  
VICTORIA DISTRICT, PLAN 13004.**

SCALE 1:200M

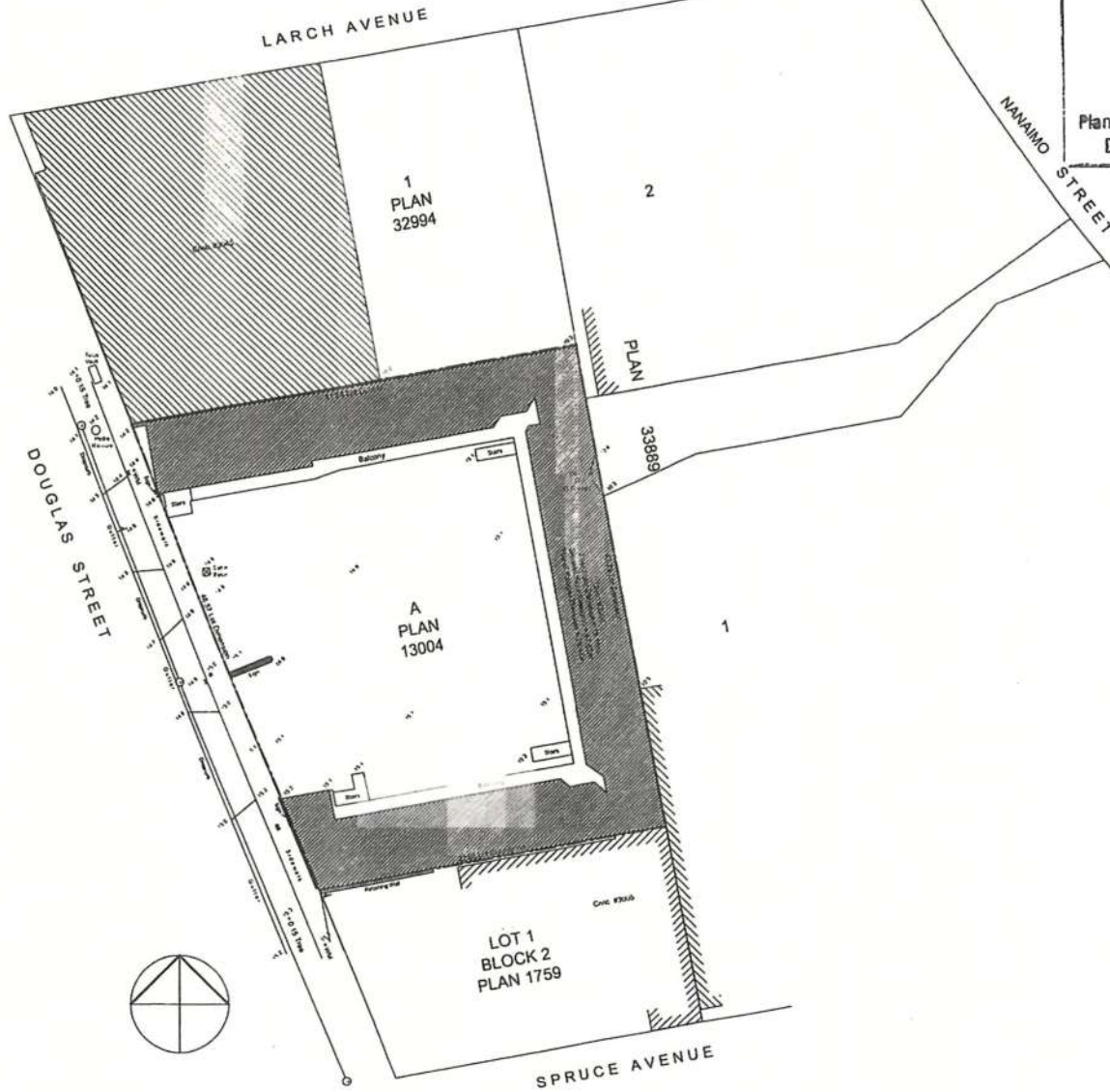
NOTE: Lot dimensions may vary upon completion  
of a comprehensive Legal survey. Elevations  
shown are based upon geosoid datum.

**LEGEND**

- ⊙ Denotes utility pole
- Denotes water main
- Denotes water valve
- Denotes gas valve
- Denotes sewer
- Denotes sign
- Denotes tree location and distribution
- Denotes ground elevation

Field survey completed the 25th day of February, 2011

File: 33-DEVONSHIRE-MN  
Date: March 2, 2011  
Plan: 1 and Surveying Ltd  
11400 14th Avenue  
Suite 101, Burnaby, BC V5C 4E8  
Tel: 291-4711 Fax: 291-4751516  
www.1andsurveying.com



Received  
City of Victoria

AUG 03 2017

Planning & Development Department  
Development Services Division



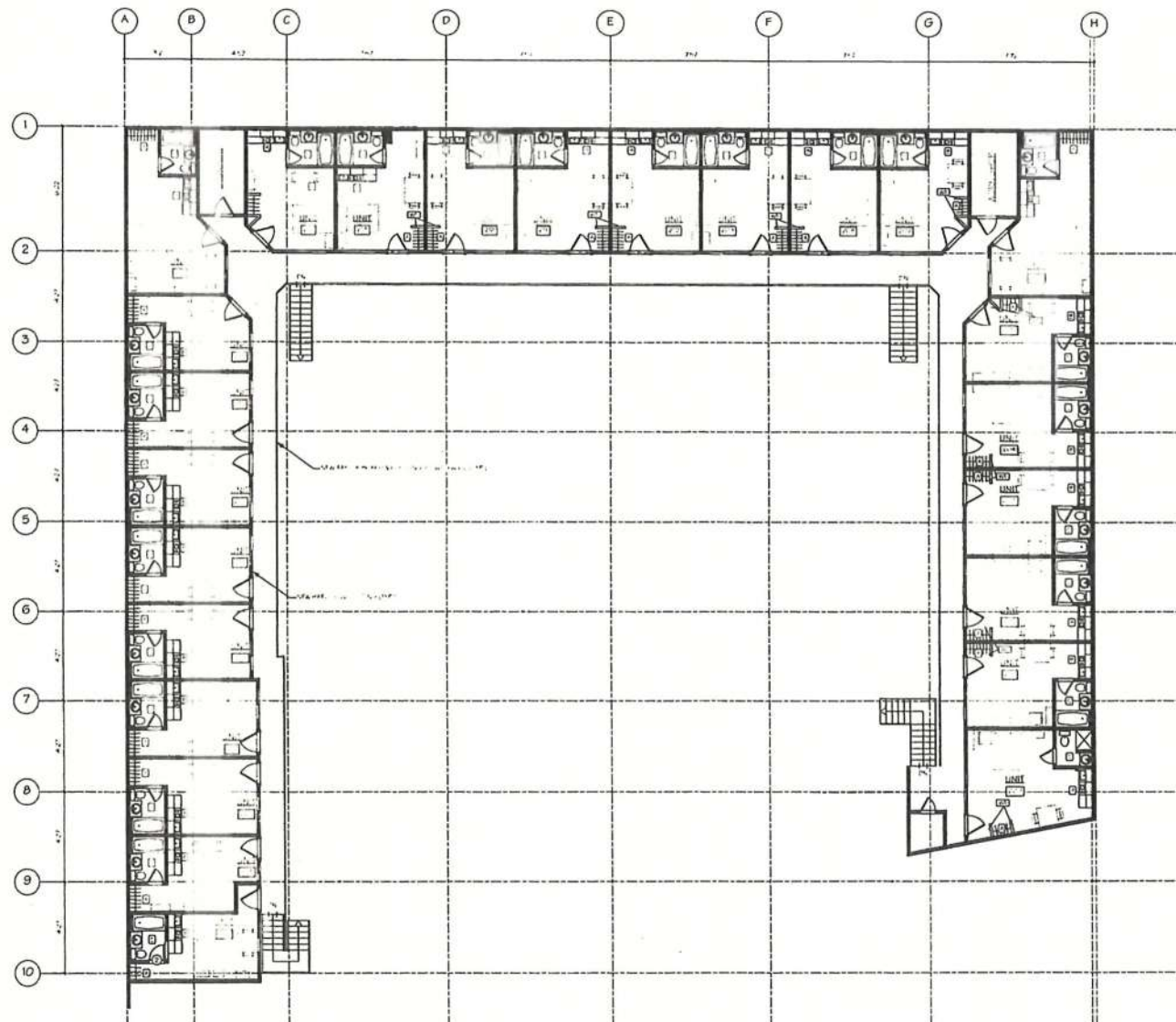
**MOTEL  
RENOVATION**  
8025 DOUGLAS STREET  
VICTORIA, BC

**SITE SURVEY /  
SITE PLAN**

DATE	BY	CHKD BY	DATE
MAR 2, 2011	1	1	1
MAR 2, 2011	1	1	1

A1.0





- TYPICAL NEW CONSTRUCTION**
- WALLS**
    - 1/2" THICK CONCRETE
    - 4" PALE CONCRETE
    - PALE
    - CONCRETE
  - DOORS**
    - 1/2" THICK CONCRETE
    - 4" PALE CONCRETE
    - PALE
    - CONCRETE
  - BASEMENTS**
    - 1/2" THICK CONCRETE
    - 4" PALE CONCRETE
    - PALE
    - CONCRETE
  - ROOF**
    - 1/2" THICK CONCRETE
    - 4" PALE CONCRETE
    - PALE
    - CONCRETE

- DRAWING SYMBOL LEGEND**
- 1/2" THICK CONCRETE WALL
  - 4" PALE CONCRETE WALL
  - PALE WALL
  - CONCRETE WALL
  - 1/2" THICK CONCRETE ROOF
  - 4" PALE CONCRETE ROOF
  - PALE ROOF
  - CONCRETE ROOF
  - 1/2" THICK CONCRETE FLOOR
  - 4" PALE CONCRETE FLOOR
  - PALE FLOOR
  - CONCRETE FLOOR

UPPER FLOOR RENOVATION PLAN  
Scale: 1/8" = 1'-0"

Received  
City of Victoria

AUG 03 2017

Planning & Development Department  
Development Services Division

**PRAXIS**  
ARCHITECTS

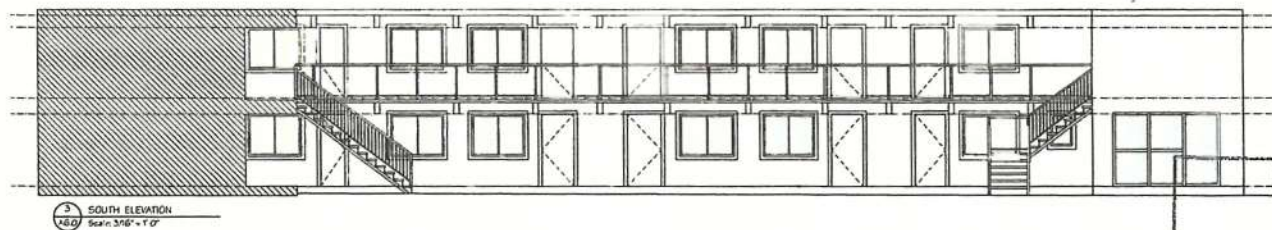
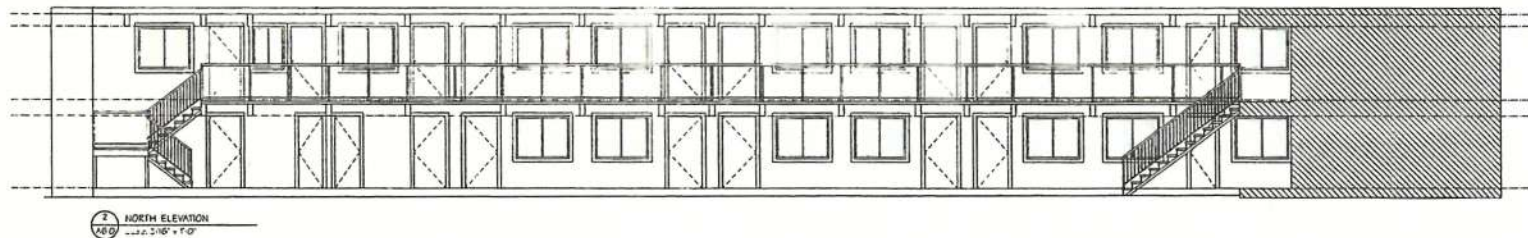
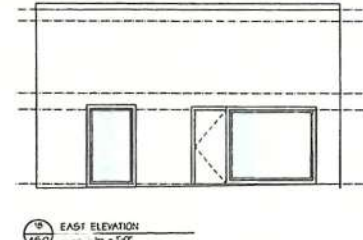
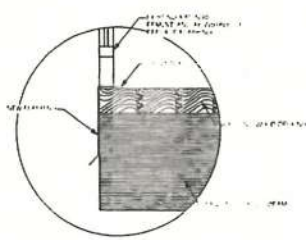
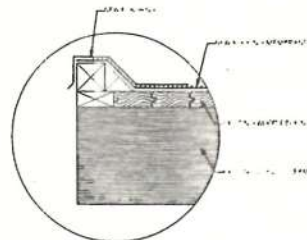
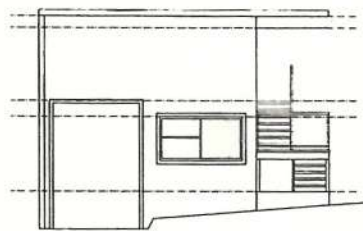
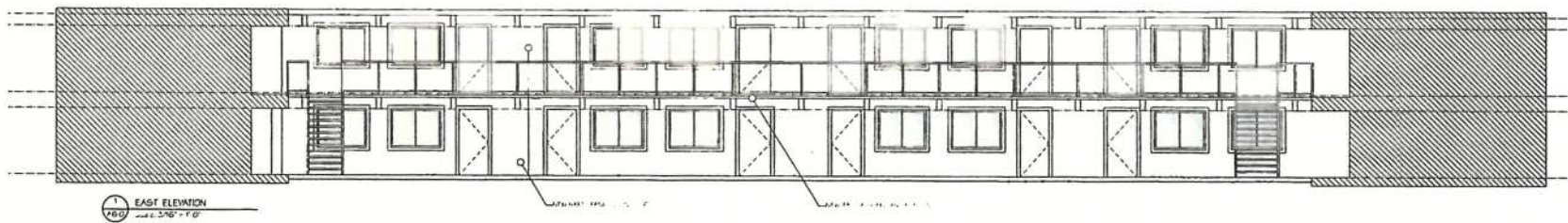
**MOTEL RENOVATION**  
5005 DOUGLAS STREET  
VICTORIA, BC

**UPPER FLOOR RENOVATION PLAN**

DATE	BY	CHECKED	DATE
2017.07.27	PR	PR	2017.07.27
2017.08.03	PR	PR	2017.08.03

**A4.1**





ALL DIMENSIONS ARE IN FEET AND INCHES. DIMENSIONS ARE GIVEN TO THE CENTER OF THE WALL OR TO THE FACE OF THE WALL, UNLESS OTHERWISE NOTED. DIMENSIONS ARE GIVEN TO THE CENTER OF THE WALL OR TO THE FACE OF THE WALL, UNLESS OTHERWISE NOTED. DIMENSIONS ARE GIVEN TO THE CENTER OF THE WALL OR TO THE FACE OF THE WALL, UNLESS OTHERWISE NOTED.



**MOTEL RENOVATION**  
3025 DOUGLAS STREET  
VICTORIA, BC

EXTERIOR ELEVATIONS

DATE: 10/1/17  
DRAWN BY: [Name]  
CHECKED BY: [Name]  
SCALE: 3/16\"/>

Received  
City of Victoria

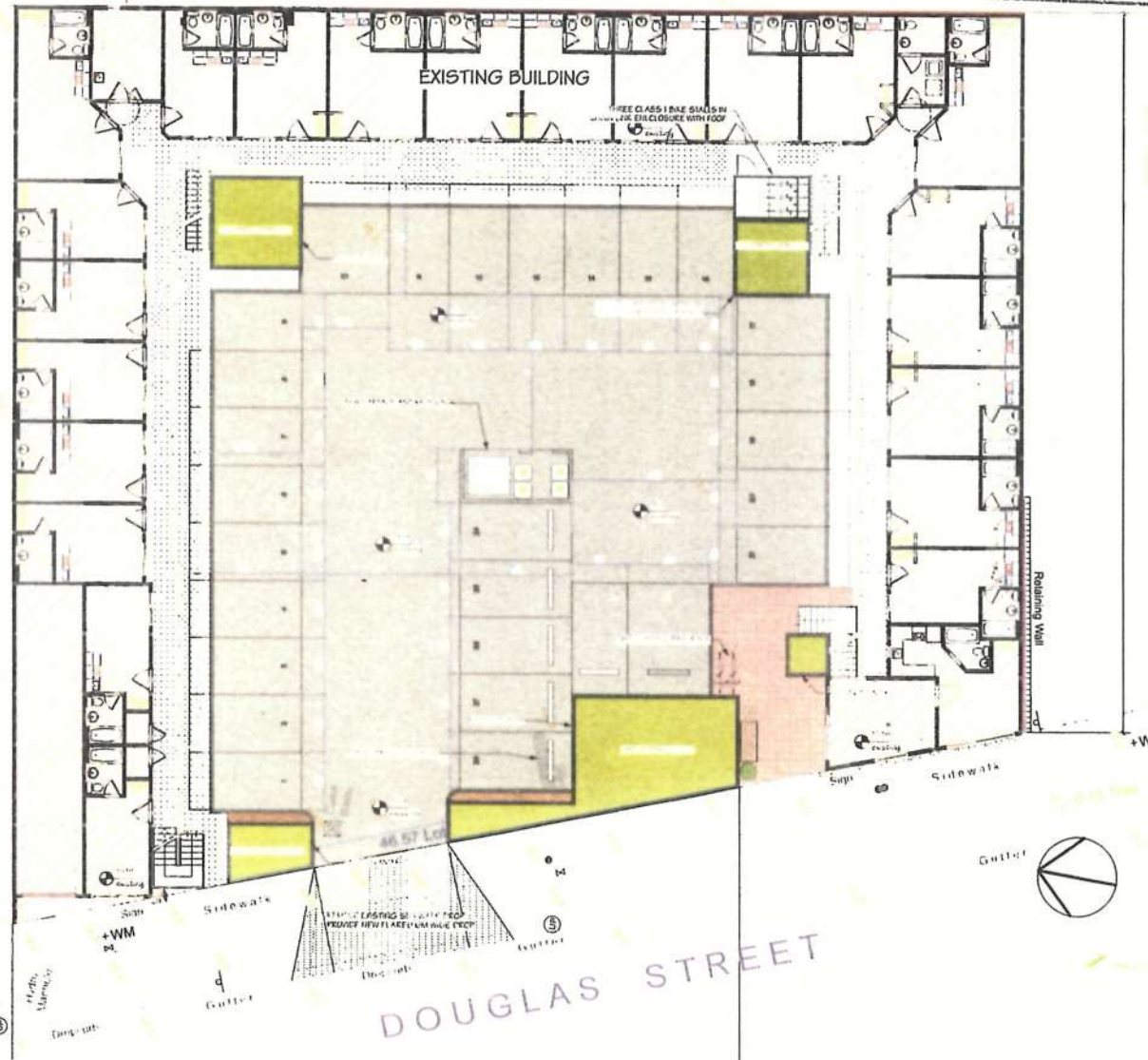
AUG 03 2017

Planning & Development Department  
Development Services Division

Received  
City of Victoria

AUG 03 2017

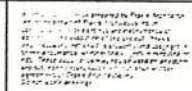
Planning & Development Department  
Development Services Division



1. The purpose of this plan is to provide a detailed site plan for the existing building and its surrounding area. The plan shows the building, parking areas, and surrounding streets. The plan also shows the location of the building and its surrounding area. The plan is a detailed site plan for the existing building and its surrounding area.

PRAXIS	
2025 DOUGLAS STREET VICTORIA, BC	
EXISTING PARKING / SITE PLAN	
DATE	BY
2017-07-27	10103

AUG 03 2017



1000	1000	1000
1000	1000	1000

A104



Received  
City of Victoria

AUG 03 2017

Planning & Development Department  
Development Services Division

## LEGEND

SHALL INCLUDE THIS TO BE A SELECTION OF  
ONE SPECIES, DRINK FOUNTAIN TREE  
SIZE 2.5 M HT., APPROXIMATE NO. - 2

CONIFERUS TREE TO BE A SELECTION OF SPECIES  
SIZE 2.5 M HT., APPROXIMATE NO. - 2

WORTH SIZES TO BE A SELECTION OF:  
HEDERA (H.), JUNIPERUS (J.), PINK  
ESCALONIA (E.), MYRTUS (M.), PINK (P.), PINK (P.),  
SIZE 21 CM POT, APPROXIMATE NO. - 21

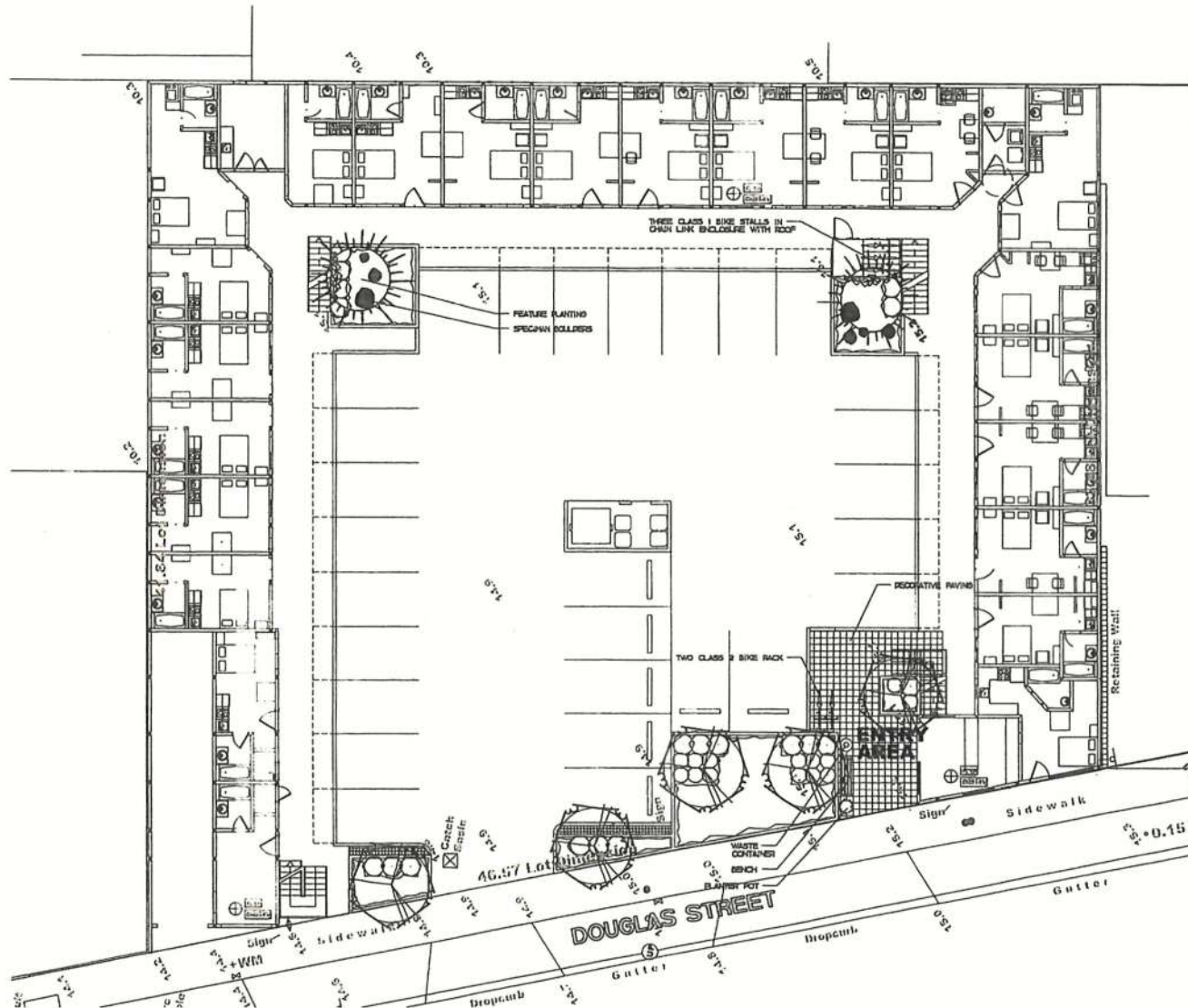
SHALL INCLUDE THIS TO BE A SELECTION OF:  
HEDERA (H.), JUNIPERUS (J.), PINK (P.),  
LAVENDER (L.), PINK (P.), PINK (P.),  
JUNIPERUS (J.), MYRTUS (M.), ESCALONIA (E.),  
SIZE 13 CM POT, APPROXIMATE NO. - 13

VINES TO BE A SELECTION OF PHACELIA (P.),  
ESCALONIA (E.), CLEMATIS (C.),  
SIZE 21 CM POT, APPROXIMATE NO. - 02

GROUNDCOVER TO BE A SELECTION OF:  
PINK (P.), ESCALONIA (E.), MYRTUS (M.),  
SIZE 10 CM POT, PLANT 48 CM O.C.

## NOTES

- LANDSCAPE AREAS ARE TO BE IRRIGATED WITH A FULLY AUTOMATIC UNDERGROUND IRRIGATION SYSTEM.
- THIS DRAWING IS CONCEPTUAL ONLY AND NOT INTENDED FOR CONSTRUCTION PURPOSES.
- THIS DRAWING IS FOR SOFT LANDSCAPE ONLY.
- STRUCTURAL ENGINEER TO CONFIRM LEVELS OF SOIL. THESE PROPOSED ARE ARBITRARILY SUPPORTED BY THE STRUCTURAL SLAB AND STRUCTURE BELOW. ANY STANDING LIMITATIONS INCLUDING BUT NOT LIMITED TO TEMPORARY STAGING OF SOILS, RAINFALL PLANT MATERIAL, ETC. SHOULD BE NOTED AND THE CONTRACTOR INFORMED PRIOR TO MOVING ANY MATERIAL ON THE SLAB STRUCTURE.



1. 1:100 SCALE	2. 1:100 SCALE
3. 1:100 SCALE	4. 1:100 SCALE
5. 1:100 SCALE	6. 1:100 SCALE
7. 1:100 SCALE	8. 1:100 SCALE
9. 1:100 SCALE	10. 1:100 SCALE
11. 1:100 SCALE	12. 1:100 SCALE
13. 1:100 SCALE	14. 1:100 SCALE
15. 1:100 SCALE	16. 1:100 SCALE
17. 1:100 SCALE	18. 1:100 SCALE
19. 1:100 SCALE	20. 1:100 SCALE
21. 1:100 SCALE	22. 1:100 SCALE
23. 1:100 SCALE	24. 1:100 SCALE
25. 1:100 SCALE	26. 1:100 SCALE
27. 1:100 SCALE	28. 1:100 SCALE
29. 1:100 SCALE	30. 1:100 SCALE
31. 1:100 SCALE	32. 1:100 SCALE
33. 1:100 SCALE	34. 1:100 SCALE
35. 1:100 SCALE	36. 1:100 SCALE
37. 1:100 SCALE	38. 1:100 SCALE
39. 1:100 SCALE	40. 1:100 SCALE
41. 1:100 SCALE	42. 1:100 SCALE
43. 1:100 SCALE	44. 1:100 SCALE
45. 1:100 SCALE	46. 1:100 SCALE
47. 1:100 SCALE	48. 1:100 SCALE
49. 1:100 SCALE	50. 1:100 SCALE
51. 1:100 SCALE	52. 1:100 SCALE
53. 1:100 SCALE	54. 1:100 SCALE
55. 1:100 SCALE	56. 1:100 SCALE
57. 1:100 SCALE	58. 1:100 SCALE
59. 1:100 SCALE	60. 1:100 SCALE
61. 1:100 SCALE	62. 1:100 SCALE
63. 1:100 SCALE	64. 1:100 SCALE
65. 1:100 SCALE	66. 1:100 SCALE
67. 1:100 SCALE	68. 1:100 SCALE
69. 1:100 SCALE	70. 1:100 SCALE
71. 1:100 SCALE	72. 1:100 SCALE
73. 1:100 SCALE	74. 1:100 SCALE
75. 1:100 SCALE	76. 1:100 SCALE
77. 1:100 SCALE	78. 1:100 SCALE
79. 1:100 SCALE	80. 1:100 SCALE
81. 1:100 SCALE	82. 1:100 SCALE
83. 1:100 SCALE	84. 1:100 SCALE
85. 1:100 SCALE	86. 1:100 SCALE
87. 1:100 SCALE	88. 1:100 SCALE
89. 1:100 SCALE	90. 1:100 SCALE
91. 1:100 SCALE	92. 1:100 SCALE
93. 1:100 SCALE	94. 1:100 SCALE
95. 1:100 SCALE	96. 1:100 SCALE
97. 1:100 SCALE	98. 1:100 SCALE
99. 1:100 SCALE	100. 1:100 SCALE



3025 DOUGLAS STREET  
VICTORIA, B.C.



PRELIMINARY PLAN 1/1





**P R A X I S**  
architects inc.

Robert Rocheleau, Architect AIBC

401-1245 Esquimalt Road, Victoria, BC V9A 3P2  
Tel: (250) 475-2702 • Fax: (250) 475-2701  
robert.rocheleau@praxisarchitectsinc.com

January 25, 2017

City of Victoria

1 Centennial Square  
Victoria, BC  
V8W 1P6

Re. 3025 Douglas Street  
Rezoning – Existing Motel to Residential

Mayor and Council,  
DESCRIPTION OF PROPOSAL

The owner of the existing motel at 3025 Douglas wishes to rezone the existing property from T-1 transient to residential.

Currently occupants of the existing motel when staying past the maximum time permitted in the T-1 zoning are subject to eviction. The proposed rezoning is requested so that these residents can legally remain where they now reside. It is understood that there is a shortage in Victoria of available accommodation that serves the budget and needs similar to those now living at 3025 Douglas St.

#### NEIGHBOURHOOD CONTEXT

The building is existing and newly renovated. The proposed change has been presented to the Burnside - Gorge Community Association and there are no objections to this proposed change. Refer to attached for more detailed information.

Trust this to be of assistance,

PRAXIS ARCHITECTS INC

per:

Robert Rocheleau, Architect AIBC  
Director





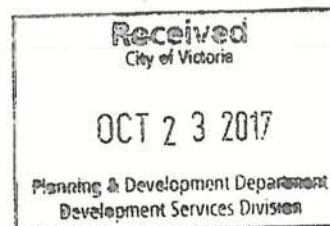
**P R A X I S**  
architects inc.

Robert Rocheleau, Architect AIBC

401-1245 Esquimalt Road, Victoria, BC V9A 3P2  
Tel: (250) 475-2702 • Fax: (250) 475-2701  
robert.rocheleau@praxisarchitectsinc.com

October 23, 2017

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



Re. 3025 Douglas Street  
Rezoning – Existing Motel to Residential

Mayor and Council,

The following is provided in response to the Application Review Summary received, subsequent discussions, a meeting with planning and transportation engineering on July 17 at the City of Victoria, and comments received from Leanne Taylor on August 24, 2017.

1. Amendment to the OCP

As per correspondence and meeting of July 17 at City of Victoria, Gorge Community Association Land Use Committee has advised that no additional meeting required.

2. Parking Variance:

Number of Units 48, market rental.

Existing parking 28 stalls.

It is proposed that there be a parking variance accepting the existing 28 stalls as sufficient.

The proposed revised Schedule C that is coming to Council for approval would require the following for Bachelor apartments:

If this building was in nearby Village Centre	.6 spaces / unit	28.8 spaces
If this building was in other areas	.75 spaces / unit	36 spaces
Parking ratio for existing Schedule C	1.3 spaces / unit	63 spaces

Per above, the provided 28 stalls is only .8 of a stall above meeting the Town Centre requirement. As this is within a block of the delineation of the Mayfair Town Centre boundary indicated in the proposed revised Schedule C, and 8 spaces short of meeting the requirement of the pending revised Schedule C, I submit that the requested variance is reasonable.

Notwithstanding the above, monitoring parking on site currently indicates that there are a significant number of available stalls of the 28 provided that are not being used.

For the existing storage area at basement level:

Area 1619 m2	storage	93 m2 / stall	17.4 spaces
29 m2 office / WC		65 m2 / stall	.45 spaces

(Note that in reality for continuing the existing car storage there area no occupants other than those from the dealership moving cars in and out, which is much less than the 18 required.)

Total parking required per current bylaw requirements 81

Unit Sizes:

Unit	m2	Unit	m2
	plus office		
100	22.6 16.5	200	27.1
101	20.3	201	22.9
102	22.9	202	22.9
103	22.9	203	22.9
104	22.9	204	22.9
105	22	205	22
106	29.7	206	29.7
107	22.8	207	22.8
108	23.7	208	23.7
109	23.7	209	23.7
110	23.7	210	23.7
111	23.7	211	23.7
112	23.7	212	23.7
113	23.8	213	23.8
114	17.9	214	23.2
115	29.9	215	29.9
116	19.7	216	19.7



117	20.3	217	20.3
118	20.3	218	20.3
119	20.3	219	20.3
120	20.3	220	20.3
121	20.5	221	21.4
122	19.3	222	21.4
		223	19.8
		224	19.8

3. Housing Agreement:

Owners will undertake a housing agreement with the City of Victoria

4. Lower Level Storage:

It is proposed that a portion of the lower level storage area be used to provide the required bicycle storage area to accommodate 48 bikes. Refer to the plan drawing of the Storage Area. Access will be provided down the existing ramp from Douglas Street.

Lighting will be provided to ensure the area is well lit, security cameras will be installed and monitored at the manager's office, and an alarm will also be installed, sounding in the bicycle storage area and the manager's office.

It is also proposed that the current use of car storage for nearby dealerships be permitted, as the existing ramp has proven adequate to serve this use. In the meeting with Transportation Engineering of July 17 this was discussed and there did not appear to be any objection to continue using the existing ramp off Douglas for this purpose, as is now done.

5. Private easement over 3090 Nanaimo Street:

The owner of the property at 3090 Nanaimo St. is not willing to enter into an agreement to provide this easement in perpetuity, therefore it is assumed that access will continue from Douglas Street down the existing ramp and also by new exit stairs to grade level.

6. Site Plan - Existing Parking layout:



See attached plan.

7. Landscape Strip:

As discussed in the meeting of July 17, there is no possibility of incorporating a landscape strip between car wheel stops and end of stalls, as the parking is over an existing structure.

8. Bicycle Storage:

Refer to Item 4 above.

9. Removal of redundant driveway crossings on Douglas St. frontage:

This was completed as part of the previous DP.

10. Storm Water Treatment:

Existing parking area exceeds 10 spaces. No change proposed from existing parking, which is as per previously approved DP.

11. Sewage Attenuation

This is an existing building whereby no changes are proposed.

Trust this to be of assistance,

PRAXIS ARCHITECTS INC

per:



Robert Rocheleau, Architect AIBC  
Director



# Burnside Gorge Community Association

471 Cecelia Road, Victoria, BC V8T 4T4  
T. 250-388-5251 | F. 250-388-5269  
info@burnsidegorge.ca | www.burnsidegorge.ca

April 30, 2016

Dear Mayor and Council:

## **CALUC Community Meeting: Rezoning Application for 3025 Douglas Street**

On April 11, 2016, the Burnside Gorge Community Association (BGCA) hosted a CALUC community meeting that was advertised to discuss the proposal to rezone 3025 Douglas Street from T-1 (Transient accommodation) to residential. While the property was recently renovated and is already fully occupied by tenants staying longer than 30 days, the new property owners wish to bring the building's zoning into conformance with its present use. There are 48 units, with an average size of 33-50 square metres; current rent is \$600-\$700.

Robert Rocheleau with Praxis Architects presented on behalf of the property owner. Feedback on this proposal is summarized below.

### **Parking**

- No parking variance would be applied for. There are 28 parking stalls on site which accommodates current use.

### **Building tenants**

- One attendee asked who currently lives in the building. Robert responded that the building is fully occupied, mainly by young people coming into Victoria to work, and that most people stay longer than 30 days.
- One attendee asked about frequency of police visits to the building. Robert responded that he wasn't certain how frequently police visit 3025 Douglas.
- One attendee asked whether current tenants are using leases. Robert responded that current tenants are not using leases, but that the owner intends to offer one-year leases should the rezoning application be successful.

### **Building use/zoning**

- A property manager lives on site.
- One attendee asked whether the City is pressuring the new owners to rezone. Robert replied that the owner is voluntarily undertaking the rezoning process in order to come into compliance.
- One attendee asked whether anything in the OCP precludes the owner from developing the site if the rezoning application is successful. Robert responded that according to the OCP, the owner may redevelop the site to a larger/taller development in future without another rezoning, and that it may not necessarily be residential.



# Burnside Gorge Community Association

471 Cecelia Road, Victoria, BC V8T 4T4  
T. 250-388-5251 | F. 250-388-5269  
info@burnsidegorge.ca | www.burnsidegorge.ca

**Vote:** As per the process of a BGCA rezoning community meeting, there was a straw vote to provide context to the questions. Of the meeting attendees who chose to vote, 3 were generally in favour and 1 was opposed to the proposal as presented.

## **Broader Context for Development**

In addition to facilitating comments on the specific rezoning application at BGCA community meetings, the Chair also seeks feedback from attendees on their wishes for, and thoughts about, the immediate vicinity of a subject property. This information is provided to Mayor and Council and the Planning department to help provide critical, holistic perspectives on neighbourhood development objectives. Over time, this will help us stitch together a more comprehensive view and put rezoning applications into context of overarching community goals.

Attendees provided the following comments about the area around 3025 Douglas Street:

- I'm not opposed to seeing this property remain the same but I want to see a mix of affordable housing and market housing. You can't put all marginalized people in one area.
- This property is a good example of the pressures facing this area; the neighbourhood plan includes more density but developments are low density.
- I want to see a large format grocery store in this area.

Respectfully,

*Carolyn Gisborne*

Land Use Committee Chair  
Burnside Gorge Community Association

cc: Sustainable Planning and Community Development Department  
Robert Rocheleau, Praxis Architects

From: Carolyn Gisborne <landuse@burnsidegorge.ca>  
Subject: Waiving community meeting: 3025 Douglas  
Date: November 27, 2016 at 1:03 PM  
To: caluc@victoria.ca  
Cc: mayorandcouncil@victoria.ca, Robert Rocheleau <robert.rocheleau@praxisarchitectsinc.com>

Good afternoon,

Robert recently reached out to the burnside gorge CALUC to inform us that the owners of 3025 Douglas intend to move forward with their rezoning application to bring it in line to its existing use as residential, from existing transient zoning.

Seven months have lapsed since the most recent community meeting and as such the CALUC can require another meeting. As the details of the application have not changed since the most recent community meeting in April, our CALUC does not require another meeting on this property.

However, please refer to the comments in the attached letter for a sense of community comments on this site and other motel conversions.

Best regards,

Carolyn Gisborne

From: Carolyn Gisborne <landuse@burnsidegorge.ca>  
Subject: CALUC community meeting: 3025 Douglas  
Date: April 30, 2016 at 1:40:37 PM PDT  
To: caluc@victoria.ca  
Cc: Robert Rocheleau <robert.rocheleau@praxisarchitectsinc.com>, Development Services email inquiries <DevelopmentServices@victoria.ca>

Dear Mayor and Council,

Please find attached a letter summarizing the CALUC community meeting feedback for 3025 Douglas.

Respectfully,

Carolyn Gisborne



3025Douglas.doc.pdf



Laura Wilson

---

**From:** Carolyn Gisborne <landuse@burnsidegorge.ca>  
**Sent:** Sunday, Nov 27, 2016 1:03 PM  
**To:** caluc@victoria.ca  
**Cc:** Victoria Mayor and Council; Robert Rocheleau  
**Subject:** Waiving community meeting: 3025 Douglas  
**Attachments:** 3025Douglas.doc.pdf

Good afternoon,

Robert recently reached out to the burnside gorge CALUC to inform us that the owners of 3025 Douglas intend to move forward with their rezoning application to bring it in line to its existing use as residential, from existing transient zoning.

Seven months have lapsed since the most recent community meeting and as such the CALUC can require another meeting. As the details of the application have not changed since the most recent community meeting in April, our CALUC does not require another meeting on this property.

However, please refer to the comments in the attached letter for a sense of community comments on this site and other motel conversions.

Best regards,  
Carolyn Gisborne

**From:** Carolyn Gisborne <landuse@burnsidegorge.ca>  
**Subject:** CALUC community meeting: 3025 Douglas  
**Date:** April 30, 2016 at 1:40:37 PM PDT  
**To:** caluc@victoria.ca  
**Cc:** Robert Rocheleau <robert.rocheleau@praxisarchitectsinc.com>, Development Services email inquiries <DevelopmentServices@victoria.ca>

Dear Mayor and Council,

Please find attached a letter summarizing the CALUC community meeting feedback for 3025 Douglas.

Respectfully,

Carolyn Gisborne

Laura Wilson

---

**From:** Carolyn Gisborne <landuse@burnsidegorge.ca>  
**Sent:** Saturday, Apr 30, 2016 1:41 PM  
**To:** caluc@victoria.ca  
**Cc:** Robert Rocheleau; Development Services email inquiries  
**Subject:** CALUC community meeting: 3025 Douglas  
**Attachments:** 3025Douglas.doc.pdf

Dear Mayor and Council,

Please find attached a letter summarizing the CALUC community meeting feedback for 3025 Douglas.

Respectfully,

Carolyn Gisborne

## Leanne Taylor

---

**From:** Carolyn Gisborne <landuse@burnsidegorge.ca>  
**Sent:** March 7, 2017 8:54 PM  
**To:** caluc@victoria.ca  
**Cc:** Community Planning email inquiries; Leanne Taylor; Robert Rocheleau  
**Subject:** 3025 Douglas

Good evening,

Robert recently reached out to the Burnside Gorge CALUC to inform us that the owners of 3025 Douglas intend to move forward with their rezoning application to bring it in line to its existing use as residential, from existing transient zoning, and that an OCP amendment will be required for the rezoning.

As the details of the application have not changed since the most recent community meeting in April 2016, our CALUC does not require another meeting on this property.

Best regards,  
Carolyn Gisborne



1. Update on Rezoning Application No. 00562 and Official Community Plan Amendment for 3025 Douglas Street

Motion:

It was moved by Councillor Coleman, seconded by Councillor Thornton-Joe:

1. That Council instruct staff to prepare the necessary Official Community Plan Amendment Bylaw in accordance with Section 475 of the *Local Government Act* by *removing* the property located at 3025 Douglas Street from the *General Employment* Urban Place Designation and adding it to the *Town Centre* Urban Place Designation; as well as, the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00562 for 3025 Douglas 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:
  - i. Preparation of the following documents, executed by the applicant, to the satisfaction of City Staff:
    - a. Housing Agreement to ensure that the dwelling units in the existing building would remain as rental in perpetuity.
  - ii. That Council determine, pursuant to section 475(1) of the Local Government Act, that the affected persons, organizations and authorities are those property owners and occupiers within a 200m radius of the subject properties; that the appropriate consultation measures would include a mailed notice of the proposed OCP Amendment to the affected persons; and posting of a notice on the City's website inviting affected persons, organizations and authorities to ask questions of staff and provide written or verbal comments to Council for their consideration.
  - iii. That Council, having provided the opportunity for consultation pursuant to Section 475(1) of the Local Government Act with persons, organizations and authorities it considers will be affected, specifically, the property owners and occupiers within a 200m radius of the subject properties, have been consulted at a Community Association Land Use Committee (CALUC) Community Meeting, consider whether the opportunity for consultation should be early and ongoing, and determine that no further consultation is required.
  - iv. That Council, specifically consider whether consultation is required under Section 475(2)(b) of the Local Government Act, and determine that no referrals are necessary with the Capital Regional District Board, Councils of Oak Bay, Esquimalt and Saanich, the Songhees and Esquimalt First Nations, the School District Board and the provincial and federal governments and their agencies due to the nature of the proposed amendment.
  - v. That Council give first reading to the Official Community Plan Amendment Bylaw.
  - vi. That Council consider the Official Community Plan Amendment Bylaw in conjunction with the City of Victoria 2018-2020 Draft Financial Plan, the Capital Regional District Liquid Waste Management Plan, and the Capital Regional District Solid Waste Management Plan pursuant to Section 477(3)(a) of the Local Government Act, and deem those Plans to be consistent with the proposed Official Community Plan Amendment Bylaw.
  - vii. That Council give second reading to the Official Community Plan Amendment Bylaw.
  - viii. That Council refer the Official Community Plan Amendment Bylaw for consideration at a Public Hearing.
2. That Council instruct staff to change the land use designation of the property located at 3025 Douglas Street from General Employment to Town Centre in the *Burnside Gorge Neighbourhood Plan*.

Carried Unanimously



**Leanne Taylor**

---

**From:** ED TOTH [REDACTED]  
**Sent:** March 29, 2018 2:32 PM  
**To:** Leanne Taylor  
**Cc:** Radoslav Lepur  
**Subject:** 3025 Douglas St

To Leanne Taylor, Senior Planner, City of Victoria

Thank you for seeing us at City Hall. Please forward our comments below to City Council for their consideration.

I am the owner of the property at 3045 Douglas St. At times we are feeling that we are under siege from street people. We have received complaints from all of our tenants. Some of the complaints relate to feces, strong smell of urine and garbage strewn about by the garbage bin area in the covered parking. We have also had small campfires in that area on cold nights. Other complaints relate to needles left randomly strewn about. One of our retail tenants (TJ Kiddies Korner) had a boulder smashed through their front door and persons entered the premises.

We have had security patrols for several years. We are now faced with costly renovations to secure the covered parking area. Some tenants have concerns about their safety, especially the personnel (primarily women) who work 24 hrs. a day at Victoria Taxi, a business at the front of the building on Douglas St.

We have had two vacancies in our building for several years and the surrounding area is one of the concerns for prospective tenants. We also have concerns about existing leases when the leases come up for renewal.

One can argue that the people living at 3025 Douglas St. are not the problem for people sleeping and causing problems at 3045 Douglas because they have a place to live. According to one of our tenants, people do congregate near 3045 and 3025 and could be residents and their friends from 3025 and other shelters and residences in the immediate area. There is a disproportionate concentration of facilities for homeless and low income people in that area and the property at 3025 Douglas St. should not be added to the list.

Mrs. Draginja Lepur  
 President, Cromwell Industries Inc.

Sent from my iPad

## Leanne Taylor

---

**From:** John Norris [REDACTED]  
**Sent:** March 21, 2018 10:37 AM  
**To:** Leanne Taylor  
**Subject:** amending OCP designation to facilitate rezoning for 3025 Douglas St.

Hello Leanne,

Considering the info you have provided about facilitating a rezoning application for the noted property it seems that this is unfair to the other property owners nearby as a rezoning of this property would add significant value to the subject property.

Were I able to rebuild on my property at 3050 Nanaimo St. a mixed residential and ground level commercial building the value of the property would certainly increase.

I do believe that this area is a natural for the kind of zoning being proposed for 3025 Douglas with transit, grocery, parks and pretty well all other services available within short walking distance.

Are there rezoning applications, changes within the OCP or plans for the former Canadian Tire property or other surrounding properties currently in the works?

My concern is that such changes are fair to all surrounding property owners. It does not seem that rezoning this one property meets that criteria.

sincerely,  
John Norris  
[REDACTED]

## Leanne Taylor

---

**From:** Leanne Taylor  
**Sent:** December 12, 2017 11:17 AM  
**To:** 'Lindsay Edwards'  
**Subject:** RE: 3025 Douglas Street Input

Hi Lindsay,

Thank you for your email. I have forwarded it to Legislative Services to be included on the Council Agenda when the Application goes to Council for a Public Hearing.

Kind regards,

Leanne

**Leanne Taylor, MCIP, RPP**  
Senior Planner  
Sustainable Planning and Community Development  
City of Victoria  
1 Centennial Square, Victoria BC V8W 1P6

T 250.361.0561 F 250.361.0386



**From:** Lindsay Edwards [lindsayedwards1981@gmail.com](mailto:lindsayedwards1981@gmail.com)  
**Sent:** December 11, 2017 4:54 PM  
**To:** Leanne Taylor <ltaylor@victoria.ca>  
**Subject:** 3025 Douglas Street Input

Hi Leanne,

I think converting 3025 Douglas St from motel to residential is a great idea.

Thanks,

Lindsay Edwards

# A BYLAW OF THE CITY OF VICTORIA

The purpose of this Bylaw is to amend the Official Community Plan to change the urban place designation of 3025 Douglas Street from General Employment to Town Centre as shown on Schedule 1.

Under its statutory powers, including sections 471 to 474 of the *Local Government Act*, the Council of the Corporation of the City of Victoria, in an open meeting assembled, enacts the following provisions:

- 1 This Bylaw may be cited as the “OFFICIAL COMMUNITY PLAN BYLAW, 2012,  
AMENDMENT BYLAW (NO. 22)”.
- 2 Bylaw No. 12-013, the Official Community Plan Bylaw, 2012, is amended as follows in  
Schedule A:
  - (a) in section 6, by repealing Map 2 and replacing it with the Map 2 attached to this  
Bylaw as Schedule 1; and
  - (b) in section 21, by repealing Map 19 and replacing it with the Map 19 attached to  
this Bylaw as Schedule 2.

READ A FIRST TIME the day of 2018.

READ A SECOND TIME the \_\_\_\_\_ day of \_\_\_\_\_ 2018.

Public hearing held on the \_\_\_\_\_ day of \_\_\_\_\_ 2018.

READ A THIRD TIME the \_\_\_\_\_ day of \_\_\_\_\_ 2018.

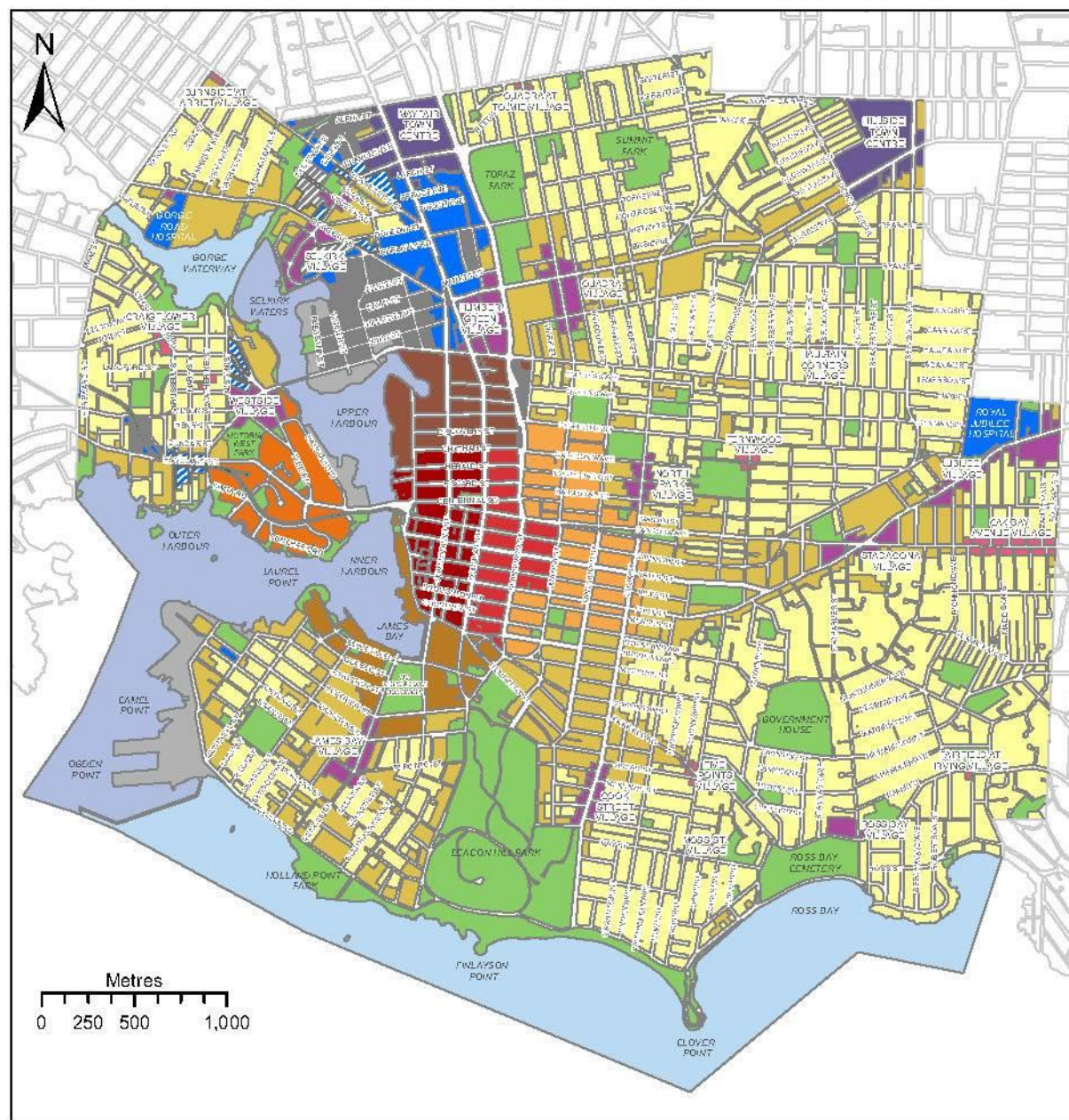
ADOPTED on the \_\_\_\_\_ day of \_\_\_\_\_ 2018.

CITY CLERK

MAYOR

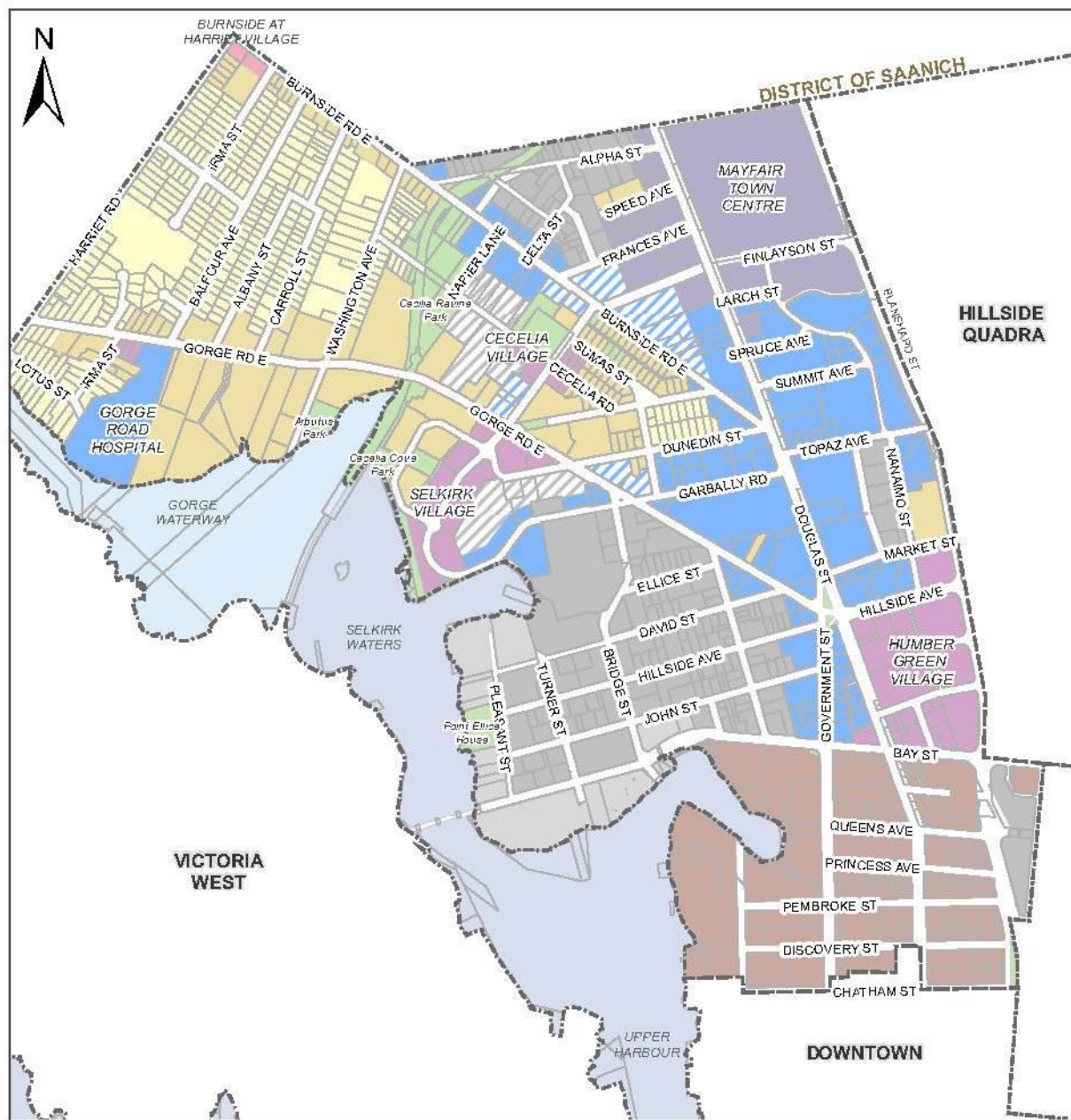


## MAP 2 Urban Place Designations



Urban Place Designations extend to the centerlines of adjacent streets.





# MAP 19

## Burnside Neighbourhood

Schedule 2

### Urban Place Designations\*

- Core Employment
- Industrial Employment
- Employment-Residential
- Industrial Employment-Residential
- Marine Industrial
- General Employment
- Town Centre
- Large Urban Village
- Small Urban Village
- Urban Residential
- Traditional Residential
- Public Facilities, Institutions, Parks and Open Space
- Working Harbour
- Marine

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

NO. 18-004

A BYLAW OF THE CITY OF VICTORIA

The purposes of this Bylaw are to amend the Zoning Regulation Bylaw by creating the R-85 Zone, Douglas Street Motel Conversion District, and to rezone land known as 3025 Douglas Street from the T-1 Zone, Limited Transient Accommodation to the R-85 Zone, Douglas Street Motel Conversion District.

The Council of The Corporation of the City of Victoria enacts the following provisions:

- 1 This Bylaw may be cited as the “ZONING REGULATION BYLAW, AMENDMENT BYLAW (NO.1134)”.
- 2 Bylaw No. 80-159, the Zoning Regulation Bylaw, is amended in the Table of Contents of Schedule “B” under the caption PART 3 – Multiple Dwelling Zones by adding the following words:  
  
“Part 3.115 R-85 Zone, Douglas Street Motel Conversion District”
- 3 The Zoning Regulation Bylaw is also amended by adding to Schedule B after Part 3.114 the provisions contained in Schedule 1 of this Bylaw.
- 4 The land known as 3025 Douglas Street, legally described as Lot A, Section 4, Victoria District, Plan 13004 and shown hatched on the attached map, is removed from the T-1 Zone, Limited Transient Accommodation, and placed in the R-85 Zone, Douglas Street Motel Conversion District.

READ A FIRST TIME the	day of	2018
READ A SECOND TIME the	day of	2018
Public hearing held on the	day of	2018
READ A THIRD TIME the	day of	2018
ADOPTED on the	day of	2018

CITY CLERK

MAYOR

# PART 3.115 – R-85 ZONE, DOUGLAS STREET MOTEL CONVERSION DISTRICT

## 3.115.1 Permitted Uses in this Zone

The following uses are the only uses permitted in this Zone:

- a. Offices
- b. In a Building constructed before 1959:
  - (1) Multiple dwelling
  - (2) Commercial storage of vehicles in the basement level

## 3.115.2 Lot Area

- a. Lot area (minimum) 1710m<sup>2</sup>

## 3.115.3 Floor Space Ratio

- Floor space ratio (maximum) 0.8:1

## 3.115.4 Height, Storeys

- a. Principal building height (maximum) 8.2m
- b. Storeys (maximum) 2

## 3.115.5 Setbacks

- a. Front yard setback (minimum) 7.50m
- b. Rear yard setback (minimum) 4m
- c. Side yard setback from interior lot lines (minimum) 4m
- d. Side yard setback on a flanking street for a corner lot (minimum) 4m

## 3.116.6 Site Coverage, Open Site Space

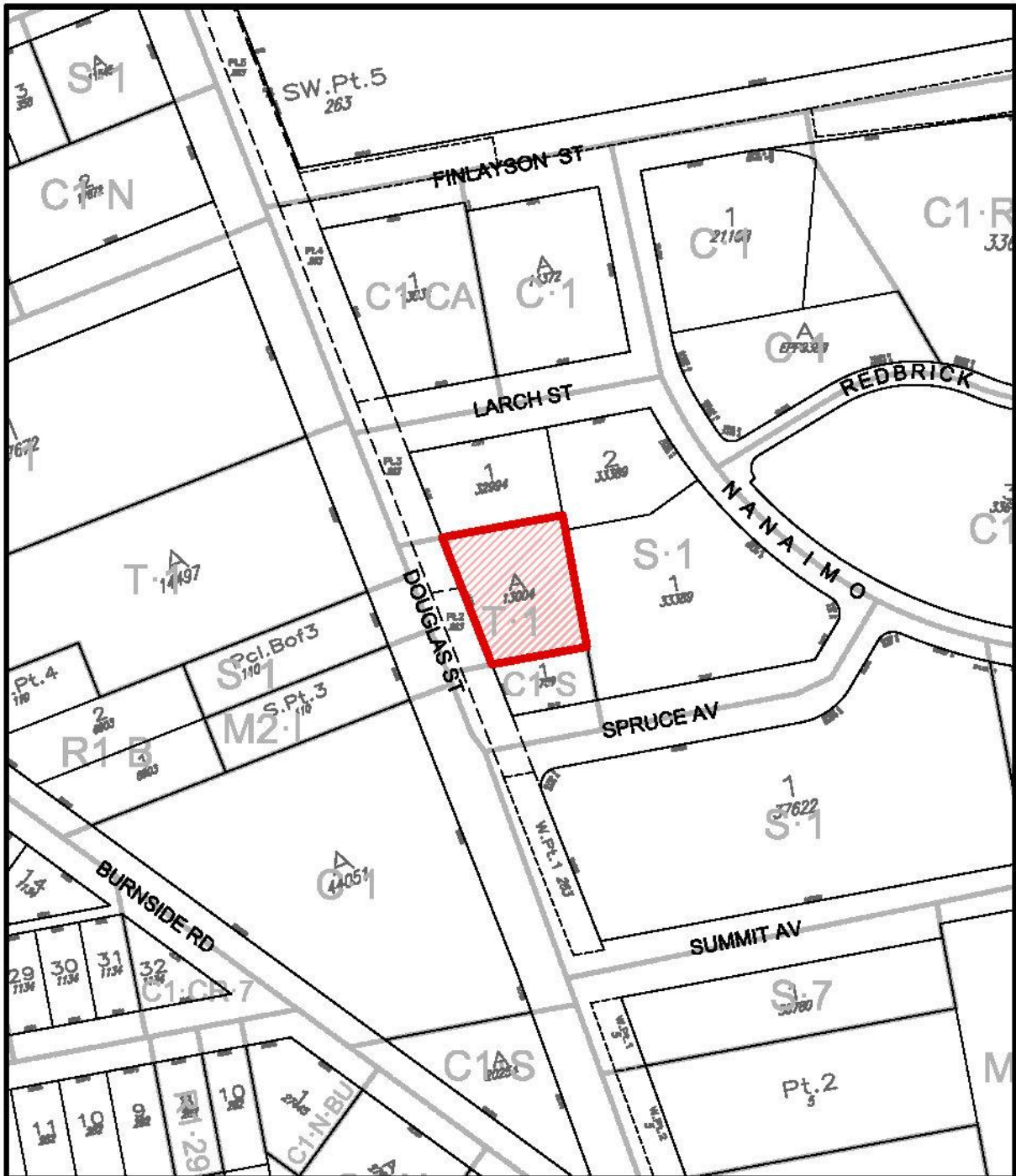
- a. Site Coverage (maximum) 30%
- b. Open site space (minimum) 30%



**PART 3.115 – R-85 ZONE, DOUGLAS STREET MOTEL CONVERSION DISTRICT**

**3.116.7 Vehicle and Bicycle Parking**

- |                              |  |
|------------------------------|--|
| a. Vehicle parking (minimum) | Subject to the regulations in Schedule “C” |
| b. Bicycle parking (minimum) | Subject to the regulations in Schedule “C” |



3025 Douglas Street  
Rezoning No.00562



Under its statutory powers, including section 483 of the *Local Government Act*, the Council of The Corporation of the City of Victoria in an open meeting enacts the following provisions:

1      This Bylaw may be cited as the "HOUSING AGREEMENT (3025 DOUGLAS STREET) BYLAW (2018)".

2 The Mayor and the City's Corporate Administrator are authorized to execute the Housing Agreement

(a) substantially in the form attached to this Bylaw as Schedule A;

(b) between the City and F.C. Douglas Properties Ltd., Inc. No. BC1063405 or other registered owners from time to time of the lands described in subsection (c); and

(c) that applies to the lands known as 3025 Douglas Street, Victoria, BC, legally described as:

Lot A, Section 4, Victoria District, Plan 13004

ADOPTED on the \_\_\_\_\_ day of \_\_\_\_\_ 2018

MAYOR

**HOUSING AGREEMENT**  
(Pursuant to Section 483 of the Local Government Act)

BETWEEN:

**THE CORPORATION OF THE CITY OF VICTORIA**  
#1 Centennial Square, Victoria, B.C. V8W 1P6  
(the "City")

OF THE FIRST PART

AND:

**F.C. DOUGLAS PROPERTIES LTD. (Incorporation No.BC1063405),**  
with registered and records office at:  
Lim and Company, Barristers and Solicitors  
202 - 2232 West 41<sup>st</sup> Avenue, Vancouver, B.C. V6M 1Z8  
(the "Owner")

OF THE SECOND PART

AND:

**CANADIAN WESTERN BANK**  
#1, 7548 120th Street, Surrey, B.C. V3W 3N1  
(the "Existing Chargeholder")

OF THE THIRD PART

W H E R E A S:

- A. Under section 483 of the Local Government Act the City may, by bylaw, enter into a Housing Agreement with an owner regarding the occupancy of the housing units identified in the agreement, including but not limited to terms and conditions referred to in section 483(2) of the Local Government Act.
- B. The Owner is the registered owner in fee simple of lands in the City of Victoria, British Columbia, with a civic address of 3025 Douglas Street, Victoria, B.C. and legally described as:  
  
PID: 004 -465-458; LOT A, SECTION 4, VICTORIA DISTRICT, PLAN13004  
(collectively, the "Lands")
- C. The Owner has applied to the City to rezone the Lands to permit 48 housing units within the Development in accordance with this Agreement.
- D. The City and the Owner wish to enter into this Agreement, as a Housing Agreement pursuant to section 483 of the Local Government Act, to secure the agreement of the Owner that all Dwelling Units within the Development on the Lands will be used and held only as rental housing.

NOW THIS AGREEMENT WITNESSES that pursuant to section 483 of the Local Government Act, and in consideration of the premises and covenants contained in this agreement (the "Agreement"), the parties agree each with the other as follows:



1 DEFINITIONS

1.1 In this Agreement:

"Development" means the existing 48 unit building consisting of residential housing and related facilities on the Lands;

"Dwelling Units" means any or all, as the context may require, of the 48 self-contained residential dwelling units within the Development and includes any dwelling unit that is developed on the Lands in future, whether as part of the Development or otherwise, and

"Dwelling Unit" means any of such residential dwelling units located on the Lands;

"Immediate Family" includes a person's husband, wife, child, mother, father, brother, sister, mother-in-law, father-in-law, grandparent, brother-in-law, sister-in-law, niece and nephew;

"Non-owner" means a person other than the Owner and other than a member of the Owner's Immediate Family, who occupies a Dwelling Unit for residential purposes;

"Owner" includes a person who acquires an interest in the Lands or any part of the Lands and is thereby bound by this Agreement, as referred to in section 7.3; and

"Tenancy Agreement" means a tenancy agreement pursuant to the Residential Tenancy Act that is regulated by that Act.

1.2 In this Agreement:

- (a) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment; and
- (b) reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted or replaced, unless otherwise expressly provided.

2 DWELLING UNITS TO BE USED AND OCCUPIED ONLY AS RENTAL UNITS

- 2.1 The Owner covenants and agrees that the Dwelling Units shall only be used as rental housing in perpetuity, and for that purpose shall only be occupied by a Non-owner under the terms of a Tenancy Agreement between the Owner and the Non-owner who occupies the Dwelling Unit.

3 REPORTING

- 3.1 The Owner covenants and agrees to provide to the City's Director of Sustainable Planning and Development, on the 1st day of February in each calendar year, a report in writing confirming that all Dwelling Units are being rented to Non-owners, along with such other information as may be requested by the Director from time to time.
- 3.2 The Owner hereby authorizes the City to make such inquiries as it considers necessary in order to confirm that the Owner is complying with this Agreement.
- 3.3 The Owner acknowledges that it is within the City's sole discretion to consent or not to consent to modifications of this Agreement and that such consent may be withheld for any reason.

4 NOTICE TO BE REGISTERED IN LAND TITLE OFFICE

- 4.1 Notice of this Agreement (the "Notice") will be registered in the Land Title Office by the City at the cost of the Owner in accordance with section 483 of the Local Government Act, and this

Agreement is binding on the parties to this Agreement as well as all persons who acquire an interest in the Lands after registration of the Notice.

5 LIABILITY

- 5.1 The Owner agrees to indemnify and saves harmless the City and each of its elected and appointed officials, employees and agents and their respective administrators, successors and permitted assigns, of and from all claims, demands, actions, damages, costs and liabilities, which all or any of them shall or may be liable for or suffer or incur or be put to by reason of or arising out of failure of the Owner to comply with the terms and conditions of this Agreement.
- 5.2 The Owner hereby releases and forever discharges the City and each of its elected and appointed officials, employees and agents and their respective administrators, successors and permitted assigns, of and from any and all claims, demands, actions, damages, economic loss, costs and liabilities which the Owner now has or hereafter may have with respect to or by reason of or arising out of the fact that the Lands are encumbered by and affected by this Agreement.

6 PRIORITY AGREEMENT

- 6.1 The Existing Chargeholder, as the registered holder of a charge by way of Mortgage and Assignment of Rents against the Lands, which said charges are registered in the Land Title Office at Victoria, British Columbia, under numbers CA6053381 and CA6053382, for and in consideration of the sum of One Dollar (\$1.00) paid by the City (the receipt whereof is hereby acknowledged), agrees with the City that upon filing of a Notice with the Land Title Office that the Lands are subject to this Agreement, pursuant to Section 483(5) of the Local Government Act, this Agreement shall be an encumbrance upon the Lands in priority to the said charges in the same manner and to the same effect as if Notice had been filed prior to the said charges.

7 GENERAL PROVISIONS

- 7.1 NOTICE. If sent as follows, notice under this Agreement is considered to be received

- (a) seventy-two (72) hours after the time of its mailing (by registered mail) or faxing, and
- (b) on the date of delivery if hand-delivered,

to the City: City of Victoria, #1 Centennial Square, Victoria, BC V8W 1P6  
Attention: Director of Sustainable Planning and Community Development  
Fax: 250-361-0386

To the Owner: Lim and Company, Barristers and Solicitors  
202 - 2232 West 41<sup>st</sup> Avenue, Vancouver, B.C. V6M 1Z9  
Fax: 604 263-0880

If a party identifies alternate contact information in writing to another party, notice is to be given to that alternate address.

If normal mail service or facsimile service is interrupted by strike, work slowdown, force majeure, or other cause,

- (b) notice sent by the impaired service is considered to be received on the date of delivery, and
- (c) the sending party must use its best efforts to ensure prompt receipt of a notice by using other uninterrupted services, or by hand-delivering the notice.

- 7.2 TIME. Time is of the essence of this Agreement.
- 7.3 BINDING EFFECT. This Agreement will enure to the benefit of and be binding upon the parties hereto and their respective heirs, administrators, executors, successors, and permitted assignees. In accordance with section 483(6) of the Local Government Act, this Agreement and all obligations hereunder is binding on all who acquire an interest in the Lands, and the Owner only during the Owner's ownership of any interest in the Lands, and with respect only to that portion of the Lands of which the Owner has an interest.
- 7.4 WAIVER. The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.
- 7.5 HEADINGS. The headings in this Agreement are inserted for convenience and reference only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision of it.
- 7.6 LANGUAGE. Wherever the singular, masculine and neuter are used throughout this Agreement, the same is to be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.
- 7.7 EQUITABLE REMEDIES. The Owner acknowledges and agrees that damages would be an inadequate remedy for the City for breach of this Agreement and that the public interest strongly favours specific performance, injunctive relief (mandatory or otherwise), or other equitable relief, as the only adequate remedy for a default under this Agreement.
- 7.8 CUMULATIVE REMEDIES. No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.
- 7.9 ENTIRE AGREEMENT. This Agreement when executed will set forth the entire agreement and understanding of the parties as at the date it is made.
- 7.10 FURTHER ASSURANCES. Each of the parties will do, execute, and deliver, or cause to be done, executed, and delivered all such further acts, documents and things as may be reasonably required from time to time to give effect to this Agreement.
- 7.11 AMENDMENT. This Agreement may be amended from time to time, by consent of the Owner and a bylaw duly passed by the Council of the City and thereafter if it is signed by the City and the Owner.
- 7.12 LAW APPLICABLE. This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.
- 7.13 NO DEROGATION FROM STATUTORY AUTHORITY. Nothing in this Agreement shall:
- (a) limit, impair, fetter or derogate from the statutory powers of the City all of which powers may be exercised by the City from time to time and at any time to the fullest extent that the City is enabled and no permissive bylaw enacted by the City, or permit, licence or approval, granted, made or issued thereunder, or pursuant to statute, by the City shall estop, limit or impair the City from relying upon and enforcing this Agreement; or
  - (b) relieves the Owner from complying with any enactment, including the City's bylaws, or any obligation of the Owner under any other agreement with the City.

- 7.14 **JOINT AND SEVERAL.** The Owner, if more than one, are jointly and severally obligated to perform and observe each and every of the covenants, warranties and agreements herein contained by the Owner to be observed and performed.
- 7.15 **COUNTERPARTS.** This Agreement may be executed in counterparts and delivered by facsimile or emailed PDF file, each of which will have the same effect as if all parties had signed the same document. Each counterpart shall be deemed to be an original. All counterparts shall be construed together and shall constitute one and the same Agreement.
- 7.16 **EFFECTIVE DATE.** This Agreement is effective as of the date of the signature of the last party to sign.

IN WITNESS WHEREOF the parties hereto have set their hands and seals as of the day and year last below written.

**THE CORPORATION OF THE CITY OF  
VICTORIA** by its authorized signatories:

\_\_\_\_\_  
Mayor:

\_\_\_\_\_  
City Clerk:

\_\_\_\_\_  
Date signed:

**F.C. DOUGLAS PROPERTIES LTD.**  
by its authorized signatories:

\_\_\_\_\_  
Print name:

\_\_\_\_\_  
Print name:

\_\_\_\_\_  
Date signed: April 13, 2018

**CANADIAN WESTERN BANK**  
by its authorized signatories:

\_\_\_\_\_  
Print name: Dylan Watson  
AWP & Branch Manager

\_\_\_\_\_  
Print name: CHETAN BHATTI  
SENIOR MANAGER  
COMMERCIAL BANKING

\_\_\_\_\_  
Date signed: April 2, 2018





## Council Report

For the Meeting of June 28, 2018

---

**To:** Council **Date:** June 14, 2018  
**From:** Jonathan Tinney, Director, Sustainable Planning and Community Development  
**Subject:** **Rezoning Application No. 00614 for 3103 Washington Avenue – Application Ready to Proceed to Public Hearing**

---

### RECOMMENDATION

That Council give first and second reading of the Zoning Regulation Bylaw Amendment (Bylaw No. 18-031).

### EXECUTIVE SUMMARY

The purpose of this report is to present Council with an update regarding the Rezoning Application for the property located at 3103 Washington Avenue. The proposal is to construct four single-family dwellings on the lot.

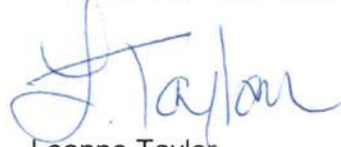
In accordance with Council's motion of January 11, 2018 included below, the necessary conditions that would authorize the approval of the Rezoning for the subject property have been fulfilled. The Committee of the Whole reports dated, December 28, 2018 together with the meeting minutes, are attached. The motion from the January 11, 2018, Council meeting was:

1. *Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00614 for 3103 Washington Avenue, 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:*
  - a. *Preparation of the following documents, executed by the applicant to the satisfaction of City Staff:*
    - i. *Section 219 covenant to secure the design and associated landscaping of four proposed single-family dwelling Units, and to ensure the dwelling units are constructed in accordance with the plans approved by Council.*

### Public Hearing Conditions

With regard to the pre-conditions that Council set in relation to this Application, staff can report that a Section 219 covenant to secure the design and associated landscaping of the four proposed single-family dwelling units, and to ensure the dwelling units are constructed in accordance with the plans approved by Council has been registered on title. The recommendation provided for Council's consideration contains the appropriate language to advance this Application to a Public Hearing.

Respectfully submitted,



Leanne Taylor  
Senior Planner  
Development Services Division



Jonathan Tinney, Director  
Sustainable Planning and Community  
Development Department

Report accepted and recommended by the City Manager



Date:

June 20, 2018

#### List of Attachments

- Appendix A: Committee of the Whole report dated December 28, 2017
- Appendix B: Minutes from the Council Meeting dated January 11, 2018
- Appendix C: Minutes from the Committee of the Whole Meeting dated January 11, 2018.



## Committee of the Whole Report For the Meeting of January 11, 2018

---

**To:** Committee of the Whole **Date:** December 28, 2017

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

**Subject:** Rezoning Application No. 00614 for 3103 Washington Avenue

---

### RECOMMENDATION

That Council decline Rezoning Application No. 00614 for the property located at 3103 Washington Street.

### 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 3103 Washington Avenue. The proposal is to rezone from the R1-B Zone, Single Family Dwelling District, to a new zone in order to construct four single-family dwellings on the lot.

The following points were considered in assessing this Application:

- the subject property is designated *Traditional Residential* in the Official Community Plan which supports ground-oriented buildings up to two-storeys, and envisions a density up to 1:1 floor space ratio (FSR). The proposed single-family dwelling units are two-storeys and ground-oriented housing with a density of less than 1:1 FSR; however, the proposed clustering of four single-family dwellings on one lot is not a type of housing form that is contemplated in the OCP
- the *Burnside Gorge Neighbourhood Plan* encourages ground-oriented infill development on large lots along Washington Avenue, including a variety of new housing forms, such as row houses or townhouses, and a diversity of housing choices such as family-oriented housing that are appropriate within the *Traditional Residential* OCP designation. Even though the proposal is for ground-oriented family housing, staff do not support this proposal from a site planning and design-perspective, and encourage the applicant to



consider a different housing form such as attached townhouses or two-single family dwellings with garden suites

- if the property is consolidated with neighbouring lots then more efficient densities, circulation and site layouts could be realized
- the subject property is exempt from requiring a Development Permit to construct the proposed three single-family dwellings according to Appendix A: Development Permit Areas and Heritage Conservation Areas in the OCP; however, the applicant is willing to register a section 219 covenant on title to secure the design of the proposed single-family dwelling units and associated hard and soft landscaping to ensure the dwellings are constructed in accordance with plans approved by Council.

## **BACKGROUND**

### **Description of Proposal**

This Rezoning Application is to construct four single-family dwellings on one lot. A new zone would be required to facilitate this development.

The following differences from the current zone are being proposed and would be accommodated in a new zone, if Council decides to move it forward for consideration at a Public Hearing:

- allowing more than one building on a lot
- increasing the combined floor area
- reducing front, rear and side yard setbacks.

### **Affordable Housing Impacts**

The applicant proposes the creation of four new residential units which would increase the overall supply of housing in the area.

### **Sustainability Features**

The applicant has not identified any specific sustainability features associated with this proposal; however, the driveway, parking area and outdoor patios are permeable.

### **Active Transportation Impacts**

The application proposes to provide bicycle storage in each single-family dwelling and eight Class 2 (visitor) bicycle parking spaces, 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 a mix of single-family dwellings and attached housing.



## Existing Site Development and Development Potential

The site is presently occupied by a single-family dwelling.

Under the current R1-B Zone, Single Family Dwelling District, the property could be developed as a single-family dwelling with a secondary suite or garden suite.

### Data Table

The following data table compares the proposal with the existing R1-B Zone and the R-K Zone, Medium Density Attached Dwelling District. An asterisk is used to identify where the proposal is less stringent than the existing zone.

Zoning Criteria	Proposal	Existing Zone (R-B Zone)	R-K Zone
Site area (m <sup>2</sup> ) - minimum	899.41	460.00	555.00
Density (Floor Space Ratio) - maximum	0.57	n/a	0.60
1 <sup>st</sup> and 2 <sup>nd</sup> storey floor area (m <sup>2</sup> ) – maximum	508.37*	280.00	539.65
Combined floor area (m <sup>2</sup> ) - maximum	633.51*	420.00	n/a
Number of buildings	4.00*	1.00	attached/semi-attached
Number of dwelling units	4.00*	1.00 + garden suite or secondary suite	4.00 (1 dwelling unit per 185m <sup>2</sup> of lot area)
Lot width (m) - minimum	22.80	15.00	18.00
Height (m) - maximum	7.42	7.60	8.50 to ceiling
Storeys - maximum	2	2	2
Site coverage % - maximum	33.53	40.00	33.30
Open site space % - minimum	49.01	n/a	45.00
<b>Setbacks (m) – minimum:</b>			
Front	2.00*	7.50	6 and 7.50 (average)
Rear	2.75*	10.10	4.00
Side (north)	1.50	1.50	4.00
Side (south)	1.50*	3.00	4.00
Combined side yards	3.00*	4.50	n/a
Parking - minimum	4	4	6

Zoning Criteria	Proposal	Existing Zone (R-B Zone)	R-K Zone
Bicycle parking stalls (minimum)			
Class 1	8	n/a	n/a
Class 2	8	n/a	n/a

### Community Consultation

Consistent with the *Community Association Land Use Committee (CALUC) Procedures for Processing Rezoning and Variances Applications*, the applicant has consulted the Burnside Gorge CALUC at a Community Meeting held on September 18, 2017. A letter dated September 25, 2017 is attached to this report.

### ANALYSIS

#### Official Community Plan

The subject property is designated *Traditional Residential* in the Official Community Plan, which supports ground-oriented buildings up to two-storeys and envisions a density up to 1:1 floor space ratio (FSR). The proposal is for two-storey, ground-oriented housing with a density of 0.57:1 FSR; however, the proposed clustering of four single-family dwellings on one lot is not a type of housing form that is contemplated in the OCP, and therefore, staff do not recommend support of this proposal.

The subject property is exempt from requiring a Development Permit to construct the proposed four single-family dwellings according to Appendix A: Development Permit Areas and Heritage Conservation Areas in the OCP; however, the applicant is willing to register a section 219 covenant on title to secure the design of the proposed single-family dwelling units and associated hard and soft landscaping, and to ensure they are constructed in accordance with the plans, if approved by Council.

#### Site Planning, Architecture and Landscape Design

The applicant is proposing the following site planning, architecture and landscape design:

- four single-family dwellings, two fronting Washington Avenue and two in the rear yard, on a single lot
- each building is two storeys
- the single-family dwellings incorporate traditional architectural features, including pitched rooflines, traditional-style windows, and prominent entryways
- exterior finishes include cement board panels, horizontal cement board siding, wood posts and fibreglass shingles
- one driveway provides access to the site with parking located in the middle of the site and screened from the street
- each unit has substantial soft landscaping in the front yard and a private outdoor patio in the rear
- garbage and recycling is located between units 1 and 2 and screened with soft landscaping



- a pedestrian gate would be provided in the rear yard to provide direct access to Cecilia Ravine Park.

## Local Area Plans

The Burnside Gorge Neighbourhood Plan contains *Gorge Sub Area Ground-oriented Housing Urban Design Policies* that would apply to this site. The relevant policies that apply to the subject property are the following:

- be a good neighbour to adjacent homes, with massing mitigating impacts on neighbours
- present a friendly face, with units adjacent to the street and other public spaces
- encourage street vitality and social interaction amongst neighbours, with useable semi-private space or front porches along streets
- ensure livability and considerations for outdoor space
- contribute positively to the unique character and identity of the neighbourhood
- desired separation distance between buildings for this lot is approximately 24ft.

The proposal complies with the policies relating to the streetscape appearance, social interaction, family-oriented housing, private outdoor space, landscaped front and rear yards, and separation distance between buildings (exceed 24ft); however, staff have concerns with the proposed site planning, the number of buildings on the lot and the amount of site area dedicated to vehicles. This proposed site layout may be more suitable if the subject property had two frontages.

The proposal is compared to the R-K Zone; based on this comparison the proposal exceeds the minimum open site space requirement, and the site coverage is only 0.23% more than the maximum permitted in the zone (which is 33%). The existing site area and lot width are 899.41m<sup>2</sup> and 22.30m, respectively; whereas, the minimum site area and lot width requirements in the R-K Zone are 555m<sup>2</sup> and 18m, respectively. In comparison to the small lot zones, the minimum lot area for a small lot is 260m<sup>2</sup>; whereas, in this proposal the lot area per dwelling unit is 224.85m<sup>2</sup>.

The Plan does state that "*smaller redevelopment projects which replicated the pattern of existing homes along the street (e.g. duplexes, triplexes or fourplexes) are supported on the shallower lots in this neighbourhood or where lot consolidation is not possible.*" Staff recognize that the subject property could handle some additional density in the form of row-houses or townhouses, and preferably through a land assembly with adjacent properties.

## CONCLUSIONS

The proposal to construct four single-family dwellings on a lot is not consistent with the OCP or *Burnside Gorge Neighbourhood Plan* with respect to site planning and number of single-family dwellings on a lot. The subject property is suitable for some additional density in the form of row-houses or townhouses, and preferably through a land assembly with adjacent properties to enable the best realization of permitted development potential. Staff recommend for Council's consideration that the Application is declined.

## ALTERNATE MOTION

### Option 1

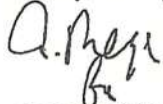
1. That Council direct staff to work with the applicant on a proposal that complies with the policies in the Official Community Plan and Burnside Gorge Local Area Plan.

## Option 2

2. That Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00614 for 3103 Washington Avenue, 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:

- a. Preparation of the following documents, executed by the applicant to the satisfaction of City Staff:
  - i. Section 219 covenant to secure the design and associated landscaping of four proposed single-family dwelling units, and to ensure the dwelling units are constructed in accordance with the plans approved by Council.

Respectfully submitted,

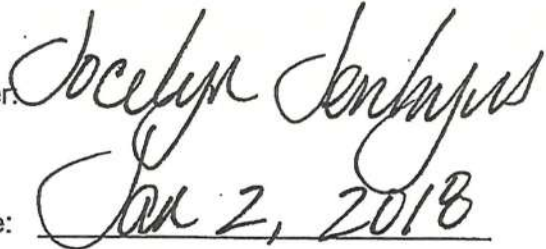


Leanne Taylor  
Senior Planner  
Development Services Division



Jonathan Tinney, Director  
Sustainable Planning and Community  
Development Department

Report accepted and recommended by the City Manager.



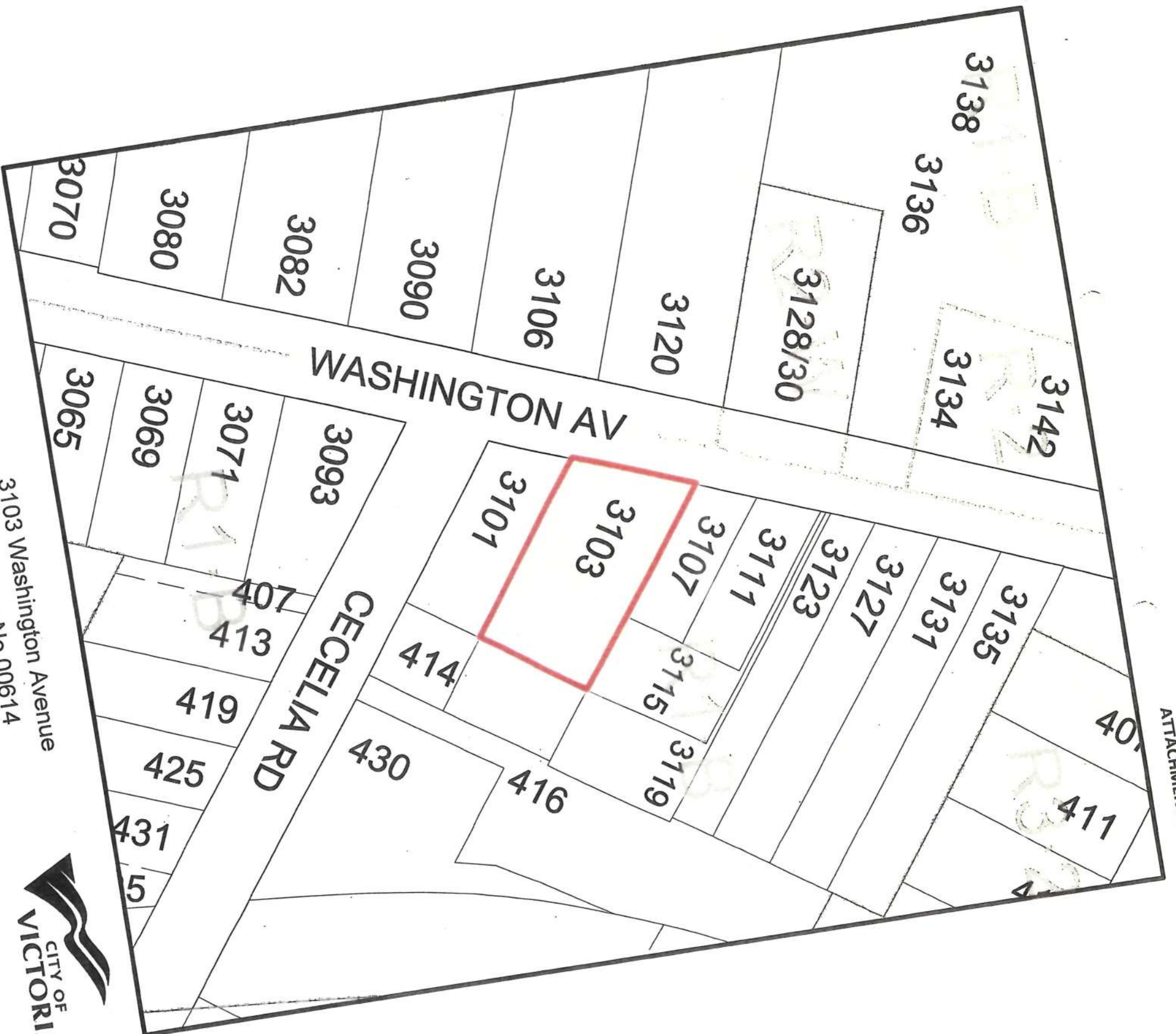
Date:

Jan 2, 2018

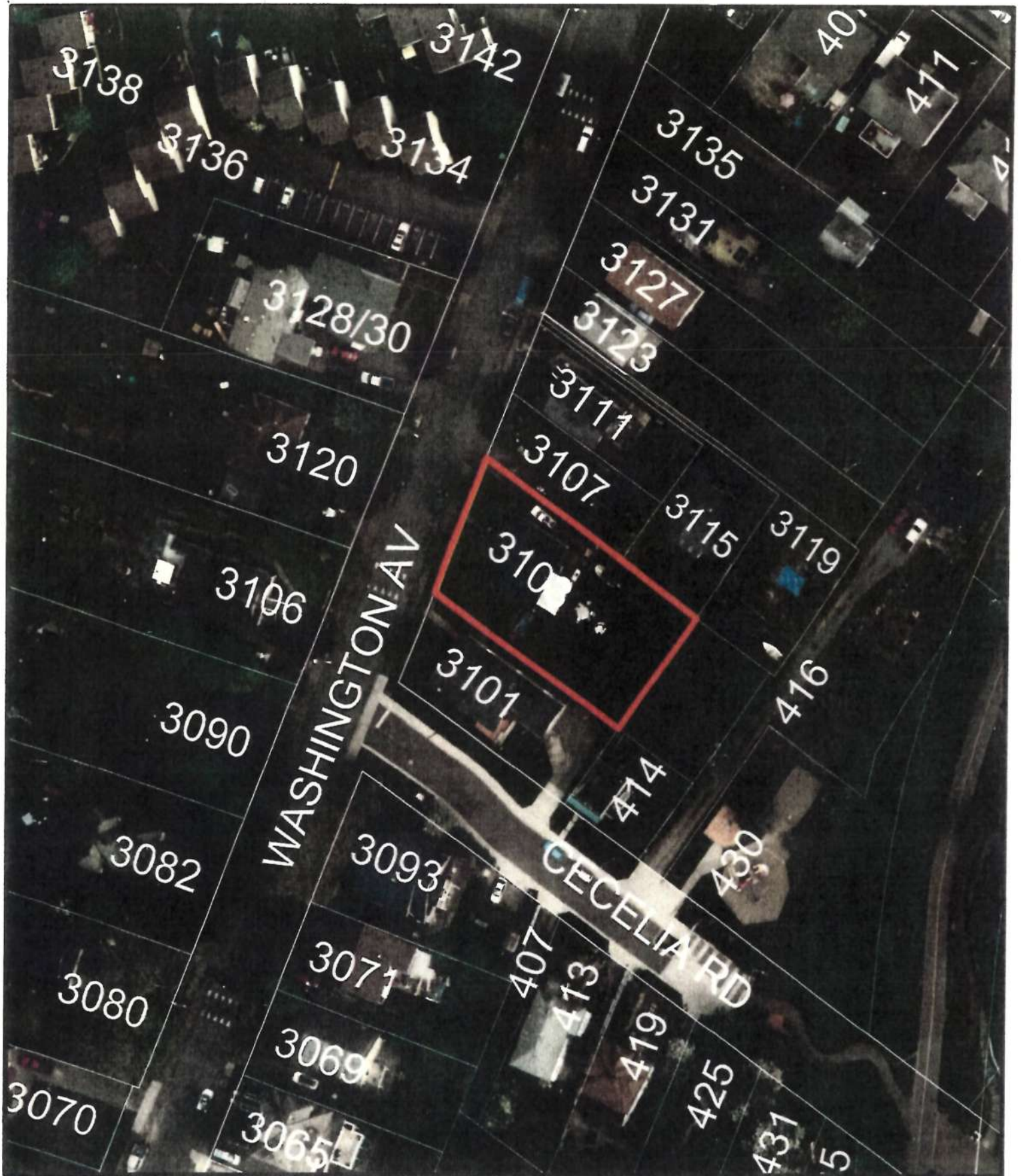
### List of Attachments:

- Appendix A: Subject Map
- Appendix B: Aerial Map
- Appendix C: Plans date stamped November 17, 2017
- Appendix D: Letter from applicant to Mayor and Council dated September 20, 2017 and November 16, 2017.
- Appendix E: Community Association Land Use Committee Comments dated September 25, 2017.



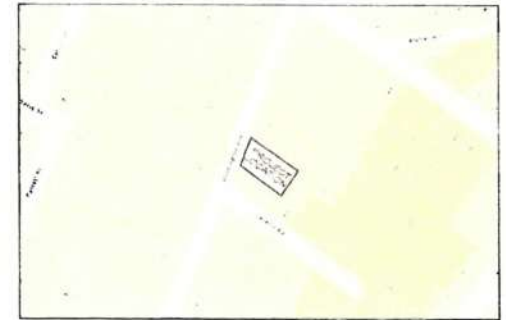
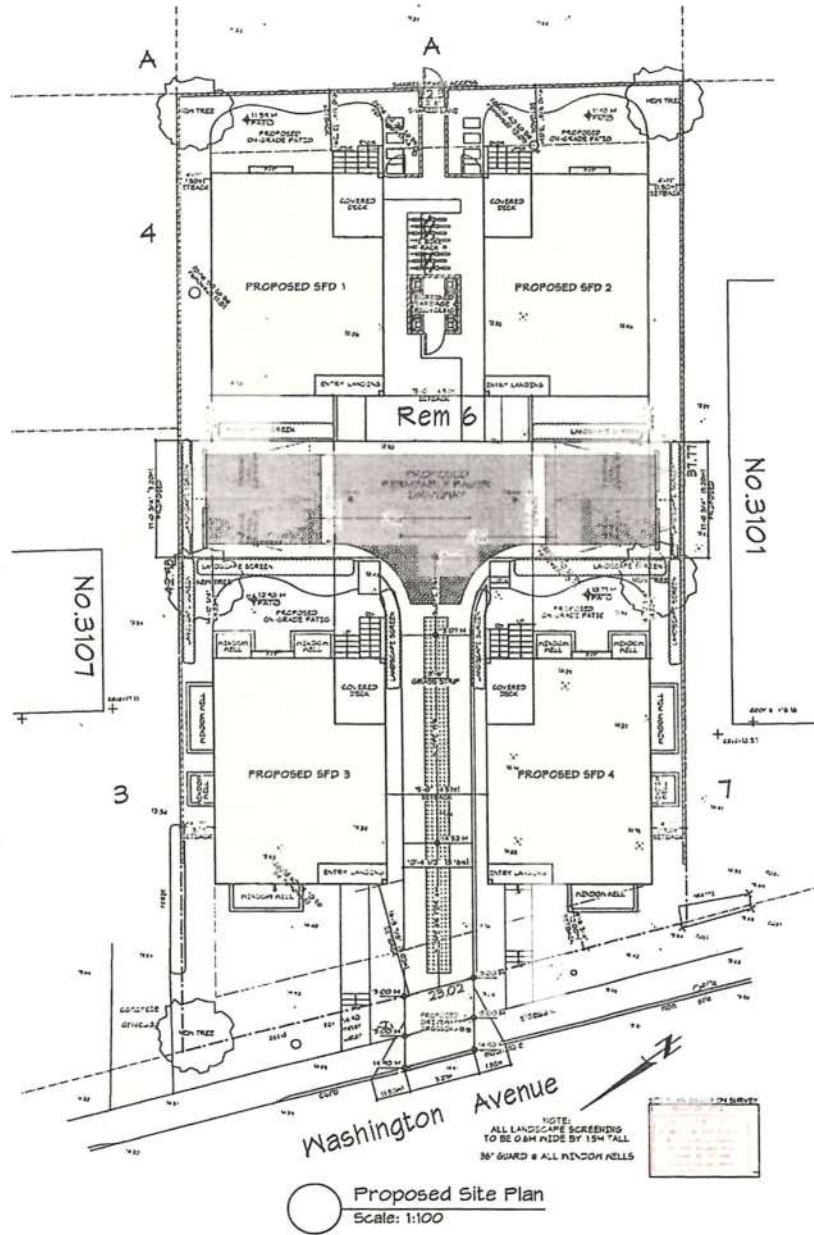
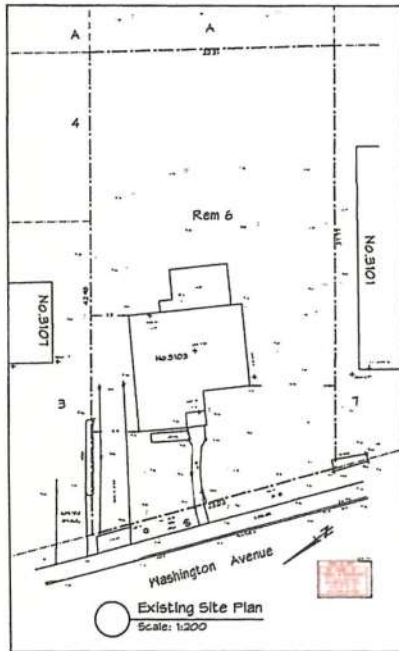






3103 Washington Avenue  
Rezoning No.00614





LOCATION MAP



- DRAWING LIST:**
- DP1.1 EXIST. & PROP. SITE PLANS
  - DP1.2 SITE DATA & GRADE CALCULATIONS
  - DP2.1 SFD1 PLANS AND ELEVATIONS
  - DP2.2 SFD2 PLANS AND ELEVATIONS
  - DP2.3 SFD3 PLANS AND ELEVATIONS
  - DP2.4 SFD4 PLANS AND ELEVATIONS
  - DP3.1 STREETSCAPE
  - DP4.1 LANDSCAPE PLAN

RE-ISSUED FOR  
REZONING 4 DP  
NOV. 16, 2011

**ZEBRADesign**

1161 NEWPORT AVE  
Victoria, B.C. V8S 5E8  
Phone: (250) 360-2144  
Fax: (250) 360-2115

Drawn By: C. COLLINS

Date: Sept. 06, 2011

Scale: AS NOTED

Project:

PROPOSED  
4 SFD'S @ 3103  
WASHINGTON AVE.

Title:  
EXIST. &  
PROPOSED SITE  
PLAN

REV. NO.	DESCRIPTION	DATE	Revision:	Sheet:
1	REMOVE BANDNOTES FROM SFD 1 & 2, ADJUST SITE PLAN TO SUIT	SEP. 30/11	W. J. BROWN SEP. 30/11	DP 1.1
2	REPLACE VISIBILITY OF TREES TO BE REMOVED WITH SHARED GARAGE ROADS TO LOWER FLOOR, REMOVE PAVED TO 15' REVEAL TO 15' REVEAL TO SUIT 20' x 15' S. SHARED GARAGE AND ADDED SCREENED GARAGE AND REVEAL TO 20' x 15' S. SHARED GARAGE TO 20' x 15' S.	NOV. 16/11	REV. 2 NOV. 16/11	



SITE DATA - 3103 WASHINGTON AVE, VICTORIA					
LEGAL DESCRIPTION - LOT 6, SECTION 4, VICTORIA DISTRICT, PLAN 2214, EXCEPT EPP61125		EXISTING ZONING - R1-B			
PROPOSED ZONING - SITE SPECIFIC					
LOT AREA	PROPOSED - SITE	PROPOSED - SPD 1	PROPOSED - SPD 2	PROPOSED - SPD 3	PROPOSED - SPD 4
LOT FRONT	596.43 M (1956.15 FT)				
LOT DEPTH (AVG)	23.50 M (77.16')				
SETBACKS					
FRONT (NW)	2.00 M (6.56')	10.30 M (33.79')	10.30 M (33.79')	5.03 M (16.50')	2.00 M (6.56')
REAR (SE)	2.75 M (9.02')	2.75 M (9.02')	2.75 M (9.02')	9.01 M (29.56')	10.30 M (33.79')
SIDE (NE)	1.50 M (4.92')	1.50 M (4.92')	4.51 M (14.80')	4.51 M (14.80')	4.51 M (14.80')
SIDE (SW)	1.50 M (4.92')	4.51 M (14.80')	1.50 M (4.92')	1.50 M (4.92')	1.50 M (4.92')
SIDE (COMBINED)	3.00 M (9.84')	6.01 M (19.72')	6.01 M (19.72')	6.01 M (19.72')	6.01 M (19.72')
AVG. GRADE		11.75 M (38.55')	12.15 M (39.86')	13.24 M (43.44')	14.11 M (46.29')
BUILDING HEIGHT		7.18 M (23.56')	7.14 M (23.44')	7.25 M (23.79')	7.42 M (24.34')
STOREYS		2 STOREYS + PARTIAL BSMT	2 STOREYS + PARTIAL BSMT	2 STOREYS + BSMT	2 STOREYS + BSMT
FLOOR AREA	(COMBINED)				
UPPER FLOOR	271.83 M <sup>2</sup> (2938.00 FT <sup>2</sup> )	67.96 M <sup>2</sup> (731.50 FT <sup>2</sup> )	67.96 M <sup>2</sup> (731.50 FT <sup>2</sup> )	67.96 M <sup>2</sup> (731.50 FT <sup>2</sup> )	67.96 M <sup>2</sup> (731.50 FT <sup>2</sup> )
MAIN FLOOR	236.59 M <sup>2</sup> (2546.00 FT <sup>2</sup> )	54.13 M <sup>2</sup> (586.50 FT <sup>2</sup> )	54.13 M <sup>2</sup> (586.50 FT <sup>2</sup> )	54.13 M <sup>2</sup> (586.50 FT <sup>2</sup> )	54.13 M <sup>2</sup> (586.50 FT <sup>2</sup> )
BASEMENT	125.14 M <sup>2</sup> (1341.00 FT <sup>2</sup> )	5.16 M <sup>2</sup> (55.50 FT <sup>2</sup> )	5.16 M <sup>2</sup> (55.50 FT <sup>2</sup> )	5.16 M <sup>2</sup> (55.50 FT <sup>2</sup> )	5.16 M <sup>2</sup> (55.50 FT <sup>2</sup> )
1ST/2ND STOREYS, TOTAL	508.37 M <sup>2</sup> (5479.00 FT <sup>2</sup> )	121.04 M <sup>2</sup> (1318.00 FT <sup>2</sup> )	121.04 M <sup>2</sup> (1318.00 FT <sup>2</sup> )	121.04 M <sup>2</sup> (1318.00 FT <sup>2</sup> )	121.04 M <sup>2</sup> (1318.00 FT <sup>2</sup> )
ALL FLOORS, TOTAL	633.51 M <sup>2</sup> (6820.00 FT <sup>2</sup> )	182.25 M <sup>2</sup> (1974.50 FT <sup>2</sup> )	182.25 M <sup>2</sup> (1974.50 FT <sup>2</sup> )	182.25 M <sup>2</sup> (1974.50 FT <sup>2</sup> )	182.25 M <sup>2</sup> (1974.50 FT <sup>2</sup> )
TOTAL FLOOR AREA	508.37 M <sup>2</sup> (5479.00 FT <sup>2</sup> )	121.04 M <sup>2</sup> (1318.00 FT <sup>2</sup> )	121.04 M <sup>2</sup> (1318.00 FT <sup>2</sup> )	121.04 M <sup>2</sup> (1318.00 FT <sup>2</sup> )	121.04 M <sup>2</sup> (1318.00 FT <sup>2</sup> )
FLOOR AREA RATIO	0.51	0.14	0.14	0.14	0.14
SITE COVERAGE	33.53 % (301.56 M <sup>2</sup> )	6.31 % (75.25 M <sup>2</sup> )	6.31 % (75.25 M <sup>2</sup> )	6.31 % (75.25 M <sup>2</sup> )	6.43 % (75.81 M <sup>2</sup> )
OPEN SITE SPACE	41.01 % (440.76 M <sup>2</sup> )				
PARKING	4 SPACES				

SPD #1 - Average Grade Calculation									
SEGMENT	Start	Finish	Average	Distance	Factor	Total Factors	Perimeter	Area	Average grade
AS	12.67	11.47	11.77	10.06	118.41	432.53	36.15	11.754	
BC	11.47	11.58	11.52	5.18	59.70				
CD	11.58	11.82	11.55	1.02	11.78				
DE	11.82	11.56	11.54	1.07	12.35				
EF	11.56	11.58	11.56	1.02	11.81				
FGH	9.75	9.75	9.75	1.07	10.43				
GH	11.08	12.15	11.87	10.06	118.41				
HA	12.15	12.07	12.11	7.32	85.63				
TOTAL				36.60	432.53				11.75

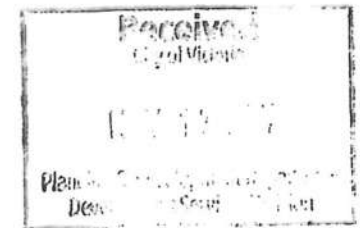
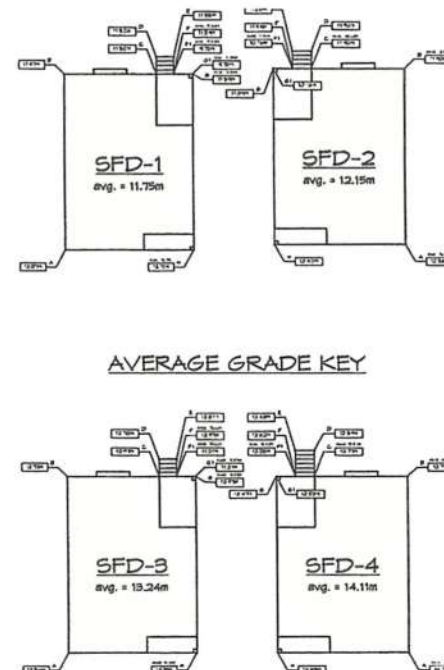
SPD #2 - Average Grade Calculation									
SEGMENT	Start	Finish	Average	Distance	Factor	Total Factors	Perimeter	Area	Average grade
AS	12.66	11.58	12.27	10.06	122.44	447.24	36.60	12.153	
BC	11.58	11.58	11.58	5.18	62.00				
CD	11.58	11.82	11.55	1.02	12.19				
DE	11.82	11.82	11.81	1.07	12.74				
EF	11.82	11.84	11.81	1.02	12.15				
FGH	10.16	10.16	10.16	1.07	10.97				
GH	11.19	12.43	12.16	10.06	122.33				
HA	12.43	12.15	12.29	7.32	81.48				
TOTAL				36.60	447.24				12.15

SPD #3 - Average Grade Calculation									
SEGMENT	Start	Finish	Average	Distance	Factor	Total Factors	Perimeter	Area	Average grade
AS	12.56	12.73	12.65	13.15	152.24	487.39	36.60	13.243	
BC	12.73	12.97	12.85	5.18	60.56				
CD	12.97	12.78	12.88	1.02	12.13				
DE	12.78	12.81	12.80	1.07	13.60				
EF	12.81	12.97	12.89	1.02	12.15				
FGH	11.21	11.31	11.31	1.07	12.16				
GH	12.97	13.99	13.48	10.06	135.61				
HA	13.99	13.56	13.78	7.32	120.64				
TOTAL				36.60	487.39				13.24

SPD #4 - Average Grade Calculation									
SEGMENT	Start	Finish	Average	Distance	Factor	Total Factors	Perimeter	Area	Average grade
AS	14.15	13.77	14.26	10.06	143.46	533.29	37.89	14.106	
BC	13.77	13.77	13.77	5.18	71.33				
CD	13.77	13.59	13.68	1.12	20.79				
DE	13.59	13.43	13.51	1.07	14.45				
EF	13.43	13.62	13.53	1.02	20.96				
FGH	12.35	12.35	12.35	1.07	12.51				
GH	13.47	14.09	14.00	10.06	141.64				
HA	14.09	14.15	14.12	7.32	107.75				
TOTAL				37.89	533.29				14.11



RE-ISSUED FOR  
REZONING & DP  
NOV. 16, 2017

ZEBRADDESIGN



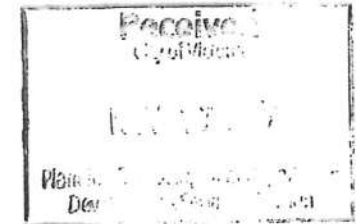
1161 NEWPORT AVE  
VICTORIA, B.C. V8S 5E6  
Phone: (250) 360-3144  
Fax: (250) 360-3115  
E: COLLINS  
D: KOSMAN  
Date: Sept. 06, 2011  
Scale: AS NOTED  
Project:  
PROPOSED  
4 SPD'S @ 3103  
WASHINGTON AVE.

Title:  
SITE DATA &  
GRADE  
CALCULATIONS

REV. NO.	DESCRIPTION	DATE	REVISION	SHEET
1	REMOVE BANDWIDTH FROM SPD #1 & 2, ADJUST SITE DATA TO NEW	SEP. 25/11	REV. 1	DP 1.2
2	OPEN SITE SPACE ADDED TO DATA TABLE, INSTEAD OF PARKING SPACES	NOV. 16/17	REV. 2	Proj. No. TBD



SITE DATA - 3103 WASHINGTON AVE, VICTORIA					
LEGAL DESCRIPTION - LOT 6, SECTION 4, VICTORIA DISTRICT, PLAN 2214, EXCEPT EPP61125					
EXISTING ZONING - R1-B					
PROPOSED ZONING - SITE SPECIFIC					
LOT AREA	PROPOSED - SITE	PROPOSED - SFD 1	PROPOSED - SFD 2	PROPOSED - SFD 3	PROPOSED - SFD 4
LOT WIDTH	84.41 M (277.15 FT)				
LOT DEPTH (AVG.)	40.35 M (132.46 FT)				
SETBACKS					
FRONT (NPV)	2.00 M (6.56 FT)	10.70 M (35.10 FT)	10.20 M (33.46 FT)	5.03 M (16.50 FT)	2.00 M (6.56 FT)
REAR (SE)	2.75 M (9.02 FT)	2.75 M (9.02 FT)	3.01 M (9.88 FT)	10.70 M (35.10 FT)	10.20 M (33.46 FT)
SIDE (NE)	1.50 M (4.92 FT)	1.50 M (4.92 FT)	4.57 M (15.00 FT)	4.57 M (15.00 FT)	4.57 M (15.00 FT)
SIDE (SW)	1.50 M (4.92 FT)	4.57 M (15.00 FT)	1.50 M (4.92 FT)	1.50 M (4.92 FT)	1.50 M (4.92 FT)
SIDE (COMBINED)	3.00 M (9.84 FT)	6.07 M (19.92 FT)	6.07 M (19.92 FT)	6.07 M (19.92 FT)	6.07 M (19.92 FT)
AVG. GRADE		11.75 M (38.55 FT)	12.15 M (39.86 FT)	13.24 M (43.44 FT)	14.11 M (46.29 FT)
BUILDING HEIGHT		7.10 M (23.29 FT)	7.14 M (23.44 FT)	7.25 M (23.79 FT)	7.42 M (24.34 FT)
STOREYS		2 STOREYS + PARTIAL BASEMT	2 STOREYS + PARTIAL BASEMT	2 STOREYS + BASEMT	2 STOREYS + BASEMT
FLOOR AREA	(COMBINED)				
UPPER FLOOR	271.83 M <sup>2</sup> (2926.00 FT <sup>2</sup> )	67.46 M <sup>2</sup> (728.50 FT <sup>2</sup> )	67.46 M <sup>2</sup> (728.50 FT <sup>2</sup> )	67.46 M <sup>2</sup> (728.50 FT <sup>2</sup> )	67.46 M <sup>2</sup> (728.50 FT <sup>2</sup> )
MAIN FLOOR	236.53 M <sup>2</sup> (2546.00 FT <sup>2</sup> )	54.13 M <sup>2</sup> (586.50 FT <sup>2</sup> )	54.13 M <sup>2</sup> (586.50 FT <sup>2</sup> )	54.13 M <sup>2</sup> (586.50 FT <sup>2</sup> )	54.13 M <sup>2</sup> (586.50 FT <sup>2</sup> )
BASEMENT	125.14 M <sup>2</sup> (1347.00 FT <sup>2</sup> )	5.16 M <sup>2</sup> (55.50 FT <sup>2</sup> )	5.16 M <sup>2</sup> (55.50 FT <sup>2</sup> )	5.16 M <sup>2</sup> (55.50 FT <sup>2</sup> )	5.16 M <sup>2</sup> (55.50 FT <sup>2</sup> )
1ST/2ND STOREYS, TOTAL	508.37 M <sup>2</sup> (5472.00 FT <sup>2</sup> )	121.04 M <sup>2</sup> (1306.00 FT <sup>2</sup> )	121.04 M <sup>2</sup> (1306.00 FT <sup>2</sup> )	121.04 M <sup>2</sup> (1306.00 FT <sup>2</sup> )	121.04 M <sup>2</sup> (1306.00 FT <sup>2</sup> )
ALL FLOORS, TOTAL	633.51 M <sup>2</sup> (6819.00 FT <sup>2</sup> )	132.25 M <sup>2</sup> (1423.50 FT <sup>2</sup> )	132.25 M <sup>2</sup> (1423.50 FT <sup>2</sup> )	132.25 M <sup>2</sup> (1423.50 FT <sup>2</sup> )	132.25 M <sup>2</sup> (1423.50 FT <sup>2</sup> )
TOTAL FLOOR AREA	508.37 M <sup>2</sup> (5472.00 FT <sup>2</sup> )	121.04 M <sup>2</sup> (1306.00 FT <sup>2</sup> )	121.04 M <sup>2</sup> (1306.00 FT <sup>2</sup> )	121.04 M <sup>2</sup> (1306.00 FT <sup>2</sup> )	121.04 M <sup>2</sup> (1306.00 FT <sup>2</sup> )
FLOOR AREA RATIO	0.57	0.14	0.14	0.14	0.14
SITE COVERAGE	33.53 % (301.56 M <sup>2</sup> )	8.37 % (75.25 M <sup>2</sup> )	8.37 % (75.25 M <sup>2</sup> )	8.37 % (75.25 M <sup>2</sup> )	8.43 % (75.81 M <sup>2</sup> )
OPEN SITE SPACE	44.01 % (440.16 M <sup>2</sup> )				
PARKING	4 SPACES				



SFD #1 - Average Grade Calculation									
SEGMENT	Start	Finish	Average	Distance	Factor	Total Factors	Perimeter	Average grade	(Total factors / Perimeter)
AB	12.07	11.47	11.27	10.00	118.41	430.53	36.80	11.754	
BC	11.47	11.88	11.53	5.18	59.70				
CD	11.88	11.52	11.55	1.07	11.78				
DE	11.52	11.56	11.54	1.07	12.25				
EF	11.56	11.59	11.58	1.12	11.81				
FGH	11.59	11.75	11.67	1.07	10.43				
GH	11.75	12.15	11.95	10.00	119.41				
HA	12.15	12.07	12.11	7.25	64.55				
TOTAL					432.53			11.75	

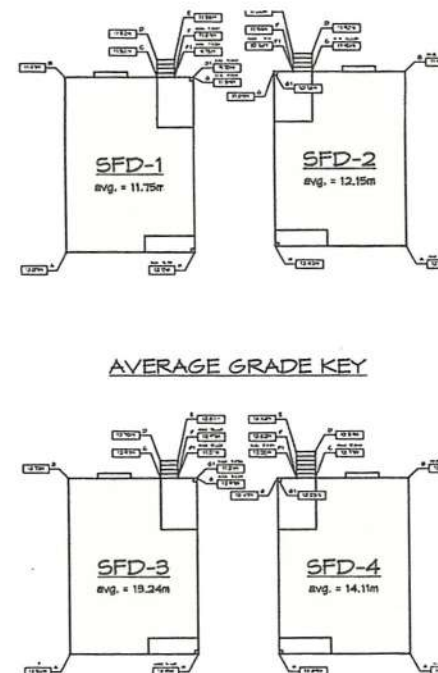
SFD #2 - Average Grade Calculation									
SEGMENT	Start	Finish	Average	Distance	Factor	Total Factors	Perimeter	Average grade	(Total factors / Perimeter)
AB	12.56	11.85	12.27	10.00	123.44	447.24	36.80	12.163	
BC	11.85	11.85	11.85	5.18	62.00				
CD	11.85	11.53	11.56	1.07	12.10				
DE	11.53	11.88	11.81	1.07	12.74				
EF	11.88	11.84	11.81	1.07	12.15				
FGH	11.84	10.16	10.16	1.07	10.87				
GH	10.16	12.43	12.16	10.00	122.71				
HA	12.43	12.56	12.50	7.25	61.48				
TOTAL					447.24			12.16	

SFD #3 - Average Grade Calculation									
SEGMENT	Start	Finish	Average	Distance	Factor	Total Factors	Perimeter	Average grade	(Total factors / Perimeter)
AB	13.06	12.73	12.89	10.00	130.24	487.32	36.80	13.242	
BC	12.73	12.87	12.80	5.18	64.56				
CD	12.87	12.78	12.83	1.07	13.13				
DE	12.78	12.81	12.80	1.07	13.64				
EF	12.81	12.87	12.84	1.07	13.15				
FGH	12.87	11.31	11.31	1.07	12.10				
GH	11.31	13.06	12.18	10.00	121.61				
HA	13.06	13.06	13.06	7.25	106.64				
TOTAL					487.32			13.24	

SFD #4 - Average Grade Calculation									
SEGMENT	Start	Finish	Average	Distance	Factor	Total Factors	Perimeter	Average grade	(Total factors / Perimeter)
AB	14.75	13.77	14.26	10.00	143.46	533.20	37.83	14.100	
BC	13.77	13.77	13.77	5.18	71.33				
CD	13.77	13.59	13.68	1.31	20.79				
DE	13.59	13.43	13.51	1.07	14.45				
EF	13.43	13.62	13.53	1.31	20.66				
FGH	13.62	13.25	13.25	1.07	13.21				
GH	13.25	14.69	14.00	10.00	141.64				
HA	14.69	14.75	14.72	7.25	107.75				
TOTAL					533.20			14.11	



RE-ISSUED FOR  
REZONING & DP  
NOV. 16, 2017

ZEBRADESIGN

1161 NEWPORT AVE  
Victoria, B.C. V8S 5S6  
Phone: (250) 360-2144  
Fax: (250) 360-2115

Drawn By: K. KOSMAN

Date: Sept. 06, 2017

Scale: AS NOTED

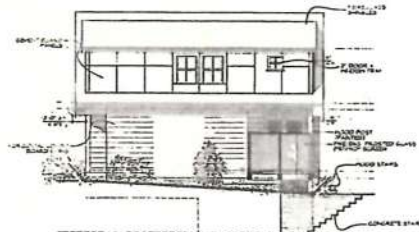
Project:  
PROPOSED  
4 SFD'S @ 3103  
WASHINGTON AVE.

Title:  
SITE DATA &  
GRADE  
CALCULATIONS

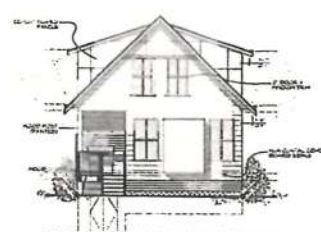
REV. NO.	DESCRIPTION	DATE	Revision:	Sheet:
1	ADJUSTED BASEMENTS FROM SFD 1 & 2. ADJUST SITE DATA TO SUIT	SEP. 30/17	REV. 1	DP 1.2
2	ADJUSTED BASEMENTS FROM SFD 3 & 4. ADJUST SITE DATA TO SUIT. TABLE NUMBER OF PARKING SPACES REVISOR	NOV. 16/17	REV. 2	NOV. 16/17
				ProjNo. TBD



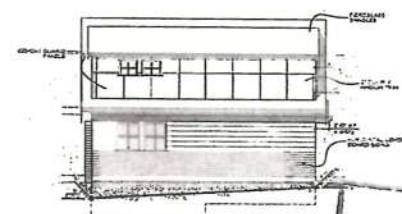
SFD1 - Front (NW) Elevation  
Scale: 1:100



SFD1 - Side (SW) Elevation  
Scale: 1:100

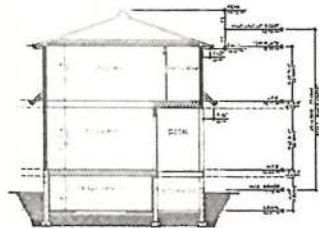


SFD1 - Rear (SE) Elevation  
Scale: 1:100

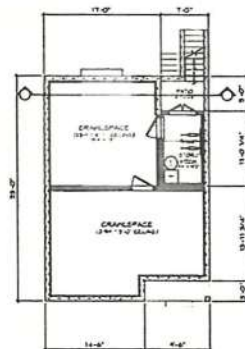


SFD1 - Side (NE) Elevation  
Scale: 1:100

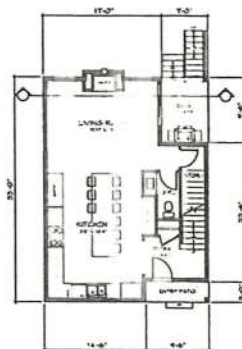
SECTION	AREA	PERCENTAGE
Front (NW)	15.21	5.85
Side (SW)	474.25	44.1
Rear (SE)	79.33	7.3
Side (NE)	16.77	1.5
Total	495.56	4.67%
Front (NW)	15.21	2.29
Side (SW)	474.25	1.43
Rear (SE)	79.33	5.7
Side (NE)	16.77	10.31%
Total	11.71	3.88
Front (NW)	15.21	47.16
Side (SW)	474.25	5.1
Rear (SE)	79.33	24.94%
Side (NE)	16.77	1.23
Total	495.56	63.42
Front (NW)	15.21	2.53
Side (SW)	474.25	8.00%
Rear (SE)	79.33	
Side (NE)	16.77	



SFD1 - Preliminary Section  
Scale: 1:100



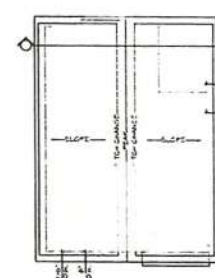
SFD1 - Basement Floor Plan  
Scale: 1:100



SFD1 - Main Floor Plan  
Scale: 1:100



SFD1 - Upper Floor Plan  
Scale: 1:100



SFD1 - Roof Plan  
Scale: 1:100

RE-ISSUED FOR  
REZONING & DP  
NOV. 16, 2017

ZEBRADESIGN

1161 NEWPORT AVE  
Victoria, B.C. V8S 5E6  
Phone: (250) 360-2144  
Fax: (250) 360-2115

Drawn By: K. KOSMAN

Date: Sept. 06, 2011

Scale: AS NOTED

Project:

PROPOSED

4 SFD'S @ 3103

WASHINGTON AVE.

Title:

SFD-1 PLANS &

ELEVATIONS

Rev. No.

Rev. Description

Rev. Date

Rev. Date

Rev. Date

Rev. Date

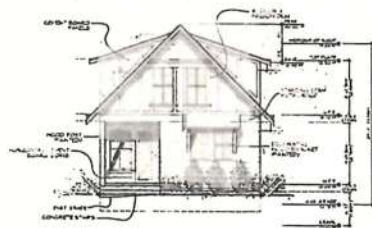
Rev. Date

Rev. Date

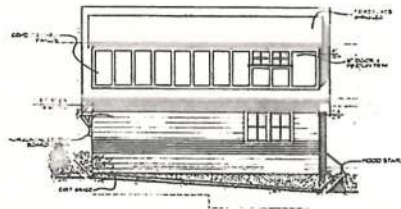
Rev. Date

Rev. Date

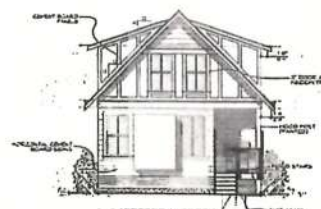
Rev. Date



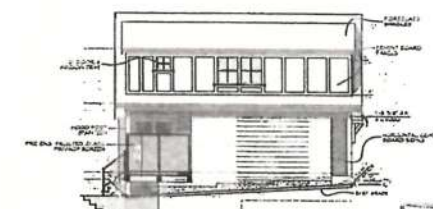
SFD2 - Front (NW) Elevation  
Scale: 1:100



SFD2 - Side (SW) Elevation  
Scale: 1:100

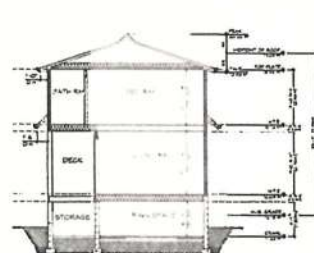


SFD2 - Rear (SE) Elevation  
Scale: 1:100

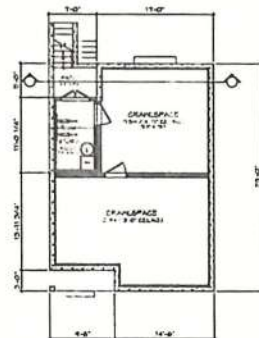


SFD2 - Side (NE) Elevation  
Scale: 1:100

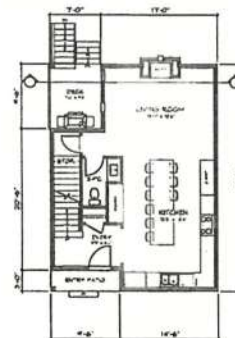
Overall Area (sq. ft.)	D2	H2
Front	11.23	5.86
Back	474.25	24.76
Building Area	79.33	7.17
Percentage	6.71	4.97%
Side (SW)	SF	H2
Back	4.74	1.23
Building Area	681.49	2.224
Percentage	28.12	2.41
Percentage	4.11%	8.86%
Side (NE)	SF	H2
Back	1.12	4.00
Building Area	519.92	49.30
Percentage	60.69	5.84
Percentage	1.07%	8.00%
Side (SE)	SF	H2
Back	1.12	2.29
Building Area	581.65	62.10
Percentage	63.26	5.89
Percentage	7.27%	10.31%



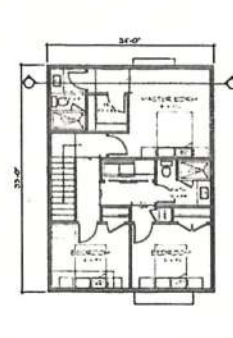
SFD2 - Preliminary Section  
Scale: 1:100



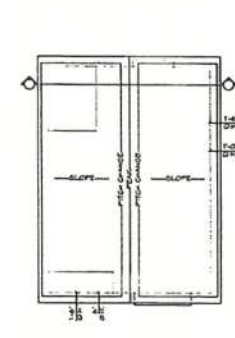
SFD2 - Basement Floor Plan  
Scale: 1:100



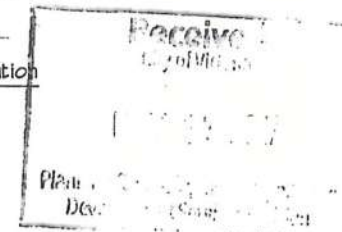
SFD2 - Main Floor Plan  
Scale: 1:100



SFD2 - Upper Floor Plan  
Scale: 1:100



SFD2 - Roof Plan  
Scale: 1:100



RE-ISSUED FOR  
REZONING & DP  
NOV. 16, 2017

**ZEBRADESIGN**

1161 NEWPORT AVE  
Victoria, B.C. V8S 5E5  
Phone: (250) 360-2144  
Fax: (250) 360-2115

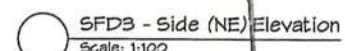
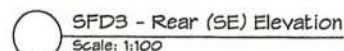
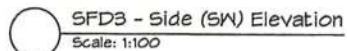
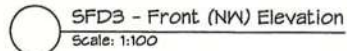
Drawn By: K. KOSMAN  
Date: Sept. 06, 2017  
Scale: AS NOTED

Project:  
PROPOSED  
4 SFD'S @ 3103  
WASHINGTON AVE.

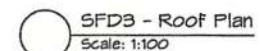
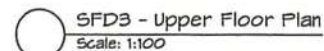
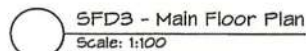
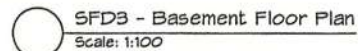
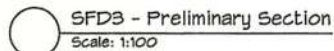
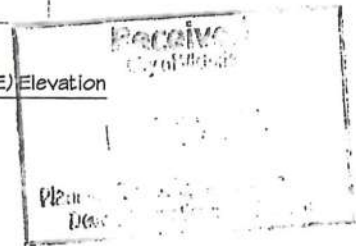
Title:  
SFD-2 PLANS &  
ELEVATIONS

REV. NO.	DESCRIPTION	DATE	Revision:	Sheet:
1	REMOVE DETACHED FROM SFD 2. ACROSS SIDE OF BUILDING & SLAB CALCULATIONS TO BE REMOVED	SEP. 2017	REV. 1 SEP. 2017	DP 2.2
2	ADDITIONS IN SOUTH WEST CORNER FLOOR AND NORTH REAR CORNER FLOOR SLAB CALCULATION REVISED TO BE REMOVED	NOV. 16/17	REV. 2 NOV. 16/17	Proj. No. TBD





	FD	
female		
building face area	5.1	2.25
glazing area	671.56	69.76
percentage	61.35	5.95
area allowed	9.41	
	10.31%	
male		
building face area	19.23	5.86
glazing area	524.57	48.71
percentage	62.24	6.25
area allowed	14.97%	
male (H)		
building face area	5.92	1.50
glazing area	671.56	62.19
percentage	1.11%	3.57
area allowed	8.00%	



RE-ISSUED FOR  
REZONING & DP  
NOV. 16, 2017

ZEBRADESIGN

1161 NEWPORT AVE  
Victoria, B.C. V8S 5E6  
Phone: (250) 360-2144  
Fax: (250) 360-2115

Drawn By: C. COLLINS/  
K. KOSHMAN

Date: Sept. 06, 2017

Scale: AS NOTED

Project:

PROPOSED  
4 FEB 15 8 31 AM

WASHINGTON AVE.

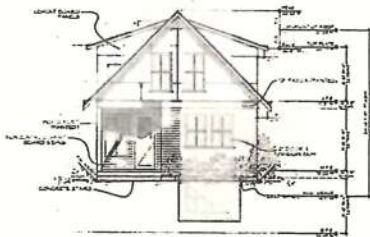
--

Title:  
SFD-3 PLANS A

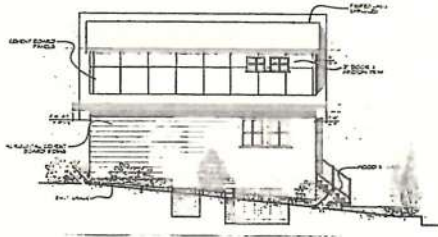
ELEVATIONS

REV. NO.	DESCRIPTION	DATE	Revision:	Sheet:
1	NO CHANGES	SEP. 20/11	REV 1 SEP. 20/11	<div style="font-size: 2em; font-weight: bold; text-align: center;">DP 2.3</div>
2	FINISHING IN NORTH EAST WIFE FLOOR NORTH EAST FINISHED FLOOR NORTH EAST MASTER BED ROOM REDUCED BLINDS CALCULATION REVISED TO 50"	NOV. 18/11	REV 2 NOV. 18/11	
			ProjNo. TBD	

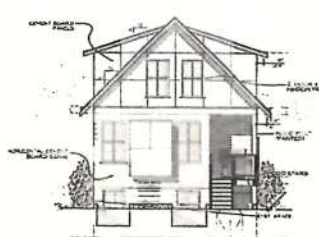




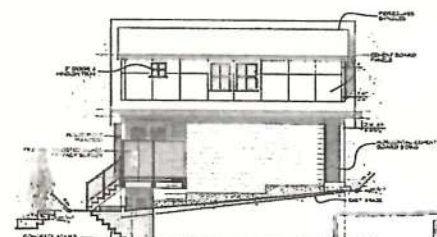
SDF4 - Front (NW) Elevation  
Scale: 1:100



SDF4 - Side (SW) Elevation  
Scale: 1:100

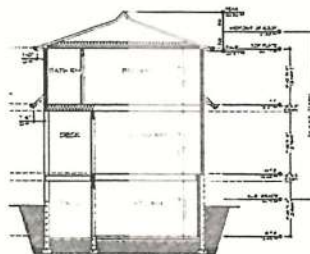


SDF4 - Rear (SE) Elevation  
Scale: 1:100

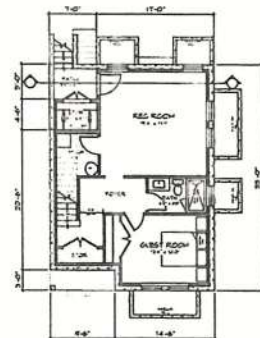


SDF4 - Side (NE) Elevation  
Scale: 1:100

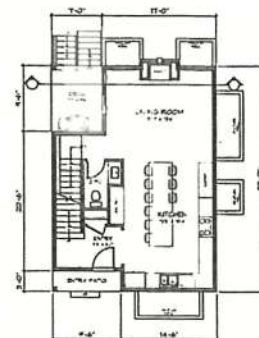
Minimum Area Calc.			
Front			
setbacks	12.0	12.0	12.0
building face area			
glazing area			
percentage			
area allowed			
Side (SW)	SF	H2	
setbacks	4.5	1.50	
building face area	705.11	65.51	
glazing area	33.12	3.08	
percentage	4.70%		
area allowed	8.00%		
Side (NE)	SF	H2	
setbacks	14.21	5.88	
building face area	551.42	51.23	
glazing area	73.06	6.79	
percentage	3.21%		
area allowed	2.00%		
Side (SE)	SF	H2	
setbacks	7.11	2.29	
building face area	705.11	65.51	
glazing area	66.01	6.13	
percentage	9.36%		
area allowed	0.33%		



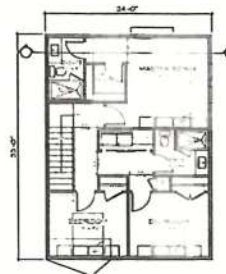
SDF4 - Preliminary Section  
Scale: 1:100



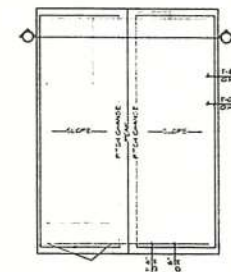
SDF4 - Basement Floor Plan  
Scale: 1:100



SDF4 - Main Floor Plan  
Scale: 1:100



SDF4 - Upper Floor Plan  
Scale: 1:100



SDF4 - Roof Plan  
Scale: 1:100

RE-ISSUED FOR  
REZONING & DP  
NOV. 16, 2017

**ZEBRADESIGN**



1161 NEWPORT AVE  
Victoria, B.C. V8S 5E6  
Phone: (250) 360-2144  
Fax: (250) 360-2119

DESIGNED BY  
DRAWN BY: K. KOSHMAN

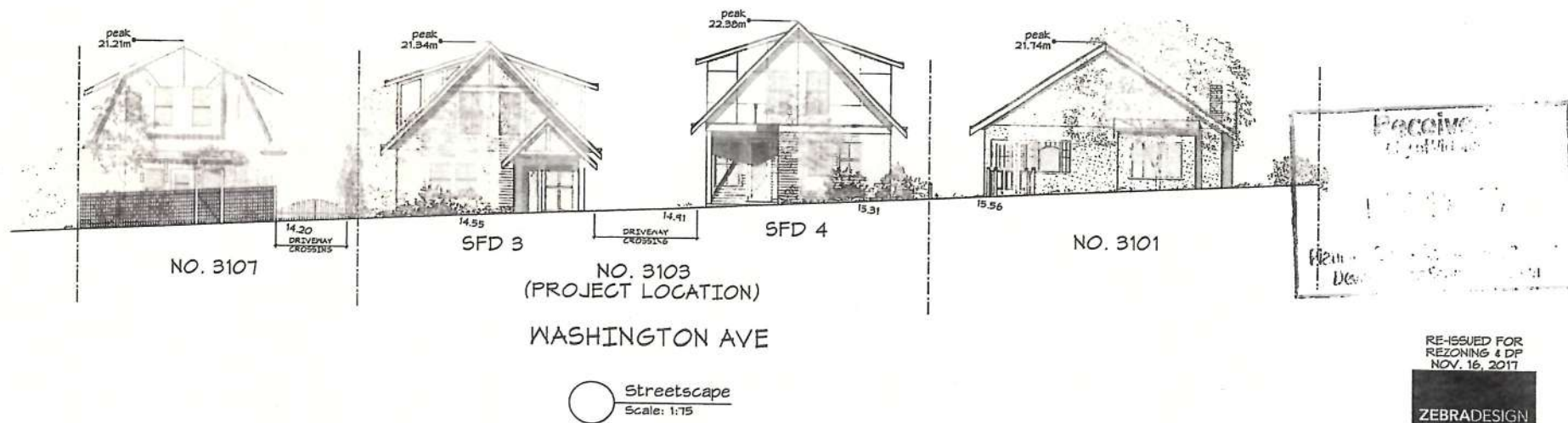
Date: Sept. 06, 2017

Scale: AS NOTED

Project:  
PROPOSED  
4 SFD'S @ 3103  
WASHINGTON AVE.

Title:  
SFD-4 PLANS &  
ELEVATIONS

REV. NO	DESCRIPTION	DATE	Revision:	Sheet:
1	NO CHANGES	SEP 20/17	REV 1	DP
2	REVISIONS TO SOUTH WEST UPPER FLOOR BED ROOM REMOVED, KITCHEN & DINING ROOMS REMOVED, REVISIONS TO SOUTH WEST UPPER FLOOR REMOVED GLAZING CALCULATION REVISED TO SUIT	NOV 16/17	REV 2 NOV 16/17	2.4
				Proj No. TBD



RE-ISSUED FOR  
REZONING & DP  
NOV. 16, 2017

ZEBRADESIGN



1161 NEWPORT AVE  
Victoria, B.C. V8S 5E6  
Phone: (250) 360-3144  
Fax: (250) 360-2115

Drawn By: C. COLLINS / K. JOSEPHAN

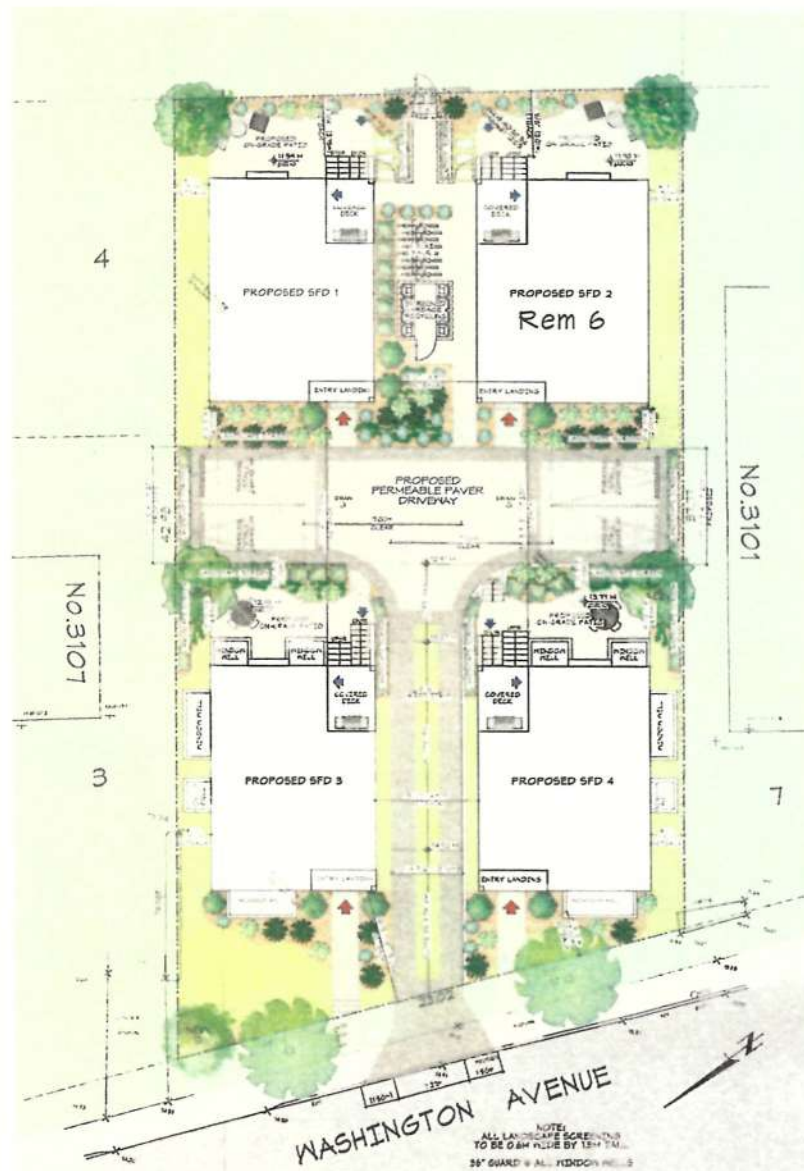
Date: Sept. 06, 2017

Scale: AS NOTED

Project:  
PROPOSED  
4 SFD'S @ 3103  
WASHINGTON AVE.

Title:  
STREETSCAPE

REV. NO.	DESCRIPTION	DATE	Revision:	Sheet:
1	NO CHANGES	SEP. 2017	1ST SET-2017	DP 3.1
2	NO CHANGES	NOV. 16/17	REV. 1 SEP. 2017	
			REV. 2 NOV. 16/17	
				Proj. No. TBD



### LANDSCAPE PLAN LEGEND

**TREES/SHRUBS**

- EXISTING TREE
- NEW TREE
- NEW SHRUBS
- GROUND COVER PLANTS

**GROUND COVER**

- LAWN
- MULCH

**HARD LANDSCAPING**

- PERMEABLE PAVERS
- CONCRETE
- BRUSHED CONCRETE DRIVEWAY CROSSINGS
- PAVED SIDEWALK

**OTHER**

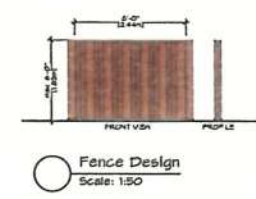
- WOOD PRIVACY FENCE
- CONCRETE PAVERS

**EGRESS**

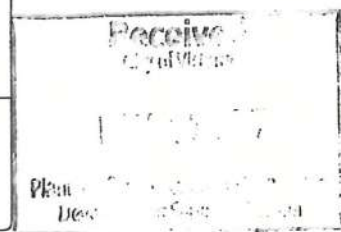
- MAIN ENTRY
- SECONDARY ENTRY

**NOTES:**

1. LANDSCAPES INDICATED IS CONCEPTUAL ONLY AND REQUIRES INSTALLATION BY A QUALIFIED LANDSCAPING CONTRACTOR.
2. CONTRACTOR TO IDENTIFY UTILITIES PROVIDED THROUGH UNDERGROUND PIPING AND AVOID CONFLICT WITH EXISTING UTILITIES.
3. ALL LANDSCAPES SHALL BE PERFORMED TO BCCLA, BCMA STANDARDS.
4. ALL EXISTING TREES TO REMAIN, UNLESS NOTED OTHERWISE.
5. WOOD FENCE TO BE MAX HEIGHT OF 1.20M (4'-0") BETWEEN FRONT PROPERTY LINE AND FRONT OF BUILDING 1.20M (4'-0") BETWEEN FRONT OF BUILDING AND REAR PROPERTY LINE.



○ Landscape Plan  
Scale: 1:100



RE-ISSUED FOR  
REZONING & DP  
NOV. 16, 2017

**ZEBRADesign**

1161 NEWPORT AVE  
Victoria, B.C. V8S 9E6  
Phone: (250) 360-2144  
Fax: (250) 360-2119

Drawn By: K. KOSMAN  
Date: Sept. 06, 2017  
Scale: AS NOTED  
Project:  
PROPOSED  
4 SFD'S @ 3103  
WASHINGTON AVE.  
Title:  
LANDSCAPE PLAN

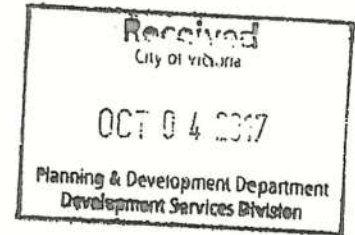
REV. NO.	DESCRIPTION	DATE	REVISED BY	DATE
1	RE-ISSUE BASED ON COMMENTS FROM SFD 1 & 2. ADJUST LANDSCAPE PLAN TO REFLECT INCREASED VOLUME OF TREES TO BE PROVIDED AND THE REMOVAL OF EXISTING 1.2M WIDE LOWER FLOOR SCREENING. ADDITIONALLY TO REMOVED TREES ON SITE PLAN TO PUT BACK IN. 30° GUARD W/ ALL FENCIBLES. AND ADDED SCREENING BASED ON 30° GUARD W/ ALL FENCIBLES. LANDSCAPING REMOVED TO PROVIDE 30° GUARD W/ ALL FENCIBLES.	SEP. 2017	REVISED BY	NOV. 16/17
2				





September 20, 2017

#1 Centennial Square  
Victoria, B.C.  
V8W 1P6



Re: 3103 Washington Avenue, Rezoning application and Development Permit

Dear Mayor Helps and City Victoria Council Members,

We are applying for a site specific rezoning at the above mentioned property. The objective of this proposal is affordable small detached family housing (strata titled) as an alternative to townhouses/row houses and apartment or condominium buildings. The concept was inspired due to the size and specific location of the lot, and in light of the current intense need for housing in Greater Victoria. The project is guided by specific objectives as described in the Burnside Gorge Neighbourhood Plan that support a variety of housing forms in this area, especially ground oriented units.

We are pleased to be putting forward a new concept and note that "creativity in design to meet policy intent is encouraged" in the Burnside Gorge Neighbourhood Plan. Exciting developments are coming for this area and we'd like to contribute some innovative design ideas to the initiatives. Providing diverse housing choices and increasing support for people who walk and bicycle were two of the top ten objectives of the 2015-2016 Community Engagement summary.

At the outset, we began by canvassing nearby neighbours and property owners to determine if they were in favour of such a proposal, and found that they were. We also had conversations with the Area Planner and the Engineering Department of City of Victoria, to introduce the concept and find out if the existing services on the street were viable for a development of this nature, and what Development Services might think of the idea in principle. Similarly we individually contacted City of Victoria Members of Council and the Mayor to see if this was a supportable project in their opinions. We encountered encouraging responses from all these parties as well.



With this information in mind we developed a preliminary proposal for four small detached homes, which we presented on September 11<sup>th</sup> to the Burnside Gorge Community Land Use Committee; the concept was warmly received by the Burnside Gorge CALUC. On September 18<sup>th</sup> the proposal was brought to the Burnside Gorge Neighbourhood Association and public at their monthly meeting. Plans and site data have been slightly revised in response to feedback from that neighbourhood meeting, eliminating the proposed basements in two of the homes, mostly due to concerns about parking.

We thought that this location would be perfect for a family-friendly housing approach like this due to its proximity to the Galloping Goose Regional Trail and downtown, making it an ideal home for those interested in vehicle free commuting and recreational use of the trail. Section 12.4 of the Neighbourhood Plan says that a range of appropriate housing in traditional residential neighbourhoods is encouraged, "providing options for households who are seeking housing with access to useable outdoor amenity space", and that the intent of the Land Use Policies is to "support intensification through primarily ground-oriented forms of housing" in the Burnside Gorge residential areas. Section 4.1.1.1 says, "Housing options attractive to a range of households, including families with children, are encouraged where appropriate".

The existing lot backs onto the Cecilia Ravine Playground, and we have included gate access from the property to the park to facilitate safe and direct access for children and bicycles from the property to the park and trail. We have proposed more than the required outdoor bicycle parking and have also allowed for lockable, weatherproof private individual storage rooms for bicycles. There are plans to improve cycling and pedestrian routes from the Galloping Goose Trail/Cecilia Ravine Park westward across Washington Avenue and through to Balfour Road.

As well as having three bedrooms per house on the upper level, each home will have a very comfortable kitchen and living area plus powder room on the main level, and in the case of Single Family Dwellings (SFDs) 3 and 4, a rec room, bathroom and flex or guest room is included on the lower level, which would allow for changing family needs. Each unit has its own covered private deck at the rear of the unit, and an on grade patio area with privacy screening to separate the yards from the parking area. On the site we are proposing five parking stalls, one for each unit plus one visitor parking space.

The plans are each under 127.1m<sup>2</sup> (1368 square feet) in area on main and upper levels, and they are 184.51m<sup>2</sup> (1986 SF) including the basement, in the cases of SFDs 3 and 4. Site coverage is currently 33.53% for all four houses combined on the existing property.

The Floor Area Ratio is 0.57 for the project (in comparison to S2 has a maximum of 0.6 FAR or 190m<sup>2</sup> excluding basements, whichever is less).

The houses are small but attractive, designed in a craftsman style; they are differentiated from one another in the elevations in design, materials and colours and fit well into the Neighbourhood context. As well as single family detached houses, the street includes row houses and higher density residential use. CPTED values have been considered in developing the project and sight lines on the site should remain principally clear, with outdoor lighting installed and "neighbourliness" being intrinsically encouraged.

The location is close to amenities such as: major bus routes; local groceries; entertainment; shopping and recreation locations; employment opportunities; schools; medical services; the downtown core. Future plans for the area - including the creation of a small urban village eastward from Cecelia Ravine towards Jutland - would provide additional services and opportunities for residents, and vice versa, with residents contributing social and economic benefit to future commerce and community ventures there.

We would retain all existing boulevard trees and replace any affected trees on site at the ratio indicated by the Parks Department; ground treatment includes a variety of permeable surfaces to aid in water management.

We imagine that a cluster of small houses like this would encourage interaction between the families that live there, and provide an attractive, friendly face next to the public space of the park and the access to the Galloping Goose Trail and Cecelia Ravine. We hope that a development such as this would serve to enhance the streetscape and enrich the social fabric of the area, maintaining the traditional residential character of the vicinity while contributing an appropriately scaled residential development.

Thank you very much for your consideration of this application. Please see enclosed plans for site data and project details.

Sincerely,



Rus Collins

Zebra Design & Interiors Group Inc.





November 16, 2017

#1 Centennial Square  
Victoria, B.C.  
V8W 1P6



Site Specific Rezoning and Development Permit: 3103 Washington Avenue detached homes

Dear City of Victoria staff, Mayor Helps and Members of Victoria Council,

Thank you for the application review summary dated October 24, 2017 and for the meeting to discuss the Planning Department's comments on our application.

In the list of conditions to be met prior to Committee of the Whole (COTW), it is stated in the comments from the Development Services Division that staff could support attached townhouses as one form of acceptable housing on this site, and when speaking to Development Services staff on November the 7<sup>th</sup>, we were told that our proposal is too dense for this location.

We would like to point out that in the Zoning Plan Check sheet that was provided to us, our proposal is being compared to RK townhouse zone.

Since we began designing this project, we have always intended that we want to approach these units as a townhouse type strata and not as a strata subdivision.

Here is how our project compares to the RK Zone requirements:

- RK minimum lot size is 555 M<sup>2</sup>; we have 899.41 M<sup>2</sup>, 62% greater area than required
- RK allow 1 unit per 185M<sup>2</sup> which would be almost 5 units on this lot; we propose 4 units
- RK allows a maximum Floor Area Ratio of .6 to 1; we propose .57 to 1
- RK allows a max. site coverage of 33%; we propose 33.53% only 0.53% over the allowable
- RK requires 45% lot area to be landscaped; we propose over that at 47.13%

Other than the setbacks, we believe that the proposal really reflects the main objectives of the townhouse zone and we have worked hard to achieve an optimal layout on the site. With our concept it would be very hard to meet the RK setback requirements due to the homes being

detached. Although our proposal does have one house quite close to the front property line due to the asymmetry of the lot, we observe that there are numerous different setback situations on other properties nearby, including for example 414 Cecilia Road and we feel that ours would not be a very unusual situation in the context of this neighbourhood.

Our proposal, rather like the cottage clusters mentioned as a supportable ground-oriented housing form in Section 12.7 of the Gorge Burnside Neighbourhood Plan, will encourage neighbourliness, while still providing privacy and not overlooking the neighbours.

A further point from the Development Services Division is about driveways and parking. Please consider that if one were to design an attached townhouse project on this property, it would still require a driveway access, similar to the one we are showing. If we were to incorporate carports or garages as would be the norm with townhouses on this property, the width of the drive aisle would be required to be at least 23 feet wide due to the turning radius. We only require 17'-0 3/4" wide parking in this configuration, for two vehicles side by side, resulting in much less paving overall.

We are proposing to add a grass strip down the driveway and in accordance with the suggestion of Development Services staff, to remove the fifth parking stall. This will further increase our green space on site - additional plantings will be implemented - and also allow us to address the requirement for garbage and recycling locations (please refer to the updated site and landscape plans for details).

Regarding suggestions towards the architectural style of our project, we note that each home has a different entry roof, each home has different finishing materials, and each home does have a different but complimentary colour scheme. In addition we have revised the window styles to reflect a different character for each dwelling.

Each of our homes was designed with secure, enclosed bicycle parking, plus there is an additional outdoor bicycle rack. We have included new fencing proposed for the sides and rear lot lines.

Currently our plan shows five trees to be removed (three pines and two deciduous), with five new trees to be planted. In response to Parks Department Comments, we are willing to replace the City boulevard cherry trees at the time of building permit if required, but would prefer to protect and retain the existing mature trees if possible. We will contact the Parks Department to discuss. We're pleased to hear that a gate from the property into the park is supported by staff.

Regarding Underground Utilities comments, we are will be working with a Civil Engineer to generate the sewage attenuation report, but it is not yet available; we will forward that as soon as it is prepared.



Permits and Inspections Division Comments: glazing and unprotected openings calculations have been revised in accordance with changes made to the windows, and the tables containing that information are located in the upper right hand corners of sheets 2.1, 2.2, 2.3 and 2.4.

Fire Department comments: we are considering implementing sprinklers in SFDs #1 and #2.

From the outset of this project, we began talking to the neighbours, the community association and also each and every member of City Council plus the Mayor herself, encountering very strong support. We are suggesting here an alternate solution to the housing need in Victoria (specific to this location), which would provide interesting, affordable, detached housing. This lot provides a very distinctive situation because there are no rear neighbours due to the park at the rear property line. This is a unique opportunity to do something different – let's not miss out on this chance to explore an alternative approach to affordable housing.

Although appropriate in many circumstances, and a solution to many housing challenges, townhouses are not without their drawbacks. In these times of intense pressure for increased housing and urban concentration, this project could provide that sought-after townhouse density with a single family feel. It could offer people an opportunity for the pride of ownership that comes with a detached family home, in a neighbourhood that likes what we are proposing.

In this proposal we provide off street parking space for one car per unit, in a location ideal for bicycling and walking (the Galloping Goose Trail is almost in the back yard). We are not proposing suites, having removed them after feedback from the community meeting. We note that some other nearby homes do not even have street or driveway access at all, and there is also a wide variety of housing types on the street, including a "micro" lot very nearby.

Again we stress that the proposal is well supported and liked by a lot of the neighbours, the greater community and affordable housing advocates. We encourage you to take a fresh look at our revised proposal, and consider that we have a great opportunity here to do something a bit unprecedented in a unique location that deserves special consideration.

Thank you for your time in reviewing the submission.


Sincerely,



Rus Collins

Zebra Design & Interiors Group Inc.





# Burnside Gorge Community Association

September 25, 2017

Mayor & Council  
#1 Centennial Square  
Victoria, BC

Dear Mayor and Council:

## **CALUC Community Meeting Rezoning Re-Application for 3103 Washington Avenue**

On September 18, 2017, the Burnside Gorge Land Use Committee (BGLUC) hosted a CALUC community meeting that was advertised to discuss Zebra Group's proposal to rezone 3103 Washington Avenue from R1-B Residential to site-specific residential zoning.

Rus Collins of Zebra Group presented.

The proposal is for a Strata complex of 4 single family houses. The existing house on the lot is to be demolished. The proposed buildings are 2 storeys, plus possible basements. The homes are 127m<sup>2</sup> in size not including the basement. The exterior elevations are of a style designed to fit in with the neighbouring houses.

Comments on design of houses was very favourable.  
Concerns were over parking and change from Traditional Residential Zoning

The proposal included 5 parking stalls and ample space for bike storage/ parking at all houses. The comments from adjacent neighbours were in regards to the possibility of the basements being turned into suites, thereby resulting in a lack of parking on the lot. The proposal attempts to address concerns over parking by possibly incorporating an electric car available for use by all tenants.

The proposal incorporates improved landscaping with a permeable paver driveway to maintain natural drainage using grasses in lieu of asphalt.

A poll was taken and divided into alternates:


Two houses with suitable basements: Favor – 10

All four without basements: Favor – 18

All with basements: Favor – 5

Opposed completely – 7

Abstained: 1



## Burnside Gorge Community Association

The poll results were generally based on the concern for over parking spaces.

Respectfully,

*Avery Stetski*

Avery Stetski  
Land Use Committee Chair  
Burnside Gorge Community Association

cc: Sustainable Planning and Community Development Department  
Rus Collins Zebra Group



**4. Rezoning Application No. 00614 for 3103 Washington Avenue****Motion:**

It was moved by Councillor Alto, seconded by Councillor Coleman, that Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00614 for 3103 Washington Avenue, 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:

- a. Preparation of the following documents, executed by the applicant to the satisfaction of City Staff:
  - i. Section 219 covenant to secure the design and associated landscaping of four proposed single-family dwelling Units, and to ensure the dwelling units are constructed in accordance with the plans approved by Council.

**Carried**

**For:** Mayor Helps, Councillors Alto, Coleman, Isitt, Loveday, Lucas, Madoff, and Thornton-Joe

**Opposed:** Councillor Young

#### 4. LAND USE MATTERS

##### 4.5 Rezoning Application No. 00614 for 3103 Washington Avenue

Committee received a report dated December 28, 2017, from the Director of Sustainable Planning and Community Development regarding an application to permit the construction of four single-family dwellings.

**Motion:** It was moved by Councillor Young, seconded by Councillor Lucas, that Council decline Rezoning Application No. 00614 for the property located at 3103 Washington Street.

Committee discussed:

- Support from neighbours for the proposal.

DEFEATED 18/COTW

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

**Motion:** It was moved by Councillor Isitt, seconded by Councillor Loveday, that Council instruct staff to prepare the necessary Zoning Regulation Bylaw Amendment that would authorize the proposed development outlined in Rezoning Application No. 00614 for 3103 Washington Avenue, 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:

- a. Preparation of the following documents, executed by the applicant to the satisfaction of City Staff:
  - i. Section 219 covenant to secure the design and associated landscaping of four proposed single-family dwelling Units, and to ensure the dwelling units are constructed in accordance with the plans approved by Council.

Committee discussed:

- The type of housing needed in the City and a desire for an affordability component to be included in the proposal.

CARRIED 18/COTW

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

NO. 18-031

A BYLAW OF THE CITY OF VICTORIA

The purposes of this Bylaw are to amend the Zoning Regulation Bylaw by creating the R1-47 Zone, Washington Cottage Cluster District, and to rezone land known as 3103 Washington Avenue from the R1-B Zone, Single Family Dwelling District to the R1-47 Zone, Washington Cottage Cluster District.

The Council of The Corporation of the City of Victoria enacts the following provisions:

- 1 This Bylaw may be cited as the “ZONING REGULATION BYLAW, AMENDMENT  
BYLAW (NO. 1146)”.
- 2 Bylaw No. 80-159, the Zoning Regulation Bylaw, is amended in the Table of Contents of  
Schedule “B” under the caption PART 1 – Detached Dwelling Zones by adding the  
following words:

“1.142 R1-47, Washington Cottage Cluster District”

- 3 The Zoning Regulation Bylaw is also amended by adding to Schedule B after Part 1.141  
the provisions contained in Schedule 1 of this Bylaw.
- 4 The land known as 3103 Washington Avenue, legally described as PID 006-423-434,  
Lot 6, Section 4, Victoria District, Plan 2214 except Plan EPP61125 and shown hatched  
on the attached map, is removed from the R1-B Zone, Single Family Dwelling District,  
and placed in the R1-47 Zone, Washington Cottage Cluster District.

READ A FIRST TIME the day of 2018

READ A SECOND TIME the \_\_\_\_\_ day of \_\_\_\_\_ 2018

Public hearing held on the \_\_\_\_\_ day of \_\_\_\_\_ 2018

READ A THIRD TIME the \_\_\_\_\_ day of \_\_\_\_\_ 2018

ADOPTED on the \_\_\_\_\_ day of \_\_\_\_\_ 2018

CITY CLERK

MAYOR



**PART 1.142 – R1-47 ZONE, WASHINGTON COTTAGE CLUSTER DISTRICT****1.142.1 Definitions**

In this Part, “cottage cluster” means four single family dwellings on one lot

**1.142.2 Permitted Uses in this Zone**

The following uses are the only uses permitted in this Zone:

- a. Uses permitted in the R1-B Zone, Single Family Dwelling District, subject to the regulations set out in Part 2.1 of the Zoning Regulation Bylaw
- b. Cottage Cluster, subject to the regulations contained in this Part

**1.142.3 Lot Area**

- a. Lot area (minimum) 899m<sup>2</sup>
- b. Lot width (minimum) 22m average lot width

**1.142.4 Floor Area**

- a. Total floor area, of all buildings combined (maximum) 634m<sup>2</sup>

**1.142.5 Height, Storeys**

- a. Building height (maximum) 7.45m
- b. Storeys (maximum) 2
- c. Roof deck Not permitted

**1.142.6 Setbacks, Projections**

- a. Front yard setback (minimum) 2.00m
- b. Rear yard setback (minimum) 2.75m
- c. Side yard setback from interior lot lines (minimum) 1.50m
- d. Separation space between buildings (minimum) 4.50m

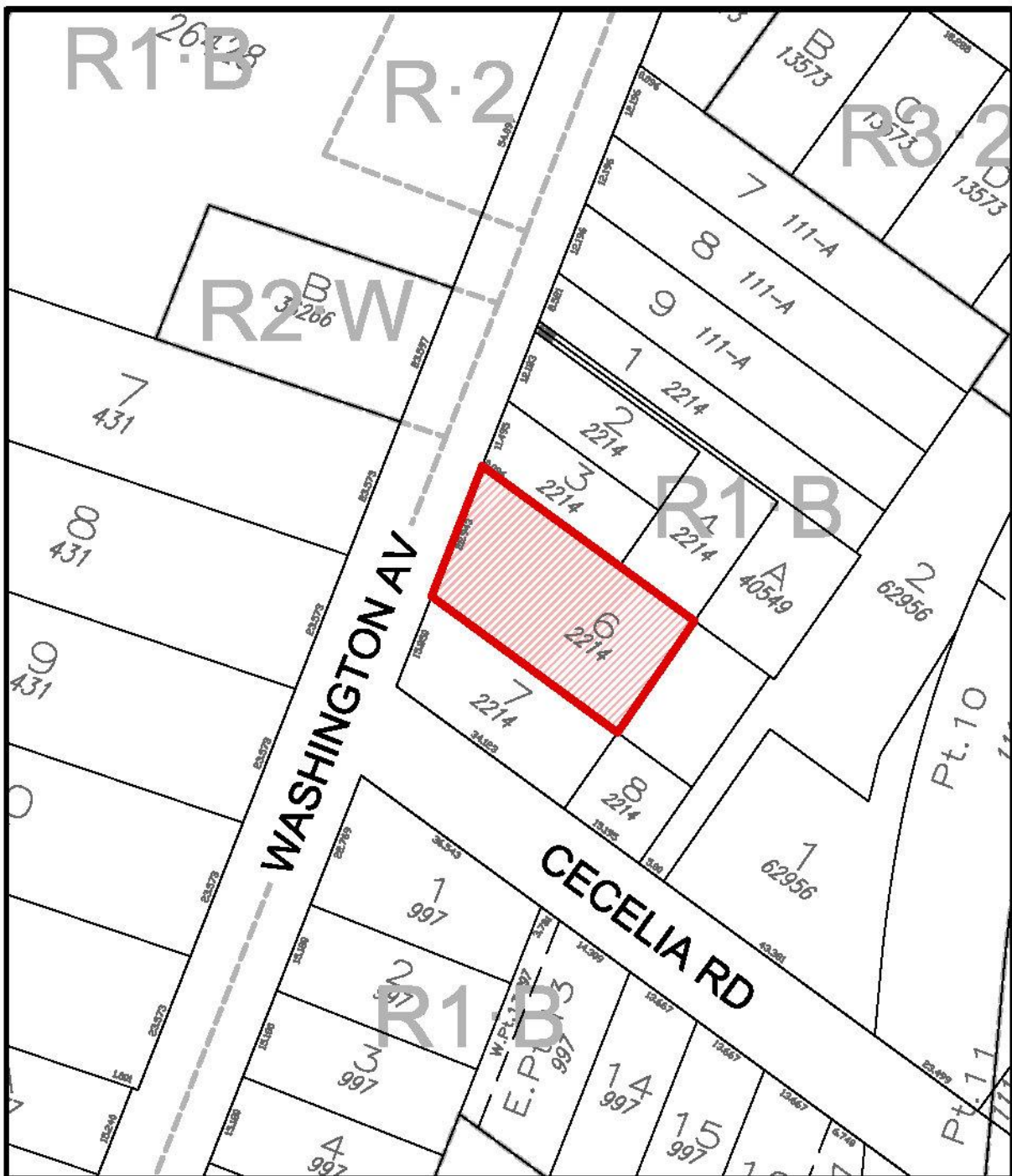
**PART 1.142 – R1-47 ZONE, WASHINGTON COTTAGE CLUSTER DISTRICT****1.142.7 Site Coverage, Open Site Space, Number of Buildings**

- a. Site Coverage (maximum) 33.50%
- b. Open site space (minimum) 49%
- c. Notwithstanding section 19 of the General Regulations, there may be four buildings erected or used on one lot

**1.142.8 Vehicle and Bicycle Parking**

- a. Vehicle parking (minimum) Subject to the regulations in Schedule "C"
- b. Bicycle parking (minimum) Subject to the regulations in Schedule "C"

Appendix 1 to Bylaw No. 18-031



3103 Washington Avenue  
Rezoning No.00614





NO. 18-078

## DEVELOPMENT COST CHARGES BYLAW, AMENDMENT BYLAW

# A BYLAW OF THE CITY OF VICTORIA

The purpose of this Bylaw is to amend the Development Cost Charges Bylaw No. 17-020.

Under its statutory powers of the *Community Charter*, the Municipal Council of The Corporation of the City of Victoria enacts the following provisions:

- 1 This Bylaw shall be cited as the "DEVELOPMENT COST CHARGES BYLAW,  
AMENDMENT BYLAW (NO. 1)".
- 2 That Development Cost Charges Bylaw No. 17-020 is amended by replacing Schedule A  
with Schedule A attached to this Bylaw.

READ A FIRST TIME the day of 2018.

READ A SECOND TIME the \_\_\_\_\_ day of \_\_\_\_\_ 2018.

READ A THIRD TIME the \_\_\_\_\_ day of \_\_\_\_\_ 2018.

RECEIVED THE APPROVAL  
OF THE INSPECTOR OF  
MUNICIPALITIES the                      day of                      2018.

ADOPTED on the \_\_\_\_\_ day of \_\_\_\_\_ 2018.

CITY CLERK

MAYOR

**Schedule A to Bylaw  
No.18-078  
Development Cost Charges  
(All amounts in dollars)**

	Transportation	Water	Drainage	Sewage	Parkland Acquisition and Development	Total Development Cost Charge		When Payable
Detached Dwelling	1,877.08	658.13	880.34	670.85	2,382.55	6,468.95	per lot	Subdivision Approval
Two Family Dwelling	2,281.94	1,316.25	1,760.67	1,341.69	4,765.09	11,465.64	per lot	Subdivision Approval
Attached Dwelling	9.69	5.03	4.07	5.13	18.21	42.13	per m2 of total floor area	Building Permit Issue
Multiple Dwelling	14.44	4.86	3.23	4.95	17.59	45.07	per m2 of total floor area	Building Permit Issue
Commercial	18.40	3.02	2.82	3.07	2.18	29.49	per m2 of total floor area	Building Permit Issue
Industrial	5.52	1.23	1.94	1.26	0.89	10.84	per m2 of total floor area	Building Permit Issue
Institutional	18.40	3.02	2.82	3.07	2.18	29.49	per m2 of total floor area	Building Permit Issue



**Council**  
**For the Meeting of June 28, 2018**

---

**To:** Council **Date:** June 19, 2018  
**From:** Susanne Thompson, Director of Finance  
**Subject:** Reserve Fund Policy and Reserve Fund Bylaw

---

**RECOMMENDATION**

That Council:

1. Approve the amended Reserve Fund Policy that includes the Park Furnishing Dedication Reserve Fund attached as Appendix A
2. Give first, second and third reading to the amended Reserve Fund Bylaw that includes the Park Furnishing Dedication Reserve Fund attached as Appendix B

**EXECUTIVE SUMMARY**

On June 14, 2018, Council directed staff to bring forth the amendment to the Reserve Fund Policy and Reserve Fund Bylaw to establish a new reserve fund for the Park Furnishing Dedication Program.

The proposed policy and bylaw have been amended to include the Park Furnishing Dedication Reserve Fund. This reserve has been established to assist in funding the maintenance costs of the capital assets acquired through the Park Furnishing Dedication Program and is funded by monetary contributions provided to the City of Victoria as part of the total cost of the dedication. The use of these funds is restricted to funding the maintenance of the dedicated park furnishings over the estimated useful life.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read 'Susanne Thompson'.

Susanne Thompson  
Director of Finance

**Report accepted and recommended by the City Manager:**

A large, stylized handwritten signature in cursive script, appearing to read 'Jocelyn Denbys'.



Date. June 21, 2018

**List of Attachments**

Appendix A: Amended Reserve Fund Policy

Appendix B: Amended Reserve Fund Bylaw

<b>Department of Finance</b> <b>Policies and Procedures</b>	
Reserve Funds	
Authorized by: City Council	Date of issue: September 30, 2004
	Revised: June 2018

**Purpose**

The purpose of the Reserve Fund Policy is to provide guidance with respect to the development, maintenance, and use of City Reserve Funds.

**Guiding Principles**

All Reserves Funds must be established, maintained and used for a specified purpose mandated by this policy, statute, or City by-law.

Annual operating surpluses are to be transferred to the Equipment and Infrastructure Reserve or the appropriate Financial Stability Reserve in each fund and used in accordance with the priorities outlined in this policy.

The City shall strive to develop appropriate reserves to meet future financial obligations with respect to City equipment and infrastructure, fiscal needs and employee benefit obligations.

**Primary Objectives**

Reserves shall be established and expended to:

**1. Ensure Stable & Predictable Levies**

The City recognizes that unstable and unpredictable tax levies can adversely affect residents and businesses in Victoria. In order to maintain stable and predictable levies, the City will maintain sufficient reserves to buffer the impact of unusual or unplanned cost increases and revenue reductions over multiple budget cycles.

**2. Provide for Operating Emergencies**

The City is exposed to unusual operating emergencies resulting from inclement weather, catastrophic events, law enforcement issues, environmental hazards and so on. It may not be feasible, or cost-effective, to absorb the costs of such emergencies during one budget cycle. The City will maintain adequate reserves to avoid such emergencies, extensive service interruptions, and prevent risks to infrastructure and public safety.

**3. Finance New Capital Assets**

Use of Reserves for financing new capital assets is an effective means of matching one-time funds to one-time capital projects. In addition, the City requires financial resources to quickly respond to opportunities that could provide capital infrastructure through private sector partnerships, and other alternative service delivery methods.

**4. Safeguard and Maximize Existing Assets**

The City has an inventory of specialized machinery, equipment and technology systems necessary for the efficient delivery of services to the public, which needs to be replaced on well-defined lifecycle standards. The City also has a need to provide insurance against unforeseen losses of these and other assets and claims against its assets where it is found legally liable.

### **General Criteria**

Reserves shall be established, maintained and used in accordance with the following General Criteria.

#### **1. Least Cost to Taxpayers**

Reserves should support the least cost alternative in the long-term for delivering standards of service adopted by Council. This means they will be used to:

- Buffer the effects of large cost increases and revenue reductions and allow time to adjust City service costs or revenue generation to avoid unnecessary tax increases, and
- Provide internal capital financing which is more cost-effective than external borrowing or leasing.

#### **2. Fairness & Equity to Taxpayers**

Reserves should serve to balance the impact of the operating costs and capital costs, on both current and future taxpayers by:

- Applying Reserves derived from one-time revenue sources to one-time capital or operating projects.
- Applying Reserve Funds and current revenues in a ratio, which recognizes the appropriate sharing of savings from current taxpayers with contributions from future taxpayers (this will likely require repayment of all, or a portion of, Reserves from future rates or user fees).

#### **3. Meets Statutory and Legal Requirements**

Reserves must meet the requirements of the Community Charter, Federal statutes, City By-Laws or any other contract or judgment enforceable by law.

#### **4. Meets Accounting Standards**

Reserves must meet generally accepted accounting principles (GAAP) and accounting standards applicable to local governments (PSAB).

### **Policy Administration**

The Director of Finance shall be responsible to:

- Ensure the Reserve Funds are established and maintained in compliance with this Policy.
- Conduct an annual review of the Reserve Funds and report the results to City Council.
- On an "as required basis", recommend revisions or amendments to this Policy, due to changes in applicable statutes, accounting standards, or economy.



**Administrative Criteria**

**1. Unique Corporate Purpose**

Reserves must have a unique and specific corporate purpose. Every effort must be made to:

- Reduce complexity by combining amounts with similar purposes
- Eliminating those with redundant or outdated purposes, and
- Re-focus departmental reserves to corporate purposes and strategic plans.

**2. Interest and Calculation Method**

All Reserves Funds will earn interest each year. Interest will be calculated based on the audited fund balance at the end of the prior year. The interest rate used will be the determined on an annual basis.

**3. Minimum and Maximum Balances**

A minimum and maximum balance shall be established for each Reserve Fund. A minimum balance will ensure that each fund is not depleted to the degree that it is no longer able to serve its intended purpose. A maximum balance ensures that it does not grow beyond its intended purpose.

**4. Repayment Period**

If funding is borrowed from a reserve, a time period shall be specified for the repayment or replenishment to its specified minimum or maximum balance.

**5. Business Case Requirements**

A business case shall be provided specifying the purpose, benefits and method of repayment for each proposed Departmental use of a reserve fund, except as provided by statute, City by-law or Council policy. A business case will be subject to the applicable budget, ranking or other prioritization process, and Council approval.

### **Reserve Funds**

City of Victoria Reserve Funds are established under the authority of the Community Charter and are each supported by a bylaw that outlines the purpose and use of each fund.

A description of each of the different types of Reserve Funds covered by this policy is outlined below:

### **Financial Stability Reserves**

#### **Description**

Financial Stability Reserves are required to ensure the ongoing financial stability and fiscal health, of all City Entities. Each reserve is funded from the year-end surplus from the appropriate entity (i.e. Operating Fund, Police Department). For the Water, Sewer and Stormwater Utilities, 50% of each utility's surplus are to be applied to the respective financial stability reserve until they reach target balances and the remainder to the respective equipment and infrastructure reserve.

- **Debt Reduction** – This reserve was established to provide a source of funds to finance internal borrowings, local improvements and paying down the City's outstanding debt. It is currently being funded from the City's share of surpluses identified in MFA Sinking Funds and payment holidays on debt issues.
- **Reserve for Insurance Claims** – This reserve was established to provide a source of funds for liability claims not covered under our Insurance Policies.

#### **Guidelines for Using Funds**

A Council Resolution or an Adopted Financial Plan Bylaw is required for all appropriations from the Financial Stability Reserve Funds.

All appropriations from Financial Stability Reserves are to be considered in accordance with the following priorities.

#### **1. Operating and Environmental Emergencies**

- These appropriations are the highest priority and are based on public safety and demand nature of the expenditure.

#### **2. Revenue Stabilization and Operating Contingency**

- These appropriations are intended to stabilize the impacts of cyclical revenue downturns and operating cost increases that are largely temporary and not within the City's ability to adjust in the short-term.

#### **3. Innovation Fund**

- As an incentive to encourage creativity and innovation, appropriations may be made to fund departments and/or workgroups that would like to explore innovative and creative solutions directed towards making the Corporation more efficient and effective.
- Business cases requesting use of these funds require that the replenishment methods be specified. These would include future departmental cost or service level adjustments or additional revenue generation necessary to "top up" the accounts over a three-year period.



**Equipment and Infrastructure****Description**

Equipment and Infrastructure Reserves are established to create a funding source for buildings and infrastructure capital projects, new equipment purchases and capital equipment replacement programs. Currently, the city has established equipment and infrastructure reserve funds for the following purposes:

- **Police Vehicles, Equipment and Infrastructure** – This reserve is to fund the replacement and purchase of Police vehicles and equipment. This reserve is funded by annual budget contributions included in the Police operating budget.
- **Police Emergency Response Team Vehicles and Equipment** - This reserve is to fund the replacement and purchase of equipment for the Regional Emergency Response Team. The reserve is funded by the annual surplus from the ERT Program.
- **Victoria Conference Centre Equipment and Infrastructure** – This reserve was established to provide a source of funds to properly maintain the Conference Centre building and furnishings. This reserve is also used to fund equipment replacements and new equipment purchases. The reserve is funded by the annual surplus from the Conference Centre.
- **City Equipment** - This reserve is to fund the replacement and purchase of City equipment. This includes equipment replacement programs, computer equipment and software, office furniture, etc. This reserve is funded by annual budget contributions included in the City operating budget.
- **City Vehicles and Heavy Equipment** – This reserve is to fund the purchase and replacement of City vehicles and heavy equipment. This reserve is funded by annual budget contributions included in the City operating budget.
- **City Buildings and Infrastructure** – This reserve was established to provide a source of funds to properly maintain City Buildings and Infrastructure. This reserve is funded by annual budget contributions that are increasing by \$500,000 per year until the reserve attains an adequate funding level. This increase is subject to annual Council approval.
- **Parking Services Equipment and Infrastructure** – This reserve was established to provide a source of funds to properly maintain the City parkades. The reserve is also used to fund Parking Services equipment replacement and new equipment purchases. This reserve is funded from annual budget contributions included in the City's operating budget.
- **Multipurpose Equipment and Infrastructure** – This reserve was established to provide funding for equipment replacement and maintaining the Multipurpose Facility. This reserve is funded by annual budget contributions from the City's operating budget and RG Properties.
- **Recreation Facilities Equipment and Infrastructure** – This reserve was established to provide a source of funds to properly maintain City Recreation Facilities. The reserve is also used to fund equipment replacement and new equipment purchases for City Recreation Facilities. This reserve is funded from user fees assessed on tickets to events and facility rentals.
- **Archives Equipment** – This reserve is to fund the purchase and replacement of Archives material and equipment. The funding for this reserve comes from grants and donations.



- **Artificial Turf Field** - This reserve was established to provide a source of funds for replacement of the Finlayson field carpet and amenities and for future development of artificial turf fields. This reserve is funded from the fees collected from the rental of the Finlayson field.
- **Gas Tax** - The Governments of Canada, British Columbia and the UBCM entered into the Gas Tax Agreement on September 19, 2005. The Agreement is focused on achieving three environmental sustainability outcomes: reduced greenhouse gas emissions, cleaner water and cleaner air. The Community Works Fund provides annual contributions into this reserve.
- **Water Utility Equipment and Infrastructure** - This reserve was established to provide a source of funds to properly maintain the Water Utility Infrastructure. The reserve is also used to fund Water Utility equipment replacement and new equipment purchases. The reserve is funded by annual budget contributions from the Water Utility and 50% of the Water Utility's surplus until the target balance has been met within the Water Utility Financial Stability Reserve. Once the target balance is achieved, 100% of the surplus will be allocated to the Water Utility Equipment and Infrastructure Reserve.
- **Sewer Utility Equipment and Infrastructure** - This reserve was established to provide a source of funds to properly maintain the Sewer Utility Infrastructure. The reserve is also used to fund Sewer Utility equipment replacement and new equipment purchases. The reserve is funded by annual budget contributions from the Sewer Utility and 50% of the Sewer Utility's surplus until the target balance has been met within the Sewer Utility Financial Stability Reserve. Once the target balance is achieved, 100% of the surplus will be allocated to the Sewer Utility Equipment and Infrastructure Reserve.
- **Stormwater Utility Equipment and Infrastructure** - This reserve was established to provide a source of funds to properly maintain the Stormwater Utility Infrastructure. The reserve is also used to fund Stormwater Utility equipment replacement and new equipment purchases. The reserve is by annual budget contributions from the Stormwater Utility and 50% of the Stormwater Utility's surplus until the target balance has been met within the Stormwater Utility Financial Stability Reserve. Once the target balance is achieved, 100% of the surplus will be allocated to the Stormwater Utility Equipment and Infrastructure Reserve.

### Guidelines for Using Funds

Use of equipment and infrastructure reserves is restricted to the following types of purchases:

- Major construction, acquisition, or renovation activities as defined in the Capital Asset Policy that add value to the municipal physical assets or significantly increase their useful life. Some examples include:
  - Renovation and construction projects pertaining to new or existing city buildings,
  - Renewal, replacement, enhancement or construction of city infrastructure, sewers, storm drains, water distribution systems, buildings, roads, sidewalks, traffic systems, parks, etc.
- Vehicles and heavy equipment, individual pieces of equipment and ongoing annual equipment replacement programs as defined in the Capital Asset Policy.



**Note:** A Council resolution or an adopted Financial Plan Bylaw is required for all appropriations from the Reserve Funds. Further, a Council Resolution is required to create additional reserve fund categories, delete categories or shift funds between categories.

## **Employee Benefit Obligations**

### **Description**

Reserves for employee benefit obligations will be established where the City is incurring a retirement benefit liability or other employee related liability, which the City is obligated to pay at some future date. Current reserves established include:

- **Police Retirement Benefits** – This reserve is to fund retirement benefits (one months pay and vested sick leave) accrued to retiring Police officers. This reserve is funded by annual contributions included in the Police operating budget.
- **Police Employee Pension Buybacks** – Police employees are entitled to purchase additional pension service time related to their probation period, provided they were not covered by pension. The City is obligated to pay 50% of the cost once the employee retires or reaches 55 years of age. This reserve was established to fund the City's share of costs for employees purchasing pension service for probation periods. This reserve is funded by annual contributions included in the Police operating budget.
- **Police Pension Corporation Over Contributions** – This reserve was established to accumulate the City's share of Police pension over contributions. These amounts are payable to the employee upon retirement. This reserve is funded from pension contributions refunded to the City by the BC Pension Corporation.
- **City Retirement Benefits** - This reserve has been established to help fund retirement benefits (one months pay and vested sick leave) accrued to retiring City Employees. This reserve is funded by annual contributions included in the City's operating budget.
- **City Employee Pension Buybacks** - City employees are entitled to purchase additional pension service time related to their probation period provided they were not covered by pension. The City is obligated to pay 50% of the cost once the employee retires or reaches 55 years of age. This reserve was established to fund the City's share of costs for employees purchasing pension service for probation periods. This reserve is funded by annual contributions included in the City's operating budget.
- **City Pension Corporation Over Contributions** - This reserve was established to accumulate the City's share of Firefighter pension over contributions. These amounts are payable to the employee upon retirement. This reserve is funded from pension contributions refunded to the City by the BC Pension Corporation.

### **Guidelines for Using Funds**

Use of funds is restricted to the purpose for which each fund was established. Funds may only be accessed to supplement funding a retirement payout.

**Note:** A Council resolution or an adopted Financial Plan Bylaw is required for all appropriations from these Reserve Funds. Further, a Council resolution is required to create additional reserve fund categories, delete categories or shift funds between categories.

### **Development Cost Charges**

#### **Description**

This reserve is required by the Community Charter to account for the proceeds from development cost charges levied against new developments. The reserve is funded from the proceeds of development cost charges levied.

#### **Guidelines for Using Funds**

Use of these funds is governed by the Development Cost Charge Bylaw and restricted to the funding approved projects as allowed by that bylaw.

**Note:** *An adopted Financial Plan Bylaw is required for all appropriations from this Reserve Fund. Further, an amendment to the Development Cost Charge Bylaw is required to create additional reserve fund categories, delete categories or shift funds between categories.*

### **Tax Sale Lands**

#### **Description**

The Tax Sale Lands Reserve was established to account for proceeds from any sales of City land and buildings. This reserve is funded from all sales of City land and buildings.

#### **Guidelines for Using Funds**

These funds are available for building and land purchases and improvements, and capital expenditures required for preparing City properties to sell (i.e. remediation, servicing, etc.)

**Note:** *A Council resolution or an adopted Financial Plan Bylaw is required for all appropriations from this Reserve Fund. Further, a Council resolution is required to create additional reserve fund categories, delete categories or shift funds between categories.*

### **Parks and Greenways Acquisition**

#### **Description**

This reserve was established to provide a source of funds for purchasing Park Lands. It is currently funded from 10% of the proceeds of any City land sale.

#### **Guidelines for Using Funds**

These funds are available for purchasing park lands or lands to be developed into a park.

**Note:** *A Council Resolution or an adopted Financial Plan Bylaw is required for all appropriations from this Reserve Fund. Further, a Council resolution is required to create additional reserve fund categories, delete categories or shift funds between categories.*



### **Local Amenities**

#### **Description**

This reserve tracks and accounts for monies received from a developer, for public amenities related to specific developments (i.e. pathways, parks, docks, etc.). This reserve is funded from contributions by developers.

#### **Guidelines for Using Funds**

Use of these funds is restricted to the purpose for which each contribution was based on.

**Note:** *A Council resolution or an adopted Financial Plan Bylaw is required for all appropriations from this Reserve Fund. Further, a Council resolution is required to create additional reserve fund categories, delete categories or shift funds between categories.*

### **Victoria Housing**

#### **Description**

This reserve has been established to provide a source of funds to help fund housing projects including projects that fall under the Secondary Suite Incentive Program. The reserve is funded by annual contributions included in the City's Operating Budget.

#### **Guidelines for Using Funds**

Use of these funds is restricted to the funding of housing projects including those that fall under the Secondary Suite Incentive Program.

**Note:** *A Council resolution or an adopted Financial Plan Bylaw is required for all appropriations from this Reserve Fund. Further, a Council resolution is required to create additional reserve fund categories, delete categories or shift funds between categories.*

### **Dockside Affordable Housing**

#### **Description**

This is a reserve that has been established to provide a source of funds to help fund affordable housing projects in Dockside. The Dockside Master Development Agreement outlines certain requirements around affordable housing that the developer has to meet. There is an option to provide cash instead of the affordable housing requirements. Those funds would be put into this reserve. In addition, the reserve is funded by 20% of the building permit fees applicable to the Dockside development.

#### **Guidelines for Using Funds**

Use of these funds is restricted to the funding of affordable housing projects in Dockside.

**Note:** *A Council resolution or an adopted Financial Plan Bylaw is required for all appropriations from this Reserve Fund. Further, a Council Resolution is required to create additional reserve fund categories, delete categories or shift funds between categories.*

### **Climate Action**

#### **Description**

This reserve has been established to provide a source of funds for funding climate mitigation and adaptation strategies that target energy and GHG reductions associated with facilities or transportation of either City-owned assets or community public lands and services. This reserve is funded by the Climate Action Revenue Incentive Program (CARIP) grants.

#### **Guidelines for Using Funds**

Use of these funds is restricted to the funding of climate change initiatives.

**Note:** *A Council resolution or an adopted Financial Plan Bylaw is required for all appropriations from this Reserve Fund. Further, a Council resolution is required to create additional reserve fund categories, delete categories or shift funds between categories.*

### **Art in Public Places**

#### **Description**

This reserve has been established to provide a source of funds for art in public spaces and expand opportunities for artists and members of the public to participate in the process. The Arts in Public Places policy outlines the funding formula for this reserve.

#### **Guidelines for Using Funds**

Use of these funds is restricted to the funding of art in public places initiatives.

**Note:** *A Council resolution or an adopted Financial Plan Bylaw is required for all appropriations from this Reserve Fund. Further, a Council resolution is required to create additional reserve fund categories, delete categories or shift funds between categories.*

### **Downtown Core Area Public Realm Improvements**

#### **Description**

This reserve has been established to assist in funding improvements that tangibly and visibly improve the physical condition, appearance and function of the public realm within the Downtown Core Area and provide a public benefit to the overall surrounding area.

This reserve is funded by monetary contributions provided to the City of Victoria as part of the Density Bonus System described in the *Downtown Core Area Plan*. The *Downtown Core Area Plan* outlines the funding formula for this reserve.

#### **Guidelines for Using Funds**

Use of these funds is restricted to the funding of public realm improvements that support the objectives and policies of the *Downtown Core Area Plan*.

**Note:** *A Council resolution or an adopted Financial Plan Bylaw is required for all appropriations from this Reserve Fund. Further, a Council resolution is required to create additional reserve fund categories, delete categories or shift funds between categories.*



### **Heritage Buildings Seismic Upgrades**

#### **Description**

This reserve has been established to assist in funding a portion of the cost of seismic upgrading as part of the re-use, retrofit and conservation of eligible heritage buildings within the Downtown Neighbourhood.

This reserve is funded by monetary contributions provided to the City of Victoria as part of the Density Bonus System described in the *Downtown Core Area Plan*. The *Downtown Core Area Plan* outlines the funding formula for this reserve.

#### **Guidelines for Using Funds**

Use of these funds is restricted to funding a portion of the cost of seismic upgrading of eligible heritage buildings as described in the *Downtown Core Area Plan*.

**Note:** *A Council resolution or an adopted Financial Plan Bylaw is required for all appropriations from this Reserve Fund. Further, a Council resolution is required to create additional reserve fund categories, delete categories or shift funds between categories.*

### **Park Furnishing Dedication**

#### **Description**

This reserve has been established to assist in funding the maintenance costs of the capital assets acquired through the Park Furnishing Dedication Program.

This reserve is funded by monetary contributions provided to the City of Victoria as part of the total cost of the dedication. The maintenance contingency is a percentage of the amenity capital cost.

#### **Guidelines for Using Funds**

Use of these funds is restricted to funding the maintenance of the dedicated park furnishings over the estimated useful life.

**Note:** *A Council resolution or an adopted Financial Plan Bylaw is required for all appropriations from this Reserve Fund. Further, a Council resolution is required to create additional reserve fund categories, delete categories or shift funds between categories.*

NO. 18-080

**RESERVE FUND BYLAW**

**A BYLAW OF THE CITY OF VICTORIA**

The purpose of this Bylaw is to establish the Park Furnishing Dedication Reserve Fund to assist in funding the maintenance costs of the capital assets acquired through the Park Furnishing Dedication Program

Under its statutory powers, including sections 188 and 189 of the *Community Charter*, the Council of The Corporation of the City of Victoria, in an open meeting assembled, enacts the following provisions:

**Title**

- 1 This Bylaw may be cited as the "Reserve Fund Amendment (No. 1) Bylaw."

**Amendments**

- 2 Bylaw No. 15-050, the Reserve Fund Bylaw is amended by:
- (a) repealing Schedule A and replacing it with the Schedule A attached to this Bylaw as Schedule A

READ A FIRST TIME the day of 2018.

READ A SECOND TIME the day of 2018.

READ A THIRD TIME the day of 2018.

ADOPTED on the day of 2018.

CITY CLERK

MAYOR

**SCHEDULE A**

	<b>Column 1 – Reserve Fund Name</b>	<b>Column 2 – Reserve Fund Purpose</b>
1.	Art in Public Places Reserve Fund	For funding the planning, design, fabrication, acquisition, installation and maintenance of art in public places
2.	Climate Action Reserve Fund	For funding climate action and mitigation projects that promote greenhouse gas reduction, energy conservation, and carbon neutrality
3.	Downtown Core Area Public Realm Improvement Reserve Fund	For monies received from the Density Bonus System, for funding amenities and other improvements that tangibly and visibly improve the physical condition, appearance and function of the public realm and provide a public benefit to the overall Downtown Core Area
4.	Downtown Heritage Buildings Seismic Upgrade Reserve Fund	For monies received from the Density Bonus System, for funding a portion of the cost of seismic upgrading as part of the re-use, retrofit and conservation of eligible heritage buildings within the Downtown Neighbourhood
5.	Employee Benefit Obligation Reserve Fund	For funding employee retirement benefit liabilities, and other employee benefit or pension related liabilities
6.	Equipment and Infrastructure Reserve Fund	For funding building and infrastructure capital projects, new equipment purchases and capital equipment replacement
7.	Financial Stability Reserve Fund	For funding operating and environmental emergencies, for funding debt reduction and liability claims, for stabilizing the temporary impact of cyclical revenue downturns and cost increases and for funding innovations within City Departments that create efficiencies and enhance the effectiveness of programs
8.	Local Amenities Reserve Fund	For paying the cost of public amenities
9.	Parks and Greenways Acquisition Reserve Fund	For acquisition of land for parks and greenways, and acquisition and construction of improvements on that land

	<b>Column 1 – Reserve Fund Name</b>	<b>Column 2 – Reserve Fund Purpose</b>
10.	Tax Sale Lands Reserve Fund	For monies received from the sale of City land and buildings, for funding the purchase and development of land and improvements
11.	Victoria Housing Reserve Fund	For funding housing projects, including those that fall under the Secondary Suite Incentive Program
12.	Park Furnishing Dedication Reserve Fund	For funding maintenance costs of the capital assets acquired through the Park Furnishing Dedication Program





THE CORPORATION OF THE DISTRICT OF OAK BAY  
MUNICIPAL HALL – 2167 OAK BAY AVENUE – VICTORIA, B.C. V8R 1G2  
PHONE 250-598-3311 FAX 250-598-9108 WEBSITE: [www.oakbay.ca](http://www.oakbay.ca)

MAYOR'S OFFICE

JUN 11 2018

VICTORIA, B.C.

June 5<sup>th</sup>, 2018

Mayor Lisa Helps  
City of Victoria  
1 Centennial Square  
Victoria, BC  
V8W 1N9

Dear Mayor Helps:

**Re: 57 Beach Drive Structure Fire**

We are writing to you today to formally recognize the support from the Victoria Fire Department in assisting with the suppression of the structure fire at 57 Beach Drive on June 3<sup>rd</sup>, 2018.

The crews arrived to a fully involved house with flames showing. The support of the Victoria Fire Department helped to quickly bring this fire under control.

Please thank Battalion Chief Oscar Pohl as well as Crew D for their extra efforts, which were very much appreciated.

The ongoing mutual cooperation between Oak Bay and Victoria Fire Departments is a comfort to our crews as well as community.

Sincerely,

Mayor Nils Jensen

Fire Chief Dave Cockle





June 11, 2018

Dear Mayors and Regional District Chairs:

I am pleased to provide you with the following information regarding the process for requesting a meeting with me, or with provincial government, agency, commission and corporation staff, during the upcoming annual UBCM Convention taking place in Whistler, September 10 to 14, 2018.

You will also receive a letter from the Honourable John Horgan, Premier, containing information about the online process for requesting a meeting with Premier Horgan and other Cabinet Ministers.

If you would like to meet with me at the Convention, please complete the online request form at: [MAH Minister's Meeting](#) and submit it to the Ministry of Municipal Affairs and Housing before **July 13, 2018**. Meeting arrangements will be confirmed by mid -August. I will do my best to accommodate as many meeting requests as possible.

To get the most out of your delegation's meeting with me, it would be helpful if you would fill out the online form with detailed topic information. By providing this information in advance of the meeting, I will have a better understanding of your delegation's interests and it will allow for discussions that are more productive.

Ministry staff will email the Provincial Appointment Book (PAB). This PAB lists all government, agency, commission and corporation staff expected to be available to meet with delegates at the Convention, as well as details on how to request a meeting with staff online.

As I approach my second Convention as Minister responsible for local government, I look forward to hearing more about your communities, to identifying opportunities to work together with you in partnership, and to growing our relationships in the spirit of collaboration.

Sincerely,

Selina Robinson  
Minister

pc: Honourable John Horgan, Premier  
Wendy Booth, President, Union of British Columbia Municipalities



June 11, 2018

Dear Mayors and Regional District Chairs:

My caucus colleagues and I are looking forward to seeing you all again at this year's Union of British Columbia Municipalities (UBCM) Convention in Whistler from September 10-14.

*Communication, Collaboration, Cooperation*, the theme for the 2018 Convention, is indeed an appropriate focus as we engage in dialogue around local, provincial, federal, and First Nations governments working together to build strong and vibrant communities throughout our province. We all have a part to play in finding solutions and developing ideas that will ensure our communities thrive, and UBCM provides us with a wonderful opportunity to listen to one another, share ideas, and work together to build a better BC.

If you would like to request a meeting with a Cabinet Minister or with me during this year's convention, please register online at <https://UBCMreg.gov.bc.ca> (live, as of today). Please note that this year's invitation code is **MeetingRequest2018** and it is case sensitive. If you have any questions, please contact [UBCM.Meetings@gov.bc.ca](mailto:UBCM.Meetings@gov.bc.ca) or phone 250-213-3856.

I look forward to being part of your convention, meeting with many of you, and exploring ways that we can partner together to address common issues.

Sincerely,

A handwritten signature in blue ink that reads "John J. Horgan". The signature is fluid and cursive, with a long horizontal stroke at the end.

John Horgan  
Premier



For the Council Meeting of June 28 2018

---

**Date:** Monday June 25 2018

**From:** Mayor Helps

**Subject:** Reconsideration of Rezoning and Development Permit with Variances Application for 1417 May Street

---

### **Background**

On June 14 2018, Council held a hearing for a rezoning and development permit with variances for a *passive haus* fourplex at 1417 May Street. After hearing from the applicant and three members of the public, as well as considering correspondence received, Council voted to turn down third reading of the zoning bylaw.

The property owner did not request reconsideration of this motion. However, I have been sincerely struggling with Council's decision on this matter and will outline in the sections below why I think Council should reconsider this decision.

As Mayor, I have the authority under section 131 of the Community Charter to require Council to reconsider and vote again on a matter. See Appendix A. I must simply require Council to reconsider and vote again as opposed to asking Council to first pass a motion to put the matter back on the table for discussion. At my request, Council must debate and vote on whether they want to up hold the decision from June 14<sup>th</sup> or rescind it.

Staff's advice is that if Council wishes to rescind the decision, the legislation's provisions around reconsideration being "subject to the same conditions that applied to the original decision" are construed on balance to mean that a reconsideration should be done with another public hearing held before a vote to consider the bylaw is taken. This has added transparency, eliminates the "new information" possibility, but most importantly is considered to be the intent behind that legislative requirement. I have contacted the applicant and asked if they would be willing to participate in a new public hearing and received an answer in the affirmative.

### **Rationale for Reconsideration**

#### Gentle Density

The Fairfield neighbourhood, in which this property is located, has been working on its neighbourhood plan for close to two years. When the draft plan came to Council, Council gave staff direction to work with the neighbourhood to define "gentle density". Although this definition and understanding-building is still a work in progress, there seems to be an emerging consensus that four units on a 10,000 square foot lot would be considered gentle density and a good way to add infill housing to the neighbourhood. This point was raised at the hearing, but I'm not sure that Council has adequately thought through how we will embrace gentle density as a community and what kind of signal turning down this application sends to the call for gentle density in Fairfield.



### Affordability

More concerning to me than the gentle density conversation was the way that affordability was treated at the hearing. One of the reasons given for turning down the proposal was that it was not affordable. There were calls from a couple of the people who spoke at the hearing for a duplex to be built on that lot rather than a fourplex. If a duplex is built that would result in two units that would sell for approximately \$1.3 million. If a fourplex is built that would result in four units that would sell for approximately \$700,000. By all means, \$700,000 is not affordable to many people working in Victoria, buying their first home. But four units at \$700,000 are more affordable and provide more housing than two units at \$1.3 million. Furthermore, with regard to affordability – with the house built to *passive haus* standards there is an energy cost savings of approximately \$100 per month / \$1200 per year, which gives that little bit extra money to service the mortgage.

### Climate Change and Victoria's 2050 Commitments

Earlier in the term – with the strong urging of the community and in line with the Paris Agreement – Council adopted two bold and ambitious goals with regard to climate change. We committed to Victoria being 100% powered by renewable energy in 2050. And we committed to reducing our Greenhouse Gas emissions (GHGs) 80% over 2007 levels by 2050. These were not just nice words on a page, these are our commitments.

Fully 50 percent of the GHGs in Victoria come from buildings. Between 2007 and 2016, the population of Victoria increased by 9.9 per cent. In that same period our GHGs decreased by 8.8%. If we continue on this trajectory, we are only set to reduce our GHGs by 32% by 2050. We will not meet our commitment of 80% reduction. Building projects that voluntarily build in sustainability features, and especially net zero energy buildings, that will help us meet our climate commitments by 2050 deserve special consideration. I don't think this consideration was given its due by Council at the hearing.

### **Recommendation**

1. That Council rescind its decision with regard to third reading of Zoning Regulation Bylaw, Amendment Bylaw (No. 1139) No. 18-013 and direct staff to convene a new public hearing that follows all the regular public hearing requirements (advertising, mailout, etc).

**Respectfully Submitted,**



Mayor Helps

## **APPENDIX A – Community Charter Excerpt**

### **Mayor may require council reconsideration of a matter**

**131** (1) Without limiting the authority of a council to reconsider a matter, the mayor may require the council to reconsider and vote again on a matter that was the subject of a vote.

(2) As restrictions on the authority under subsection (1),

(a) the mayor may only initiate a reconsideration under this section

(i) at the same council meeting as the vote took place, or

(ii) within the 30 days following that meeting, and

(b) a matter may not be reconsidered under this section if

(i) it has had the approval of the electors or the assent of the electors and was subsequently adopted by the council, or

(ii) there has already been a reconsideration under this section in relation to the matter.

(3) On a reconsideration under this section, the council

(a) must deal with the matter as soon as convenient, and

(b) on that reconsideration, has the same authority it had in its original consideration of the matter, subject to the same conditions that applied to the original consideration.

(4) If the original decision was the adoption of a bylaw or resolution and that decision is rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.



**Council Report**  
**For the Meeting of May 24, 2018**

---

**To:** Council **Date:** May 10, 2018  
**From:** Jonathan Tinney, Director, Sustainable Planning and Community Development  
**Subject:** **Update Report for Rezoning Application No. 00556 and Development Permit with Variances Application No. 00028 for 1417 May Street**

---

**RECOMMENDATION**

That Council receive this update report for information.

**EXECUTIVE SUMMARY**

The purpose of this report is to inform Council that, in accordance with Council's motion of September 21, 2017 (attached), the applicant has fulfilled the conditions set by Council in relation to Rezoning Application No. 00556:

- Preparation and execution of a Housing Agreement to ensure that a future strata cannot restrict the rental of units. Notice of the Housing Agreement will be registered on title should Council approve the associated Housing Agreement Bylaw (No. 18-069).
- Registration on title of a section 219 covenant ensuring the building is constructed to Passive House Standards.
- Submission of an onsite storm water management plan and registration of a 219 covenant 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.

Respectfully submitted,

  
Alec Johnston  
Senior Planner  
Development Services

  
Jonathan Tinney, Director  
Sustainable Planning and Community  
Development Department

Report accepted and recommended by the City Manager:

  
Date: May 17, 2018

**List of Attachments:**

- Attachment A – Council Minutes dated September 21, 2017



3. Rezoning and Development Permit with Variances Application No. 00544 for 1539 Pearl Street (Oaklands)

**Motion:**

It was moved by Councillor Alto, seconded by Councillor Coleman:

**Rezoning Application No. 00544**

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.

**Development Permit with Variances Application No. 00544**

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 Unanimously**

4. Rezoning Application No. 00556 and Development Permit with Variances Application No. 00028 for 1417 May Street (Fairfield Gonzales)

**Motion:**

It was moved by Councillor Thornton-Joe, seconded by Councillor Alto:

**Rezoning Application No. 00556**

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.

**Development Permit with Variances Application No. 00028**

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**

**For:** Mayor Helps, Councillors Alto, Coleman, Isitt, Loveday, and Thornton-Joe  
**Opposed:** Councillors Madoff and Young

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

**Motion:**

It was moved by Councillor Isitt, seconded by Councillor Young, that Council direct staff to work with the applicant to address the following:

## **REPORTS OF COMMITTEES**

### **1. Committee of the Whole – September 14, 2017**

#### **4. Rezoning Application No. 00556 and Development Permit with Variances Application No. 00028 for 1417 May Street (Fairfield Gonzales)**

##### **Motion:**

It was moved by Councillor Thornton-Joe, seconded by Councillor Alto:

##### **Rezoning Application No. 00556**

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.

##### **Development Permit with Variances Application No. 00028**

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**

**For:** Mayor Helps, Councillors Alto, Coleman, Isitt, Loveday, and Thornton-Joe  
**Opposed:** Councillors Madoff and Young

### 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





## Committee of the Whole Report

For the Meeting of September 14, 2017

---

To: Committee of the Whole Date: August 31, 2017

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

Subject: Rezoning Application No. 00556 for 1417 May 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. 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.

### 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 1417 May Street. The proposal is to rezone from the R1-B Zone, Single Family Dwelling District, to a new site-specific zone in order to construct a two-storey residential building with four ground-oriented self-contained dwelling units.

The following points were considered in assessing this Application:

- the property is designated as Traditional Residential in the *Official Community Plan, 2012* (OCP). The proposed ground-oriented housing and density is consistent with the land designation and OCP policies related to sensitive infill in the Fairfield neighbourhood
- the proposal is consistent with the policies specified in *Suburban Neighbourhoods, 1984*
- one bylaw-protected tree is proposed for removal with this Application and the applicant has provided an arborist report outlining measures to mitigate the impact of development on the nearby trees
- the applicant is proposing Passive House certification with this proposal, which will be secured through a Section 219 Covenant.

## BACKGROUND

### Description of Proposal

This Application is to rezone the subject site from the R1-B Zone to a new site-specific zone in order to construct a two-storey ground-oriented residential building with four self-contained dwelling units at a floor space ratio of 0.33:1. The nearby property located at 1461 May Street is in the R-55 Zone, May Street Multiple Dwelling District, and is comparable in terms of density and height. The new zone would be similar to the R-55 Zone, but with the following differences:

- maximum floor space ratio (FSR) reduced from 0.5:1 to 0.33:1
- maximum of number of storeys reduced from three to two
- minimum side yard (west) reduced from 3.00m to 2.70m.

Variances related to parking are also being proposed and will be discussed in relation to the concurrent Development Permit with Variances Application:

- reduced vehicle parking from six stalls to four stalls
- reduced visitor parking from one stall to zero stalls.

The design aspects of this proposal are also reviewed in the concurrent Development Permit with Variances Application report.

### Affordable Housing Impacts

The applicant proposes the creation of four new residential units which would increase the overall supply of housing in the area. A Housing Agreement is also being proposed which would ensure that future Strata Bylaws could not prohibit the rental of units to non-owners.

## Sustainability Features

The applicant has identified a number of sustainability features which will be reviewed in association with the concurrent Development Permit with Variances Application for this property.

## Active Transportation Impacts

The Application proposes four Class 1 bicycle parking stalls and one six-space Class 2 bicycle rack 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 dwellings, duplexes and multiple dwelling unit house conversions. Moss Rocks Park is located north of the property on the opposite side of May Street.

## Existing Site Development and Development Potential

The site is presently developed as a single family dwelling.

Under the current R1-B Zone, the property could be developed as a single family dwelling with either a secondary suite or a garden suite, or converted to multiple dwelling units subject to the house conversion regulations under Schedule G of the *Zoning Regulation Bylaw*.

## Data Table

The following data table compares the proposal with the existing R1-B Zone and the R-55 Zone, May Street Multiple Dwelling District. An asterisk is used to identify where the proposal is less stringent than the R-55 zone.

Zoning Criteria	Proposal	Zone Standard R-55	Existing Zone R1-B
Site area (m <sup>2</sup> ) - minimum	926.85	555.00	460.00
Number of units in an attached dwelling - maximum	4	4	1
Density (Floor Space Ratio) - maximum	0.33:1	0.55:1	N/A
Floor area of all floors (m <sup>2</sup> ) - maximum	445.76	N/A	420.00
Lot width (m) - minimum	15.22	15.00	15.00



Zoning Criteria	Proposal	Zone Standard R-55	Existing Zone R1-B
Height (m) - maximum	8.28	8.50	7.60
Storeys - maximum	2	3	2
Site coverage % - maximum	31.00	40.00	40.00
Open site space % - minimum	47.60	30.00	N/A
Rear yard open site space % - minimum	61.00	33.00	N/A
Setbacks (m) - minimum:			
Front	6.00	6.00	7.50
Rear	31.19	19.00	15.12
Side (east)	3.00	3.00	3.00
Side (west)	2.7*	3.00	1.52
Parking - minimum	4*	6	1
Visitor parking (minimum) included in the overall units	0*	1	N/A
Bicycle parking stalls (minimum)			
Class 1	4	4	N/A
Class 2	6	6	N/A

### 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 December 19, 2017. A summary of the meeting is attached to this report.

### ANALYSIS

#### Official Community Plan

The *Official Community Plan, 2012* (OCP) Urban Place Designation for the subject property is Traditional Residential, which supports ground-oriented residential uses. The OCP states that new development may have a density of generally up to 1:1 floor space ratio (FSR) and up to two storeys in height. The Application meets the place character features of the Traditional Residential urban place guidelines and housing policy in the OCP which supports a diversity of housing types to create more home ownership options such as ground-oriented multi-unit residential developments.

## Local Area Plans

The land use policies of *Suburban Neighbourhoods, 1984* that relate to Fairfield identify the subject lands as suitable for residential development and encourages infill development of small scale townhouses, small lot houses and duplexes. The proposal for a ground-oriented multi-unit residential building is consistent with this policy.

## Housing Agreement

The applicant is amenable to entering into a Housing Agreement with the City to ensure that a future strata corporation could not pass any bylaws that would prohibit or restrict the rental of units to non-owners.

## Tree Preservation Bylaw and Urban Forest Master Plan

There is an existing Bylaw protected Maple tree on the subject property. The tree was reviewed by an ISA consulting arborist and it was determined that the tree is unhealthy and would not survive the amount of excavation work for the proposed landscape plan and as such the tree will be removed. As per the Bylaw, two replacement trees will be planted by the applicant on site. There is an existing large Maple tree on the property to the east which will be negatively affected by the proposed driveway. This tree will be explored further by the consulting arborist prior to construction and tree protection measures will be put in place. There is an existing boulevard tree in poor health that will be removed and replaced on the city boulevard.

## CONCLUSIONS

The Application is consistent with the place character features of the Traditional Residential urban place guidelines, and housing policy in the OCP which supports the diversity of housing types to create more home ownership options such as ground-oriented multi-unit residential developments. Staff recommend that Council consider supporting the Application.

## ALTERNATE MOTION

That Council decline Rezoning Application No. 00556 for the property located at 1417 May Street.

Respectfully submitted,



Alec Johnston  
Senior Planner  
Development Services

for



Jonathan Tinney, Director  
Sustainable Planning and Community  
Development Department

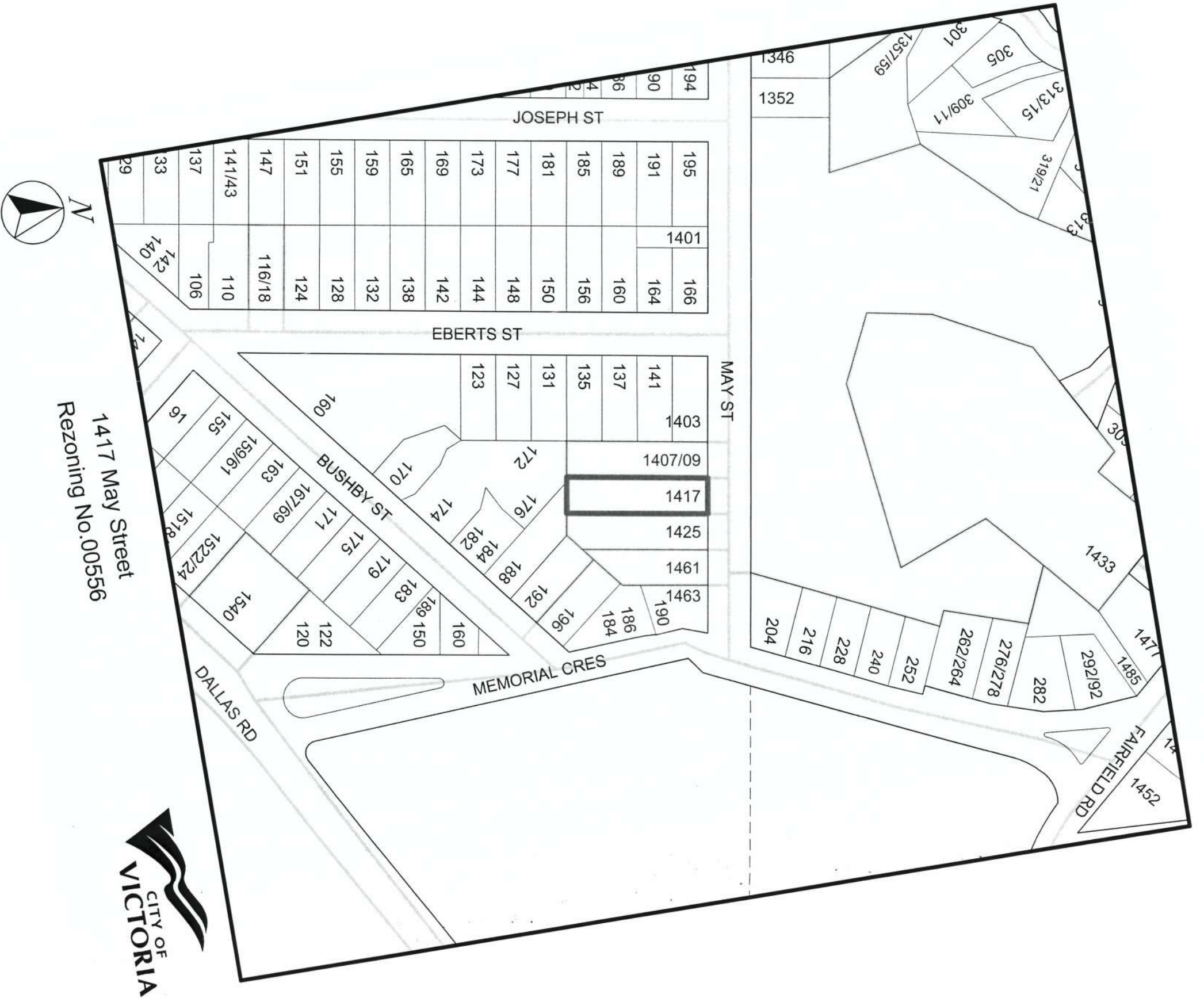
Report accepted and recommended by the City Manager:

  
Date: Sept 7, 2017



## List of Attachments

- Attachment A - Subject Map
- Attachment B - Aerial Map
- Attachment C - Plans date stamped July 12, 2017
- Attachment D - Letters from applicant to Mayor and Council dated May 18, 2017 and December 26, 2016
- Attachment E - Community Association Land Use Committee Summary of December 19, 2016 Meeting
- Attachment F - Arborist Report dated August 20, 2017
- Attachment G - Neighbourhood Correspondence.



1417 May Street  
Rezoning No.00556





1417 May Street  
Rezoning No.00556



# ATTACHMENT C

## MAY STREET PASSIVE HOUSE

1417 MAY STREET, VICTORIA

ISSUED FOR REZONING & DEVELOPMENT RESUBMISSION

JULY 05, 2017

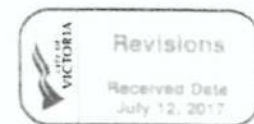
### DRAWING LIST

CASCADIA ARCHITECTS INC.

Sheet No.	Sheet Title
A000	COVER
A001	GENERAL & PROJECT DATA
A101	SITE PLAN, DEMOLITION & PROPOSED
A201	PROPOSED FLOOR PLANS
A202	PROPOSED FLOOR PLANS
A203	PROPOSED FLOOR & ROOF PLAN
A301	SECTIONAL & BUILDING SECTION
A302	SECTIONAL
A400	EXTERIOR & MATERIAL BOARD

BIOPHILIA DESIGN COLLECTIVE LTD.

Sheet No.	Sheet Title
L401	PROPOSED LANDSCAPE PLAN



#### CLIENT

NILA HOLDINGS LTD.  
185 - 911 Yates Street  
Victoria BC V8Y 4Y9

Contact:  
Howard Sparks  
hsparks2@telus.net

#### ARCHITECT

CASCADIA ARCHITECTS  
1060 Meares Street  
Victoria BC V8W 1E4  
250.590.3223

Contact:  
Peter Johanniknecht Architect AIBC LEED AP  
peter@cascadiaarchitects.ca

#### LANDSCAPE DESIGN

BIOPHILIA design collective ltd.  
1719 Lee Avenue  
Victoria BC V8K 4W7  
250.589.8244

Contact:  
Bianca Bodley  
biancabodley@gmail.com

NILA HOLDINGS  
MAY STREET PASSIVE HOUSE

DATE	PROJECT #	REV
12/12/17	2017-0003	1

CASCADIA ARCHITECTS INC.  
1060 Meares Street  
Victoria BC V8W 1E4





**BUILDING SETBACKS (m)**  
FRONT YARD  
REAR YARD  
SIDE YARD  
SIDE YARD  
COMBINED SIDE YARDS

**RESIDENTIAL USE DETAILS**  
TOTAL NUMBER OF UNITS  
UNIT TYPE  
GROUND-ORIENTED UNITS  
MINIMUM UNIT FLOOR AREA (sq m)  
TOTAL APPROXIMATE FLOOR AREA (sq m)

<b>FLOOR AREA</b>	<b>PROPOSED - 6,812 SQ.FT.</b>
<b>LOT AREA</b>	<b>72,841 S.F. (SUSTAIN)</b>
<b>FLOOR AREA</b>	
<b>FLOOR SPACE RATIO</b>	0.23 : 1
<b>TOTAL FLOOR AREA</b>	90,344 S.F.
<b>HEIGHT, FLOORS</b>	
<b>STORIES</b>	3
<b>SETBACKS</b>	
<b>FRONT YARD SETBACK</b>	8.00 ft.
<b>SIDE YARD SETBACK</b>	11.19 "
<b>REAR YARD SETBACK</b>	3.00 ft.
<b>DUE YARD SETBACK (PSEET)</b>	2.00 m.
<b>SITE COVERAGE, OPEN SITE</b>	
<b>SPACE PARKING</b>	71%
<b>VIS COVERAGE</b>	10%
<b>OPEN SITE SPACE</b>	45%
<b>VEHICLE PARKING</b>	4 RESIDENT
<b>BICYCLE PARKING</b>	4 CLASS 1 4 CLASS 2

**PROVINCE:** British Columbia  
**LOCATION:** Victoria  
**BUILDING HEIGHT (Pgs. 10 to 16):**

**DATA SOURCE:**  
Table C-1 "Measured Performance of Windows & Doors in Part 8.1-1997"  
Forming Part of Appendix C

**CLIMATIC DATA (1% DRYWET) 120 Pa**  
**CLIMATIC DATA (1% HWY) 237 Pa**  
**DESIGNED LOADS (DRYWET) 120 Pa**  
**DESIGNED LOADS (HWY) LOAD + WIND = 154 Pa**  
**REQ'D PENETRATION PERFORMANCE (Pg. 1)** 241 Pa  
**REQ'D PENETRATION PERFORMANCE (Pg.) 120 Pa**  
**REQ'D PENETRATION PERFORMANCE (Pg.) 15**  
**REQ'D PENETRATION PERFORMANCE (DYNAMIC TEST) 120 Pa**

CALCULATION	
FLOOR AREA 1 (Open to sky)	196.42 SQ
FLOOR AREA 2	194.43 SQ
FLOOR AREA 3	156.97 SQ
TOTAL (STRUCTURE)	547.82 SQ
LOT AREA	926.83 SQ
TOTAL (STRUCTURE)	547.82 SQ
LOT AREA	926.83 SQ
FLOOR SPACE RATIO	0.591

BUILDING + ACC	1,007.00 sq. ft.
PARKING	180.00 sq. ft.
TOTAL	1,187.00 sq. ft.
LOT AREA	726.85 sq. ft.
BUILDING & PARKING	474.00 sq. ft.
OPEN SITE SPACE	252.85 sq. ft.
LOT AREA	726.85 sq. ft.

REAR YARD AREA	478.00 sq.m
REAR YARD REAPED = ACC. (47.20 = 87.00 sq.m)	
REAR YARD (47.20) SITE SPACE	215.00 sq.m
REAR YARD OPEN SITE SPACE	316.00 sq.m
REAR YARD AREA	478.00 sq.m

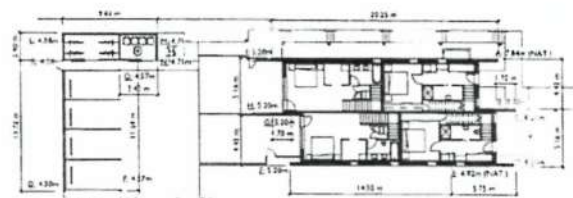
GRADE POINTS			
GRADE POINT A	84+ NAT	GRADE POINT D	63+ NAT
GRADE POINT B	73+ NAT	GRADE POINT E	43+ NAT
GRADE POINT C	63+ NAT	GRADE POINT F	33+ NAT
		GRADE POINT G	23+ NAT

CALCULATION	AVERAGE OF POINTS	DISTANCE BETWEEN	TOTAL
POINTS A & B	$(18.84 + 9.30) \div 2$	$0.41 \text{ km}$	$35.14$
POINTS B & C	$(9.25 + 20.2) \div 2$	$0.75 \text{ km}$	$33.89$
POINTS C & D	$(20.2 + 19.2) \div 2$	$0.14 \text{ km}$	$33.74$
POINTS D & E	$(19.2 + 9.40) \div 2$	$0.70 \text{ km}$	$33.14$
POINTS E & F	$(9.42 + 20.2) \div 2$	$0.19 \text{ km}$	$33.87$
POINTS F & G	$(20.2 + 20.2) \div 2$	$0.30 \text{ km}$	$33.56$
POINTS G & H	$(20.2 + 9.30) \div 2$	$0.70 \text{ km}$	$33.00$
POINTS H & I	$(9.30 + 20.2) \div 2$	$0.75 \text{ km}$	$33.25$
POINTS I & A	$(20.2 + 18.84) \div 2$	$0.23 \text{ km}$	$33.07$

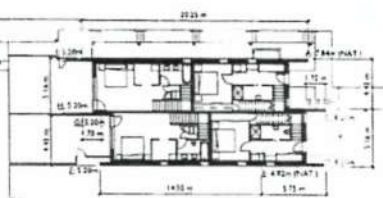
AVERAGE GRADE  
 $\frac{61.11 + 43.78}{2} = 45.45$

GRADE POINTS	
GRADE POINT L 438m	GRADE POINT O 457m
GRADE POINT M 471m	GRADE POINT P 455m
GRADE POINT N 471m	GRADE POINT Q 430m
	GRADE POINT R 428m

Calculation			
GRADE POINTS	AVERAGE OF POINTS	DISTANCE BETWEEN	TOTAL
POINTS L & M	$(94.0 + 87.7) \div 2$	$= 9.0$	$= 18.0$
POINTS M & N	$(94.0 + 87.7) \div 2$	$= 9.0$	$= 18.0$
POINTS N & O	$(87.7 + 85.5) \div 2$	$= 9.0$	$= 18.0$
POINTS O & P	$(87.7 + 85.5) \div 2$	$= 9.0$	$= 18.0$
POINTS P & Q	$(85.5 + 83.0) \div 2$	$= 9.0$	$= 18.0$
POINTS Q & R	$(85.5 + 83.0) \div 2$	$= 9.0$	$= 18.0$
POINTS R & S	$(83.0 + 80.5) \div 2$	$= 9.0$	$= 18.0$
AVERAGE GRADE			

$$207.112 \times 1.32 = 4.48\text{m} \quad = 45.12\text{m} \quad = 202.13$$


2 AVERAGE GRADE REFERENCE  
PLAN - ACCESSORY BUILDING



AVERAGE GRADE REFERENCE  
PLAN - PRIMARY BUILDING

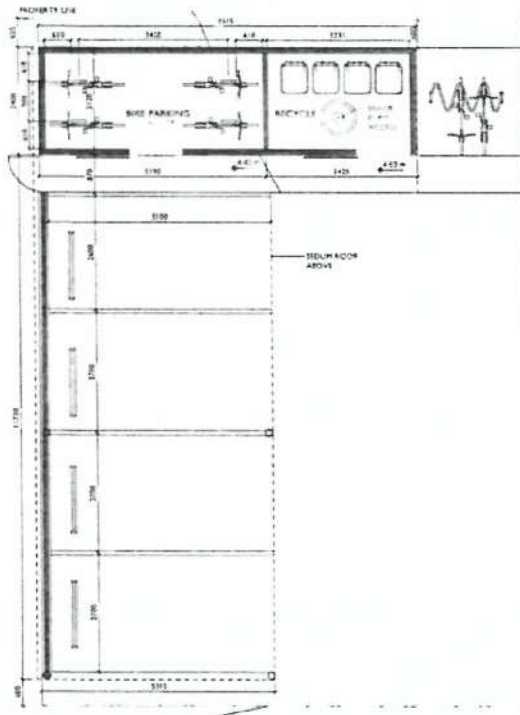


☐ EXISTING SURVEY

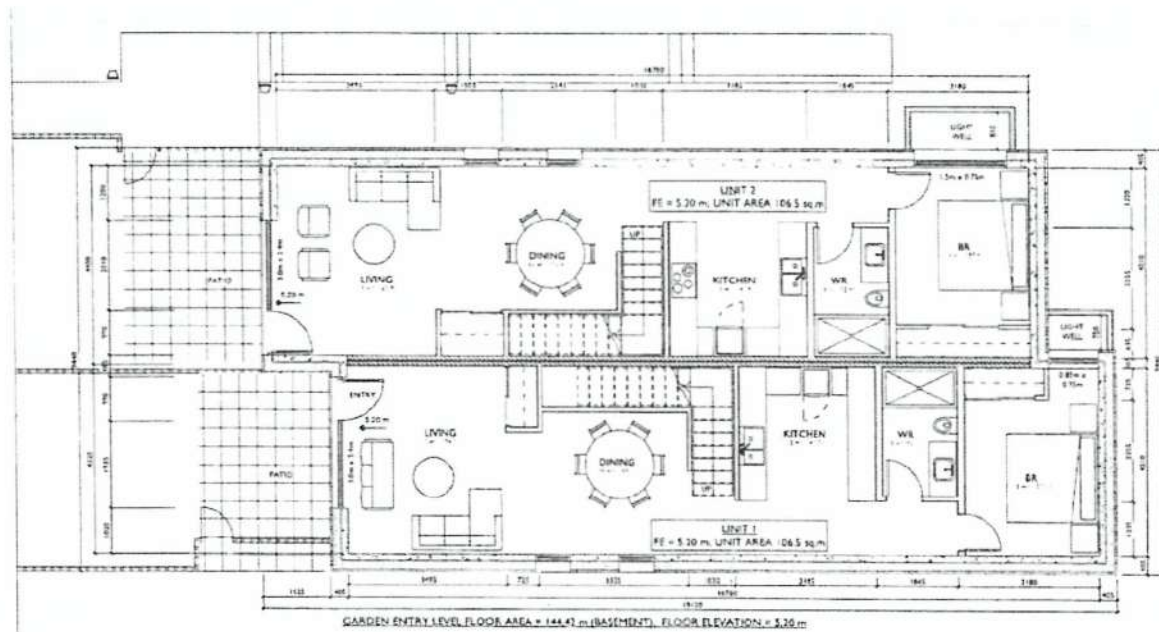


**LOCATION PLAN**





⊕ 3 PROPOSED BIKE PARKING /  
 RECYCLE AREA PLAN  
 SCALE = 1:50



⊕ 1 PROPOSED GARDEN LEVEL PLAN  
 SCALE = 1:50

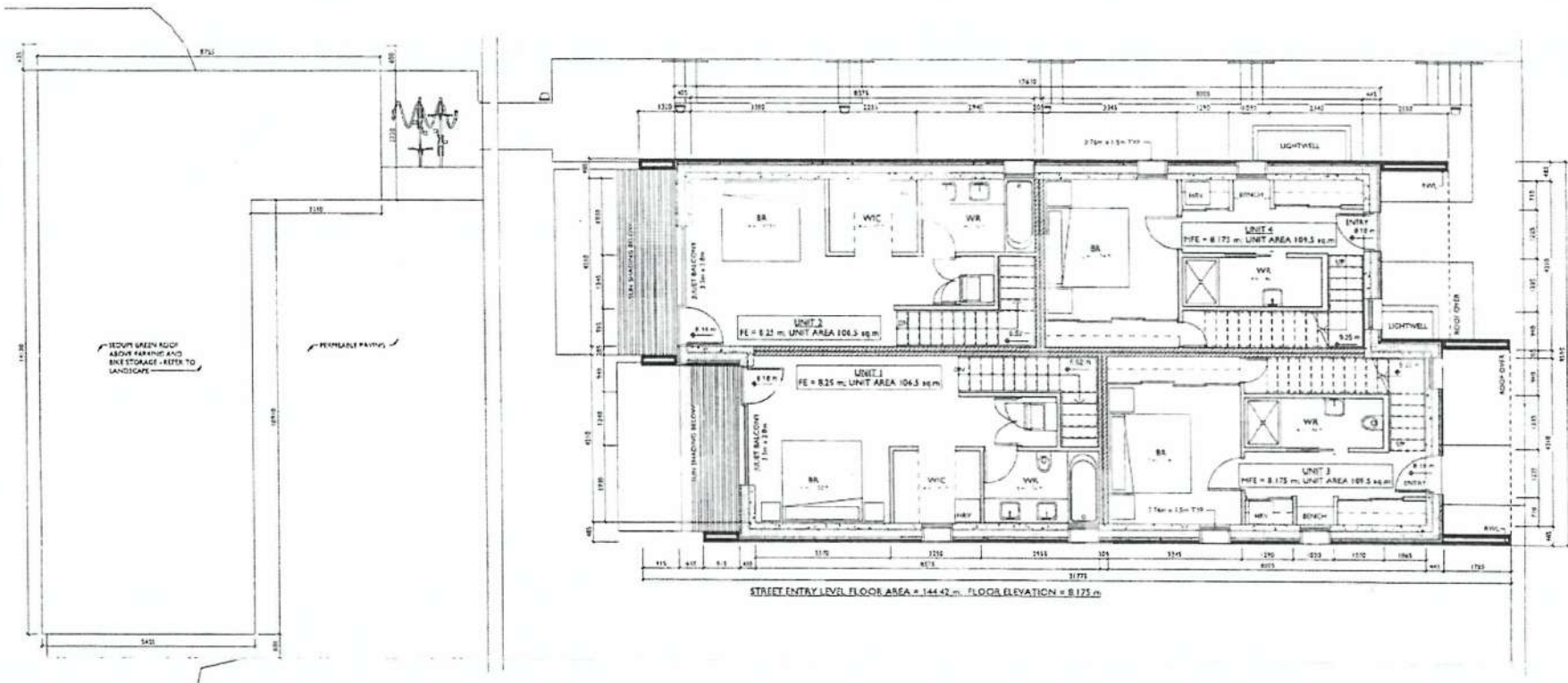
NO.	DESCRIPTION
1	PROPOSED BIKE PARKING / RECYCLE AREA PLAN
2	PROPOSED GARDEN LEVEL PLAN

PROPOSED FLOOR PL

MAY STR  
 PASSIVE HO  
 NELA HO  
 1417 MAY S  
 VICTOR







② PROPOSED ACCESSORY BUILDING ROOF PLAN  
 SCALE = 1:30

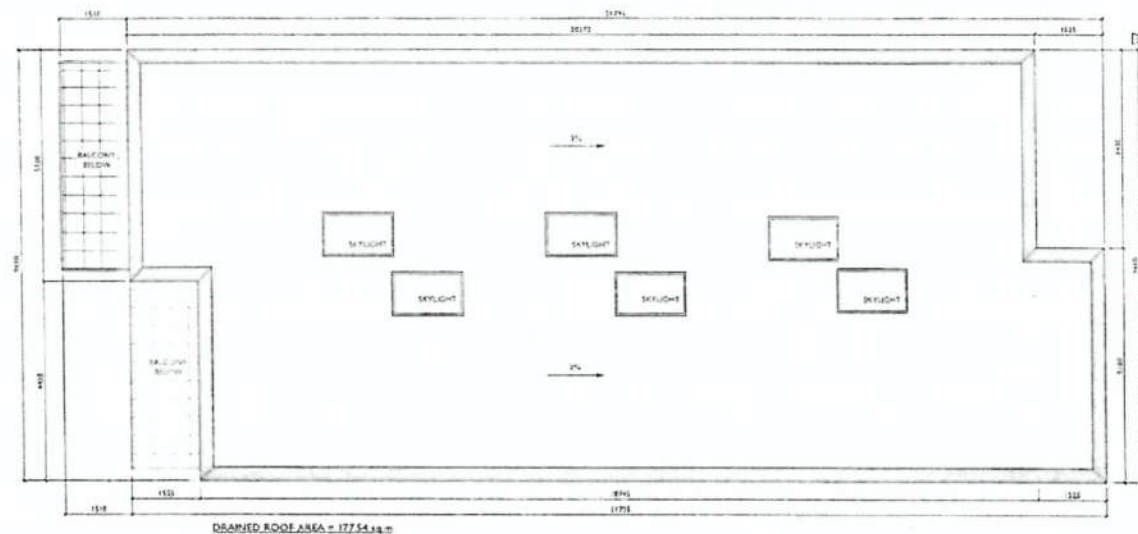
① PROPOSED STREET LEVEL PLAN  
 SCALE = 1:30

PROPOSED FLOOR PLAN

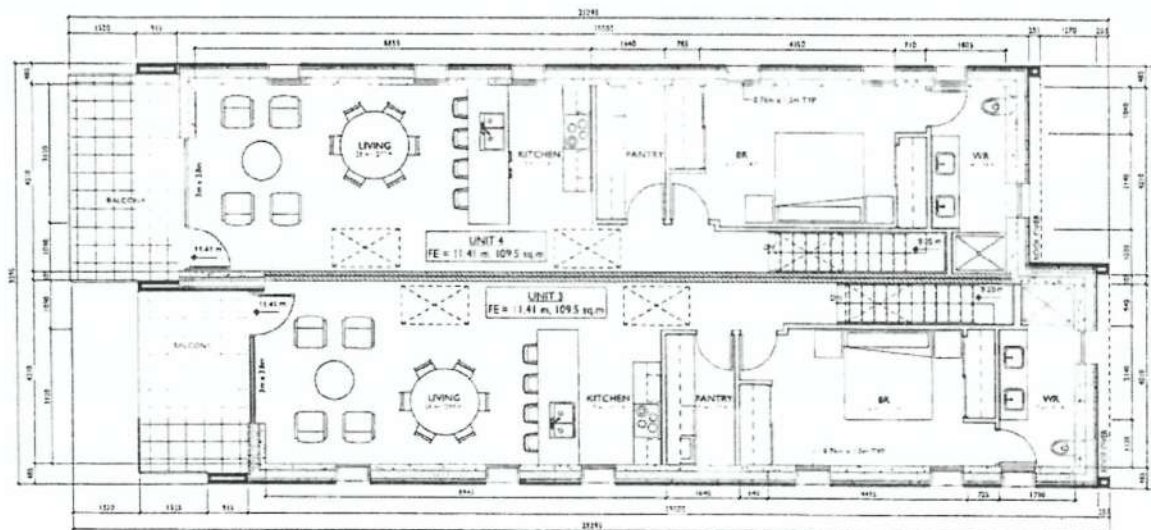
MAY STR  
 PASSIVE HO  
 NELA-HOLE  
 3417 MAY'S  
 VICTOR

1822 MAY 95  
 1:30  
 MAY 95  
 A202





② PROPOSED ROOF PLAN  
SCALE: 1:10



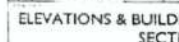
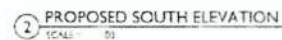
① PROPOSED UPPER LEVEL PLAN  
SCALE: 1:50



PROPOSED FLOOR  
ROOF PLAN

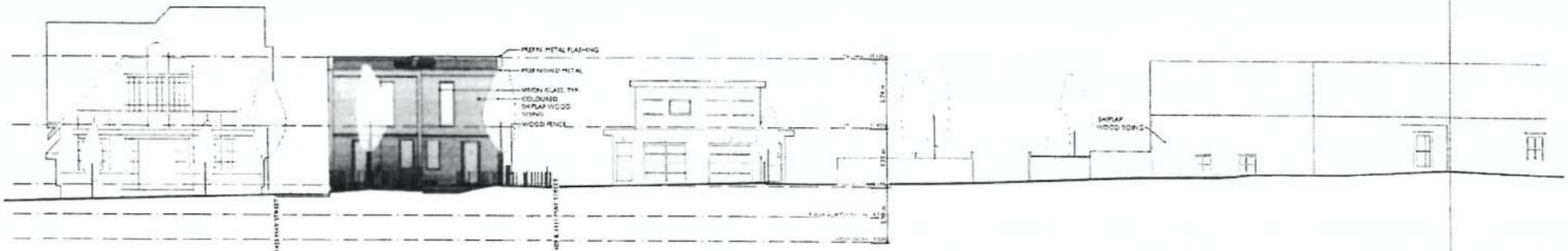
MAY STR  
PASSIVE HO  
N/A HO  
BATT PASSIVE  
VICTOR



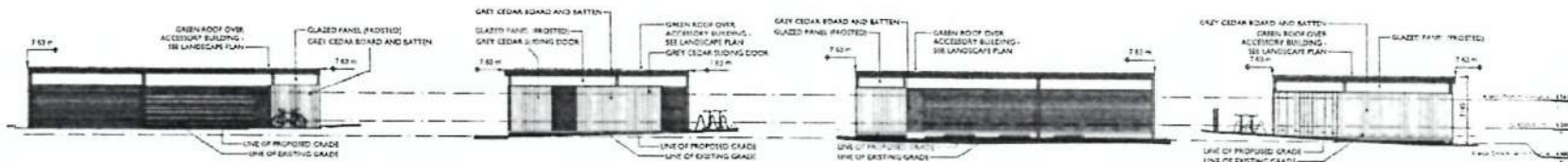


MAY STR  
PASSIVE HO  
NELA HOL  
1417 MAY S  
VICTOR





1 PROPOSED NORTH ELEVATION  
 SCALE: 1/4" = 1'-0"



2 PROPOSED NORTH ELEVATION ACC. BUILDING  
 SCALE: 1/4" = 1'-0"

3 PROPOSED EAST ELEVATION ACC. BUILDING  
 SCALE: 1/4" = 1'-0"

4 PROPOSED SOUTH ELEVATION ACC. BUILDING  
 SCALE: 1/4" = 1'-0"

5 PROPOSED WEST ELEVATION ACC. BUILDING  
 SCALE: 1/4" = 1'-0"

NO.	DESCRIPTION	DATE
1	PROPOSED NORTH ELEVATION	2011.07.05
2	PROPOSED NORTH ELEVATION ACC. BUILDING	2011.07.05
3	PROPOSED EAST ELEVATION ACC. BUILDING	2011.07.05
4	PROPOSED SOUTH ELEVATION ACC. BUILDING	2011.07.05
5	PROPOSED WEST ELEVATION ACC. BUILDING	2011.07.05

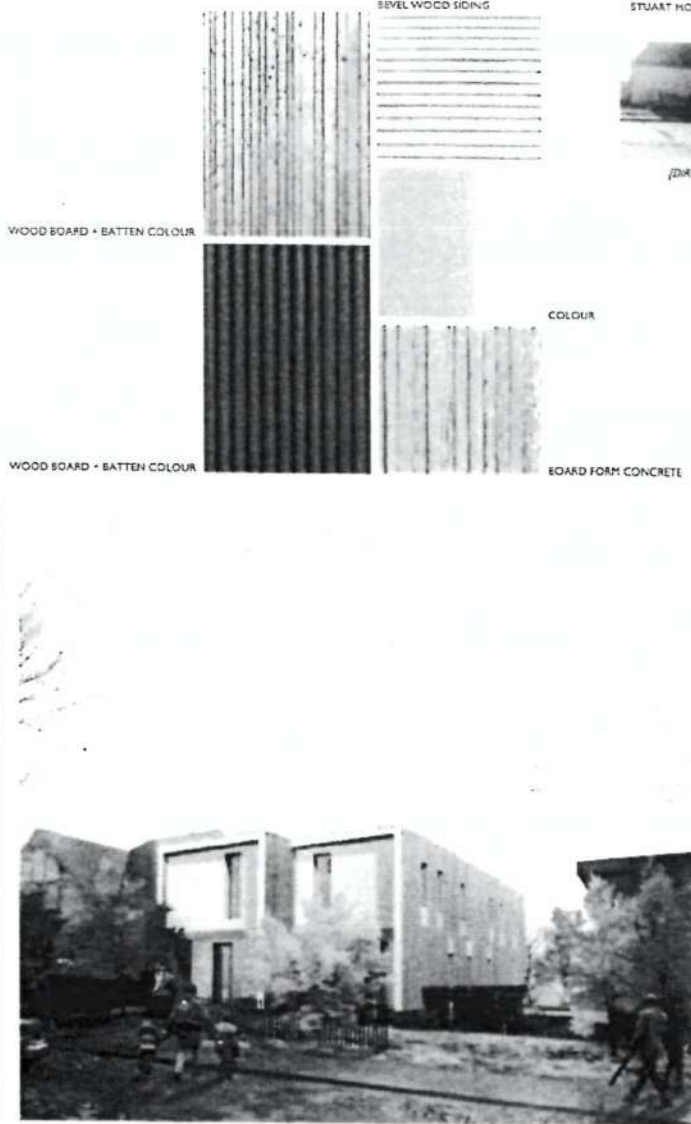
ELEVATION

**MAY STR**  
**PASSIVE HOI**  
 1417 MAY ST  
 VICTORIA  
 BC  
 JULY 05  
 SCALE: 1/4" = 1'-0"  
 SHEET NO. 1  
 A301





○ 1417 MAY STREET - VIEW FROM YARD



○ 1417 MAY STREET - VIEW FROM STREET

WOOD BOARD + BATTEN COLOUR

WOOD BOARD + BATTEN COLOUR

BEVEL WOOD SIDING

STUART MONUMENTS BUILDING

[DIRECT REFERENCE]

COLOUR

BOARD FORM CONCRETE

RENDERINGS & MATERIAL BOARD

MAY STREET  
 PASSIVE HOUSE  
 1417 MAY STREET  
 VICTORIA



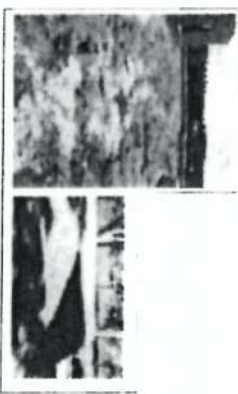
-18 -4

Exting

9-  
Ruru

2. **Provide treatment to create pause points in concrete to determine sulla entries paths.**

4. Sedum green roof above parking and bike storage.



### 7 Concrete driveway and patio

## 10. Waldo's

[illegible]

May 18, 2017

City of Victoria  
No.1 Centennial Square  
Victoria BC  
V8W 1P6

**Attn.: Mayor & Council**

**Re: 1417 May Street - Rezoning and Development Resubmission**

Cascadia Architects, on behalf of Nila Holdings, is pleased to submit this revised application for Rezoning and Development Permit for 1417 May Street in Victoria British Columbia. This letter to Mayor and Council describes the ways in which the project's architectural rationale meets a variety of items laid out in the City of Victoria Official Community Plan and Design Guidelines for Multi-Unit Residential, Commercial and Industrial.

These items can be summarized as follows:

1. In reference to Design Guidelines for Multi-Unit Residential, Commercial and Industrial, paragraph 1.1.1, 1.1.2, 1.1.3, 1.5, 1.6.1, 3.3.2:
  - i. The form, massing, building articulation, features, and materials incorporated into the project's architectural approach provide coherence and unity in relation to existing place character and patterns of development. It has been sensitively designed to respond to its contexts, and to respect the character of the area that it is situated in. The project is situated across the street from Moss Rocks Park, upon which there is no urban development to which the project must respond. The property (zoned R1-MS) to the east has an articulated gable and valley roof and symmetrical street facing façade. It has larger massing and a higher maximum roof height than the proposal. The duplex (zoned R-2) on the adjacent property to the west has a flat roof, and also presents a symmetrical street facing façade, dominated by two garages. Its maximum roof height is lower than the proposal's. The Stuart Monuments building located two properties west of the proposal, is a distinct building with placemaking value in the greater contexts of the neighbourhood, with ship lap siding and a gable roof oriented to Eberts Street.
    - a. The maximum height of 1417 May Street provides a transition in form and massing between the duplex to the west and the multi-unit residential housing to the east, relating the three buildings together in a natural and logical manner.
    - b. The roof, sloping gently from south to north, also provides a transition in form and massing between the two buildings on either side, complementing their character without replication or mimicry.



1060 Meares Street  
Victoria BC V8V 3J6  
Canada

T 250 590 3223  
F 250 590 3226

[www.cascadiaarchitects.ca](http://www.cascadiaarchitects.ca)  
[office@cascadiaarchitects.ca](mailto:office@cascadiaarchitects.ca)

A Corporate Partnership  
Principals

**GREGORY DAMANT**  
Architect AIBC, LEED AP

**PETER JOHANNKNECHT**  
Architect AIBC, LEED AP,  
Interior Architect AKNW Germany



- c. The project incorporates ship lap siding, a direct reference to the Stuart Monuments building, into its street facing façade, tying it materially to its contexts.
- 2. In reference to Design Guidelines for Multi-Unit Residential, Commercial and Industrial, paragraph 2.4, 2.5, 3.1.3, 3.3, 3.6:
  - ii. The architectural expression and internal layout of the proposal promotes interaction with the street, balanced access to natural light and ground floor access for its occupants, and a varied, human scale proportion to its public face.
    - a) Interaction with the street is promoted by a pathway which leads pedestrians directly from the sidewalk to the entryways facing the street, passing between two raingardens and the occupants' mailboxes, situated at the front property line.
    - b) Lit bollards augment this experience, while also guiding pedestrians along the east side of the building to the garden level units, bicycle storage, and parking in the rear yard.
    - c) The street facing entryways incorporate steps and alcoves as a means of providing a transition from the public realm of the street and sidewalk to the private realm of the residences, while their painted blue ship lap finish enhances their legibility and prominence.
    - d) The stepped site and internal organization of the units allow each to have a front door at grade and a large south facing patio or balcony overlooking the large backyard.
    - e) The mirrored floorplates of the units are offset from one another, creating rhythm and visual interest to the street facing façade, and reducing the perceived building mass of the proposal.
- 3. In reference to Design Guidelines for Multi-Unit Residential, Commercial and Industrial, paragraph 8.1, 8.3, 8.5:
  - iii. The proposal reduces the impact of parking on the streetscape appearance and the pedestrian experience of the site.
    - a) The parking is located entirely to the rear of the building.
    - b) High quality permeable paving materials are used for the parking area, while paver treatment creates pause points in the concrete and delineates suite entries and patios.
    - c) The bicycle storage is located in a freestanding accessory building in the rear yard, highly visible and secure.
- 4. In reference to the Official Community Plan, Section 12 Climate Change and Energy - Goals 12(B), paragraph 12.17, 12.17.2, 12.19:
  - iv. The applicant is committed to providing a building that is energy efficient, produces low greenhouse gas emissions, and creates energy resiliency.
    - a) The project will adhere to International Passive House standards, the world's leading standard in energy efficient construction. This rigorous standard requires that space heating demand does not exceed 15kWh annually per square meter of useable living space, that the primary energy demand does not exceed 120 kWh annually per square meter of usable living space, that there is a maximum of 0.6 air exchanges per hour at 50 Pascals pressure, and that thermal comfort must be met year round with not more than 10% of the hours in any given year over 25 degrees Celsius.
    - b) The landscaping elements, including a sedum green roof above the parking and bicycle storage area and correlating bioswale to filter its run-off, rain gardens which filter storm

- water from the main residence roof, and permeable pavers in the parking area which filter storm water from the driveway, allow the stormwater to be managed exclusively on-site.
- c) The low slope roof is designed to adapt to future sustainable technologies in photovoltaic energy.

This proposal carefully responds to key items laid out by the City as priorities for new multi-unit development in Victoria. Its relationship to both its surrounding contexts and to its site are methodical and considered, and are continually underscored by a commitment to sustainable building practice and a sensitivity to the existing character of the area.

Sincerely,

CASCADIA ARCHITECTS INC.

A handwritten signature in black ink, appearing to read 'P. Johannknecht', with a stylized flourish at the end.

Peter Johannknecht, Architect AIBC, LEED AP  
Principal

Minutes for the application for 1417 May Street  
From the FGCA CALUC meeting on Dec 19<sup>th</sup>

There were very few questions or comments about this application, however there were some specific concerns :

1. The adequacy of permeable surfaces
2. The adequacy of on site parking

There was also one comment concerning the lack of curbing on the north side of May St. which inhibits appropriate parking and drainage as well forces people to park on parkland. Resident J. Kell put it well when he said:

"I support the rezoning application, although I have **concerns about the parking**:

I do not see why the City of Victoria will not allow parking at the front, which was allowed for the duplex next door to the west, at 1407/1409 May Street. Having an enclosed garage or a carport at the front has two immediate benefits: it would remove the need for the long driveway, and provide more green space at the back.

I do not see why the City of Victoria continues to allow parking on the North side of May Street, on the public parkland of Moss Rock Park. May Street would really benefit from a curb on the North side, from Joseph Street to Memorial Crescent - perhaps with indented parking places to address the parking needs of the multi-family dwellings on May Street, and the weekend demands for parking at St. Sophia. A properly-cambered road with gutters and storm drains would help as well. May Street is a bus route, and deserves a bit of attention from City Engineering."





D. Clark Arboriculture  
2741 The Rise Victoria B.C. V8T-3T4  
(250)474-1552 (250)208-1568  
clarkarbor@gmail.com  
www.dclarkarboriculture.com  
Certified Arborist PN-6523A  
TRAQ Certified  
ISA Tree Risk Assessor CTRA 459

Arborist Report for Development Purposes  
Re: Proposed Demolition/Construction

Site Location: 1417 May St., Victoria BC  
Darryl Clark PN-6253A TRAQ Certified  
August 20, 2017

August 23, 2017

For Biophillia Design Collective Ltd.

813 Fort St. Victoria BC V8W 1H6

Re. Proposed Demolition/Construction

1417 May St. Victoria BC V8S 1C2

### **Scope of Work**

D. Clark Arboriculture has been retained by Biophillia Design Collective Ltd. to provide comments on trees impacted by a potential house demolition, and a Tree Protection Plan for the property at 1417 May St. as per the requirements of the City of Victoria.

### **Summary**

Demolition of a building, and construction of a new multi-unit dwelling at 1417 May St. will impact the Protected Root Zone of 1 bylaw protected tree on the property, 1 non-bylaw protected tree on the property to the east at 1425 May St. and 1 city owned boulevard tree. The tree at 1425 May requires tree protection measures for retention including tree protection fencing, root zone barriers and supervision of activities in the protected root zone the tree. 1 protected tree on the property at 1417 May will require removal. A city owned boulevard tree at the front of 1417 May will require removal. All other vegetation will be removed from the site during demolition, including a number of unprotected trees. Demolition and construction can proceed following the recommendations in this report.

### **Introduction and Methodology**

I (Darryl Clark) visited the site on Aug. 21, 2017 at 11:30 to perform an assessment of protected trees on-property and off-property that could potentially be impacted by proposed development. Site conditions surrounding affected trees were dominated by overgrown grass at the front and the rear of the property. The yard is largely unmanaged and unmaintained. A design provided by our client indicates building and landscaping changes including modifications to the existing driveway on the east side of the residence, an addition of a covered parking area at the easterly midpoint of the property, and various landscaping elements in addition to a multi-unit dwelling. This report was completed on August 23, 2017.

### **Tasks performed include:**

- An aerial site map was marked indicating tree locations
- visual inspection of (1) on-property and (1) off-property "protected" trees was performed, and notes were collected on health and structural condition
- Photos were taken to document the site and affected on-property and off-property trees
- Tree height was estimated to the nearest metre.
- Crown spread was measured to the nearest metre

## Tree Inventory

Tree Inventory									
Tag #	Species	cm/DBH	Height/m	PRZ/m	Canopy/m	Structure	Health	Retain/Remove	Bylaw Protected
1	<i>Acer saccharinum</i>	83	20	10	14x14	Poor	Fair	Remove	Yes
2	<i>Acer saccharinum</i>	79	16	9	12x12	Fair	Fair	Retain	No
15105	<i>Prunus blireana</i>	14	4	2	1x1	Poor	Poor	Remove	City Owned

DBH-Diameter at Breast Height. Measured at 1.4m from the point of germination. Where the tree is multi-stemmed at 1.4m, the DBH shall be considered 100% of the largest stem and 60% of the sum of the remaining stems, rounded to the nearest cm.

PRZ-Protected Root Zone. The PRZ shall be considered 12x the DBH, rounded to the nearest whole meter.

N/I = not tagged

## Impacts of Demolition and Construction



The proposed demolition is to clear the lot to make way for a new multi-unit dwelling. Demolition is not expected to have an overall negative impact on the tree marked for retention, or its health and vitality.

Equipment traffic in and out of the site is expected to impact the root zone of tree #2. Access to the site will be from the front of the property.

Excavation for capping of services is not anticipated to impact protected trees.

Excavation for the removal of the existing foundation may impact the protected root zone of tree #2.

Excavation for new foundations including the main dwelling and the parking garage will impact tree #2.

New water sewer and potentially storm water services will be brought in from the north side for the property and excavation will not impact tree #2. Electrical service is not currently identified but will be brought in from the north side of the property and is not expected to impact tree #2. There is not currently a natural gas service but lateral lines may be installed. They will likely follow other services in



from the north and are not expected to impact tree #2. A new driveway will impact the protected root zone of tree #2.

#### **Tree Protection Plan**

The Protected Root Zone (PRZ) of all protected trees recognized in this report shall be 12 times the diameter of the tree.<sup>1</sup>

During construction protection fencing will be installed, the construction and location of which will be approved by the project arborist. Tree protection fencing must be anchored in the ground and made of 2x4 or similar material frame, paneled with securely affixed orange snow fence or plywood and clearly marked as TREE PROTECTION AREA- NO ENTRY (See appendix A for an example). The area inside the fence will be free of all traffic and storage of materials. Areas outside the tree protection fence but still within the protected root zone (PRZ) may be left open for access, as work areas and for storage of materials. These areas will be protected by vehicle traffic with either 3/4" plywood or a minimum 20cm of coarse wood chips (see Site Plan for suggested locations of each). Tree protection measures will not be amended in any way without approval from the project arborist. Any additional tree protection measures will be documented in a memo to Victoria and the developer. The existing fence between 1417 and 1425 May St. provides a reasonable barrier to tree #2. Orange snow fence should be affixed to the existing fence to make everyone aware that this is a tree protection area.

Excavation inside the Protected Root Zone of any tree identified in this plan for any reason will take place under the supervision of the project arborist or their designate. Working radially inward toward the tree, the excavator will remove the soil incrementally with a non-toothed shovel allowing any exposed roots to be pruned to acceptable standard by the project arborist. Any excavation of the stump of a tree inside a PRZ must be supervised by the project arborist. As well, any excavation for underground services inside a PRZ will be supervised by the project arborist. Where applicable, a hydro-vac or Airspade® may be employed to expose critical roots and services.

Demolition will involve the existing house. All areas exposed to possible compaction from machines and equipment as well as waste bins must be armoured by a minimum 20cm of woodchips or ¾" plywood. Any changes to the TPP layout or expectations must first be approved by the project arborist. Any changes will be documented in a memo to Victoria and the developer.

Any pruning of protected trees will be performed by an ISA (International Society of Arboriculture) certified arborist, to internationally recognised best management practices.

Excavation for two foundations, services and paved surfaces will be occurring in the PRZ of protected trees. Any excavation within or adjacent to the PRZ at any depth for any reason must be supervised by the project arborist. This includes excavation for all underground services, driveways and sidewalks, and structural foundations and the removal of any stumps in the PRZ by an excavator or similar machine. Working radially inward toward the tree, the excavator will remove the soil incrementally with a non-toothed shovel allowing any exposed roots to be pruned to acceptable standard by the project arborist.

---

<sup>1</sup>Best Management Practices (BMP) - Managing Trees During Construction, Second Edition By Kelby Fite and E. Thomas Smiley

Roots that have been pruned are to be covered with a layer of burlap and kept damp for the duration of the project.

The excavation and construction of the garage will occur very close to tree #2. The garage impacts the southeast corner of the PRZ of this tree. The foundation will be slab on grade with a shallow excavation for base material. It is suggested that an exploratory non-invasive excavation with an Airspade® be undertaken prior to excavation to ensure that no critical structural roots are compromised. Should critical structural roots be discovered alternative construction methods (grade beam construction) or tree removal may be considered.

All paved surfaces that are new and inside the PRZ of protected trees will employ alternative construction methods including loadbearing geotextile fabric or a geogrid/geocell system (see Appendix B for examples). The current plan for the entire driveway area south of the proposed dwelling calls for a permeable paved surface. The materials used to achieve permeability may be acceptable inside the PRZ of tree #2, provided that excavation for base material does not negatively impact the PRZ.

#### **Role of the Project Arborist**

No aspect of this Tree Protection Plan will be amended in whole or in part without the permission of the project arborist. Any amendments to the plan must be documented in memorandums to the Municipality and the developer.

The project arborist must approve all tree protection measures before demolition and/or construction is to begin.

A site meeting including the project arborist, developer, project supervisor and any other related parties to review the tree protection plan will be held at the beginning of the project.

The developer may keep a copy of the tree protection plan on site to be reviewed and/or initialed by everyone working inside or around the PRZ of trees.

The project arborist is responsible for ensuring that all aspects of this plan, including violations, are documented in memorandums to the municipality and the developer.

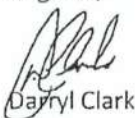
#### **Replacement Trees**

Victoria requires two replacement trees be planted for every bylaw protected tree removed. Replacement tree locations will be determined when a landscape plan is finalized, and a map of those locations will be submitted to Victoria and the developer in a memo before the completion of the project. Should suitable locations not be available, the developer may seek to donate the trees to a location determined by the municipality.

Thank you for the opportunity to comment on these trees.

Should any issues arise from this report, I am available to discuss them by phone, email or in person.

Regards,



Darryl Clark

Certified Arborist PN-6523A  
TRAQ Certified  
ISA Tree Risk Assessor CTRA 459



## Disclosure Statement

An arborist uses their education, training and experience to assess trees and provide prescriptions that promote the health and wellbeing, and reduce the risk of trees.

The prescriptions set forth in this report are based on the documented indicators of risk and health noted at the time of the assessment and are not a guarantee against all potential symptoms and risks.

Trees are living organisms and subject to continual change from a variety of factors including but not limited to disease, weather and climate, and age. Disease and structural defects may be concealed in the tree or underground. It is impossible for an arborist to detect every flaw or condition that may result in failure, and an arborist cannot guarantee that a tree will remain healthy and free of risk.

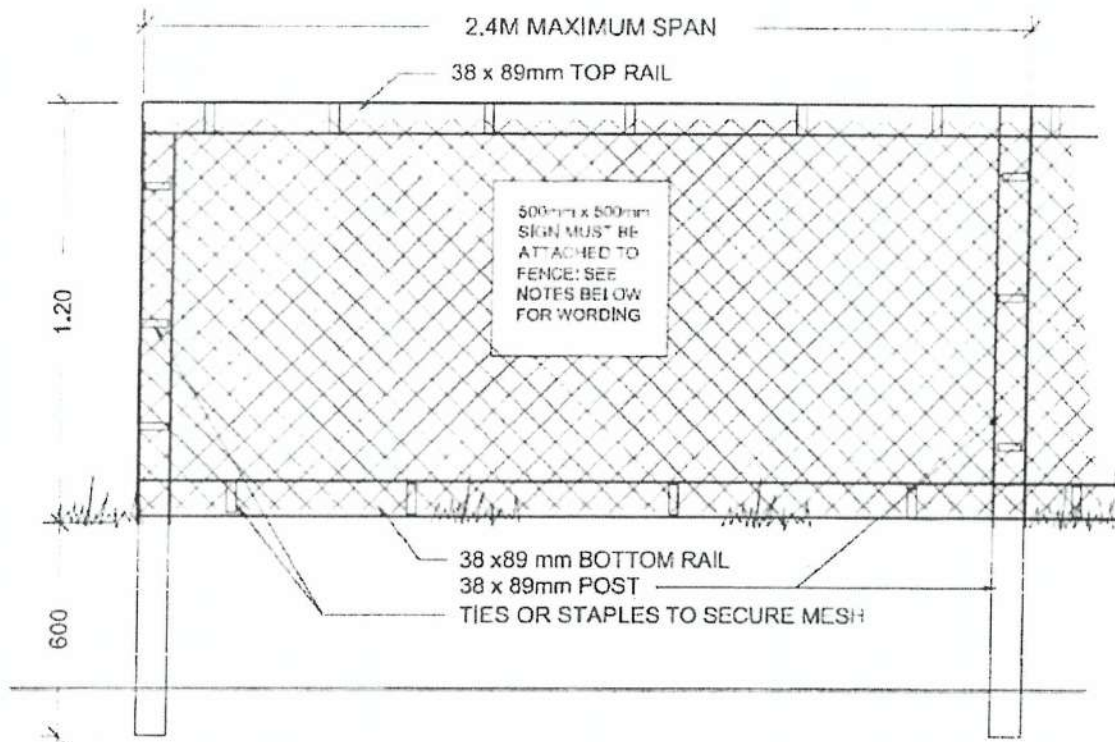
To live near trees is to accept some degree of risk. The only way to eliminate the risks associated with trees is to eliminate all trees.

## Assumptions and Limiting Conditions

- Altering this report in any way invalidates the entire report.
- The use of this report is intended solely for the addressed client and may not be used or reproduced for any reason without the consent of the author.
- The information in this report is limited to only the items that were examined and reported on and reflect only the visual conditions at the time of the assessment.
- The inspection is limited to a visual examination of the accessible components without dissection, excavation or probing, unless otherwise reported. There is no guarantee that problems or deficiencies may not arise in the future, or that they may have been present at the time of the assessment.
- Sketches, notes, diagrams, etc. included in this report are intended as visual aids, are not considered to scale except where noted and should not be considered surveys or architectural drawings.
- All information provided by owners and or managers of the property in question, or by agents acting on behalf of the aforementioned is assumed to be correct and submitted in good faith. The consultant cannot be responsible or guarantee the accuracy of information provided by others.
- It is assumed that the property is not in violation of any codes, covenants, ordinances or any other governmental regulations.
- The consultant shall not be required to attend court or give testimony unless subsequent contractual arrangements are made.
- The report and any values within are the opinion of the consultant, and fees collected are in no way contingent on the reporting of a specified value, a stipulated result, the occurrence of a subsequent event, or any finding to be reported.



## Appendix A



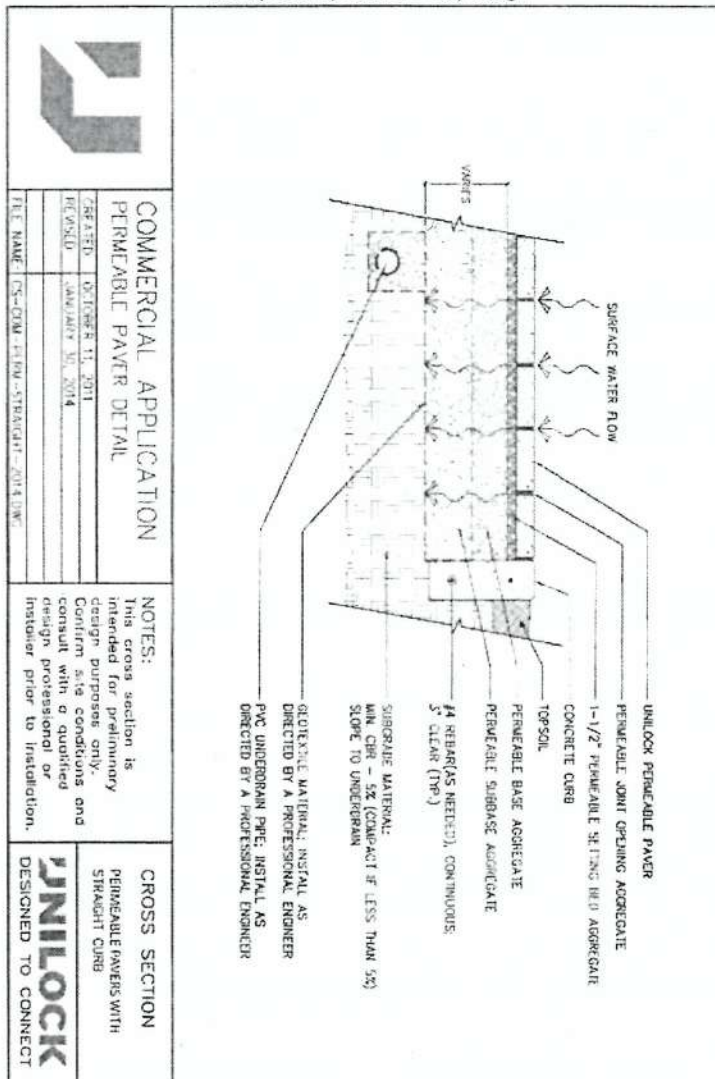
### TREE PROTECTION FENCING

#### Tree Protection Fencing Specifications:

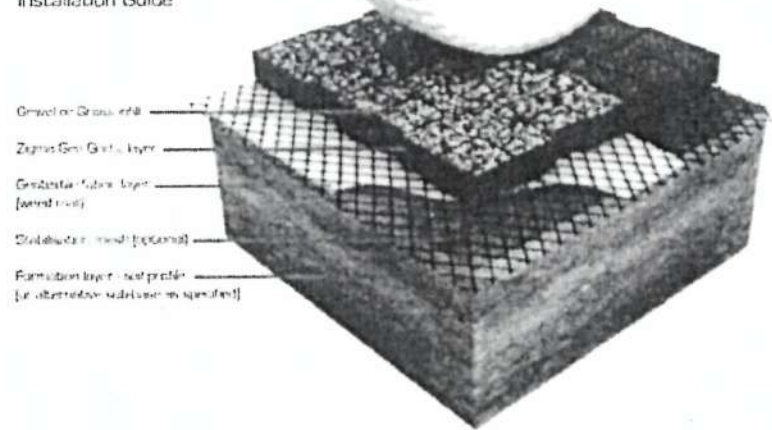
1. The fence will be constructed using 38 x 89 mm (2" x 4") wood frame:
  - Top, Bottom and Posts. In rocky areas, metal posts (t-bar or rebar) drilled into rock will be accepted
  - Use orange snow fencing mesh and secure to the wood frame with "zip" ties or galvanized staples. Painted plywood or galvanized fencing may be used in place of snow fence mesh.
2. Attach a roughly 500 mm x 500 mm sign with the following wording: **TREE PROTECTION AREA-NO ENTRY**. This sign must be affixed on every fence face or at least every 10 linear metres.

# Appendix B

## Examples of Special Driveway Design



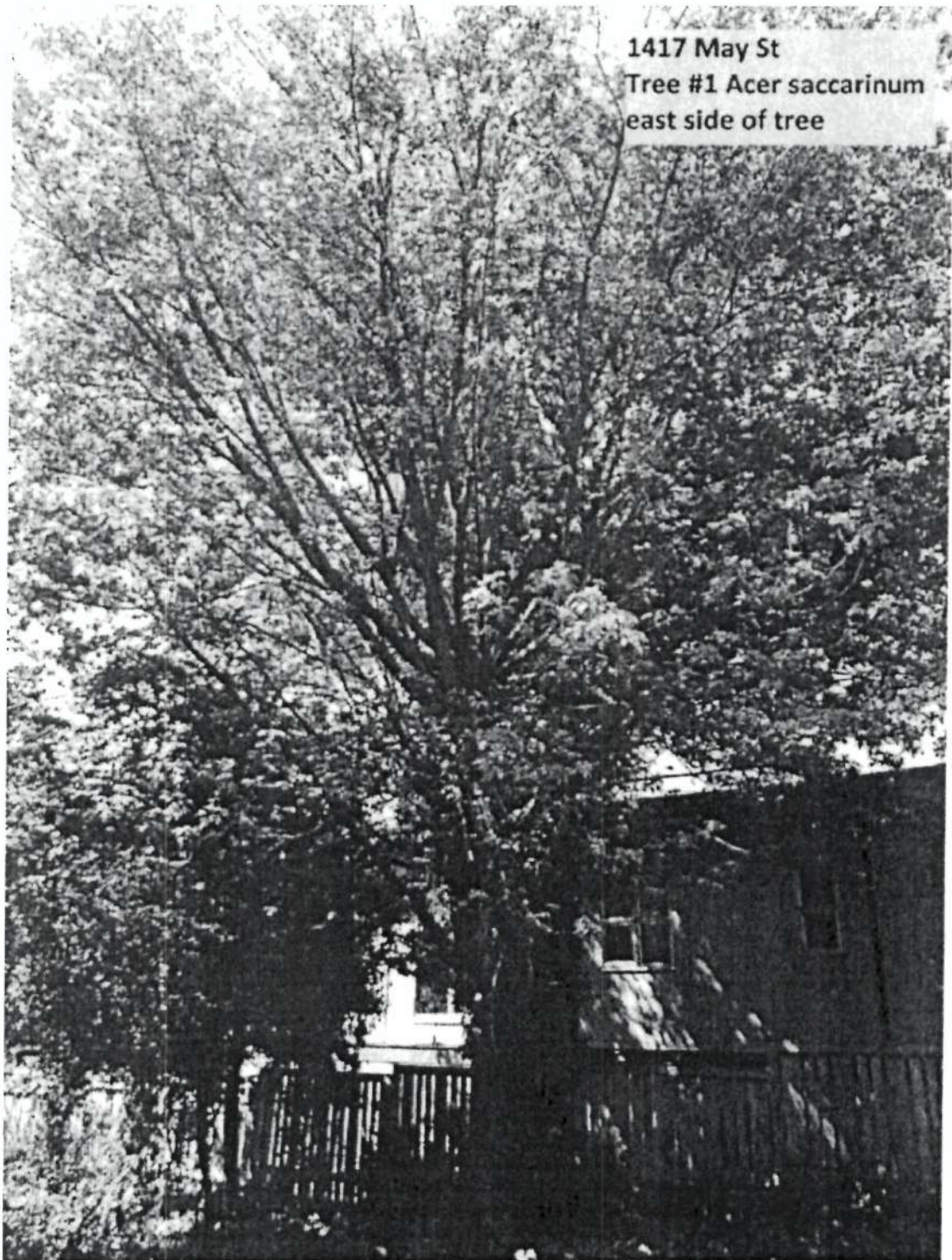
### Installation Guide



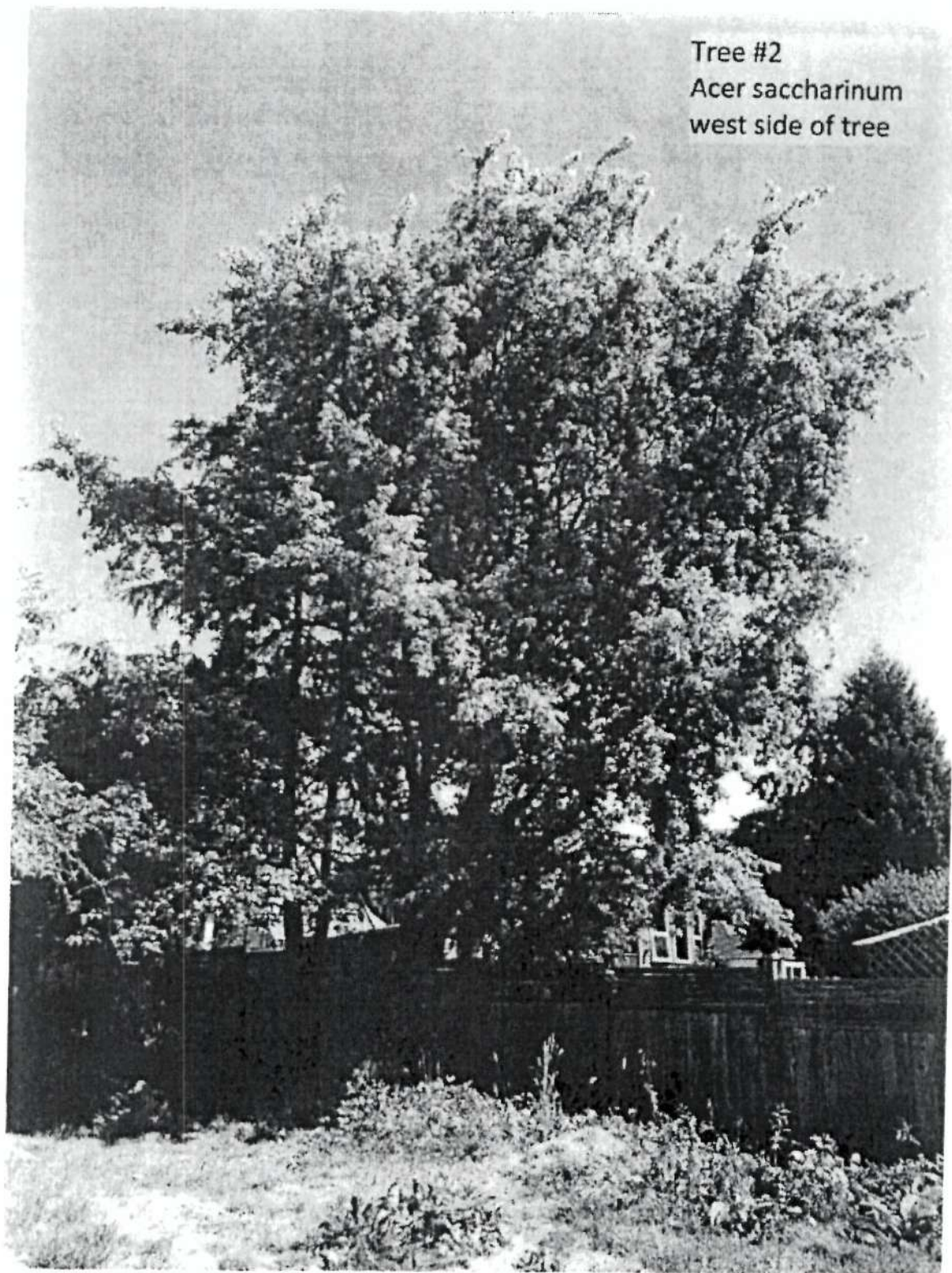
From <http://accessterrain.com/product/geo-grid/>



Images

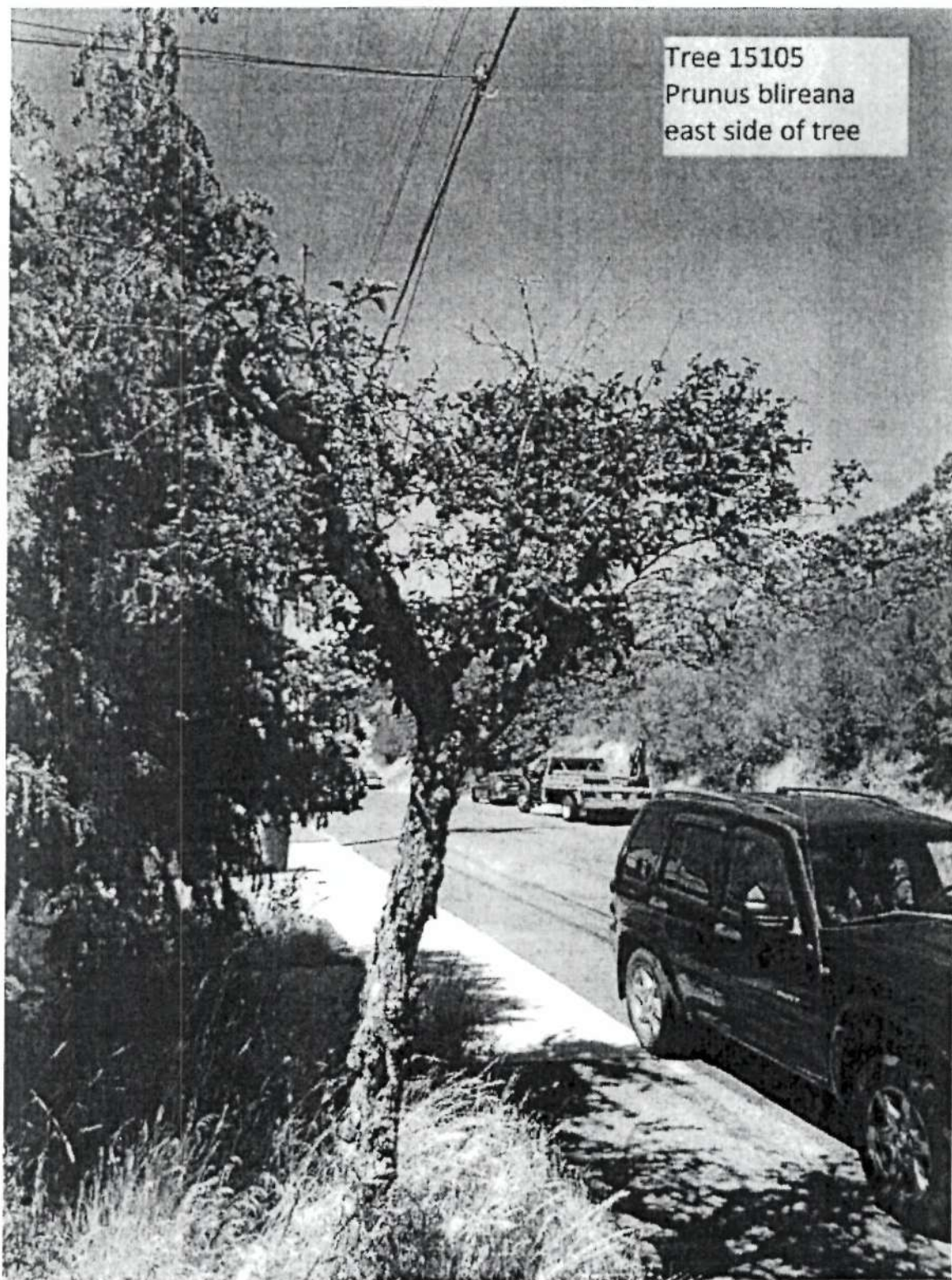






Tree #2  
*Acer saccharinum*  
west side of tree





Tree 15105  
*Prunus blireana*  
east side of tree



Legend:

NMC - Non Mountable Concrete Curb

EP - Edge of Pavement

SIC - Sewer Inspection Chamber (Clean Out)

ORN. - Ornamental

CONC. = Concrete

PP - Power Pole

WM - Water Meter

DW - Driveway

### Tree Protection Fence

Tree to be Removed

Tree to be Retained

Protected Root Zone (PRZ)

**Notes:**

- Some features were surveyed from a remote location using a reflectorless measurement. Elevations in the digital file may not be at ground level.

- Distances and elevations shown are in metres. Unless otherwise noted.

- Property boundaries are from land title records. This drawing is not to be used to redefine property boundary locations.

- Surrounding building outlines and property boundaries by others

1417 MAY STREET  
SITE SURVEY

Lot 4, Block D,  
Farifield Farm Estate,  
Victoria City, Plan 340

ON POINT PROJECT No.

080-1417 MAY STREET

GOVERNING AUTHORITY FILE NO.

TECHNOLOGIST; HMS

DRAWING DATE: May 27, 2016

SURVEY DATE: May 24, 2016

SHEET 1 OF 1  
REV: 1

ON POINT DRAWING No.  
080-1417 MAY ST TOPO.dwg

February 6, 2017

Heide Didzuhn and David R. Goldie  
1409 May Street  
Victoria, BC, V8S 1C2

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

Dear Madam/Sir:

**Re: Rezoning of 1417 May Street**

We are writing in regards to the development plans for 1417 May Street, Victoria. There is a request for rezoning the property from the status of single dwelling to fourplex. Our property at 1409 May Street will be greatly affected by a change in zoning.

We bought not long ago into the neighborhood in which we had hoped to find a calm, green and family oriented environment. In particular, we wanted to be around and close nature's beauty.

The increase to house four suites will have a major impact on light and noise pollution and loss of green space. We are very concerned by the disturbance we'll experience from increased activities, cars being parked, let alone air pollution. The proposed development includes garages for four vehicles in the middle of the property. The planned location of theses will be in direct view from our kitchen and dining room window and the deck. Car fumes will without doubt reach our open air space, creating a most unhealthy environment. Something, we did not expect when we purchased the property. There may also be a need for extra parking which will have to spill over to an already full road side.

We have contacted the owners and expressed our concerns. They gave us a sympathetic ear but also told us that the City of Victoria is given them little choice with their development plans.

We are opposed to a fourplex for reasons mentioned above. Please consider the negative impact the proposal has on the immediate neighborhood.

Thank you.

*R. Goldie*  
*Heide Didzuhn*

---

Rezoning & Development Permit  
with Variances Application  
for  
1417 May Street

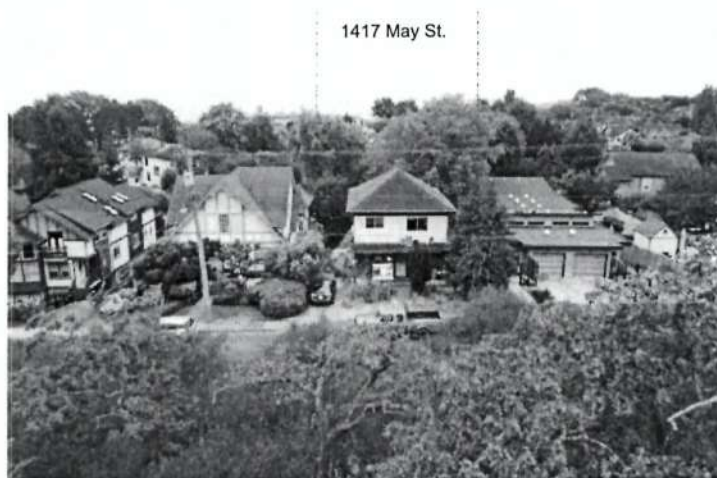




## Subject Site



## Neighbouring Properties



## Neighbouring Properties



1461 May Street



1425 May Street



1417 May Street  
(Subject Site)



1407 / 1409  
May Street



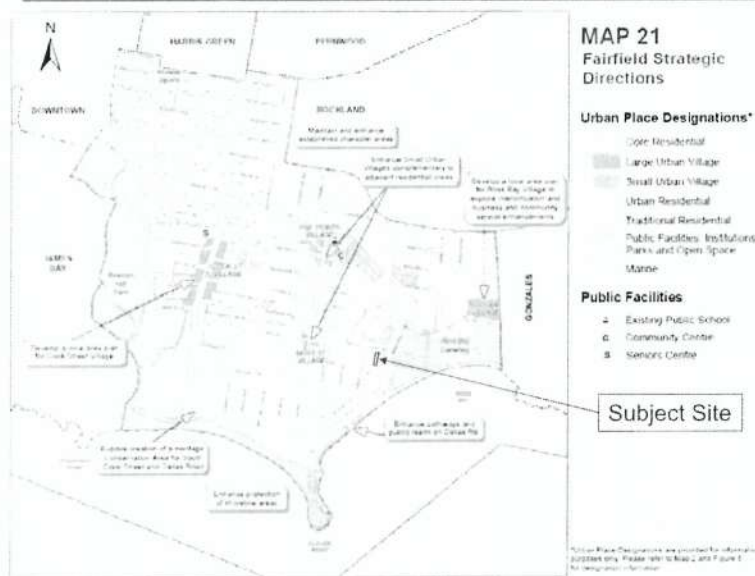
1403 May Street  
(Stewart Monuments)



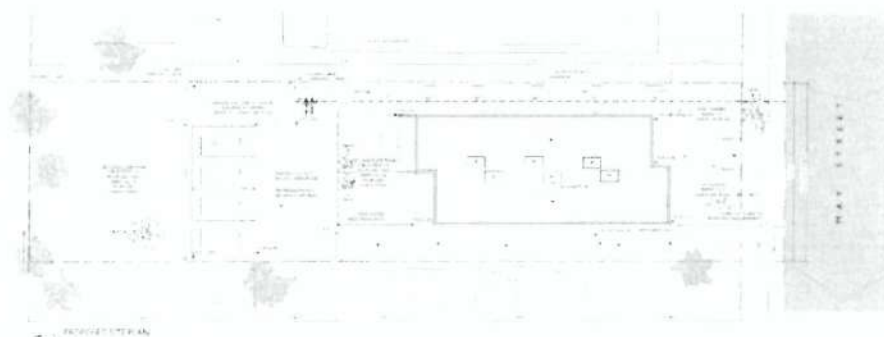
1403 May Street  
(Stewart Monuments)



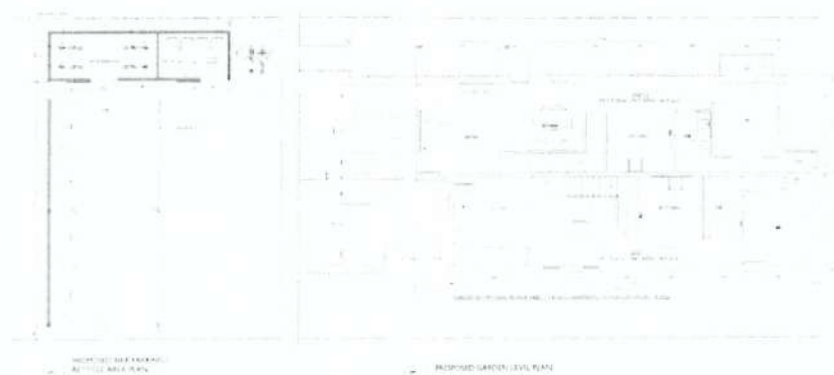
## OCP Designation



## Site Plan

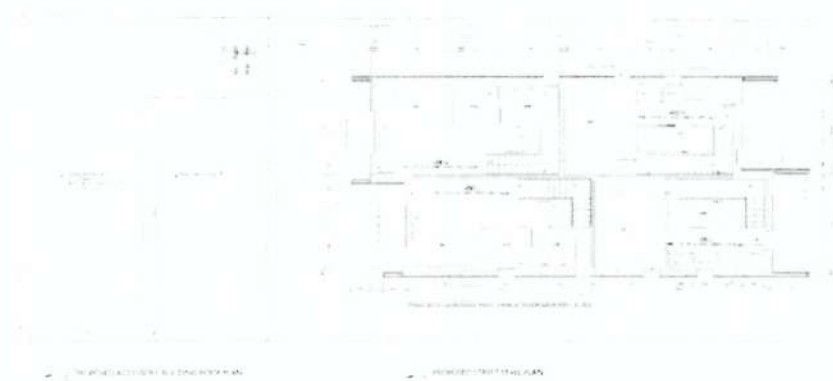


## Garden Level & Parking Plan





## Street Level Plan



## Upper Level Plan



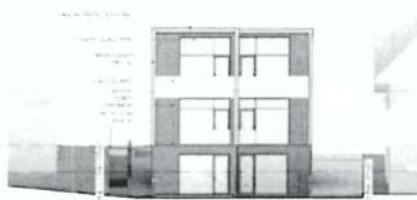
## Front Elevation



107 MAY STREET - VIEW FROM STREET



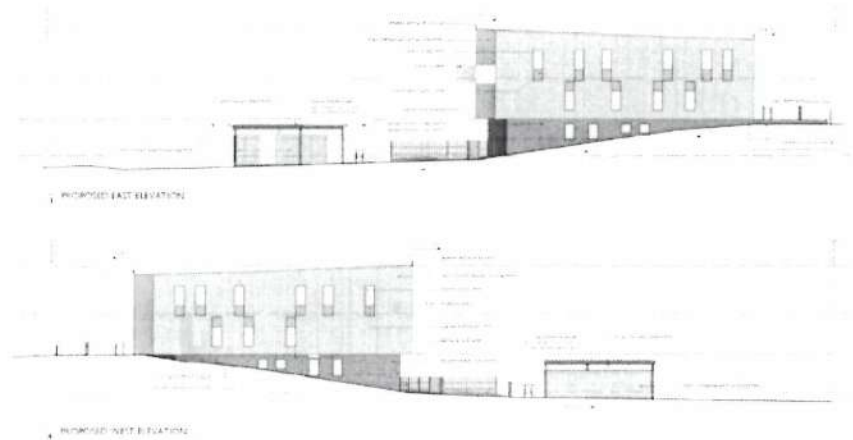
## Rear Elevation



107 MAY STREET - VIEW FROM STREET



## Side Elevations



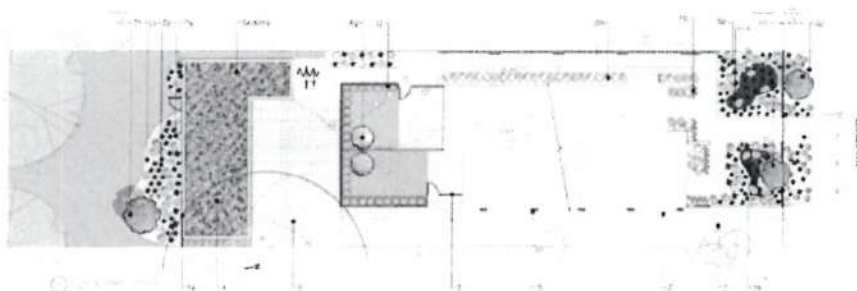
## Street Elevation





## Landscape Plan

---



## Materials & Colour

1. Exposure to the sun off from the green roof only.  
2. Rain garden to the storm water from the main residential units.



3. The wall system to maintain the green roof in the main residential units and the garden.



4. Privacy between the units and beside common paths.



5. Section green roof above parking and bike storage.



6. Views inside the units.



7. Concrete foundation wall.



8. Concrete structure and paths.



9. A high fence.



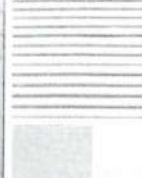
10. Materials.



WOOD BOARD + BATTEN



BEVEL WOOD SLING



WOOD BOARD + BATTEN

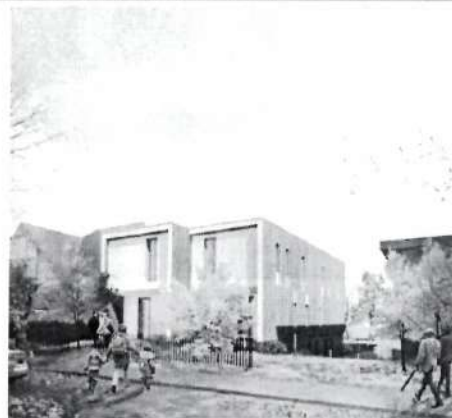
BOARD FORM CONCRETE



## Renderings



View from Yard (South East)



View from Street (North West)



## REPORTS OF COMMITTEES

### **1. Committee of the Whole – September 14, 2017**

#### **4. Rezoning Application No. 00556 and Development Permit with Variances Application No. 00028 for 1417 May Street (Fairfield Gonzales)**

##### **Motion:**

It was moved by Councillor Thornton-Joe, seconded by Councillor Alto:

##### **Rezoning Application No. 00556**

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.

##### **Development Permit with Variances Application No. 00028**

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**

**For:** Mayor Helps, Councillors Alto, Coleman, Isitt, Loveday, and Thornton-Joe  
**Opposed:** 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.*



## Committee of the Whole Report For the Meeting of September 14, 2017

---

**To:** Committee of the Whole **Date:** August 31, 2017  
**From:** Jonathan Tinney, Director, Sustainable Planning and Community Development  
**Subject:** Development Permit with Variances Application No. 00028 for 1417 May 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. 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 requirement 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."

### LEGISLATIVE AUTHORITY

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

Pursuant to Section 491 of the *Local Government Act*, where the purpose of the designation is the establishment of objectives for the form and character of intensive residential development, a Development Permit may include requirements respecting the character of the development including landscaping, and the siting, form, exterior design and finish of buildings and other structures.

### EXECUTIVE SUMMARY

The purpose of this report is to present Council with information, analysis and recommendations for a Development Permit with Variances Application for the property located at 1417 May Street. The proposal is to construct a four unit ground-oriented residential building. The variances are related to reduced parking and visitor parking.

The following points were considered in assessing this Application:

- the proposal is generally consistent with the objectives of Development Permit Area 16: General Form and Character of the *Official Community Plan, 2012 (OCP)* and the *Multi-Unit Residential, Commercial and Industrial Design Guidelines*
- the proposal is generally consistent with the *Suburban Neighbourhoods, 1984* residential policies, which encourage redevelopment design that reinforces local character and scale
- the requested variances associated with parking are supportable given the supply of parking would meet the anticipated demand and there is sufficient space on May Street to accommodate visitor parking.

## BACKGROUND

### Description of Proposal

The proposal is to construct a four unit ground-oriented residential building. Each unit would have separated entrance at grade with two units oriented to the street and two units oriented to the rear yard. Specific details include:

Exterior building materials for the principal building include:

- blue shiplap wood siding for the front façade
- grey cedar board and batten siding for the side and rear facades
- board form concrete
- glass balcony guardrails
- prefinished metal flashing
- thermal windows and coloured panels
- metal sunshades above rear entrances.

Exterior building materials for the accessory building and carport include:

- grey cedar board and batten siding and sliding door
- frosted glass panels
- extensive green roof with sedum plantings.

Landscaping materials include:

- permeable pavers for the rear yard parking and courtyard area
- concrete pavers for pedestrian walkways and private patios
- rain gardens and various tree and shrub species
- trellised vines along the east building façade
- lit bollards along pedestrian walkways
- various tree and shrub species (noted on landscape plan).

The proposed variances are related to:

- reducing the vehicle parking from six stalls to four stalls
- reducing the visitor parking from one stall to zero stalls.



## Sustainability Features

As indicated in the applicant's letters, dated May 18, 2017 and December 26, 2016, the following sustainability features are associated with this Application:

- passive house design and construction
- on-site stormwater management features, including: carport/accessory building green roof, bioswale, rain gardens and permeable pavers
- the low slope roof is designed to accommodate solar panels.

## Community Consultation

Consistent with the *Community Association Land Use Committee (CALUC) Procedures for Processing Rezoning and Variances Applications*, on December 19, 2017 the application was presented to the Fairfield Gonzales CALUC. A summary of the meeting is attached to this report.

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

## ANALYSIS

### Development Permit Area and Design Guidelines

The OCP identifies the site within Development Permit Area (DPA) 16: General Form and Character where the *Design Guidelines for Multi-Unit Residential, Commercial and Industrial (2012)* are applicable. The proposal complies with the Guidelines as follows:

- the proposed contemporary design respects the character of the established area and responds to the diversity of building types through modern form and massing that provides coherence and unity in relation to the adjacent properties
- all of the entrances are ground-oriented and each of the units has access to at-grade open space
- landscaped planting areas are proposed along the street frontages to enhance the residential presence
- parking is provided at the rear of the building and screened from adjacent properties.

### Local Area Plans

The proposal is in keeping with the housing policies of *Suburban Neighbourhoods, 1984* which give preference to redevelopment that reinforces the local character and scale of nearby buildings. A four unit ground-oriented residential building would contribute to the form and character of the neighbourhood and conform to the established density for the area.

### Regulatory Considerations

Schedule C of the *Zoning Regulation Bylaw* requires a parking ratio of 1:4 stalls per residential unit. With the proposed four dwelling units on the site this would result in a requirement for six parking stalls with one stall allocated for visitor parking. The applicant proposes the provision of four vehicle parking spaces located in the rear yard with no stalls allocated for visitor parking.

Staff are currently reviewing the off-street parking regulations that are outlined in Schedule C of the *Zoning Regulation Bylaw*. Based on data collection and analysis of current parking demand, the proposed Schedule C would require four stalls (with no visitor parking) to be provided in conjunction with this development. In addition, there is sufficient street parking available to meet any additional parking demand generated with this proposal. Therefore, staff recommend Council consider supporting the reduced parking.

## CONCLUSIONS

The proposal to construct a four unit ground-oriented residential building with the associated parking variances is consistent with the Design Guidelines prescribed in Development Permit Area 16: General Form and Character. Staff recommend that Council consider supporting this Application.

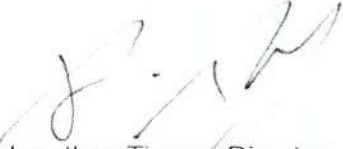
## ALTERNATE MOTION

That Council decline Development Permit with Variances Application No. 00028 for the property located at 1417 May Street.

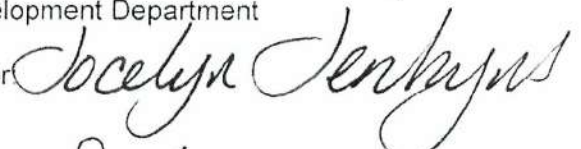
Respectfully submitted,

  
Alec Johnston  
Senior Planner  
Development Services Division

JH.

  
Jonathan Tinney, Director  
Sustainable Planning and Community  
Development Department

Report accepted and recommended by the City Manager



Date:

Sept 7, 2017

## List of Attachments

- Attachment A - Subject Map
- Attachment B - Aerial Map
- Attachment C - Plans date stamped July 12, 2017
- Attachment D - Letters from applicant to Mayor and Council dated May 18, 2017 and December 26, 2016
- Attachment E - Community Association Land Use Committee Summary of December 19, 2016 Meeting
- Attachment F - Arborist Report dated August 20, 2017
- Attachment G - Neighbourhood Correspondence.

A BYLAW OF THE CITY OF VICTORIA

The purposes of this Bylaw are to amend the Zoning Regulation Bylaw by creating the R-86 Zone, Ground-Oriented Dwelling May Street District, and to rezone land known as 1417 May Street from the R1-B Zone, Single Family Dwelling District to the R-86 Zone, Ground-Oriented Dwelling May Street District.

The Council of The Corporation of the City of Victoria enacts the following provisions:

- 1 This Bylaw may be cited as the “ZONING REGULATION BYLAW, AMENDMENT BYLAW (NO. 1139)”.
- 2 Bylaw No. 80-159, the Zoning Regulation Bylaw, is amended in the Table of Contents of Schedule “B” under the caption PART 3 – MULTIPLE DWELLING ZONES by adding the following words:  
  
“3.116 R-86 Zone, Ground-Oriented Dwelling May Street District”
- 3 The Zoning Regulation Bylaw is also amended by adding to Schedule B after Part 3.115 the provisions contained in Schedule 1 of this Bylaw.
- 4 The land known as 1417 May Street, legally described as PID 009-137-581, Lot 4, Block D, Fairfield Farm Estate, Victoria City, Plan 340 and shown hatched on the attached map, is removed from the R1-B Zone, Single Family Dwelling District, and placed in the R-86 Zone, Ground-Oriented Dwelling May Street District.

READ A FIRST TIME the                      **24<sup>th</sup>**    day of                      **May**                      2018

READ A SECOND TIME the                      **24<sup>th</sup>**    day of                      **May**                      2018

Public hearing held on the                      day of                      2018

READ A THIRD TIME the                      day of                      2018

ADOPTED on the                      day of                      2018

CITY CLERK

MAYOR



**PART 3.116 – R-86 ZONE, GROUND-ORIENTED MAY STREET DISTRICT****3.116.1 Definitions**

In this Part, “ground-oriented multiple dwelling” means a building containing three or more self-contained dwelling units, at least half of which have individual and direct access to the ground.

**3.116.2 Permitted Uses in this Zone**

The following uses are the only uses permitted in this Zone:

- a. Uses permitted in the R-2 Zone, Two Family Dwelling District, subject to the regulations set out in Part 2.1 of the Zoning Regulation Bylaw
- b. Ground-oriented multiple dwelling, subject to the regulations contained in this Part.
- c. Home occupation subject to the regulations in Schedule “D”
- d. Accessory Buildings subject to the regulations in Schedule “F”

**3.116.3 Lot Area**

- a. Lot area (minimum) 920.00m<sup>2</sup>
- b. Lot width (minimum) 15.00m average lot width

**3.116.4 Floor Area, Floor Space Ratio**

- a. Floor space ratio (maximum) 0.33:1

**3.116.5 Height, Storeys**

- a. Principal building height (maximum) 8.30m
- b. Storeys (maximum) 2
- c. Roof deck Not permitted

**3.116.6 Setbacks, Projections**

- a. Front yard setback (minimum) 6.00m
- b. Rear yard setback (minimum) 31.00m
- c. Side yard setback – from east interior lot line (minimum) 3.00m
- d. Side yard setback – from west interior lot line (minimum) 2.70m

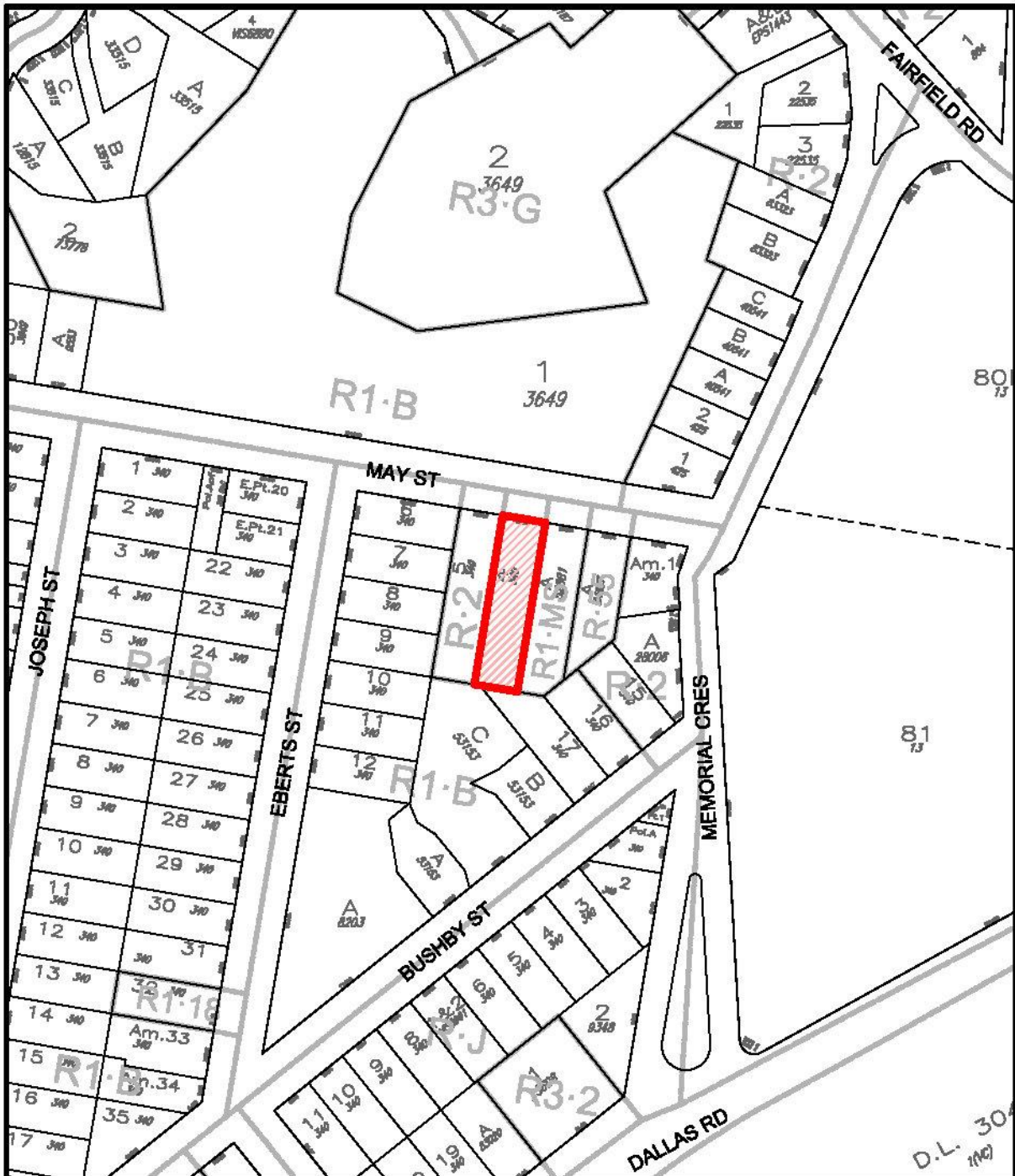
**PART 3.116 – R-86 ZONE, GROUND-ORIENTED MAY STREET DISTRICT****3.116.7 Site Coverage, Open Site Space**

- |                                     |        |
|-------------------------------------|--------|
| a. <u>Site coverage</u> (maximum)   | 31.00% |
| b. <u>Open site space</u> (minimum) | 45.00% |

**3.116.8 Vehicle and Bicycle Parking**

- |                                     |  |
|-------------------------------------|--|
| a. <u>Vehicle parking</u> (minimum) | Subject to the regulations in Schedule "C" |
| b. Bicycle parking (minimum)        | Subject to the regulations in Schedule "C" |

Appendix 1 to Bylaw No. 16-



1417 May Street  
Rezoning No.00556





NO. 18-069

**HOUSING AGREEMENT (1417 MAY STREET) BYLAW**  
A BYLAW OF THE CITY OF VICTORIA

The purpose of this Bylaw is to authorize an agreement for rental housing for the lands known as 1417 May Street, Victoria, BC.

Under its statutory powers, including section 483 of the *Local Government Act*, the Council of The Corporation of the City of Victoria in an open meeting enacts the following provisions:

**Title**

- 1      This Bylaw may be cited as the "HOUSING AGREEMENT (1417 MAY STREET) BYLAW (2018)".**

**Agreement authorized**

- 2      The Mayor and the City Clerk are authorized to execute the Housing Agreement**
- (a)      substantially in the form attached to this Bylaw as Schedule A;
  - (b)      between the City and Nila Holdings Ltd. or other registered owners from time to time of the lands described in subsection (c); and
  - (c)      that applies to the lands known as 1417 May Street, Victoria, BC, legally described as:  
PID: 009-137-581, Lot 4, Block D, Fairfield Farm Estate, Victoria City, Plan 340

READ A FIRST TIME the                      **24<sup>th</sup>**      day of                      **May**                      2018

READ A SECOND TIME the                      **24<sup>th</sup>**      day of                      **May**                      2018

READ A THIRD TIME the                      **24<sup>th</sup>**      day of                      **May**                      2018

ADOPTED on the                                      day of                                      2018

CITY CLERK

MAYOR

**SCHEDULE A**

**HOUSING AGREEMENT**  
**(Pursuant to Section 483 of the *Local Government Act*)**

BETWEEN:

**THE CORPORATION OF THE CITY OF VICTORIA**  
 #1 Centennial Square  
 Victoria, B.C.  
 V8W 1P6  
 (the "City")

OF THE FIRST PART

AND:

**NILA HOLDINGS LTD. (INC. NO. BC0730195)**  
 #185-911 Yates Street  
 Victoria, B.C.  
 V8V 4Y9

(the "Owner")

OF THE SECOND  
 PART

AND:

**CANADIAN IMPERIAL BANK OF COMMERCE**  
 1745 West 8<sup>th</sup> Avenue – Level B1  
 Vancouver, B.C.  
 V6J 4T3

(the "Existing Chargeholder")

OF THE THIRD  
 PART

**WHEREAS**

- A. Under section 483 of the *Local Government Act* the City may, by bylaw, enter into a Housing Agreement with an owner regarding the occupancy of the housing units identified in the agreement, including but not limited to terms and conditions referred to in section 483(2) of the *Local Government Act*.

- B. The Owner is the registered owner in fee simple of lands in the City of Victoria, British Columbia, with a civic address of 1417 May Street, Victoria, B.C. and legally described as:

PID 009-137-581

LOT 4 BLOCK D FAIRFIELD FARM ESTATE VICTORIA CITY PLAN 340

(the "Lands").

- C. The Owner has applied to rezone the Lands in order to construct a two-storey residential building with four self-contained dwelling units.
- D. The Dwelling Units are intended to be stratified and therefore will be subject to the *Strata Property Act* (British Columbia) and the bylaws of the Strata Corporation, but the intent of this Housing Agreement is to ensure the perpetual availability of rental units (in addition to owner-occupied units).
- E. The City and the Owner wish to enter into this Agreement, as a Housing Agreement pursuant to section 483 of the *Local Government Act*, to establish the terms and conditions regarding the occupancy of the residential units identified in this Housing Agreement.

**NOW THIS AGREEMENT WITNESSES** that pursuant to section 483 of the *Local Government Act*, and in consideration of the premises and covenants contained in this Agreement, the parties agree each with the other as follows:

#### 1.0 Definitions

##### 1.1 In this Agreement:

"**Development**" means the proposed two-storey residential building on the Lands to include four (4) Dwelling Units.

"**Dwelling Unit**" means a self-contained residential dwelling unit within the building that will be located on the Lands, and includes any dwelling unit that is developed on the Lands in future, whether as part of the Development or otherwise, and "Dwelling Units" means collectively all of such residential dwelling units located on the Lands.

"**Immediate family**" includes a person's husband, wife, child, mother, father, brother, sister, mother-in-law, father-in-law, grandparent, brother-in-law, sister-in-law, niece and nephew.

"**Non-owner**" means a person who occupies a Dwelling Unit for residential purposes, other than the Owner of that Dwelling Unit, and other than a member of the Owner's Immediate family.

"**Owner**" includes a person who acquires an interest in the Lands or any part of the Lands and is thereby bound by this Agreement, as referred to in section 7.3.



**"Tenancy Agreement"** means a tenancy agreement pursuant to the *Residential Tenancy Act* that is regulated by that Act.

**"Strata Corporation"** means, for the portions of the Lands or any building on the Lands that is subdivided under the *Strata Property Act*, a strata corporation as defined in that Act, including the Owner while in control of the strata corporation and subsequently the individual strata lot owners collectively acting as the strata corporation.

1.2 In this Agreement:

- (a) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment; and
- (b) reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted or replaced, unless otherwise expressly provided.

**2.0 No Restrictions on Rentals**

- 2.1 The Owner covenants and agrees that the Owner shall not take any steps, or enter into any agreements, or impose any rules or regulations whatsoever, the effect of which would be to prevent or restrict the Owner of a Dwelling Unit from renting that Dwelling Unit to a Non-owner under the terms of a Tenancy Agreement.
- 2.2 Without limiting the generality of section 2.1, the Owner covenants and agrees that it will not make application to deposit a strata plan for or in respect of the Lands or a building on the Lands unless the strata bylaws in no way restrict rental of any Dwelling Unit to a Non-owner under the terms of a Tenancy Agreement.
- 2.3 For certainty, if the Lands or the Development on the Lands are subdivided under the *Strata Property Act*, the Dwelling Units within the Development may be occupied by the Owners of the strata lots.

**3.0 Reporting**

- 3.1 The Owner covenants and agrees to provide to the City, upon written request from the City's Director of Sustainability Planning and Community Development, a report in writing confirming:
  - (a) the number, type and location by suite or strata lot number, of Dwelling Units that are being rented to Non-owners; and
  - (b) any changes or proposed changes to the Strata Corporation's bylaws that may affect the terms of this Agreement.

3.2 The Owner covenants and agrees:

- (a) to exercise its voting rights in the Strata Corporation against the passage of any bylaws that would restrict the availability for rental of any Dwelling Unit under the terms of a Tenancy Agreement unless this Agreement is amended; and
- (b) to notify the City of any proposed amendments to its strata bylaws.

3.3 The Owner acknowledges that it is within the City's sole discretion to consent or not to consent to modifications to this Agreement and that such consent may be withheld for any reason.

**4.0 Notice to be Registered in Land Title Office**

- 4.1 Notice of this Agreement ("**Notice**") will be registered in the Land Title Office by the City at the cost of the Owner in accordance with section 483(5) of the *Local Government Act*, and this Agreement is binding on the parties to this Agreement as well as all persons who acquire an interest in the Lands after registration of the Notice.

**5.0 Liability**

- 5.1 The Owner agrees to indemnify and saves harmless the City and each of its elected and appointed officials, employees and agents and their respective administrators, successors and permitted assigns, of and from all claims, demands, actions, damages, costs and liabilities, which all or any of them shall or may be liable for or suffer or incur or be put to by reason of or arising out of failure of the Owner to comply with the terms and conditions of this Agreement.
- 5.2 The Owner hereby releases and forever discharges the City and each of its elected and appointed officials, employees and agents and their respective administrators, successors and permitted assigns, of and from any and all claims, demands, actions, damages, economic loss, costs and liabilities which the Owner now has or hereafter may have with respect to or by reason of or arising out of the fact that the Lands are encumbered by and affected by this Agreement.

**6.0 Priority Agreement**

- 6.1 The Existing Chargeholder, as the registered holder of a charge by way of Mortgage against the Lands, which said charges are registered in the Land Title Office at Victoria, British Columbia, under numbers CA5307838, for and in consideration of the sum of One Dollar (\$1.00) paid by the City (the receipt whereof is hereby acknowledged), agrees with the City that upon filing of a Notice with the Land Title Office that the Lands are subject to this Agreement, pursuant to Section 483(5) of the *Local Government Act*, this Agreement shall be an encumbrance upon the Lands in priority to the said charges in the same manner and to the same effect as if Notice had been filed prior to the said charges.

## 7.0 General Provisions

### Notice

7.1 If sent as follows, notice under this Agreement is considered to be received

- (a) seventy-two (72) hours after the time of its mailing (by registered mail) or faxing, and
- (b) on the date of delivery if hand-delivered,

to the City:

City of Victoria  
 #1 Centennial Square  
 Victoria, BC V8W 1P6  
 Attention: Director of Sustainability Planning and  
 Community Development  
 Fax: 250-361-0386

to the Owner:

#185-911 Yates Street, Victoria, B.C. V8V 4Y9

or upon registration of a strata plan for the Lands, to the Strata Corporation, and to the Owner of any Dwelling Unit that is subject to the restrictions under section 2.1.

If a party identifies alternate contact information in writing to another party, notice is to be given to that alternate address.

If normal mail service or facsimile service is interrupted by strike, work slow-down, force majeure, or other cause,

- (a) notice sent by the impaired service is considered to be received on the date of delivery, and
- (b) the sending party must use its best efforts to ensure prompt receipt of a notice by using other uninterrupted services, or by hand-delivering the notice.

### Time

7.2 Time is to be the essence of this Agreement.



#### Binding Effect

- 7.3 This Agreement will enure to the benefit of and be binding upon the parties hereto and their respective heirs, administrators, executors, successors, and permitted assignees. In accordance with section 483(6) of the *Local Government Act*, this Agreement and all obligations hereunder is binding on all who acquire an interest in the Lands, and the Owner only during the Owner's ownership of any interest in the Lands, and with respect only to that portion of the Lands of which the Owner has an interest.

#### Waiver

- 7.4 The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

#### Headings

- 7.5 The headings in this Agreement are inserted for convenience and reference only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision of it.

#### Language

- 7.6 Wherever the singular, masculine and neuter are used throughout this Agreement, the same is to be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.

#### Equitable Remedies

- 7.7 The Owner acknowledges and agrees that damages would be an inadequate remedy for the City for breach of this Agreement and that the public interest strongly favours specific performance, injunctive relief (mandatory or otherwise), or other equitable relief, as the only adequate remedy for a default under this Agreement.

#### Cumulative Remedies

- 7.8 No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.

#### Entire Agreement

- 7.9 This Agreement when executed will set forth the entire agreement and understanding of the parties as at the date it is made.

#### Further Assurances

- 7.10 Each of the parties will do, execute, and deliver, or cause to be done, executed, and delivered all such further acts, documents and things as may be reasonably required from time to time to give effect to this Agreement.

#### Amendment

- 7.11 This Agreement may be amended from time to time, by consent of the Owner and a bylaw duly passed by the Council of the City and thereafter if it is signed by the City and the Owner.

#### Law Applicable

- 7.12 This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

#### No Derogation from Statutory Authority

- 7.13 Nothing in this Agreement shall:
- (a) limit, impair, fetter or derogate from the statutory powers of the City all of which powers may be exercised by the City from time to time and at any time to the fullest extent that the City is enabled and no permissive bylaw enacted by the City, or permit, licence or approval, granted, made or issued thereunder, or pursuant to statute, by the City shall estop, limit or impair the City from relying upon and enforcing this Agreement; or
  - (b) relieve the Owner from complying with any enactment, including the City's bylaws, or any obligation of the Owner under any other agreement with the City.

#### Joint and Several

- 7.14 The Owner, if more than one, are jointly and severally obligated to perform and observe each and every of the covenants, warranties and agreements herein contained by the Owner to be observed and performed.

#### Counterpart

- 7.15 This Agreement may be executed in counterparts and delivered by facsimile or emailed PDF file, each of which will have the same effect as if all parties had signed the same document. Each counterpart shall be deemed to be an original. All counterparts shall be construed together and shall constitute one and the same Agreement.

**IN WITNESS WHEREOF** the parties have hereunto set their hands as of the dates inscribed at a place within British Columbia:

THE CORPORATION OF THE CITY OF )  
VICTORIA by its authorized signatories: )

MAYOR \_\_\_\_\_

CITY CLERK \_\_\_\_\_

Date signed: \_\_\_\_\_

NILA HOLDINGS LTD.

by its authorized signatory(ies):

Print Name: Howard Sparks

Print Name: \_\_\_\_\_

Date signed: January 31, 2018

**CANADIAN IMPERIAL BANK OF COMMERCE**

by its authorized signatory(ies):

Print Name: HUMAN ALGHABLI, MANAGER

Print Name: Rhonda VINTAS

Date signed: MARCH 7, 2018

  
Renata Indjic  
A Commissioner for taking Affidavits in  
British Columbia, 3rd Fl., 400 Burrard Street  
Vancouver, B.C. V6C 3A6  
EXPIRY JANUARY 31, 2021



City Council Meeting  
Thursday, June 14<sup>th</sup>, 2018  
Attention: City Hall Ambassador



June 5<sup>th</sup>, 2018

**Re: Rezoning land at 1417 May Street (No.1139) No.18-013**

I am shocked and dismayed that you would even consider dramatically reducing the parking requirement at 1417 May Street. Anyone who has taken the time to view the parking situation on that end of May Street would realize that it is reduced to single lane traffic for the majority of the time, due to the crowded and oversubscribed street parking situation. The current situation results in traffic having to weave around, dodging oncoming traffic, cyclists, and transit busses.

A four unit building is far too dense for the neighborhood and is likely to result in the addition of up to 8 more cars that will need a place to park. Gone are the days that a single income can afford the rent or mortgage and city taxes of a unit. No matter what your utopian dreams may conjure, units today are predominantly housing 2 incomes, and those incomes mostly come with a vehicle for each wage earner. The preceding statement is likely to be further bolstered by the fact that these proposed units will not be affordable housing, but much more likely higher end luxury units.

In addition to the consideration of oversubscribed parking and traffic issues, I would like to call attention to the drainage issues that can be adversely affected by excessive site coverage caused by increased building size. These units will likely drain towards the lower levels of Bushby Street.

I urge you to reject the application for 4 units and allow only 2 units, and require full and appropriate on-site parking for those units. Permitting overbuilding, while diminishing parking requirements would be detrimental to the neighborhood. It would also represent bad traffic design and planning on an important artery that is used by transit buses, cyclist, and motorists.

I believe that the interests of the neighborhood and good design principals (including traffic and drainage) should trump the wishes of developers wishing to maximise their return on investment. I also believe that it is the mandate and fiduciary duty of city staff and council to act in the interest of the many.

Please support a lower density project with full on-site parking.

Lawrence Michaels  
184 Bushby Street  
Victoria, B.C.

A handwritten signature in blue ink, appearing to read "Lawrence Michaels", with a horizontal line underneath.

## Amanda Ferguson

---

**From:** Public Hearings  
**Subject:** FW: 1417 May St

**From:** David C Reid  
**Sent:** June 9, 2018 3:54 PM  
**To:** Public Hearings <PublicHearings@victoria.ca>  
**Subject:** 1417 May St

Councillors I am writing regarding some inconsistencies in our experience with the proposed development at 1417 May St. We originally had a pleasant meeting with the developer and he showed us his proposed duplex for the site. The plans were much in keeping with a development at 1407/09 May, next door, a project which after many discussions and proposals reached a compromise which everyone was satisfied with. These discussions, proposals and construction have taken place during the current election term since 2014. The issue is that the proposal we were shown is not the proposal going to permit! The proposal going to permit is, based on hearsay evidence, a proposal that is being made after the original duplex proposal was turned away because the city wanted higher densification??!

We, the neighbourhood have listed with the city on previous occasions all of the factors concerning May St and we will be forced in this instance to again raise the issues. Some of the points being, May Street is an emergency vehicle corridor, there is designated parking on only one side of the street in this area. There is a bus stop, and a business with traffic immediately affected at 1403 May. The sight lines for traffic from Eberts St. onto May is critically compromised by the one sided parking. The city lot at 1425 has traffic at all hours, did i mention the church at 1401/195 May which fills the street twice a week with parked vehicles, there is also the annual fireworks and Moss Street market celebrations which clog the artery.

The frustrating point is that the acceptable duplex precedent was established in this election term is right next door, the same sized lot to the proposed site and the administration seems to have erased any memory of that fact judging by the voting that has taken place.

My personal feeling regarding the municipal administration is that they need to govern as though the city was a large moving ship and the direction and course corrections are anticipated and done methodically and consistently enabling a given generation time to have small manageable amounts of change occur. The current decision making seems to be like the driver of a dodg'um car at a circus arcade with a similar amount of excitement and upheaval, hopefully the fall elections will stabilise and bring some reliable consistency. Regarding the question of drainage control how does the city justify putting in an easement from Bushby to service their lot at 1425 May and omit the obvious pipe size design so that 1407/09 and 1417 could be gravity connected when they were developed. The logic of that decision would have been apparent to any civil engineer working for the city, eliminating the costly and unreliable pumped systems which now must be employed.

Thank you for your time,  
sincerely  
David C Reid  
141 Eberts St.



Virus-free. [www.avast.com](http://www.avast.com)

## Amanda Ferguson

---

**From:** Public Hearings  
**Subject:** FW: 1409/1417 May St. redevelopment proposal

**From:** Lisa Zezza  
**Sent:** June 9, 2018 8:50 PM  
**To:** Public Hearings <PublicHearings@victoria.ca>; ccoleman@victoria.com  
**Subject:** FW: 1409/1417 May St. redevelopment proposal

Dear City Council,

I refer you to my previous email on the subject **Sent:** Tuesday, August 30, 2011 5:52 PM, **To:** 'mayor@victoria.ca', **Cc:** 'pmadoff@victoria.ca'; 'gyoung@victoria.ca'; 'lhunter@victoria.ca'; 'jluton@victoria.ca'; 'iscott@victoria.ca' which may or may not be on file.

I write today to reiterate my position concerning 1417 May Street and urge you to reconsider my previously submitted concerns. I am still the resident and owner at 176 Bushby Street, and have made this neighbourhood my home for over twenty-five years. I have had the distinct pleasure of raising our family in this primarily R1-B Zone Single Family Dwelling District and maintain my position concerning 1417 May Street.

It is true that this block has historically been the subject of at least three high density proposals in the past:

- Proposed four-plex at 1409 May Street was rejected in favour of a duplex in 2011 becoming 1407/1409 May Street.
- Proposed four-plex at 1417 May Street was rejected in favour of a duplex in 2011 but not developed
- Proposed 12 unit town house at 184/174 Bushby Street was rejected in favour of subdivision of the properties thereby retaining these two and building two more single-family homes. 1991

However, despite repeated attempts to increase the density, the single-family home (or low density dwelling) neighbourhood has been preserved as a well-established ground oriented area and its associated safety, security and ambiance.

This particular matter has been addressed and resolved to the neighbourhood satisfaction in the past. Please accept this a confirmation that I still oppose the rezoning of 1419 May Street for high-density four-dwelling use.

If you or your staff have any questions or would like to further discuss this matter, please do not hesitate to contact me directly at the coordinates below.

Thank you in advance, Sir, for your kind consideration and attention to this matter.

Sincerely,

Mrs. Lisa Zezza  
176 Bushby Street,  
Victoria, BC V8S 1B6



## Pamela Martin

---

**From:** Dave and Anita [REDACTED]  
**Sent:** June 11, 2018 3:01 PM  
**To:** Public Hearings  
**Subject:** Proposed changes to 1417 May Street, Amendment (#1139) #18-013

Dear Council,

We are writing this letter in "opposition" to possible zoning changes at 1417 May Street from R1-B Zone, Single Family Dwelling District, to R-86 Zone, Ground Oriented Dwelling District, to permit a multi-unit residential building with four ground oriented units. Legal description: Lot 4, Block D Fairfield Farm Estate. Victoria City Plan 340.

We are "adamantly opposed" to any changes to the zoning along this portion of May Street, as we, along with many other nearby residents, are expecting, "Gentle growth, with Low density" in this area of Fairfield. We, truly, and fully expected to see the zoning duplicate the duplex zoning as in the adjoining lot at 1407/09 May Street, which was approved a few years back.(see attached photo) That two family unit currently fits in very nicely along with "four off-street" vehicle parking spots, two inside and two outside. Most, if not all, single family homes in this area have at least two off-street parking spots. The proposed four unit building at 1417 May St. would not have adequate parking and would invariably lead to several on-street parking spots needed, not to mention visitor parking needed!

Changing the existing R1-B zone, single family to R-86 Zone multi unit would,undoubtably, set a precedent for the rest of May Street, Eberts, Moss, Joseph, Bushby etc. East May St. is narrow, leading on to Memorial Cres., and the space is diminished by several cars, parking there on a daily basis throughout the day. There is no room on East May St. for more cars, period!

Council needs to understand, Fairfield is not for sale! Most Fairfield residents wish Fairfield to remain as a low profile housing area, with gentle growth and with low density. This is not a NIMBY situation, but rather a common sense approach to maintain this area as a mostly single family housing area , as it has been for the past 100 years and should continue so, for the next 100 years.

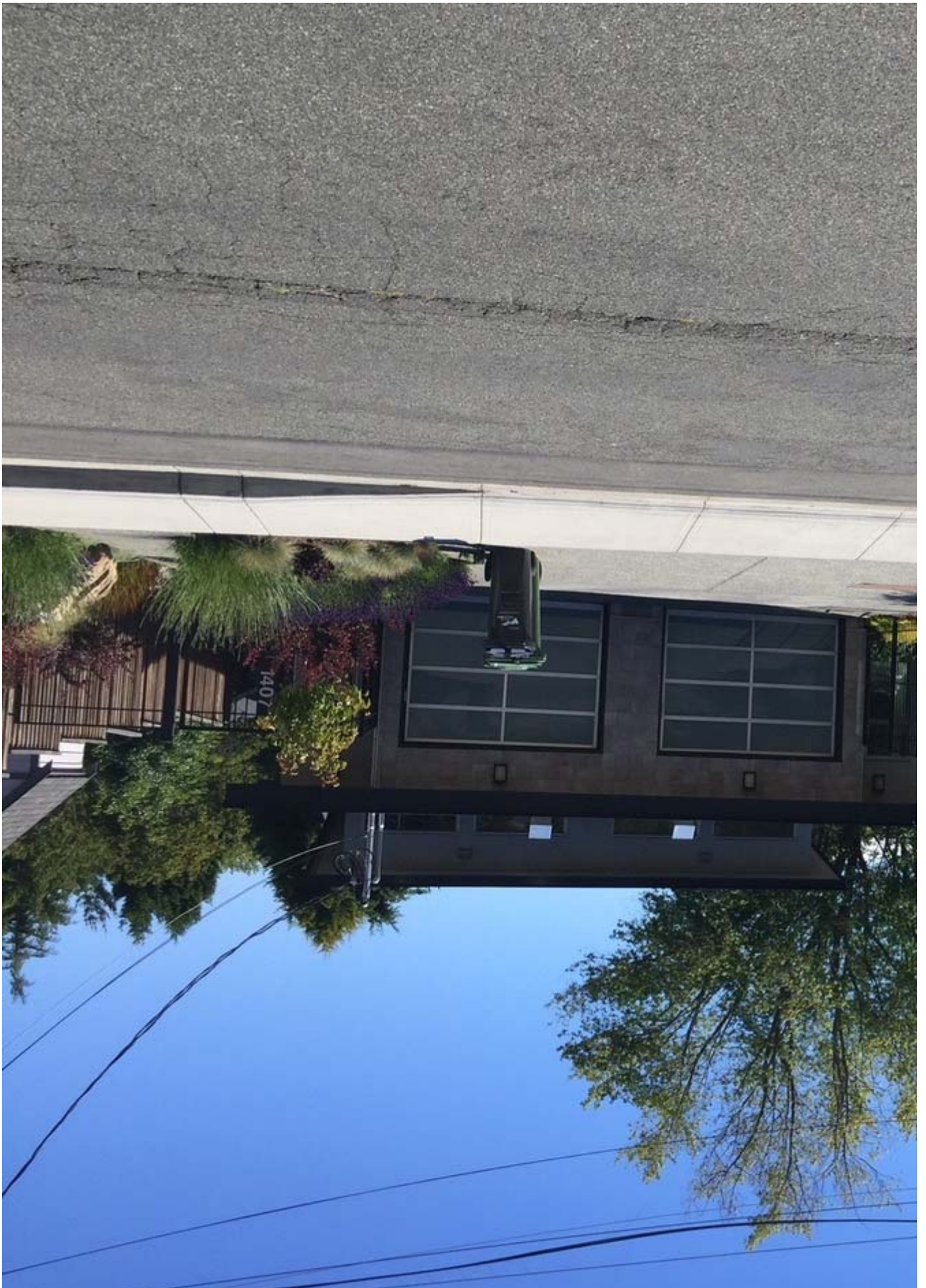
We appeal, to all council members, to vote "NO" to the R-86 Zone for 1417 May Street!!

David & Anita Paul

156 Eberts Street

**\*\*Please do not share my email address in public documents\*\***

This photo was taken at 1407/09 May Street on the right, next to 1417 May Street  
on the left



**Pamela Martin**

---

**From:** gudrun leys [REDACTED]  
**Sent:** June 12, 2018 9:22 PM  
**To:** Public Hearings  
**Subject:** Re: Proposed Changes to 1417 May Street

To the Victoria City Council,                      Re: Public Hearing June 14th, 2018

I have received a notification which invites me to comment on the application for amendment to the zoning bylaw. No 1139. I am a neighbour who owns property nearby and I am totally in favour of changing the bylaw to permit a multi-unit, (four units), two storey residential building on 1417 May Street as applied for. We need more dwellings.

Personally I am NOT in favour of specifying street parking for these units. Instead, remove the street signs saying "residential parking only" and Open the parking to anyone, as no property tax is paid for the street.

Yours sincerely,

Gudrun Leys, 305-1433 Faircliff Lane, V8S 3J6



**To:** publichearings@victoria.ca

**Cc:** ccoleman@victoria.ca

**Subject:** Response to proposed development at 1417 May Street

June 13, 2018

**Regarding proposed development of 1417 May Street**

**Please ensure that our phone number and email address remain confidential.**

**As neighbours at 135 Eberts Street, we wish to express that we do *not* support the proposed rezoning and parking variance. Our reasons are outlined below. We urge Council to take a step back, correct errors and inconsistencies in the process and documentation, and thoroughly consider community input before making a decision on this project.**

We would like it on record that we were not consulted by Cascadia Architects although our property overlooks 1417 May Street and we, like everyone else in the area, are affected by traffic and development.

We are generally supportive of Passive House concepts; however, the implementation in this instance is not appropriate. Depending on the specifics and the process and documentation, we would consider supporting a Passive House duplex on this site.

The documents provided contain some inaccuracies and errors that make it difficult to follow what has been proposed and what changes have been made to the proposal. For example, current zoning is R1-B (per City of Victoria) but the developer states it is R-2. There's a much larger leap from R1-B to R55 than from R-2 to R-55 so this is misleading. In addition, "It's Your Neighbourhood" from the city dated June 1, 2018 refers to a new zone called R-86, Ground-Oriented Dwelling May Street District, which is not defined on the city's Zoning website: <http://www.victoria.ca/EN/main/residents/planning-development/development-services/zoning.html>

By way of justification of the proposal, there is reference to a fourplex at 1461 May Street. Below is a street view from Google Maps, showing 1461 May (left), 1425 May (centre), and the subject property 1417 May (right). Please note the differences in elevation. If you look at this street view and also go out and do a site visit, you'll notice how high 1417 May St. is compared to the other properties. The developer refers to the sloped site, "falling over 3m from the north property line (May Street) to the south property line". By comparison, 1461 May ("fourplex") is relatively flat and its four units are incorporated into a building that fits in well with the streetscape (it seems to be a "heritage" conversion). This is possible because of the layout of the units and the characteristics of the lot.



Another issue we have is with the proposed variances. The City's Development Tracker states:

#### 1417 MAY ST

<b>Application Contact:</b>	PETER JOHANNKNECHT Telephone: <a href="tel:250.590.3223">250.590.3223</a> Email: <a href="mailto:PETER@CASCADIAARCHITECTS.CA">PETER@CASCADIAARCHITECTS.CA</a>
<b>Project Type:</b>	Rezoning Application
<b>Folder Number:</b>	REZ00556
<b>Application Date:</b>	Jan 05, 2017
<b>Addresses:</b>	1417 MAY ST
<b>City Contact:</b>	ALEC JOHNSTON Email: <a href="mailto:ajohnston@victoria.ca">ajohnston@victoria.ca</a> Telephone: <a href="tel:250-361-0487">250-361-0487</a>
<b>Purpose:</b>	THE CITY IS CONSIDERING AN APPLICATION TO REZONE THIS PROPERTY TO ALLOW FOR A TWO STOREY MULTI FAMILY DWELLING. Variances: Schedule C - Section 12 (c) - reduction to the required parking from 6 spaces to 3. Schedule C - Section 7.2 (g) - a reduction to the required number of visitor spaces from 1 to 0 Part 3.75 Section 2 - an increase to maximum allowable total floor area from 380m2 to 444m2 Also see DVP00028

This representation of the variance (reduction in parking from 6 spaces to 3) is in conflict with the supplied documents, including the "It's Your Neighbourhood" letter dated June 1, 2018 which states "reduced vehicle parking from six stalls to four stalls; reduced visitor parking from one stall to zero stalls". There are many traffic and parking pressures in this neighbourhood including individuals and businesses parking cars and motorhomes long term by Moss Rocks Park, and buses, city vehicles, and cars going through the area at speed. **We urge you to do a traffic study on May Street and consider appropriate traffic calming measures.** A sidewalk and no parking by Moss Rocks Park should be considered, as should a traffic circle or two. The turns from Eberts onto May and from May onto Memorial Crescent are particularly concerning.

Furthermore, if the city is truly committed to a healthy environment including green space, landscaping plans and tree preservation must be monitored and controlled. Trees provide habitat for birds that we value in our neighbourhood. **For example, 1407 May featured a tree on the landscaping plans that was cut down very early in the building process with severe effects on us as neighbours.** What will be done to ensure that trees that are shown on the plans as being retained will actually be retained? What will the perimeter fence look like? What is the process for changing the plan? Landscaping in home construction is often overlooked—it's considered an add-on at the end which can be a problem if there have been construction cost overruns but it's critically important for the neighbourhood. There is mention of a green roof with sedum. What are the plans for maintaining/irrigating this feature? We have seen many well-intentioned green roofs, walls, and features go wrong (dry out, become unsightly and a fire hazard) because of inadequate maintenance.

Having been through the development of 1407/1409 May a few years ago, we are aware that there are often last-minute changes and variances, e.g. the sudden addition of balconies to 1407/1409 May Street without proper consultation when the building was virtually complete. **These issues point to the need for clear and accurate communications and plans up-front.**

**Please do not approve this project as presented. Please do go back to the community for adequate consultation. Please provide accurate and non-conflicting information to the public.**

Thank you,

Valentin Schaefer  
135 Eberts Street

**Do not publish my email address or phone number. Thank you.**



**Pamela Martin**

---

**From:** Crawford, Larry J PSSG:EX <[REDACTED]>  
**Sent:** June 13, 2018 4:39 PM  
**To:** Public Hearings  
**Subject:** Zoning Amendment Bylaw #1139 (1417 May St)

To: Victoria Council Members

***Re: Proposed Rezoning and Development at 1417 May Street***

We strongly object to the proposal to rezone the single family lot at 1417 May Street to permit multi-unit, four unit residential development. In particular, the suggestion of reducing the requirement of on-site parking requirements is unacceptable.

The 1400 block of May Street is currently saturated with on-street parking on both sides of the street. This has intensified since the previous rezoning and development of the adjacent duplex at 1407/09 May Street. The residents of this neighbourhood were assured that parking issues would not be negatively affected at the time that redevelopment was approved, however, this has proven to not be the case. The current excessive parking causes severe safety problems for persons using the existing driveways. Vehicles parked close to driveways totally obscure any visibility of approaching traffic when attempting to enter the street from the properties. This problem is compounded because of the falling grade of the driveways due to the natural terrain. It is not unreasonable to project that this unsafe situation will result in motor vehicle collisions and most likely injuries in the future.

The intense parking situation on May Street in this block has now caused overflow parking onto Eberts Street, which already has parking safety issues. Eberts is a narrow residential street with now parking both sides. Although it is markedly more narrow than collector streets which accommodate bus routes, Eberts Street is regularly used by B.C. Transit vehicles. Buses frequently are required to carefully navigate their way between parked vehicles, some of which are carelessly parked in a manner further restricting the passage width. There are small children residing in the upper section of Eberts Street and a municipal playground also exists in the block. The unfortunate addition of secondary suites in several of the single family homes has already created parking congestion. Frequently, the home owners are precluded from the ability to properly park their vehicle in front of their own property due to renter's vehicles utilizing available space.

We respectfully request that Council not allow the property at 1417 May Street to be rezoned to permit multi-unit development. We base this upon the above stated issues and the wish to prevent further degradation of this delightful and established single-family community.

Sincerely,

Lawrence Crawford and Cathy Yaskow  
150 Eberts Street  
Victoria, BC V8S 3H7